

ANNUAL FINANCIAL REPORT
NGO : EVANGEL CHILDREN'S HOME

1 APRIL 2017 TO 31 MARCH 2018

	Notes	Total 2017-18 \$	Total 2016-17 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	10,751,023.00	10,185,324.00
b. Provident Fund	1c	876,737.00	850,905.00
2. Special One-off Grant		-	-
3. Fee Income	2	-	-
4. Central Items	3	321,236.00	304,083.00
5. Rent and Rates	4	133,587.00	130,075.00
6. Other Income	5	226,858.60	252,746.62
7. Interest Received		44.61	44.61
TOTAL INCOME		12,309,486.21	11,723,178.23
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		8,671,482.81	8,837,077.36
b. Provident Fund	1b	741,240.53	721,377.42
c. Allowances		193,370.44	215,697.16
Sub-total	6	9,606,093.78	9,774,151.94
2. Other Charges	7	2,005,815.48	2,024,385.73
3. Central Items	3	321,236.00	304,083.00
4. Rent and Rates	4	210,040.00	210,040.00
5. Special One-off Grant Payments	7a	-	-
TOTAL EXPENDITURE		12,143,185.26	12,312,660.67
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	166,300.95	(589,482.44)

The Annual Financial Report from pages 1 to 5 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual

SIGNATURE



CHAIRMAN

DATE : 6 September 2018

SIGNATURE



NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE : 6 September 2018

NOTES ON THE ANNUAL FINANCIAL REPORT

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 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	380,449.00	496,288.00	876,737.00
Provident Fund Contribution Paid			
during the year	387,925.50	353,315.03	741,240.53
Surplus/(Deficit) for the year	(7,476.50)	142,972.97	135,496.47
Add : Surplus/(Deficit) b/f	67,603.62	1,364,852.94	1,432,456.56
Less : Government claw back			
or refund	(48,077.00)	12,335.00	(35,742.00)
Surplus/(Deficit) c/f	12,050.12	1,520,160.91	1,532,211.03

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 LSG and are subject to their own procedures as set out in other SWD's papers and correspondence with the NGOs. The Provident Fund 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 the LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

	<u>2017-18</u>	<u>2016-17</u>
a. <u>Income</u>	\$	\$
Overnight On-site-on-call Allowance	321,236.00	304,083.00
Total	<u>321,236.00</u>	<u>304,083.00</u>
b. <u>Expenditure</u>		
Overnight On-site-on-call Allowance	321,236.00	304,083.00
Total	<u>321,236.00</u>	<u>304,083.00</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 \$700,000 each paid under LSG is appended below:

Analysis of Personal Emoluments

	No of Posts	\$
HK\$700,001 - HK\$800,000 p.a.	N/A (1) (Included MPF \$702,420.00)	
HK\$800,001 - HK\$900,000 p.a.	1	804,780.00
HK\$900,001 - HK\$1,000,000 p.a.	N/A (1) (Included MPF \$925,497.00)	
HK\$1,000,000 - HK\$1,100,000 p.a.	N/A	
HK\$1,100,000 - HK\$1,200,000 p.a.	N/A	
>HK\$1,200,000 p.a.	N/A	

7. Other Charges

Other Charges	2017-18	2016-17
	\$	\$
a. Utilities	370,937.20	341,748.40
b. Food	784,903.12	704,912.60
c. Administrative Expenses	284,138.95	258,508.37
d. Stores and Equipment *	168,662.92	207,224.60
e. Repair and Maintenance	160,737.90	258,638.00
f. Special Allowances	-	-
g. Programme Expenses	102,724.60	111,288.80
h. Transportation and Travelling	7,000.80	7,608.90
i. Insurance	87,592.92	87,325.06
j. Miscellaneous	39,117.07	47,131.00
Total	2,005,815.48	2,024,385.73

