

ANNUAL FINANCIAL REPORT

Appendix A

NGO: Association for Engineering and Medical Volunteer Services

1 APRIL 2018 TO 31 MARCH 2019

	Notes	2018-2019 \$	2017-2018 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	15,232,935	13,678,295
b. Provident Fund	1c	819,484	739,535
2. Fee Income	2	-	-
3. Central Items	3	-	-
4. Rent and Rates	4	860,806	861,328
5. Other Income	5	3,568,509	3,900,980
6. Interest Received		2,629	1,406
TOTAL INCOME		20,484,363	19,181,544
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		11,733,188	11,023,858
b. Provident Fund	1c	745,812	722,735
c. Long Service Payment		-	32,880
Sub-total	6	12,479,000	11,779,473
2. Other Charges	7	6,362,373	6,381,213
3. Central Items	3	-	-
4. Rent and Rates	4	920,770	922,814
TOTAL EXPENDITURE		19,762,143	19,083,500
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	722,220	98,044

The Annual Financial Report from pages 1 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE

SIGNATURE



CHAIRMAN

DATE: 25 OCT 2019



NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE: 25 OCT 2019

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 Social 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	17,559	801,925	819,484
Provident Fund Contribution Paid during the year	(17,559)	(728,253)	(745,812)
Surplus/(Deficit) for the Year	0	73,672	73,672
Add: Surplus/(Deficit) b/f	0	1,671,938	1,671,938
Additional subvention received for previous year(s)	0	0	
Add: Transfer from Other Reserve		0	0
Less: Refund to Government	0	0	0
Surplus/(Deficit) c/f	0	1,745,610	1,745,610

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:

2018-19	2017-18
\$	\$

	2018-19	2017-18
	\$	\$

a. Income

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
 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
 Allowances for Specific Services Arising from the
 Implementation of the Minimum Wage Ordinance
 (Overnight On-site-on-call Allowance)
 Neighbourhood Support Child Care Project (NSCCP) -
 Contract Subsidy
 NSCCP - Subsidy for Fee Reduction/waiving
 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

Total

	-	-
	=	=

	2018-19	2017-18
	\$	\$

b. Expenditure

Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
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		
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		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)		
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy		
NSCCP - Subsidy for Fee Reduction/waiving		
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		
Total	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

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:

	2018-19	2017-18
Other Income	\$	\$
(a) Fees and charges for services incidental to the operation of subvented services	3,494,914	3,880,072
(b) Others - Donation	73,595	20,908
Total	<u>3,568,509</u>	<u>3,900,980</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:

Analysis of Personal Emoluments Paid under LSG	No. of Posts	\$
HK\$700,001 - HK\$800,000 p.a.	0	
HK\$800,001 - HK\$900,000 p.a.	0	
HK\$900,001 - HK\$1,000,000 p.a.	0	
HK\$1,000,001 - HK\$1,100,000 p.a.	0	
HK\$1,100,001 - HK\$1,200,000 p.a.	0	
>HK\$1,200,000 p.a.	0	

7. Other Charges

The breakdown on Other Charges is as follows:

	2018-19	2017-18
Other Charges	\$	\$
a. Utilities	413,634	416,867
b. Food	761,429	862,280
c. Administrative Expenses	152,953	92,144
d. Stores and Equipment	483,134	525,000
e. Repair and Maintenance	240,030	273,977
f. Special Allowances		
(1) Incentive Payment for Sheltered Workers	717,891	701,895
(2) Monthly Allowance for Sheltered Workers	1,531,688	1,635,546
g. (1) Programme Expenses	205,637	224,127
(2) Service/Job Expenses	1,466,549	1,313,065
h. Transportation and Travelling	286,307	239,534
i. Insurance	63,549	62,828
j. Staff Training and Development	-	3,900
k. Miscellaneous	39,572	30,050
Total	<u>6,362,373</u>	<u>6,381,213</u>

