

THE FAIR EMPLOYMENT FOUNDATION LIMITED
(Incorporated in Hong Kong and limited by guarantee)

REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020



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THE FAIR EMPLOYMENT FOUNDATION LIMITED

**REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

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DIRECTORS' REPORT

The directors have pleasure in presenting their report together with the audited financial statements of the group for the year ended 31 December 2020.

FINANCIAL STATEMENTS

The financial performance of the group for the year is set out in the consolidated income statement on page 6.

The financial position of the group at 31 December 2020 is set out in the consolidated statement of financial position on page 7.

Details of the movements in fund of the group during the year are set out in the consolidated statement of changes in fund on page 8.

The cash flows of the group for the year are set out in the consolidated statement of cash flows on page 9.

PRINCIPAL ACTIVITIES

The principal activities of the group are to alleviate poverty by raising awareness of issues related to migrant and foreign domestic workers in Hong Kong and elsewhere.

There have been no significant changes in the nature of these activities during the year.

DIRECTORS

The directors during the year and up to the date of this report were:

Tammy Marie Baltz
Jennifer Walke Meehan
Kimberley Michelle Cole
Lindafel Co Sarno
Ryan Jeffrey Thall
Joanne Oswin

In accordance with the Foundation's Articles of Association, all directors retire at the forthcoming Annual General Meeting and, being eligible, are available for re-election.

PERMITTED INDEMNITY PROVISIONS

The Foundation's Articles provides that every director of the Foundation shall be indemnified by the Foundation against all losses and liabilities which any such person may incur in any way in the discharge of his or her duties, and the amount required to discharge such indemnity shall be paid from the assets of the Foundation, provided that any such losses or liabilities shall not be incurred from any negligence, dereliction of duties or fraud of any such director or secretary.

MANAGEMENT CONTRACTS

No contracts concerning the management and administration of the whole or any substantial part of the business of the group were entered into or existed during the year.

DIRECTORS' INTERESTS IN CONTRACTS

No contracts of significance to which the Foundation, or any of its subsidiaries or related companies was a party, and in which a director had a material interest, subsisted at the end of the year or at any time during the year.

DIRECTORS' REPORT - CONTINUED

AUDITORS

The auditors, Messrs. William Po & Co., Certified Public Accountants, retire and, being eligible, offer themselves for re-appointment.

On behalf of the Board



Joanne Oswin
Director

30 SEP 2021

Certified Public Accountants

蒲錦文會計師事務所

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE FAIR EMPLOYMENT FOUNDATION LIMITED
(Incorporated in Hong Kong and limited by guarantee)****Opinion**

We have audited the consolidated financial statements of The Fair Employment Foundation Limited ("the Foundation") and its subsidiaries ("the group") set out on pages 6 to 17, which comprise the consolidated statement of financial position as at 31 December 2020, and the consolidated income statement, the consolidated statement of changes in fund and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the consolidated financial statements give a true and fair view of the consolidated financial position of the group as at 31 December 2020, and of its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standard for Private Entities ("HKFRS for Private Entities") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

Basis for Opinion

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSAs") issued by the HKICPA. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the group in accordance with the HKICPA's Code of Ethics for Professional Accountants ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

The directors are responsible for the other information. The other information comprises the information included in the Directors' report, but does not include the consolidated financial statements and our auditor's report thereon.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Directors and Those Charged with Governance for the Consolidated Financial Statements

The directors are responsible for the preparation of the consolidated financial statements that give a true and fair view in accordance with HKFRS for Private Entities issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the directors determine is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, the directors are responsible for assessing the group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the group or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the group's financial reporting process.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE FAIR EMPLOYMENT FOUNDATION LIMITED - CONTINUED
(Incorporated in Hong Kong and limited by guarantee)**

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. We report our opinion solely to you, as a body, in accordance with section 405 of the Hong Kong Companies Ordinance and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with HKSAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE FAIR EMPLOYMENT FOUNDATION LIMITED - CONTINUED
(Incorporated in Hong Kong and limited by guarantee)**

