

ANNUAL FINANCIAL REPORT

Appendix A

NGO: Association for Engineering and Medical Volunteer Services

1 APRIL 2019 TO 31 MARCH 2020

| | Notes | 2019-2020 \$ | 2018-2019 \$ |
|--|-------|-------------------|-------------------|
| A. INCOME | | | |
| 1. Lump Sum Grant | | | |
| a. Lump Sum Grant (excluding Provident Fund) | 1b | 17,474,899 | 15,232,935 |
| b. Provident Fund | 1c | 923,195 | 819,484 |
| 2. Fee Income | 2 | - | - |
| 3. Central Items | 3 | - | - |
| 4. Rent and Rates | 4 | 917,452 | 860,806 |
| 5. Other Income | 5 | 3,335,429 | 3,568,509 |
| 6. Interest Received | | 9,186 | 2,629 |
| TOTAL INCOME | | <u>22,660,161</u> | <u>20,484,363</u> |
| B. EXPENDITURE | | | |
| 1. Personal Emoluments | | | |
| a. Salaries | | 12,961,346 | 11,733,188 |
| b. Provident Fund | 1c | 980,745 | 745,812 |
| c. Long Service Payment | | - | - |
| Sub-total | 6 | <u>13,942,091</u> | <u>12,479,000</u> |
| 2. Other Charges | 7 | 6,323,638 | 6,362,373 |
| 3. Central Items | 3 | - | - |
| 4. Rent and Rates | 4 | 981,857 | 920,770 |
| TOTAL EXPENDITURE | | <u>21,247,586</u> | <u>19,762,143</u> |
| C. SURPLUS/(DEFICIT) FOR THE YEAR | 8 | 1,412,575 | 722,220 |

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: 28 OCT 2020



NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE: 28 OCT 2020

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:

| | Snapshot Staff | 6.8% and Other Posts | Total |
|---|-------------------|----------------------------|------------------|
| <u>Provident Fund Contribution</u> | \$ | \$ | \$ |
| Subvention Received | 18,393 | 904,802 | 923,195 |
| Provident Fund Contribution Paid during the year | (18,393) | (962,352) | (980,745) |
| <u>Add: Interest Received</u> | | 1,907 | 1,907 |
| Surplus/(Deficit) for the Year | 0 | (55,643) | (55,643) |
| <u>Add: Surplus/(Deficit) b/f</u> | 0 | 1,745,610 | 1,745,610 |
| Additional subvention received for previous year(s) | 0 | 0 | |
| <u>Add: Transfer from Other Reserve</u> | | 0 | 0 |
| <u>Less: Refund to Government</u> | 0 | 0 | 0 |
| Surplus/(Deficit) c/f | <u>0</u> | <u>1,689,967</u> | <u>1,689,967</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:

2019-20
\$

2018-19
\$

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
Overnight On-site-on-call Allowance
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)
Project on Child Care training for Grandparents -

Contract Subsidy
 Project on Child Care training for Grandparents -
 Subsidy for Fee Reduction/Waiving
 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 Care
 Service Units in respect of COVID-19

| | | |
|--------------|----------------|----------------|
| Total | - | - |
| | 2019-20 | 2018-19 |
| | \$ | \$ |

b. Expenditure

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
 Overnight On-site-on-call Allowance
 Neighbourhood Support Child Care Project (NSCCP) -
 Contract Subsidy
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 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) | |
| Project on Child Care training for Grandparents - Contract Subsidy | |
| Project on Child Care training for Grandparents - Subsidy for Fee Reduction/Waiving | |
| 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 Care Service Units in respect of COVID-19 | |
| Total | - - |

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:

| | 2019-20 | 2018-19 |
|---|------------------|------------------|
| Other Income | \$ | \$ |
| (a) Fees and charges for services incidental to the operation of subvented services | 3,215,153 | 3,494,914 |
| (b) Others - Donation | 120,276 | 73,595 |
| Total | <u>3,335,429</u> | <u>3,568,509</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:

| Other Charges | 2019-20 \$ | 2018-19 \$ |
|---|------------------|------------------|
| a. Utilities | 370,290 | 413,634 |
| b. Food | 746,318 | 761,429 |
| c. Administrative Expenses | 120,757 | 152,953 |
| d. Stores and Equipment | 670,652 | 483,134 |
| e. Repair and Maintenance | 304,950 | 240,030 |
| f. Special Allowances | | |
| (1) Incentive Payment for Sheltered Workers | 771,819 | 717,891 |
| (2) Monthly Allowance for Sheltered Workers | 1,178,033 | 1,531,688 |
| g. (1) Programme Expenses | 172,623 | 205,637 |
| (2) Service/Job Expenses | 1,519,350 | 1,466,549 |
| h. Transportation and Travelling | 328,029 | 286,307 |
| i. Insurance | 82,088 | 63,549 |
| j. Staff Training and Development | - | - |
| k. Miscellaneous | 58,729 | 39,572 |
| Total | <u>6,323,638</u> | <u>6,362,373</u> |

