ANNUAL FINANCIAL REPORT

NGO: _____

1 APRIL 2011 to 31 MARCH 2012

	Notes	2011-12 $	2010-11 $
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	**1b**	A	
b. Provident Fund	**1c**	B	
2. Special One-off Grant		C	
3. Fee Income	**2**	D	
4. Central Items	**3**	E	
5. Rent and Rates	**4**	F	
6. Other Income	**5**	G	
7. Interest Received		H	
TOTAL INCOME		I	
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		J	
b. Provident Fund	**1c**	K	
c. Allowances		L	
Sub-total	**6**	M	
2. Other Charges	**7**	N	
3. Central Items	**3**	O	
4. Rent and Rates	**4**	P	
5. Special One-off Grant Payments	**7a**	Q	
TOTAL EXPENDITURE		T	
C. SURPLUS/(DEFICIT) FOR THE YEAR	**8**	U	

SIGNATURE

CHAIRMAN
DATE:

CHIEF EXECUTIVE
DATE:

NOTES ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant

a. Basis of preparation

The Annual Financial Report (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** like depreciation, provisions and accruals **should not be 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.
Please note that the PF received and contributed for staff under the Central Items should be shown under **3**. In other words, such PF should **not** be included here (LSG Circular No.1/2001).
Details are analysed below :

Provident Fund Contribution	**Snapshot Staff**	**6.8% and Other Posts**	**Total**
	$	**$**	**$**
Subvention Received	X	X	B
Provident Fund Contribution Paid during the Year	(X)	(X)	(K)
Surplus/ (Deficit) for the Year	X	X	R
Add : Surplus/(Deficit) b/f	X	X	X
Surplus/(Deficit) c/f	**X**	**X**	**X**

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 PF received and contributed for staff under the Central Items should be separately included as part of the income and expenditure of the relevant items (LSG Circular No.1/2001). The income and expenditure of each of the Central Items are as follows:

a. Income	2011-12 $	2010-11 $
Dementia Supplement for Elderly with Disabilities		
Infirmary Care Supplement for the Aged Blind Person		
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		
Permanent and Time-defined Programme Assistants/Care Assistants for Elderly Services and Rehabilitation Medical and Social Services		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Child Care Services		
Visiting Medical Practitioner Scheme[1]	-	-
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Programme Worker posts extended for one year in 2011-12		
Regularised Programme Assistants (PA)/Care Assistants (CA)		
Subsidy under the Home Environment Improvement Scheme for the Elderly		
Short-term Rental Assistance to Newly Discharged Prisoners		
One-off Supplementary Grant for Service Re-engineering Plan of the Factory for the Blind		
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance		
Neighbourhood Service Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/waiving		
Total	**E**	

[1] Visiting Medical Practitioner Scheme has ceased to be a Central Item with effect from 1 August 2009.

b. Expenditure	2011-12 $	2010-11 $
Dementia Supplement for Elderly with Disabilities		
Infirmary Care Supplement for the Aged Blind Person		
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		
Permanent and Time-defined Programme Assistants/Care Assistants for Elderly Services and Rehabilitation Medical and Social Services		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Child Care Services		
Visiting Medical Practitioner Scheme		
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Programme Worker posts extended for one year in 2011-12		
Regularised Programme Assistants (PA)/Care Assistants (CA)		
Subsidy under the Home Environment Improvement Scheme for the Elderly		
Short-term Rental Assistance to Newly Discharged Prisoners		
One-off Supplementary Grant for Service Re-engineering Plan of the Factory for the Blind		
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance		
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/waiving		
Total	**O**	

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 should not be 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 need not be included as Other Income in AFR. However, treatment of fees and charges as specified under para.2.29 to 2.30 of the Manual remains unchanged (LSG Circular No.1/2001).

6. Personal Emoluments Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over $500,000 each is appended below:

Analysis of Personal Emoluments	**No of Posts**	**$**
HK$500,001 - HK$600,000 p.a.		
HK$600,001 - HK$700,000 p.a.		
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$1,000,000 p.a.		

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	**2011-12** **$**	**2010-11** **$**
(a) Utilities		
(b) Food		
(c) Administrative Expenses		
(d) Stores and Equipment		
(e) Repair and Maintenance		
(f) Special Allowances		
(g) Programme Expenses		
(h) Transportation and Travelling		
(i) Insurance		
(j) Miscellaneous		
Total	**N**	

7a. Special One-off Grant Payments

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

Special one-off Grant Payments	2011-12 $	2010-11 $
(a) Voluntary Retirement Scheme		
(b) Compensation Scheme		
(c) Staff Training and Development		
(d) Other Staff-related Initiatives		
Total	**Q**	

8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	**Special One-off Grant (SOG)**	**Rent and Rates**	**Central Items**	**Total**
	$	$	$	$	**$**
Income					
Lump Sum Grant	A+B	-	-	-	A+B
Special One-off Grant	-	C	-	-	C
Fee Income	D	-	-	-	D
Other Income	G	-	-	-	G
Interest Received **(Note (1))**	H	-	-	-	H
Rent and Rates	-	-	F	-	F
Central Items	-	-	-	E	E
Total Income (a)	**x**	**x**	**x**	**x**	**I**
Expenditure					
Personal Emoluments	M	-	-	-	M
Other Charges	N	-	-	-	N
Rent and Rates	-	-	P	-	P
Central Items	-	-	-	O	O
Special One-off Grant Payments	-	Q			
Total Expenditure (b)	**x**	**x**	**x**	**x**	**T**
Surplus/(Deficit) for the Year (a) - (b)	**x**	**x**	**x**	**x**	**U**
Less : Surplus/(Deficit) of Provident Fund	R	-	-	-	R
	x	x	x	x	X
Surplus/(Deficit) b/f (Note (2))	**x**	**x**	**x**	**x**	**X**
	x	x	x	x	X
Less : Refund to Government	(x)	(x)	(x)	(x)	(X)
Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplementary **(Note (3))**	(x)	-	-	x	-
Surplus/(Deficit) c/f (Note (4))	**S**	**x**	**x**	**x**	**X**

Notes:

(1) Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant should all be 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 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 Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplement, if any, as per **Annex 1**.

(4) The level of LSG cumulative reserve (i.e. **S**) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.