

**ANNUAL FINANCIAL REPORT**

NGO: PROJECT CARE

1 APRIL 2020 TO 31 MARCH 2021

	Notes	2020-21 \$	2019-20 \$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	10,930,169.00	10,881,922.00
b. Provident Fund	1c	905,426.00	934,031.00
2. Fee Income	2	-	-
3. Central Items	3	760,271.00	755,881.00
4. Rent and Rates	4	555,474.00	553,692.00
5. Other Income	5	3,100.74	68,137.59
6. Interest Received		7,928.78	22,064.21
<b>TOTAL INCOME</b>		<u>13,162,369.52</u>	<u>13,215,727.80</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		8,061,217.62	7,507,005.87
b. Provident Fund	1c	636,927.63	905,765.75
c. Allowances		8,098.40	90,832.88
Sub-total	6	<u>8,706,243.65</u>	<u>8,503,604.50</u>
2. Other Charges	7	2,451,054.72	3,191,268.40
3. Central Items	3	717,996.22	724,041.98
4. Rent and Rates	4	522,148.00	544,483.00
<b>TOTAL EXPENDITURE</b>		<u>12,397,442.59</u>	<u>12,963,397.88</u>
<b>C. SURPLUS/ (DEFICIT) FOR THE YEAR</b>	8	<u>764,926.93</u>	<u>252,329.92</u>

The Annual Financial Report from pages 1 to 6 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

**SIGNATURE**



CHAIRMAN

DATE: 15 OCT 2021



ASSISTANT HEAD OF SERVICE  
(ADMINISTRATION)

DATE: 15 OCT 2021

**NOTES ON THE ANNUAL FINANCIAL REPORT**

**1. Lump Sum Grant (LSG)**

- 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. The Provident Fund received and contributed for staff under the Central Items have been shown under **Note 3**. Details are analysed below.

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u> \$	<u>6.8% and Other Posts</u> \$	<u>Total</u> \$
Subvention Received	383,206.00	522,220.00	905,426.00
Provident Fund Contribution Paid during the Year	(226,475.00)	(410,452.63)	(636,927.63)
Surplus / (Deficit) for the Year	156,731.00	111,767.37	268,498.37
Add: Surplus / (Deficit) b/f	24,819.00	1,192,457.99	1,217,276.99
Add: Additional subvention received for previous year(s)	-	-	-
Less: Refund to Government	(252.00)	0.00	(252.00)
<b>Surplus / (Deficit) c/f</b>	<u>181,298.00</u>	<u>1,304,225.36</u>	<u>1,485,523.36</u>

**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.

**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 LSG Manual (October 2016)). The income and expenditure of each of the Central items are as follows:

	2020-21	2019-20
	\$	\$
<b>a. Income</b>		
Dementia Supplement for Elderly with Disabilities		
Infirmity Care supplement for the Aged Blind Person		
Dementia supplement for Residential Elderly Services		
Infirmity Care Supplement for Residential Elderly Services		
Dementia Supplement for Day Care Centres/ units for the Elderly		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme - Fee Waiving Subsidy Scheme		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance		
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	657,975.00	653,585.00
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy		
NSCCP - Subsidy for Fee Reduction/Waiving		
NSCCP - Subsidy for Incentive Payment		
NSCCP - Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost		
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services		
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly		
One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE)		
Child Care Training for Grand parents		
Social Grant on Manpower Support for Residential and Home-based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	102,296.00	102,296.00
<b>Total</b>	<u>760,271.00</u>	<u>755,881.00</u>

	2020-21	2019-20
	£	£
<b>b. Expenditure</b>		
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care supplement for the Aged Blind Person		
Dementia supplement for Residential Elderly Services		
Infirmiry Care Supplement for Residential Elderly Services		
Dementia Supplement for Day Care Centres/ units for the Elderly		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme - Fee Waiving Subsidy Scheme		
Temporarty Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance		
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	628,153.48	638,259.52
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy		
Training Subsidy Scheme for Standalone Child Care Cente (CCC), KG-cum-CCC and Residential CCC		
NSCCP - Subsidy for Fee Reduction/waiving		
NSCCP - Subsidy for Incentive Payment		
NSCCP - Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost		
Grant underthe Pilot Scheme on On-site Pre-school Rehabilitation Services		
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly		
One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE)		
Child Care Training for Grand parents		
Special Grant on Manpower Support for Residential and Home- based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	89,842.74	85,782.46
<b>Total</b>	<u><u>717,996.22</u></u>	<u><u>724,041.98</u></u>

**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 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. In this respect, donations have been included if it is used to finance expenditure reflected in the AFR.

