

**ANNUAL FINANCIAL REPORT  
NGO : EVANGEL CHILDREN'S HOME**

**1 APRIL 2015 TO 31 MARCH 2016**

|  | Notes | Total<br>2015-16<br>\$ | Total<br>2014-15<br>\$ |
|--|-------|------------------------|------------------------|
| <b>A. INCOME</b>                             |       |                        |                        |
| <b>1. Lump Sum Grant</b>                     |       |                        |                        |
| a. Lump Sum Grant (excluding Provident Fund) | 1b    | 9,744,556.00           | 9,123,052.00           |
| b. Provident Fund                            | 1c    | 832,951.00             | 768,417.00             |
| <b>2. Special One-off Grant</b>              |       | -                      | -                      |
| <b>3. Fee Income</b>                         | 2     | -                      | -                      |
| <b>4. Central Items</b>                      | 3     | 302,418.00             | 187,115.00             |
| <b>5. Rent and Rates</b>                     | 4     | 127,091.00             | 123,840.00             |
| <b>6. Other Income</b>                       | 5     | 220,627.00             | 263,774.50             |
| <b>7. Interest Received</b>                  |       | 44.61                  | 44.46                  |
| <b>TOTAL INCOME</b>                          |       | 11,227,687.61          | 10,466,242.96          |
| <b>B. EXPENDITURE</b>                        |       |                        |                        |
| <b>1. Personal Emoluments</b>                |       |                        |                        |
| a. Salaries                                  |       | 8,006,010.50           | 6,605,367.50           |
| b. Provident Fund                            | 1b    | 651,073.48             | 555,107.87             |
| c. Allowances                                |       | 318,346.78             | 405,734.19             |
| d. Incentive payment (SOG)                   |       | -                      | -                      |
| Sub-total                                    | 6     | 8,975,430.76           | 7,566,209.56           |
| <b>2. Other Charges</b>                      | 7     | 1,916,247.61           | 2,229,977.63           |
| <b>3. Central Items</b>                      | 3     | 302,418.00             | 187,115.00             |
| <b>4. Rent and Rates</b>                     | 4     | 249,400.00             | 241,800.00             |
| <b>5. Special One-off Grant Payments</b>     | 7a    | -                      | -                      |
| <b>TOTAL EXPENDITURE</b>                     |       | 11,443,496.37          | 10,225,102.19          |
| <b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>     | 8     | (215,808.76)           | 241,140.77             |

SIGNATURE



CHAIRMAN

DATE : - 7 OCT 2016

SIGNATURE



NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE : - 7 OCT 2016

NOTES ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant

a. Basis of preparation

The Annual Financial Report (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** like depreciation, provisions and accruals **have not been included** in the AFR.

b. Lump Sum Grant (excluding Provident Fund)

This represents Lump Sum Grant (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 have been shown under 3.

(LSG Circular No. 1/2001).

Details are analysed below :

| <u>Provident Fund Contribution</u> | <u>Existing Staff</u> | <u>6.8% Posts</u> | <u>Total</u> |
|------------------------------------|-----------------------|-------------------|--------------|
|                                    | \$                    | \$                | \$           |
| Subvention Received                | 387,933.00            | 445,018.00        | 832,951.00   |
| Provident Fund Contribution Paid   | 339,856.00            | 311,217.48        | 651,073.48   |
| during the year                    |                       |                   |              |
| Surplus/(Deficit) for the year     | 48,077.00             | 133,800.52        | 181,877.52   |
| <b>Add</b> : Surplus/(Deficit) b/f | 275,241.05            | 935,180.41        | 1,210,421.46 |
| Fund Transfer                      | (165,246.93)          | 165,246.93        | -            |
| <b>Less</b> : Government claw back | (89,370.00)           |                   | (89,370.00)  |
| <b>Surplus/(Deficit) c/f</b>       | 68,701.12             | 1,234,227.86      | 1,302,928.98 |

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 Lump Sum Grant Manual.

### 3. Central Items

These are subvented service activities which are not included in Lump Sum Grant 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 should be separately included as part of the income and expenditure of the relevant items (paragraph 3.13 of LSG Manual). The income and expenditure of each of the Central Items are as follows:

|                                     | <u>2015-16</u>    | <u>2014-15</u>    |
|-------------------------------------|-------------------|-------------------|
|                                     | \$                | \$                |
| <b>a. <u>Income</u></b>             |                   |                   |
| After School Care Program           | -                 | -                 |
| Overnight On-site-on-call Allowance | 302,418.00        | 187,115.00        |
| Total                               | <u>302,418.00</u> | <u>187,115.00</u> |
| <b>b. <u>Expenditure</u></b>        |                   |                   |
| After School Care Program           | -                 | -                 |
| Overnight On-site-on-call Allowance | 302,418.00        | 187,115.00        |
| Total                               | <u>302,418.00</u> | <u>187,115.00</u> |

### 4. Rent and Rates

This represents the amount paid by Social Welfare Department in respect of premises recognised by SWD. Expenditure on rent and rates in respect of premises not recognised by SWD have not been 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 have not been included as Other Income in AFR.

