

**WONG TAI SIN KINDERGARTEN CUM DAY CARE CENTRE AND  
GOSPEL SAU MAU PING KINDERGARTEN CUM CHILD CARE CENTRE  
OPERATED BY SISTERS OF THE IMMACULATE HEART OF MARY**

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2023-24 HK\$	2022-23 HK\$
<b>A. INCOME</b>			
1 Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1(b)	3,299,851.00	3,255,404.00
b. Provident Fund	1(c)	199,787.00	198,103.00
2 Fee Income	2	83,005.50	22,004.50
3 Central Items	3	35,977.00	41,277.00
4 Rent and Rates	4	-	-
5 Other Income	5	20,000.00	20,000.00
6 Interest Received		-	-
<b>TOTAL INCOME</b>		<b>3,638,620.50</b>	<b>3,536,788.50</b>
<b>B. EXPENDITURE</b>			
1 Personal Emoluments			
a. Salaries		1,552,363.90	1,336,586.39
b. Provident Fund	1(c)	74,593.00	64,703.41
c. Allowances		-	-
Sub-total	6	1,626,956.90	1,401,289.80
2 Other Charges	7	709,476.91	776,838.86
3 Central Items	3	-	-
4 Rent and Rates	4	-	-
<b>TOTAL EXPENDITURE</b>		<b>2,336,433.81</b>	<b>2,178,128.66</b>
<b>C. SURPLUS FOR THE YEAR</b>	8	<b>1,302,186.69</b>	<b>1,358,659.84</b>

The Annual Financial Report from pages 3 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE

CHAIRMAN

DATE: 18 October 2024

SIGNATURE

CHIEF EXECUTIVE

DATE: 18 October 2024

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**NOTES ON THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

**1 Lump Sum Grant**

- (a) **Basis of preparation** The Annual Financial Report (AFR) is prepared in respect of all Funding and Service Agreement (FSA) activities (including support services to FSA activities) funded by the Social Welfare Department under the Lump Sum Grant Subvention System. AFR is prepared on cash basis, that is, income is recognised upon receipt of cash and expenditure is recognised when expenses are paid. Non-cash items such as depreciation, provisions and accruals **have not been included** in the AFR.
- (b) • **Lump Sum Grant (excluding Provident Fund)** This represents LSG (excluding Provident Fund) received for the year.
- (c) • **Provident Fund** This is Provident Fund received and contributed during the year.
- Snapshot staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000.
- 6.8% and other posts represent those staff that are employed after 1 April 2000.
- Please note that the PF received and contributed for staff under the Central Items should be shown under 3. In other words, such PF should **not** be included here (Paragraph 3.12 of LSG Manual).

Details are analysed below :

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**NOTES ON THE ANNUAL FINANCIAL REPORT  
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**1 Lump Sum Grant (continued)**

**(c) Provident Fund (continued)**

	<b>Snapshot Staff HK\$</b>	<b>6.8% and Other Posts HK\$</b>	<b>Total HK\$</b>
Subvention Received	-	199,787.00	199,787.00
Less: Provident Fund Contribution paid during the year	-	74,593.00	74,593.00
Surplus for the year	-	125,194.00	125,194.00
<b>Add:</b> Surplus b/f	-	1,319,452.89	1,319,452.89
<u>Prior Year Adjustment</u>			
Opening adjustment #SWD SF/SI/4-65/129	-	7,540.00	7,540.00
<b>Surplus c/f</b>	-	1,452,186.89	1,452,186.89

**2 Fee Income**

This represents social welfare fee income received for the year in respect of the fees and charges recognised for the purpose of subvention as set out in the LSG Manual.

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**NOTES ON THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

**3 Central Items**

These are subvented service activities which are not included in LSG and are subject to their own procedures as set out in other SWD 's papers and correspondence with the NGOs. The PF received and contributed for staff under the Central Items have been separately included as part of the income and expenditure of the relevant items (Paragraph 3.14 of LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

	<b>2023-24 HK\$</b>	<b>2022-23 HK\$</b>
<b>a. Income</b>		
Time-defined Subsidy Scheme for Extended Hours Service Users	20,077.00	20,077.00
Time-defined Subsidy Scheme for Occasional Child Care Service	15,900.00	21,200.00
	<u>35,977.00</u>	<u>41,277.00</u>
<b>b. Expenditure</b>	-	-
<b>Total</b>	<u><u>35,977.00</u></u>	<u><u>41,277.00</u></u>

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**NOTES ON THE ANNUAL FINANCIAL REPORT  
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- 4 Rent and Rates** This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditure on rent and rates in respect of premises not recognised by SWD should **not** be included in AFR.

