THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG THE AGENCY SUBSIDIZED BY SOCIAL WELFARE DEPARTMENT

REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

SIMON Y. P. CHAN & CO.

Certified Public Accountants

陳以波會計師事務所

HONG KONG

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REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT TO THE MANAGEMENT COMMITTEE OF THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG ("THE AGENCY")

We have audited the financial statements of the Agency for the year ended 31 March 2021 and have issued an unqualified auditors' report thereon dated. 29 OCT 2021

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Agency for the year ended 31 March 2021 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organizations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the Agency, on which the above audited financial statements of the Agency are based.

Review Conclusions

On the basis of the results of our review and having regard to the audit procedures performed by us in relation to the audit of the financial statements of the Agency for the year ended 31 March 2021.

(a) in our opinion the Annual Financial Report has been properly prepared from the books and records of the Agency; and

(b) no matters have come to our attention during the course of our review, which cause us to believe that the Agency has not-

(i) properly accounted for the receipt of Lump Sum Grant, Provident Fund and other social welfare subventions and expenditure in respect of Funding and Services Agreement activities and support services;

(ii) kept separate Operating Income and Expenditure Account for each subvented service unit as required by the Lump Sum Grant Manual (LSG Manual) published by the Social Welfare Department of the Government of the HKSAR.

(iii) prepared the Annual Financial Report in accordance with the format and requirements set out in the LSG Manual; and

(iv) employed the staff quoted in the Provident Fund arrangements during the year ended 31 March 2021.

This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.

Simon Chan & Co

Simon Y.P. Chan & Co.
Certified Public Accountants (Practising)
Practising Certificate number 1350
Hong Kong, 29 OCT 2021

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ANNUAL FINANCIAL REPORT
NGO: THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG
CONSOLIDATED INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 1 APRIL 2020 TO 31 MARCH 2021

		Notes	Total 2020-21 HK$	Total 2019-20 HK$	Remarks
A.	**INCOME**				
1.	Lump Sum Grant				
	a. Lump Sum Grant (excluding provident fund)	1b	24,963,282.00	24,892,144.00	
	b. Provident fund	1c	2,134,977.00	2,246,819.00	
2.	Fee income	2	0.00	0.00	
3.	Central items	3	1,172,483.00	1,167,019.00	
4.	Rent and rates	4	115,030.00	137,740.00	
5.	Other income	5	52,012.22	238,244.70	
6.	Interest received		79,757.47	167,561.26	
	TOTAL INCOME		28,517,541.69	28,849,527.96	
B.	**EXPENDITURE**				
1.	Personal emoluments				
	a. Salaries		17,493,301.73	17,416,075.75	
	b. Provide fund	1c	1,730,477.31	1,877,157.10	
	c. Allowances				
	Sub Total	6	19,223,779.04	19,293,232.85	
2.	Other charges	7	6,894,648.05	7,051,483.07	
3.	Central items	3	1,103,350.91	1,075,131.70	
4.	Rent and rates	4	148,427.44	148,606.00	
	TOTAL EXPENDITURE		27,370,205.44	27,568,453.62	
C.	**SURPLUS/(DEFICIT) FOR THE YEAR**	8	1,147,336.25	1,281,074.34	

The Annual Financial Report from pages 2 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual

Chairman

29 OCT 2021

Executive

29 OCT 2021

THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2020 TO 31 MARCH 2021

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.

The Provident Fund received and contributed for staff under the Central Items have been shown under Note 3.

Details are analysed below : -

Provident fund contribution	Snapshot Staff HK$	6.8% and Other Posts HK$	Total HK$
Subvention received	1,052,378.00	1,082,599.00	2,134,977.00
Provident fund contribution paid during the year	984,379.52	746,097.79	1,730,477.31
Surplus for the year	67,998.48	336,501.21	404,499.69
Add : Surplus b/f	178,961.33	3,031,991.08	3,210,952.41
Additional subvention received for previous year(s)	-	8,506.00	8,506.00
Less : Refund to Government	28,794.00	-	28,794.00
Surplus c/f	218,165.81	3,376,998.29	3,595,164.10