* Furniture & Equipment included

7a. Special One-off Grant Payments

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

Special one-off Grant Payments	2017-18	2016-17
	\$	\$
(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
Income					
Lump Sum Grant	11,627,760.00				11,627,760.00
Special One-off Grant	-				-
Fee Income	-				-
Other Income	226,858.60				226,858.60
Interest Received (Note(1))	44.61				44.61
Rent and Rates			133,587.00		133,587.00
Central Items				321,236.00	321,236.00
Total Income (a)	11,854,663.21	-	133,587.00	321,236.00	12,309,486.21
Expenditure					
Personal emoluments	9,606,093.78	-			9,606,093.78
Other Charges	2,005,815.48				2,005,815.48
Rent and Rates			210,040.00		210,040.00
Central Items				321,236.00	321,236.00
Total Expenditure (b)	11,611,909.26	-	210,040.00	321,236.00	12,143,185.26
Surplus/(Deficit) for the Year (a) - (b)	242,753.95	-	(76,453.00)	-	166,300.95
Less : Surplus/(Deficit) of Provident Fund	135,496.47	-	-	-	135,496.47
	107,257.48	-	(76,453.00)	-	30,804.48
Surplus/(Deficit) b/f (Note (2))	663,029.49	-	(265,003.00)	-	398,026.49
	770,286.97	-	(341,456.00)	-	428,830.97
Add: Backpayment on Rates for Residential Home (Over 6) 2016/17			46,450.00		46,450.00
Add: Backpayment on Rent for Residential Home (Over 6) 2016/17			33,515.00		33,515.00
Add: Backpayment for Wrong Deducted by SWD	1,741.50				1,741.50
	772,028.47	-	(261,491.00)	-	510,537.47
Surplus/(Deficit) c/f (Note (3))	772,028.47	-	(261,491.00)	-	510,537.47

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.

Schedule for Central Items

Analysis of Subvention and Expenditure for the Period from 1.4.2017 to 31.3.2018

Name of Agency : EVANGEL CHILDREN'S HOME

Unit Code and Name (Note 6)	Subvention Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the year		Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
					Deficit (Note 3) (b)	Adjusted Deficit (d)=(b)-(c)		
nnnn-xxxxxxx	Dementia Supplement for Elderly with Disabilities	\$	\$	\$	\$	\$	N.A.	N.A.
nnnn-xxxxxxx	Infirmary Care Supplement for the Aged Blind Persons						N.A.	N.A.
nnnn-xxxxxxx	Dementia Supplement for Residential Elderly Services						N.A.	N.A.
nnnn-xxxxxxx	Infirmary Care Supplement for Residential Elderly Services						N.A.	N.A.
nnnn-xxxxxxx	Foster Care Allowance/Emergency Foster Care Allowance						N.A.	N.A.
200-Evangel Children's Home	Alter School Care Programme						N.A.	N.A.
nnnn-xxxxxxx	Programme Assistants/Care Assistant(Permanent)-Elderly Services						N.A.	N.A.
nnnn-xxxxxxx	Programme assistants/Care Assistant (Permanent)						N.A.	N.A.
nnnn-xxxxxxx	-Rehabilitation Medical and Social Services						N.A.	N.A.
nnnn-xxxxxxx	Temporary Financial Aid						N.A.	N.A.
nnnn-xxxxxxx	Emergency Fund						N.A.	N.A.
nnnn-xxxxxxx	Extension of Time-defined Subsidy Scheme for Extended House						N.A.	N.A.
nnnn-xxxxxxx	Child Care Service (1 April 2011 to 31 March 2014)						N.A.	N.A.
nnnn-xxxxxxx	Training Subsidy Scheme for Standalone Child Care Centre (CCC).						N.A.	N.A.
nnnn-xxxxxxx	KG-cun-CCC and Residential CCC						N.A.	N.A.
nnnn-xxxxxxx	Training Subsidy under Training Scheme for Child Care Supervisors						N.A.	N.A.
nnnn-xxxxxxx	and Special Child Care Workers in Pre-school Rehabilitation Services						N.A.	N.A.
nnnn-xxxxxxx	Programme Work posts extended for one year in 2011-12						N.A.	N.A.
nnnn-xxxxxxx	Regularized Programme Assistants (PA)/Care Assistants (CA)						N.A.	N.A.
nnnn-xxxxxxx	Subsidy under the Home Environment Improvement Scheme for the Elderly						N.A.	N.A.
200-Evangel Children's Home	Overnight On-Site-on-call Allowance	321,236.00	321,236.00					
nnnn-xxxxxxx	Neighbourhood Service Child Care Project - Contract Subsidy							
nnnn-xxxxxxx	Neighbourhood Service Child Care Project - Subsidy for Fee Reduction/Waiving							
nnnn-xxxxxxx	Total :	321,236.00	321,236.00					

/...Notes

Notes:

- The figures for the whole financial year are extracted from the payroll for March (Final) of the financial year.
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
- Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
- Deficit i.r.o. the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (9) in SWD/S/104/2 Pt.16 dated 20 July 2016
 - Dementia Supplement for Elderly with Disabilities
 - Infirmary Care Supplement for the Aged Blind Persons
 - Dementia Supplement for Residential Elderly Services
 - Infirmary Care Supplement for Residential Elderly services
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "Surplus carried forward (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.
- Unit code and name are extracted from the payroll from SWD.
- The income and expenditure for the Special one-off Subsidy for Better Care for Elderly Persons with Dementia or Requiring Infirmary Care as allocated via SWD's letter ref:SWD/S/E/RC/3 Pt. 6 dated 4 February 2016 should also be included in the income/expenditure of the respective items.

Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1.4.2017 to 31.3.2018

Name of Agency : Evangel Children's Home

Unit Code and Name	Subvented element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		\$	\$	\$	\$
2335	Rent (Note 3)	47,694.00	79,955.00		(32,261.00)
	Rates	85,893.00	130,085.00		(44,192.00)
	Total	133,587.00	210,040.00	-	(76,453.00)
	Rent (Note 3)				
	Rates				
	Total				
	Rent (Note 3)				
	Rates				
	Total				
	Grand Total	133,587.00	210,040.00	-	(76,453.00)

Notes :

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.
2. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
3. Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations
Self Assessment Report
for the Reporting Year of 2016-17**



To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No.: 2575 6537

[Please return this completed Form to SWD by 31 October of each reporting year]

Name of NGO


(code): Evangel Children's Home (200)

1. The average subventions¹ which my organisation received from Social Welfare Department (SWD) during the past four years from 2013-14 to 2016-17 (excluding the reporting year) amount to \$ 10,249,996 which represents 93.68 % of the average operating income of my organisation within the same period. The details are listed as follows -

Year (the four years before the reporting year)	Subventions Received from SWD (round up to dollar) \$	Operating Income of the Organisation ² (round up to dollar) \$
2013-14	7,526,551(a)	8,289,826(aa)
2014-15	10,466,243(b)	11,190,073(bb)
2015-16	11,227,687 (c)	11,965,203 (cc)
2016-17	11,779,502 (d)	12,319,307(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	10,249,996 (e)	10,941,102 (f)
Average annual subventions / Average annual operating income [(e) / (f) × 100%]	93.68%	

2. I declare that for this reporting year, my organisation ~~is~~ / **is not*** exempt from conducting an annual review of my staff in the top three tiers according to the Guidelines for Monitoring of Remunerations of Senior Executives in Subvented Bodies.

Contact Person : Ms. Winnie Leung
Title : Administrative Officer
Tel. : 2323 8224 Ext. 111

Signature of Chairperson : 
Name : Mr. Wong Wah Shun
Tel. : 2323 8224
Date : 28.2.2019

*Delete as appropriate

- ¹ "Subventions" broadly cover all payments from SWD to a subvented NGO including recurrent subventions under Lump Sum Grant / conventional subvention mode, Lotteries Fund, Social Welfare Development Fund, other project funds and payments from SWD to the NGO, but excluding other payment for welfare services (formerly known as "hire of services").
2. Operating income of the organisation should tally with the corresponding figure in the audited financial statements of the organisation as a whole.

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2017-18
(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn : Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 28February 2019 of each reporting year.]

Name of NGO (code) : Evangel Children's Home (200)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier¹

(a) Number of staff One

(b) Comparable rank in civil service ASWO

(c) Post Superintendent

(d) Total annual staff costs² (including those not under SWD subventions, if applicable) \$ 925,497
[I(d) should be equal to or greater than I(e)] (round up to dollar)

(e) Total annual staff costs under SWD subventions \$ 925,497
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] (round up to dollar)

(f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months

(g) Breakdown of (1)(e)

(i) Salary³ \$ 786,780

(ii) Provident Fund \$ 138,717

(iii) Cash Allowance⁴ (please specify if any: _____) \$ 0

(iv) Non-cash based Benefits⁵ (please specify if any: Housing) \$ _____

(2) Staff of 2nd Tier¹

(a) Number of staff	<u>One</u>	
(b) Comparable rank in civil service	<u>N.A.</u>	
(c) Post	<u>Deputy Superintendent</u>	
(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$702,420</u> <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$702,420</u> <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ³		<u>\$592,800</u>
(ii) Provident Fund		<u>\$109,620</u>
(iii) Cash Allowance ⁴ (please specify if any:)		<u>\$0</u>
(iv) Non-cash based Benefits ⁵ (please specify if any:)		<u>\$0</u>

(3) Staff of 3rd Tier ¹

(a) Number of staff	<u>One</u>	
(b) Comparable rank in civil service	<u>N.A.</u>	
(c) Post	<u>Supervisor</u>	
(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$612,927</u> <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$612,927</u> <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary ³		<u>\$514,980</u>
(ii) Provident Fund		<u>\$97,947</u>
(iii) Cash Allowance ⁴ (please specify if any:)		<u>\$0</u>
(iv) Non-cash based Benefits ⁵ (please specify if any:)		<u>\$0</u>

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: Immediate) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

Part C: Declaration by Chairperson

I declare that the information as provided in Part A and Part B is correct.

Contact Person Vivian Law

Signature of Chairperson : 

Title : Superintendent

Name : Mr. Wong Wah Shun

Tel. 23238224(112)

Tel. 23238224

Email : vivian@ech.org.hk

Date 28.02.2019