- 5 Other Income** This includes programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subventions and donations received need **not** be included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure reflected in the AFR.

	<b>2023-24</b>	<b>2022-23</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services	-	-
(b) Others	20,000.00	20,000.00
<b>Total</b>	<u>20,000.00</u>	<u>20,000.00</u>

- 6 Personal Emoluments** Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over \$700,000 each is appended below:

<b>Analysis of Personal Emoluments</b>	<b>No of Posts</b>	<b>HK\$</b>
HK\$700,001 - HK\$800,000 p.a.	-	-
HK\$800,001 - HK\$900,000 p.a.	-	-
HK\$900,001 - HK\$1,000,000 p.a.	-	-
HK\$1,000,001 - HK\$1,100,000 p.a.	-	-
HK\$1,100,001 - HK\$1,200,000 p.a.	-	-
>HK\$1,200,000 p.a.	-	-

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**NOTES ON THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

**7 Other Charges**

The breakdown on Other Charges is as follows:

	<b>2023-24</b>	<b>2022-23</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>Other Charges</b>		
(a) Food	15,410.00	-
(b) ^ Stores and Equipment	8,360.00	14,800.00
(c) Repair and Maintenance	-	33,316.00
(d) Programme Expenses	40,000.00	-
(e) Miscellaneous	10,580.00	15,151.55
(f) ^ Education Supply	71,745.91	64,321.31
(g) Cleaning	4,010.00	28,630.00
(h) Auditor fee	91,000.00	91,000.00
(i) Training expenses	18,906.00	35,000.00
(j) Administrative Expenses	449,465.00	494,620.00
<b>Total</b>	<b>709,476.91</b>	<b>776,838.86</b>

**WONG TAI SIN KINDERGARTEN CUM DAY CARE CENTRE ("WTS") AND  
GOSPEL SAU MAU PING KINDERGARTEN CUM CHILD CARE CENTRE ("GSMP")  
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**CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2024**

**8 Analysis of Lump Sum Grant Reserve and balances of other SWD subventions**

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Holding Account	Rent and Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
<b>Income</b>					
Lump Sum Grant	3,499,638.00	-	-	-	3,499,638.00
Fee Income	83,005.50	-	-	-	83,005.50
Other Income	20,000.00	-	-	-	20,000.00
Interest Received (Note (1))	-	-	-	-	-
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	35,977.00	35,977.00
<b>Total Income (a)</b>	3,602,643.50	-	-	35,977.00	3,638,620.50
<b>Expenditure</b>					
Personal Emoluments	1,626,956.90	-	-	-	1,626,956.90
Other Charges	709,476.91	-	-	-	709,476.91
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	-	-
<b>Total Expenditure (b)</b>	2,336,433.81	-	-	-	2,336,433.81
<b>(Deficit)/Surplus for the Year (a) – (b)</b>	1,266,209.69	-	-	35,977.00	1,302,186.69
Less : Surplus of Provident Fund	125,194.00	-	-	-	125,194.00
	1,141,015.69	-	-	35,977.00	1,176,992.69
<b>Surplus b/f</b>	3,067,214.66	580,907.95	-	345,836.00	3,993,958.61
	4,208,230.35	580,907.95	-	381,813.00	5,170,951.30
Less : Refund to Government	2,121,565.84	-	-	-	2,121,565.84
<u>Prior year adjustment</u>					
Opening adjustment					
#SWD SF/SI/4-65/129					
(i)	150,325.00	-	-	(157,865.00)	(7,540.00)
(ii/iii)	12,513.78	-	-	-	12,513.78
(iv/v)	76,550.00	-	-	-	76,550.00
(vi)	(99,638.00)	-	-	99,638.00	-
<b>Surplus c/f (Note (4))</b>	2,226,415.29	580,907.95	-	323,586.00	3,130,909.24

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**CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2024**

**8 Analysis of Lump Sum Grant Reserve and balances of other SWD subventions (continued)**

**Notes:**

- (1) Interest received on LSG and PF reserves, rent and rates, central items are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of LSG Surplus b/f from previous years (including holding account) and all interest received in previous years should be included in the surplus b/f under LSG.
- (3) } Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplement, if any, as per schedule of Central Items ( **Annex 1**).
- (4) } The level of LSG cumulative reserve (i.e. S) will be capped at 25% of the NGO 's operating expenditure (excluding PF expenditure) for the year.