

# ANNUAL FINANCIAL REPORT

## Appendix A

NGO: Association for Engineering and Medical Volunteer Services

1 APRIL 2017 TO 31 MARCH 2018

	Notes	2017-2018 \$	2016-2017 \$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	13,678,295	13,329,211
b. Provident Fund	1c	739,535	719,201
2. Special One-off Grant		-	-
3. Fee Income	2	-	-
4. Central Items	3	-	-
5. Rent and Rates	4	861,328	861,204
6. Other Income	5	3,900,980	4,393,664
7. Interest Received		1,406	1,410
<b>TOTAL INCOME</b>		<u>19,181,544</u>	<u>19,304,690</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		11,023,858	10,487,218
b. Provident Fund	1c	722,735	516,861
c. Long Service Payment		32,880	-
Sub-total	6	<u>11,779,473</u>	<u>11,004,079</u>
2. Other Charges	7	6,381,213	6,162,421
3. Central Items	3	-	-
4. Rent and Rates	4	922,814	918,203
5. Special One-off Grant Payments	7a	-	-
<b>TOTAL EXPENDITURE</b>		<u>19,083,500</u>	<u>18,084,703</u>
<b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>	8	98,044	1,219,987

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

NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE: 22 OCT 2018

DATE: 22 OCT 2018

## 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 3.

Details are analysed below:

	<b>Snapshot Staff</b>	<b>6.8% and Other Posts</b>	<b>Total</b>
<b><u>Provident Fund Contribution</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Subvention Received	16,874	722,661	739,535
Provident Fund Contribution Paid during the year	(16,874)	(705,861)	(722,735)
Surplus/(Deficit) for the Year	0	16,800	16,800
<b>Add:</b> Surplus/(Deficit) b/f	0	1,654,621	1,654,621
Additional subvention received for previous year(s)	0	0	
<b>Add:</b> Transfer from Other Reserve		517	517
<b>Less:</b> Refund to Government	0	0	0
<b>Surplus/(Deficit) c/f</b>	<u>0</u>	<u>1,671,938</u>	<u>1,671,938</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:



**a. Income**

Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Persons		
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		
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		
<b>Total</b>	-	-

2017-18

2016-17

\$

\$

**b. Expenditure**

Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Persons		
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		
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		
<b>Total</b>	-	-

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:

	2017-18	2016-17
<b>Other Income</b>	<b>\$</b>	<b>\$</b>
(a) Fees and charges for services incidental to the operation of subvented services	3,880,072	4,276,456
(b) Others - Donation	20,908	117,208
<b>Total</b>	<b>3,900,980</b>	<b>4,393,664</b>

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:

	2017-18	2016-17
Other Charges	\$	\$
a. Utilities	416,867	391,682
b. Food	862,280	952,209
c. Administrative Expenses	92,144	85,664
d. Stores and Equipment	525,000	243,713
e. Repair and Maintenance	273,977	202,044
f. Special Allowances		
(1) Incentive Payment for Sheltered Workers	701,895	749,135
(2) Monthly Allowance for Sheltered Workers	1,635,546	1,746,935
g. (1) Programme Expenses	224,127	200,981
(2) Service/Job Expenses	1,313,065	1,195,131
h. Transportation and Travelling	239,534	295,459
i. Insurance	62,828	60,279
j. Staff Training and Development	3,900	6,217
k. Miscellaneous	30,050	32,972
Total	<u>6,381,213</u>	<u>6,162,421</u>

7a. Special One-off Grant Payments

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

	2017-18	2016-17
Speical one-off Grant Payment	\$	\$
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
Total	<u>-</u>	<u>-</u>

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

	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
<b>Income</b>					
Lump Sum Grant	14,417,830	0	0	0	14,417,830
Special One-off Grant	0	0	0	0	0
Fee Income	0	0	0	0	0
Other Income	3,900,980	0	0	0	3,900,980
Interest Received (Note (1))	1,406	0	0	0	1,406
Rent and Rates	0	0	861,328	0	861,328
Central Items	0	0	0	0	0
<b>Total Income (a)</b>	<b>18,320,216</b>	<b>0</b>	<b>861,328</b>	<b>0</b>	<b>19,181,544</b>
<b>Expenditure</b>					
Personal Emoluments	11,779,473	0	0	0	11,779,473
Other Charges	6,381,213	0	0	0	6,381,213
Rent and Rates	0	0	922,814	0	922,814
Central Items	0	0	0	0	0
Special One-off Grant Payments	0	0	0	0	0
<b>Total Expenditure (b)</b>	<b>18,160,686</b>	<b>0</b>	<b>922,814</b>	<b>0</b>	<b>19,083,500</b>
<b>Surplus/(Deficit) for the year (a)-(b)</b>	<b>159,530</b>	<b>0</b>	<b>(61,486)</b>	<b>0</b>	<b>98,044</b>
Less : Surplus/(Deficit) of Provident Fund	16,800	0	0	0	16,800
<b>Surplus/(Deficit) for the year</b>	<b>142,730</b>	<b>0</b>	<b>(61,486)</b>	<b>0</b>	<b>81,244</b>
<b>Surplus/(Deficit) b/f (Note (2))</b>	<b>9,689,365</b>	<b>0</b>	<b>(589,964)</b>	<b>162,447</b>	<b>9,261,848</b>
Less : Refund to Government	9,832,095	0	(651,450)	162,447	9,343,092
Add : Transfer from Other Reserve	(1,396,414)	0	(359)	0	(1,396,773)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3))	16,060	0	7,661	0	23,721
<b>Surplus/(Deficit) c/f (Note (4))</b>	<b>0</b>	<b>0</b>	<b>(1,002)</b>	<b>1,002</b>	<b>0</b>
<b>Notes:</b>					
(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.					