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

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	Total 2020-21 HK$	Total 2019-20 HK$
a. Income		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmary Care Supplement for the Aged Blind Persons	0.00	0.00
Infirmary Care Supplement for Residential Elderly Services	0.00	0.00
Dementia Supplement for Day Care Centres/units for the Elderly	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme – Fee Waiving Subsidy Scheme	0.00	0.00
Temporary financial Aid	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users		
Visiting Medical Practitioner Scheme	0.00	0.00
Training Subsidy under Training Scheme for Child Care	0.00	0.00
Supervisors and Special Child Care Workers in Pre-school		
Rehabilitation Services		
Short-term Rental Assistance	0.00	0.00
Allowances for Specific Services Arising from the	0.00	0.00
Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	818,795.00	813,331.00
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	353,688.00	353,688.00
Total	1,172,483.00	1,167,019.00
b. Expenditure		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmary Care Supplement for the Aged Blind Persons	0.00	0.00
Infirmary Care Supplement for Residential Elderly Services	0.00	0.00
Dementia Supplement for Day Care Centres/units for the Elderly	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme – Fee Waiving Subsidy Scheme	0.00	0.00
Temporary financial Aid	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users		
Visiting Medical Practitioner Scheme	0.00	0.00
Training Subsidy under Training Scheme for Child Care	0.00	0.00
Supervisors and Special Child Care Workers in Pre-school	0.00	0.00
Rehabilitation Services	0.00	0.00
Short-term Rental Assistance		
Allowances for Specific Services Arising from the		
Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	818,795.00	813,331.00
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	284,555.91	261,800.70
Total	1,103,350.91	1,075,131.70

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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 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 (paragraph 2.29 of LSG Manual (October 2016)) is as follows:

	Total 2020-21 HK$	Total 2019-20 HK$
(a) Fees and charges for services incidental to the operation of subvented services	4,414.70	0.00
(b)Other	47,597.52	238,244.70
Total	52,012.22	238,244.70

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$
HK$700,001 - HK$800,000 p.a.	1	723,517.79
HK$800,001- HK$900,000 p.a.		
HK$900,001 - HK$1,000,000 p.a.	2	1,877,107.70
HK$1,000,001 - HK$1,100,000 p.a.		
HK$1,100,001 - HK$1,200,000 p.a.	1	1,105,976.30
>HK$1,200,000 p.a		

7. OTHER CHARGES

The breakdown on Other Charges is as follows:

Other Charges	Total 2020-21 HK$	Total 2019-20 HK$
(a) Utilities	472,237.15	484,030.36
(b) Food	990,202.09	964,711.17
(c) Administrative expenses	585,671.68	531,535.90
(d) Stores and equipment	1,570,265.53	1,336,776.65
(e) Repair and maintenance	2,202,676.20	2,462,645.40
(f) Special Allowances	0.00	0.00
(g) Programme expenses	805,954.95	1,043,287.32
(h) Transportation and travelling	74,620.16	67,209.85
(i) Insurance	178,900.59	150,122.52
(j) Miscellaneous	14,119.70	11,163.90
	6,894,648.05	7,051,483.07

7a. Special One-Off Grant Payment

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

Special One-Off Grant Payment	2020-21 HK$	2019-20 HK$
(a) Voluntary Retirement Scheme	0.00	0.00
(b) Compensation Scheme	0.00	0.00
(c) Staff Training and Development	0.00	0.00
(d) Other Staff-related Initiatives	0.00	0.00
	0.00	0.00