## 6. Personal Emoluments

Personal Emoluments include salary, provident fund, salary-related allowances.  
The analysis on number of posts with annual Personal Emoluments over \$500,000 is appended below:

### Analysis of Personal Emoluments

|                                  | No of Posts | \$         |           |
|----------------------------------|-------------|------------|-----------|
| HK\$500,001 - HK\$600,000 p.a.   | 1.00        | 655,318.50 | #(應移至下一行) |
| HK\$600,001 - HK\$700,000 p.a.   | N/A         |            |           |
| HK\$700,001 - HK\$800,000 p.a.   | N/A         |            |           |
| HK\$800,001 - HK\$900,000 p.a.   | 1.00        | 806,935.25 |           |
| HK\$900,001 - HK\$1,000,000 p.a. | N/A         |            |           |
| >HK\$1,000,000 p.a.              | N/A         |            |           |

## 7. Other Charges

| Other Charges                    | 2015-16<br>\$ | 2014-15<br>\$ |
|----------------------------------|---------------|---------------|
| a. Utilities                     | 347,855.80    | 350,681.60    |
| b. Food                          | 651,015.80    | 632,137.73    |
| c. Administrative Expenses       | 232,059.80    | 283,291.90    |
| d. Stores and Equipment *        | 252,869.57    | 215,210.00    |
| e. Repair and Maintenance        | 202,191.50    | 589,625.00    |
| f. Programme Expenses            | 111,671.30    | 65,761.60     |
| g. Transportation and Travelling | 4,244.30      | 6,237.60      |
| h. Insurance                     | 72,455.94     | 45,449.00     |
| i. Miscellaneous                 | 41,883.60     | 41,583.20     |
| Total                            | 1,916,247.61  | 2,229,977.63  |

\* Furniture & Equipment included

## 7a. Special One-off Grant Payments

Details of Special One-off Grant Payments are as follows:

| Special one-off Grant Payments      | 2015-16<br>\$ | 2014-15<br>\$ |
|-------------------------------------|---------------|---------------|
| (a) Voluntary Retirement Scheme     | -             | -             |
| (b) Compensation Scheme             | -             | -             |
| (c) Staff Training and Development  | -             | -             |
| (d) Other Staff-related Initiatives | -             | -             |
| Total                               | -             | -             |

**8. Analysis of Reserve Fund**

|   | Analysis of Reserve Fund |                             |                     |                   |                      |
|---|--------------------------|-----------------------------|---------------------|-------------------|----------------------|
|   | Lump Sum Grant & (LSG)   | Special One-off Grant (SOG) | Rent and Rates      | Central Items     | Total                |
| <b>Income</b>                                   |                          |                             |                     |                   |                      |
| Lump Sum Grant                                  | 10,577,507.00            |                             |                     |                   | 10,577,507.00        |
| Special One-off Grant                           | -                        |                             |                     |                   | -                    |
| Fee Income                                      | -                        |                             |                     |                   | -                    |
| Other Income                                    | 220,627.00               |                             |                     |                   | 220,627.00           |
| Interest Received (Note(1))                     | 44.61                    |                             |                     |                   | 44.61                |
| Rent and Rates                                  |                          |                             | 127,091.00          |                   | 127,091.00           |
| Central Items                                   |                          |                             |                     | 302,418.00        | 302,418.00           |
| <b>Total Income (a)</b>                         | <b>10,798,178.61</b>     | <b>-</b>                    | <b>127,091.00</b>   | <b>302,418.00</b> | <b>11,227,687.61</b> |
| <b>Expenditure</b>                              |                          |                             |                     |                   |                      |
| Personal emoluments                             | 9,215,707.76             | -                           |                     |                   | 9,215,707.76         |
| Other Charges                                   | 1,675,970.61             |                             |                     |                   | 1,675,970.61         |
| Rent and Rates                                  |                          |                             | 249,400.00          |                   | 249,400.00           |
| Central Items                                   |                          |                             |                     | 302,418.00        | 302,418.00           |
| <b>Total Expenditure (b)</b>                    | <b>10,891,678.37</b>     | <b>-</b>                    | <b>249,400.00</b>   | <b>302,418.00</b> | <b>11,443,496.37</b> |
| <b>Surplus/(Deficit) for the Year (a) - (b)</b> | <b>(93,499.76)</b>       | <b>-</b>                    | <b>(122,309.00)</b> | <b>-</b>          | <b>(215,808.76)</b>  |
| Less : Surplus/(Deficit) of Provident Fund      | 181,877.52               | -                           | 0.00                | -                 | 181,877.52           |
|   | (275,377.28)             | -                           | (122,309.00)        | -                 | (397,686.28)         |
| <b>Surplus/(Deficit) b/f (Note (2))</b>         | <b>1,507,219.79</b>      | <b>-</b>                    | <b>(198,942.00)</b> | <b>-</b>          | <b>1,308,277.79</b>  |
|   | 1,231,842.51             | -                           | (321,251.00)        | -                 | 910,591.51           |
| Add: On call backpayment 2014/15                | 70,232.00                |                             |                     |                   | 70,232.00            |
| Add: Backpayment on Rent 2014/15                |                          |                             | 25,424.00           |                   | 25,424.00            |
| Add: Backpayment on Rates 2014/15               |                          |                             | 40,055.00           |                   | 40,055.00            |
| <b>Surplus/(Deficit) c/f (Note (3))</b>         | <b>1,302,074.51</b>      | <b>-</b>                    | <b>(255,772.00)</b> | <b>-</b>          | <b>1,046,302.51</b>  |
|   |                          |                             |                     |                   |                      |

**Notes:**

- (1) All the interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant is included as one item under LSG; and the items is considered as part of LSG reserve.
- (2) Accumulated balance Lump Sum Grant Surplus b/f from previous years and all interest received in previous years are included in the surplus b/f under LSG.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of Central Items.
- (4) The Level of LSG cumulative reserves will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for that year.