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



WILLIAM PO & CO.
Certified Public Accountants
Hong Kong, **30 SEP 2021**

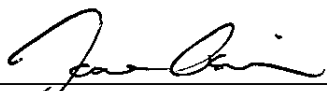
**CONSOLIDATED INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	2020 HK\$	2019 HK\$
INCOME			
Donation income		3,596,549	799,405
Project income		4,810,533	5,186,839
Interest income		17	1,155
Other income		22,190	-
Exchange gain		-	1,159
		<u>8,429,289</u>	<u>5,988,558</u>
LESS: EXPENDITURE			
Audit fee		28,000	28,000
Annual return filing fee		3,480	-
Bank charges		14,490	16,031
Consultant fee		569,887	482,016
Computer accessories		9,152	214
Depreciation		3,978	3,098
Exchange losses		360	-
Impairment loss on interests in associated company		1,171,818	-
Insurance		39,991	8,015
Legal and professional fee		-	18,910
Meals and entertainment		1,367	8,142
Project expense			
- Information resource for foreign domestic workers and employers		47,821	44,865
- Travelling expenses for managing training centre		-	3,325
- Grants to an Overseas Training Center		1,151,125	1,395,132
- Sub-Grant to Fair Employment Agency Limited		1,232,262	719,100
- Setting up an Overseas Employment Agency		-	178,377
- Travelling expenses for attending grantor's workshop		-	11,374
Office supplies		9,430	15,899
Overseas travelling expenses		28,761	34,386
Rent		66,768	72,332
Service fee		56,736	61,464
Publicity		11,277	8,888
Staff repatriation cost		111,773	-
Stationery and printing		1,217	10,512
Sundry expenses		800	14,130
Staff cost	3	1,609,951	1,810,474
System development expenses		221,853	105,911
Total expenditure		<u>6,392,297</u>	<u>5,050,595</u>
Surplus for the year		<u>2,036,992</u>	<u>937,963</u>
Attributable to:			
General fund		2,153,143	938,803
Non-controlling interest		(116,151)	(840)
		<u>2,036,992</u>	<u>937,963</u>


**CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020**

	Notes	2020 HK\$	2019 HK\$
Non-current assets			
Property, plant and equipment	6	3,519	3,099
Investment in associate	7	208,076	1,524,783
		<u>211,595</u>	<u>1,527,882</u>
Current assets			
Grant receivables		431,251	-
Prepayment and other receivables		463,178	101,844
Loan to a related company	8	1,220,000	1,070,000
Cash and cash equivalents		4,652,042	2,312,129
		<u>6,766,471</u>	<u>3,483,973</u>
Current liabilities			
Accrual		51,763	50,762
Deferred project income		1,256,188	1,249,560
Amount due to a related company	9	-	78,410
		<u>1,307,951</u>	<u>1,378,732</u>
Net current assets		<u>5,458,520</u>	<u>2,105,241</u>
Net assets		<u>5,670,115</u>	<u>3,633,123</u>
General fund		5,787,096	3,633,953
Non-controlling interest		(116,981)	(830)
		<u>5,670,115</u>	<u>3,633,123</u>

Approved by:



 Joanne Oswin
 Director



 Ryan Jeffrey Thall
 Director

The notes on pages 10 to 17 form an integral part of these financial statements.

**CONSOLIDATED STATEMENT OF CHANGES IN FUND
FOR THE YEAR ENDED 31 DECEMBER 2020**

	General fund	Non-controlling	Total
	HK\$	interest	HK\$
		HK\$	
At 1 January 2019	2,695,150	-	2,695,150
Capital injection	-	10	10
Surplus for the year	<u>938,803</u>	<u>(840)</u>	<u>937,963</u>
At 31 December 2019	3,633,953	(830)	3,633,123
Surplus for the year	<u>2,153,143</u>	<u>(116,151)</u>	<u>2,036,992</u>
At 31 December 2020	<u>5,787,096</u>	<u>(116,981)</u>	<u>5,670,115</u>

The notes on pages 10 to 17 form an integral part of these financial statements.