**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 Central Items**  
**Analysis of Subvention and Expenditure for the Period from 4/2017 to 3/2018**

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 Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)	Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
nnnn - xxxxxxxxxxxxxx	Dementia Supplement for Elderly with Disabilities (Note 8)	\$	\$	\$	\$	\$	\$	N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Infirmary Care Supplement for the Aged Blind Persons (Note 8)							N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Dementia Supplement for Residential Elderly Services (Note 8)							N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Infirmary Care Supplement for Residential Elderly Services (Note 8)							N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Dementia Supplement for Day Care Centres/Units for the Elderly					N.A.		N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Foster Care Allowance / Emergency Foster Care Allowance					N.A.		N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	After School Care Programme - Fee Waiving Subsidy Scheme					N.A.		N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Temporary Financial Aid					N.A.			
nnnn - xxxxxxxxxxxxxx	Emergency Fund					N.A.			
nnnn - xxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Extended Hours Service Users					N.A.			
nnnn - xxxxxxxxxxxxxx	Training Subsidy under Training Scheme for Child Care Supervisors and					N.A.			
nnnn - xxxxxxxxxxxxxx	Special Child Care Workers in Pre-school Rehabilitation Services					N.A.			
nnnn - xxxxxxxxxxxxxx	Short-term Rental Assistance					N.A.			
nnnn - xxxxxxxxxxxxxx	Overnight On-site-on-call Allowance					N.A.		N.A.	N.A.
nnnn - xxxxxxxxxxxxxx	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy					N.A.			
nnnn - xxxxxxxxxxxxxx	NSCCP - Subsidy for Fee Reduction/Waiving					N.A.			
nnnn - xxxxxxxxxxxxxx	NSCCP - Rent and Rates					N.A.			
nnnn - xxxxxxxxxxxxxx	Training Sponsorship Scheme for Master in Occupational Therapy and					N.A.			
nnnn - xxxxxxxxxxxxxx	Physiotherapy programmes					N.A.			
nnnn - xxxxxxxxxxxxxx	Training Subsidy Programme for Children on the Waiting List for					N.A.			
nnnn - xxxxxxxxxxxxxx	Subvented Pre-school Rehabilitation Services					N.A.			
nnnn - xxxxxxxxxxxxxx	Financial Incentive Scheme for Mentors of Employees with Disabilities					N.A.		142917	142917
nnnn - xxxxxxxxxxxxxx	Cash Subsidy for Integrated Support Service for Persons with Severe					N.A.			
nnnn - xxxxxxxxxxxxxx	Physical Disabilities					N.A.			
nnnn - xxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Occasional Child Care Service					N.A.			
nnnn - xxxxxxxxxxxxxx	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme					N.A.			
nnnn - xxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Operating					N.A.			
nnnn - xxxxxxxxxxxxxx	Expenses								
nnnn - xxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Training Cost					N.A.			
nnnn - xxxxxxxxxxxxxx	Grant under the Pilot Scheme on On-site Pre-school Rehabilitation services					N.A.			
nnnn - xxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Officer for					N.A.			
nnnn - xxxxxxxxxxxxxx	Residential Care Homes for the Elderly								
nnnn - xxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner					N.A.			
nnnn - xxxxxxxxxxxxxx	Scheme for Residential Care Homes for the Persons with Disabilities							20532	20532
nnnn - xxxxxxxxxxxxxx	Regularized Programme Assistants(PA) / Care Assistants(CA)					N.A.		163449	163449
<b>TOTAL</b>									

/... Notes



**Notes :**

1. The figures for the whole financial year are extracted from the payroll 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. (28) in SWD/S/104/2 Pt.17 dated 31 October 2017
  - (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 payroll from SWD.
8. 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. 7 dated 27 February 2017 should also be included in the income/expenditure of the respective items.
9. 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.

## Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1 April 2017 to 31 March 2018

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 1,029	28,108 680		(6,988) 359
	Total	22,149	28,788		(6,629)
1062 IVRSC	Rent (Note3) Rates	713,107 40,669	742,980 59,733		(29,873) (19,064)
	Total	753,776	802,713		(48,937)
2942 IHCS	Rent (Note3) Rates	82,500 2,903	88,410 2,903		(5,910) 0
	Total	85,403	91,313		(5,910)
Grand Total		861,328	922,814		(61,486)

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.