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

| Income | Lump Sum Grant (LSG) | Rent and Rates | Central Items | Total |
|--|----------------------|------------------|----------------|-------------------|
| Lump Sum Grant | 18,398,094 | 0 | 0 | 18,398,094 |
| Fee Income | 0 | 0 | 0 | 0 |
| Other Income | 3,335,429 | 0 | 0 | 3,335,429 |
| Interest Received (Note (1)) | 9,186 | 0 | 0 | 9,186 |
| Rent and Rates | 0 | 917,452 | 0 | 917,452 |
| Central Items | 0 | 0 | 0 | 0 |
| Total Income (a) | 21,742,709 | 917,452 | 0 | 22,660,161 |
| Expenditure | | | | |
| Personal Emoluments | 13,942,091 | 0 | 0 | 13,942,091 |
| Other Charges | 6,323,638 | 0 | 0 | 6,323,638 |
| Rent and Rates | 0 | 981,857 | 0 | 981,857 |
| Central Items | 0 | 0 | 0 | 0 |
| Total Expenditure (b) | 20,265,729 | 981,857 | 0 | 21,247,586 |
| Surplus/(Deficit) for the year (a)-(b) | 1,476,980 | (64,405) | 0 | 1,412,575 |
| Less : Surplus/(Deficit) of Provident Fund | (55,643) | 0 | 0 | (55,643) |
| Surplus/(Deficit) for the year | 1,532,623 | (64,405) | 0 | 1,468,218 |
| Surplus/(Deficit) b/f (Note (2)) | 8,892,713 | (705,463) | 142,917 | 8,330,167 |
| Less : Refund to Government | 10,425,336 | (769,868) | 142,917 | 9,798,385 |
| Add : Transfer from Other Reserve - Adjustment for EC Farm reserve | (238,282) | (739) | 0 | (239,021) |
| | 250,000 | 0 | 0 | 250,000 |
| Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3)) | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| Surplus/(Deficit) c/f (Note (4)) | 10,437,054 | (770,607) | 142,917 | 9,809,364 |

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

Appendix B

Name of NGO : 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 transferred to LSG (Note 4) (c) | Adjusted Deficit (d) = (b) - (c) | Surplus b/f (Note 5) (e) | Refund to Government (f) | Surplus c/f (Note 6) (g)=(e)+(a)-(d)-(f) |
|--------------------------------|--|--|---|----------------------------|----------------------------|---|-------------------------------------|--------------------------------|-----------------------------|--|
| n/n - xxxxxxxxxxxxxx | Dementia Supplement for Elderly with Disabilities | \$ | \$ | \$ | \$ | \$ | \$ | | | |
| n/n - xxxxxxxxxxxxxx | Infirmary Care Supplement for the Aged Blind Persons | | | | | | | | | |
| n/n - xxxxxxxxxxxxxx | Dementia Supplement for Residential Elderly Services | | | | | | | | | |
| n/n - xxxxxxxxxxxxxx | Infirmary Care Supplement for Residential Elderly Services | | | | | | | | | |
| n/n - xxxxxxxxxxxxxx | Dementia Supplement for Day Care Centres/Units for the Elderly | | | | | | | | | |
| n/n - xxxxxxxxxxxxxx | Foster Care Allowance / Emergency Foster Care Allowance | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | After School Care Programme - Fee Waiving Subsidy Scheme | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Temporary Financial Aid | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Emergency Fund | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Time-defined Subsidy Scheme for Extended Hours Service Users | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Short-term Rental Assistance | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Overnight On-site-on-call Allowance | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy | [a] Contract Sum released during the reporting period | [e] = [f] Total Expenditure of the Project minus the following items for the reporting period: [g] Fee Income from service users; [h] Subsidy for Fee Waiving claimed from SWD; [k] Premises related expenses, and [j] Subsidy for Incentive Payment claimed from SWD | [a]-[e] if >0 | [a]-[e] if <0 | | | | | |
| n/n - xxxxxxxxxxxxxx | NSCCP - Subsidy for Fee Reduction/Waiving | [b] Subsidy released for Fee Waiving during the reporting period | [h] Subsidy for Fee Waiving claimed from SWD during the reporting period | [b]-[h] if >0 | [b]-[h] if <0 | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | NSCCP - Subsidy for Incentive Payment | [d] Subsidy released for Incentive Payment during the reporting period | [j] Subsidy for Incentive Payment claimed from SWD during the reporting period | [d]-[j] if >0 | [d]-[j] if <0 | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | NSCCP - Rent and Rates | [c] Subsidy released by actual reimbursement | [i] same as [c] | N.A. | N.A. | | | | | |
| n/n - xxxxxxxxxxxxxx | Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes | | | | | N.A. | | | | |
| n/n - xxxxxxxxxxxxxx | Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services | | | | | N.A. | | | | |

Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1 April 2019 to 31 March 2020

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 | 22,656 745 | 31,152 - | | (8,496) 745 |
| | Total | 23,401 | 31,152 | | (7,751) |
| 1062 IVRSC | Rent (Note3) Rates | 763,607 40,471 | 799,812 53,000 | | (36,205) (12,529) |
| | Total | 804,078 | 852,812 | | (48,734) |
| 2942 IHCS | Rent (Note3) Rates | 86,964 3,009 | 94,884 3,009 | | (7,920) 0 |
| | Total | 89,973 | 97,893 | | (7,920) |
| Grand Total | | 917,452 | 981,857 | | (64,405) |

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.