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 HK\$	2019 HK\$
Operating activities		
Surplus for the year	2,036,992	937,963
Adjustments for:		
Depreciation of property, plant and equipment	3,978	3,098
Impairment loss on interests in associated company	1,171,818	-
Operating cash flows before changes in working capital	3,212,788	941,061
Increase in prepayment and other receivables	(361,334)	(41,394)
Increase in loan to a related company	(150,000)	-
Increase in grant receivables	(431,251)	-
Increase in accrual	1,001	24,602
Increase/(decrease) in deferred income	6,628	(210,883)
Decrease in amount due to a related company	(78,410)	(180,655)
Net cash generated from operating activities	2,199,422	532,731
Investing activities		
Purchase of property, plant and equipment	(4,398)	-
Capital contribution to associated company	-	(614,416)
Advance to associated company	(261,451)	(910,367)
Sales of capital from associated company	406,340	-
Net cash generated from/(used in) in investing activities	140,491	(1,524,783)
Financing activities		
Capital contribution from non-controlling interests	-	10
Increase/(decrease) in cash and cash equivalents	2,339,913	(992,042)
Cash and cash equivalents at the beginning of the year	2,312,129	3,304,171
Cash and cash equivalents at the end of the year	4,652,042	2,312,129
Analysis of cash and cash equivalents		
Cash and cash equivalents	4,652,042	2,312,129

The notes on pages 10 to 17 form an integral part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1 GENERAL

The Foundation is incorporated in Hong Kong under the Companies Ordinance and is limited by guarantee without share capital. The Foundation's registered office is located at 5/F., Connaught Harbourfront House, 35-36 Connaught Road West, Sheung Wan, Hong Kong. The principal activities of the group are to alleviate poverty and promote social harmony by raising awareness of issues related to migrant and foreign domestic worker in Hong Kong.

Under the provision of its Articles and Association, every member shall, in the event of the Foundation being wound up, contribute such amount as may be required to meet the liabilities of the Foundation but not exceeding the sum of HK10 each.

2 SIGNIFICANT ACCOUNTING POLICIES**(a) Basis of preparation**

These consolidated financial statements have been prepared in accordance with the Hong Kong Financial Reporting Standard for Private Entities (HKFRS for Private Entities) issued by the Hong Kong Institute of Certified Public Accountants and the requirements of the Hong Kong Companies Ordinance. They have been prepared under the historical cost convention. The consolidated financial statements are prepared on the basis that the group will continue as a going concern.

(b) Basis of consolidation

These consolidated financial statements incorporate the financial statements of the Foundation and its subsidiaries. A subsidiary is an entity (including special purpose entity) over which the group has the power to govern the financial and operating policies so as to obtain benefits from its activities, generally but not necessarily accompanying a shareholding of more than half of the voting power. The subsidiary is fully consolidated from the date on which control is transferred to the group and is de-consolidated from the date that control ceases.

All intragroup transactions, balances, income and expenses are eliminated. Accounting policies of the subsidiary have been changed where necessary to ensure consistency with the policies adopted by the group. There is no difference in the reporting date of the financial statements of the Foundation and its subsidiary used in the preparation of the consolidated financial statements.

In the charity's statement of financial position, the investment in a subsidiary is stated at cost less provision for impairment loss. The results of the subsidiary are accounted for by the Foundation on the basis of dividends received and receivable.

(c) Subsidiaries

A subsidiary is a company in which the Foundation, directly or indirectly, controls more than half of the voting power or issued share capital or controls the composition of the board of directors. A subsidiary is considered to be controlled if the company has the power, directly or indirectly, to govern the financial and operating policies so as to obtain benefits from its activities. Investments in subsidiaries are carried at cost less impairment loss where appropriate.

(d) Associates

An associate is an entity, including an unincorporated entity such as a partnership, over which the company has significant influence and that is neither a subsidiary nor an interest in a joint venture. The company has elected to account for its investment in associates using the cost method. Under this method, investments in associates is measured at cost less any accumulated impairment losses.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

2 SIGNIFICANT ACCOUNTING POLICIES (cont'd)**(e) Receivables**

Receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method unless the effect of discounting would be immaterial, in which case they are stated at cost, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the group will not be able to collect all amounts due according to the original terms of the receivables.