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

	Lump Sum Grant	Special One-off Grant	Rent and Rates	Central Items	Total
Income					
Lump sum grant	27,098,259.00	0.00	0.00	0.00	27,098,259.00
Special One-off Grant	0.00	0.00	0.00	0.00	0.00
Other income	52,012.22	0.00	0.00	0.00	52,012.22
Interest received	79,757.47	0.00	0.00	0.00	79,757.47
Rent and rates	0.00	0.00	115,030.00	0.00	115,030.00
Rent and rates-Backpayment	0.00	0.00	0.00	0.00	0.00
Central items	0.00	0.00	0.00	1,172,483.00	1,172,483.00
Total income (a)	27,230,028.69	0.00	115,030.00	1,172,483.00	28,517,541.69
Expenditure					
Personal emoluments	19,223,779.04	0.00	0.00	0.00	19,223,779.04
Other charges	6,894,648.05	0.00	0.00	0.00	6,894,648.05
Rent and rates	0.00	0.00	148,427.44	0.00	148,427.44
Central items	0.00	0.00	0.00	1,103,350.91	1,103,350.91
Total expenditure (b)	26,118,427.09	0.00	148,427.44	1,103,350.91	27,370,205.44
Surplus/(Deficit) for the year (a)-(b)	1,111,601.60	0.00	(33,397.44)	69,132.09	1,147,336.25
Less : Surplus of provident fund	404,499.69	0.00	0.00	0.00	404,499.69
Surplus/(Deficit) for the year	707,101.91	0.00	(33,397.44)	69,132.09	742,836.56
Add : Refund from the Government	0.00	0.00	37,584.00	0.00	37,584.00
Less : Refund to the Government	0.00	0.00	0.00	0.00	0.00
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary		0.00	0.00	0.00	0.00
Surplus b/f	10,488,084.53	0.00	(37,572.80)	0.00	10,450,511.73
Surplus/(Deficit) c/f	11,195,186.44	0.00	(33,386.24)	69,132.09	11,230,932.29

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SCHEDULE FOR RENT AND RATES

10. **Analysis of Subvention and Expenditure for the period from 1 April 2020 to 31 March 2021**

UNIT code and name	Subvented element	Rent & rates backpay/ (recovery)	Subvention released (Note 1)	Actual expenditure	Surplus (Note 2)	Deficit (Note 2)
			HK$	HK$	HK$	HK$
Unit 2405 - Choi Wan Hostel	Rent (Note 3)	226.00	1,158.00	(1,607.04)	0.00	(449.04)
	Rates	557.00	1,887.00	(1,934.40)	0.00	(47.40)
	Total	783.00	3,045.00	(3,541.44)	0.00	(496.44)
Unit 2410 - Marycove Centre	Rent (Note 3)	0.00	2,686.00	(2,686.00)	0.00	0.00
	Rates	36,801.00	109,299.00	(142,200.00)	0.00	(32,901.00)
	Total	36,801.00	111,985.00	(144,886.00)	0.00	(32,901.00)
	Grand Total	37,584.00	115,030.00	(148,427.44)	0.00	(33,397.44)

Notes:

1. The figures are to be extracted from the paylist 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.

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SCHEDULE FOR CENTRAL ITEMS

9. Analysis of Subvention and Expenditure

Unit Code and Name		Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the Year: Deficit (Note 3) (b)	Deficit for the Year: Deficit transferred to LSG (Note 4) (c)	Deficit for the Year: Adjusted Deficit (d)=(b)-(c)	Surplus/b/f (Note 5) (e)	Surplus/c/f (Note 6) (f)=(e)+(a)-(d)
	Dementia Supplement for Elderly with Disabilities (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Infirmary Care Supplement for the Aged Blind Persons (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dementia Supplement for Residential Elderly Services (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Infirmary Care Supplement for Residential Elderly Services (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dementia Supplement for Day Care Centres/Units for the Elderly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Foster Care Allowance / Emergency Foster Care Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Temporary Financial Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Time-defined Subsidy Scheme for Extended Hours Service Users	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Short-term Rental Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	NSCCP - Subsidy for Fee Reduction/Waiving	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	NSCCP - Rent and Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Financial Incentive Scheme for Mentors of Employees with Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cash Subsidy for Integrated Support Service for Persons with Severe Physical Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Time-defined Subsidy Scheme for Occasional Child Care Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Navigation Scheme for Young Persons in Care Services - Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Navigation Scheme for Young Persons in Care Services - Training Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unit 224 Sisters of the Good Shepherd	Overnight On-site-on-call Allowance	818,795.00	818,795.00	0.00	0.00	0.00	0.00	0.00	0.00
Unit 224 Sisters of the Good Shepherd	Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	353,688.00	284,555.91	69,132.09	0.00	0.00	0.00	0.00	69,132.09
Total		1,172,483.00	1,103,350.91	69,132.09	0.00	0.00	0.00	0.00	69,132.09

Annex A

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

Self Assessment Report for the Reporting Year of 2020-21

To: Director of Social Welfare
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