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

	Lump Sum Grant (LSG)	Rent and Rates	Central Items	Total
Income				
Lump Sum Grant	16,052,419	0	0	16,052,419
Fee Income	0	0	0	0
Other Income	3,568,509	0	0	3,568,509
Interest Received (Note (1))	2,629	0	0	2,629
Rent and Rates	0	860,806	0	860,806
Central Items	0	0	0	0
Total Income (a)	19,623,557	860,806	0	20,484,363
Expenditure				
Personal Emoluments	12,479,000	0	0	12,479,000
Other Charges	6,362,373	0	0	6,362,373
Rent and Rates	0	920,770	0	920,770
Central Items	0	0	0	0
Total Expenditure (b)	18,841,373	920,770	0	19,762,143
Surplus/(Deficit) for the year (a)-(b)	782,184	(59,964)	0	722,220
Less : Surplus/(Deficit) of Provident Fund	73,672	0	0	73,672
Surplus/(Deficit) for the year	708,512	(59,964)	0	648,548
Surplus/(Deficit) b/f (Note (2))	8,451,741	(645,150)	163,449	7,970,040
Less : Refund to Government	9,160,253	(705,114)	163,449	8,618,588
Less : Transfer to Other Reserve - (1) Adjustment for EC Farm reserve	(16,060)	(349)	(20,532)	(36,941)
- (2) Adjustment for SE reserve	(250,000)	0	0	(250,000)
Transfer from LSG Reserve to cover the salary adjustment for	(1,480)	0	0	(1,480)
Dementia Supplement and Infirmary Care Supplementary (Note (3))	0	0	0	0
Surplus/(Deficit) c/f (Note (4))	8,892,713	(705,463)	142,917	8,330,167

Notes:

- (1) Interest received on LSG and Provident Fund reserves, rent and rates, central items, Special One-off Grant are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of 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.

Schedule for Rent and Rates
Analysis of Subvention and Expenditure for the period from 1 April 2018 to 31 March 2019

Name of Agency: Association for Engineering and Medical Volunteer Services

Unit Code and Name	Subvented Element	Suvention Released (Note 1) \$	Actual Expenditure \$	Surplus (Note 2) \$	Deficit (Note 2) \$
1016 Supported Employment	Rent (Note3) Rates	21,120 739	28,736 -		(7,616) 739
	Total	21,859	28,736		(6,877)
1062 IVRSC	Rent (Note3) Rates	713,349 40,154	747,300 52,000		(33,951) (11,846)
	Total	753,503	799,300		(45,797)
2942 IHCS	Rent (Note3) Rates	82,500 2,944	89,790 2,944		(7,290) 0
	Total	85,444	92,734		(7,290)
Grand Total		860,806	920,770		(59,964)

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.

Schedule for Central Items
Analysis of Subvention and Expenditure for the Period from 4/2018 to 3/2019

Appendix B

Name of Agency / Association for Engineering and Medical Volunteer Services	Unit Code and Name (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit (Note 3) (b)	Deficit for the Year		Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
							Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)		
	nmmn - xxxxxxxxxxxxxxxx	Dementia Supplement for Elderly with Disabilities (Note 8)	\$	\$	\$	\$	\$	\$	N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Infirmary Care Supplement for the Aged Blind Persons (Note 8)							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Dementia Supplement for Residential Elderly Services (Note 8)							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Infirmary Care Supplement for Residential Elderly Services (Note 8)							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Dementia Supplement for Day Care Centres/Units for the Elderly							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Foster Care Allowance / Emergency Foster Care Allowance							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	After School Care Programme - Fee Waiving Subsidy Scheme							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Temporary Financial Aid							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Emergency Fund							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Extended Hours Service Users							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Short-term Rental Assistance							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Overnight On-site-on-call Allowance							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	NSCCP - Subsidy for Fee Reduction/Waiving							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	NSCCP - Rent and Rates							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services							N.A.	N.A.
	nmmn - xxxxxxxxxxxxxxxx	Financial Incentive Scheme for Mentors of Employees with Disabilities							142917	142917
	nmmn - xxxxxxxxxxxxxxxx	Cash Subsidy for Integrated Support Service for Persons with Severe Physical Disabilities								
	nmmn - xxxxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Occasional Child Care Service								
	nmmn - xxxxxxxxxxxxxxxx	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme								
	nmmn - xxxxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Operating Expenses								
	nmmn - xxxxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Training Cost								
	nmmn - xxxxxxxxxxxxxxxx	Grant under the Pilot Scheme on On-site Pre-school Rehabilitation services								
	nmmn - xxxxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly								
	nmmn - xxxxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities Regularized Programme Assistants(PA) / Care Assistants(CA)								
	nmmn - xxxxxxxxxxxxxxxx									
	TOTAL								142917	142917

/...Notes

Notes:

1. The figures for the whole financial year are extracted from the paylist for March (Final) of the financial year.
2. Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
3. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
4. 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. (5) in SWD/S/104/2 Pt.8 dated 20 July 2018
 - (i) Dementia Supplement for Elderly with Disabilities
 - (ii) Infirmary Care Supplement for the Aged Blind Persons
 - (iii) Dementia Supplement for Residential Elderly Services
 - (iv) Infirmary Care Supplement for Residential Elderly services
5. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
6. "Surplus carried forward (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.
7. Unit code and name are extracted from the paylist from SWD.
8. The central items as listed above may not be exhaustive and any relevant details of central items released and/or expended during the year, where appropriate, should also be included.