(f) Cash and cash equivalents

Cash and cash equivalents includes cash on hand and demand deposits with original maturities of three months or less.

(g) Payables

Payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method unless the effect of discounting would be immaterial, in which case they are stated at cost.

(h) Employee benefits

- i) Salaries, annual bonuses, paid annual leave, leave passage and the cost to the group of non-monetary benefits are accrued in the year in which the associated services are rendered by employees of the group. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present values.
- ii) The group operates a Mandatory Provident Fund scheme ("MPF scheme") for the employees. Contributions are made based on a percentage of the employee's basic salaries and are charged to the income statement as they become payable. The assets of the MPF Scheme are held in an independently administered fund. The group's contributions vest fully with the employees when contributed into the MPF Scheme.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

2 SIGNIFICANT ACCOUNTING POLICIES (cont'd)**(i) Foreign currencies****i) Functional and presentation currency**

The reporting currency of the Foundation is Hong Kong Dollars, which is the currency of the primary economic environment in which the Foundation operates.

ii) Transactions and balances

Foreign currency transactions are converted at the exchange rate applicable at the transaction date. Foreign currency monetary items are translated into Hong Kong Dollars using exchange rates applicable at the end of the reporting period. Gains and losses on foreign exchange are recognised in surplus or deficit.

iii) Group companies

The results and financial position of all the group entities (none of which has the currency of a hyperinflationary economy) that have a functional currency different from the presentation currency are translated into the presentation currency as follows:

- assets and liabilities for each statement of financial position presented are translated at the closing rate at the date of that statement of financial position;
- income and expenses for each income statement are translated at average exchange rates (unless this average is not a reasonable approximation of the cumulative effect of the rates prevailing on the transaction dates, in which case income and expenses are translated at the rate on the dates of the transactions); and
- all resulting currency translation differences are recognised in other comprehensive income.

(j) Related parties

Two parties are considered to be related if one party has the ability, directly or indirectly, to control the other party or exercise significant influence over the other party in making financial and operating decisions. Parties are also considered to be related if they are subject to common control or common significant influence. Related parties may be individuals or corporate entities.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**
3 STAFF COST

	2020	2019
	HK\$	HK\$
Salaries	1,697,961	1,707,122
Retirement scheme contributions	51,390	67,274
Other benefits	22,600	36,078
Less: Employment Support Scheme subsidy	<u>(162,000)</u>	<u>-</u>
	<u>1,609,951</u>	<u>1,810,474</u>

4 DIRECTORS' REMUNERATION (EQUIVALENT TO KEY MANAGEMENT PERSONNEL COMPENSATION)

During the years ended 31 December 2020 and 31 December 2019, no amounts have been paid in respect of directors' emoluments, directors' or past directors' pensions or for any compensation to directors or past directors in respect of loss of office.

5 TAXATION

No provision for taxation has been made in the accounts as the Foundation is an approved charitable institution, and has obtained exemption from Hong Kong profits tax.

6 PROPERTY, PLANT AND EQUIPMENT

	Office equipment HK\$	Furniture and fixtures HK\$	Total HK\$
Cost:			
At 1 January 2020	6,420	9,071	15,491
Additions	4,398	-	4,398
At 31 December 2020	<u>10,818</u>	<u>9,071</u>	<u>19,889</u>
Accumulated depreciation:			
At 1 January 2020	5,136	7,256	12,392
Charge for the year	2,163	1,815	3,978
At 31 December 2020	<u>7,299</u>	<u>9,071</u>	<u>16,370</u>
Net carrying amount:			
At 31 December 2020	<u>3,519</u>	<u>-</u>	<u>3,519</u>
At 31 December 2019	<u>1,284</u>	<u>1,815</u>	<u>3,099</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

7 INVESTMENT IN ASSOCIATE

	2020	2019
	HK\$	HK\$
Investments:		
Unlisted shares, at cost	208,076	614,416
Advance to associated company	1,171,818	910,367
Less: Impairment loss	<u>(1,171,818)</u>	<u>-</u>
	<u>208,076</u>	<u>1,524,783</u>