The breakdown on Other Income is as follows:

	2020-21	2019-20
	\$	\$
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services	-	15,400.00
(b) Others	3,100.74	52,737.59
Total:	<u>3,100.74</u>	<u>68,137.59</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 paid under LSG is appended below:

<b>Analysis of Personal Emoluments paid under LSG</b>	<u>No. of Posts</u>	<u>\$</u>
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.	1	1,230,797.00

**7. Other Charges**

The breakdown on Other Charges is as follows:

	2020-21	2019-20
<b><u>Other Charges</u></b>	<u>\$</u>	<u>\$</u>
(a) Utilities	65,968.00	80,844.40
(b) Food	470,664.10	406,984.50
(c) Administrative Expenses	227,473.30	177,129.20
(d) Stores and Equipment	31,601.80	30,085.20
(e) Repair and Maintenance	795,083.91	1,526,790.81
(f) Special Allowances	319,200.00	304,000.00
(g) Programme Expenses	151,634.00	363,764.59
(h) Transportation and Travelling	25,540.40	17,832.10
(i) Insurance	238,721.61	261,883.00
(j) Miscellaneous	125,167.60	21,954.60
Total:	<u>2,451,054.72</u>	<u>3,191,268.40</u>

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

	Lump Sum Grant (LSG)	Rent and Rates	Central Items	Total
<b>Inocme</b>	\$	\$	\$	\$
Lump Sum Grant	11,835,595.00			11,835,595.00
Fee Income	-			-
Other Income	3,100.74			3,100.74
Interet Received (Note (1))	7,928.78			7,928.78
Rent and Rates	-	555,474.00		555,474.00
Central Items	-		760,271.00	760,271.00
<b>Total Income (a)</b>	<b>11,846,624.52</b>	<b>555,474.00</b>	<b>760,271.00</b>	<b>13,162,369.52</b>
<b>Expenditure</b>				
Personal Emoluments	8,706,243.65		-	8,706,243.65
Other Charges	2,451,054.72			2,451,054.72
Rent and Rates		522,148.00		522,148.00
Central Items			717,996.22	717,996.22
<b>Total Expenditure (b)</b>	<b>11,157,298.37</b>	<b>522,148.00</b>	<b>717,996.22</b>	<b>12,397,442.59</b>
<b>Surplus/(Deficit) for the Year (a)-(b)</b>	689,326.15	33,326.00	42,274.78	764,926.93
<u>Less</u> : Surplus/(Deficit) of Provident Fund	268,498.37	-		268,498.37
	420,827.78	33,326.00	42,274.78	496,428.56
<b>Surplus/(Deficit) b/f (Note (2))</b>	2,137,001.37	8,327.00	31,839.02	2,177,167.39
<u>Add</u> : Refund from Government	0.00			0.00
Backpayment of Rent & Rates - 2019/20		4,154.00		4,154.00
<u>Less</u> : Refund to Governement	0.00			0.00
Clawback of Rent & Rates - 2019/20		(13,363.00)		(13,363.00)
Clawback of Central Item - 2019/20			(31,839.02)	(31,839.02)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note(3))				
<b>Surplus/(Deficit) c/f (Note 4)</b>	<b>2,557,829.15</b>	<b>32,444.00</b>	<b>42,274.78</b>	<b>2,632,547.93</b>

**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 Lump Sum Grant 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 Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) The level of LSG cumulative reserve (i.e. S), less LSG Reserve kept in the holding account, will be capped at 25% of the NGO's **operating expenditure** (excluding Provident Fund expenditure) for the year.