At the year end date, the Group held shares in the following associate:

Name	Place of incorporation and principal place of operation	Percentage of ownership and voting power	Principal activities
Honest Jobs, Inc.	Philippines	18%	Provision of manpower services

8 LOAN TO A RELATED COMPANY

	2020	2019
	HK\$	HK\$
Loan to related company	<u>1,220,000</u>	<u>1,070,000</u>

Details of current loans to a related company disclosed pursuant to Section 383(1)(d) of the Companies Ordinance are set out below:

Name of Borrower:	Fair Employment Agency Limited
Director(s) connected with Borrower:	Tammy Marie Baltz
Terms of the loans	
Duration and repayment terms:	On demand
Interest rate:	Nil
Security for the loan:	Unsecured
Balance of the loan	
At 1 January 2020	HK\$1,070,000
At 31 December 2020	HK\$1,220,000
Maximum debit balance outstanding during the year	HK\$1,220,000

9 AMOUNTS DUE TO A RELATED COMPANY

The amounts due to a related company are unsecured, non-interest bearing and have no fixed terms of repayment.


NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

10 STATEMENT OF FINANCIAL POSITION OF THE FOUNDATION

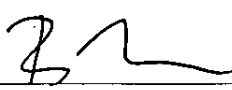
(a) Company-level statement of financial position

	Note	2020 HK\$	2019 HK\$
Non-current assets			
Property, plant and equipment		3,519	3,099
Interest in subsidiary		1,798,104	1,524,773
		<u>1,801,623</u>	<u>1,527,872</u>
Current assets			
Grant receivables		431,251	-
Prepayment and other receivables		34,648	101,844
Loan to a related company		1,220,000	1,070,000
Cash and cash equivalents		4,652,042	2,312,129
		<u>6,337,941</u>	<u>3,483,973</u>
Current liabilities			
Accrual		43,363	42,362
Deferred project income		1,256,188	1,249,560
Amounts due to a related company		-	78,410
		<u>1,299,551</u>	<u>1,370,332</u>
Net current assets		<u>5,038,390</u>	<u>2,113,641</u>
Total assets		<u>6,840,013</u>	<u>3,641,513</u>
General fund	10(c)	<u>6,840,013</u>	<u>3,641,513</u>

Approved by:



 Joanne Oswin
 Director



 Ryan Jeffrey Thall
 Director

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

10 STATEMENT OF FINANCIAL POSITION OF THE FOUNDATION (cont'd)

(b) Particulars of principal subsidiaries

Name of company	Place of incorporation and principal place of operation	Percentage of ownership and voting power	Principal activities
Honest Jobs Holdings Limited	Hong Kong	90%	Investment holding

(c) Movement in general fund of the Foundation

	General fund HK\$
Balance as at 1 January 2019	2,695,150
Surplus for the year	946,363
Balance as at 31 December 2019 and 1 January 2020	3,641,513
Surplus for the year	3,198,500
Balance as at 31 December 2020	6,840,013

11 RELATED PARTY TRANSACTIONS

- (a) In addition to the transactions and balances disclosed elsewhere in these financial statements, the Foundation entered in the following material transactions with related parties during the year:

The Foundation shared rent with the Fair Employment Agency Limited, a Hong Kong company limited by guarantee, of which the Foundation is the sole member, based on share ratios calculated according to the space occupied.

The Foundation also shared related cost with The Fair Employment Agency Limited based on sharing ratios calculated according to time spent and actual usage.

Amounts borne by the Foundation are as follows:

	2020 HK\$	2019 HK\$
Office rent	66,768	72,332
Service fee	56,736	61,464
Other operating expenses	62,176	129,427

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

11 RELATED PARTY TRANSACTIONS (cont'd)

- (b) During the year, the Foundation provided grants of HK\$1,151,125 (2019: HK\$1,395,132) to Fair Employment Training & Assessment Centre Inc., a company limited by guarantee incorporated in the Philippines. The Foundation is considered to have significant influence in the Company.

12 APPROVAL OF FINANCIAL STATEMENTS

These financial statements were authorised for issue by the Foundation's Board of Directors on **30 SEP 2021**