

**HONG KONG YOUNG WOMEN'S
CHRISTIAN ASSOCIATION**

**Annual Financial Report
For the year ended 31 March 2022**

HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

CONTENTS

	Pages
REVIEW REPORT	1
ANNUAL FINANCIAL REPORT	2
NOTES ON THE ANNUAL FINANCIAL REPORT	3 - 7
ANNEXES TO THE ANNUAL FINANCIAL REPORT	8 - 10

REVIEW REPORT TO THE BOARD OF DIRECTORS OF HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

We have audited the financial statements of the Hong Kong Young Women's Christian Association (the "Association") for the year ended 31 March 2022 and have issued an unqualified auditor's report thereon dated 15 September 2022.

We conducted our review of the attached Annual Financial Report of the Association for the year ended 31 March 2022 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" 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 Association, on which the above audited financial statements of the Association 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 Association for the year ended 31 March 2022:

- (a) in our opinion the Annual Financial Report has been properly prepared from the books and records of the Association; and
- (b) no matters have come to our attention during the course of our review, which cause us to believe that the Association 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 2022.

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.

BDO Limited

BDO Limited
Certified Public Accountants
Yu Tsui Fong
Practising Certificate Number P05440

Hong Kong, 15 SEP 2022

ANNUAL FINANCIAL REPORT

NGO: HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

(1 APRIL 2021 to 31 MARCH 2022)

	Notes	<u>2021-22</u> HK\$	<u>2020-21</u> HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	318,859,163	300,212,589
b. Provident Fund	1c	25,859,266	24,779,818
2. Fee Income	2	9,829,232	9,680,913
3. Central Items	3	11,375,068	10,935,016
4. Rent and Rates	4	8,216,423	8,638,964
5. Other Income	5	26,178,945	14,295,351
6. Interest Received		539,875	1,608,183
TOTAL INCOME		400,857,972	370,150,834
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		291,650,949	273,962,982
b. Provident Fund	1c	22,616,235	21,799,820
c. Allowances		-	-
Sub-total	6	314,267,184	295,762,802
2. Other Charges	7	57,678,807	44,808,200
3. Central Items	3	11,230,149	9,720,360
4. Rent and Rates	4	10,184,183	9,794,857
TOTAL EXPENDITURE		393,360,323	360,086,219
C. SURPLUS FOR THE YEAR	8	7,497,649	10,064,615

The Annual Financial Report from pages 2 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE

SIGNATURE

Private & Confidential

CHAIRMAN

DATE: 15 SEP 2022

CHIEF EXECUTIVE

DATE: 15 SEP 2022

HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

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 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 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>
	HK\$	HK\$	HK\$
Subvention Received	8,616,262	17,243,004	25,859,266
Provident Fund Contribution Paid during the Year	(7,651,921)	(14,964,314)	(22,616,235)
Surplus for the Year	964,341	2,278,690	3,243,031
 Add : Surplus b/f	807,409	34,328,928	35,136,337
 Add: Additional subvention received for previous year(s)	-	157,632	157,632
Less: Refund to Government	(567,815)	-	(567,815)
 Surplus c/f	1,203,935	36,765,250	37,969,185

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.

HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

NOTES ON THE ANNUAL FINANCIAL REPORT

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 :

	<u>2021-22</u> HK\$	<u>2020-21</u> HK\$
i) a. Income		
Dementia Supplement for Residential Elderly Services	4,613,013	4,740,047
Infirmary Care Supplement for Residential Elderly Services	3,236,188	2,474,732
After School Care Programme - Fee Waiving Subsidy Scheme	1,886,976	1,221,276
Time-defined Subsidy Scheme for Extended Hours Service Users	30,279	27,716
Training Sponsorship Scheme for Two-Year MOT/MPT Programme of POLYU	640,000	320,000
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	664,789	1,239,424
Care		
Workers in Pre-school Rehabilitation Services	60,000	-
Pilot Scheme on On-site Pre-school Rehabilitation Services	41,350	-
Time-defined Subsidy Scheme for Occasional Child Care Service	79,500	79,500
Child Care Training for Grand parents	122,973	231,945
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 Service Units in respect of COVID-19	-	600,376
Total [Annex 1]	<u>11,375,068</u>	<u>10,935,016</u>
b. Expenditure		
Dementia Supplement for Residential Elderly Services	4,682,452	4,738,610
Infirmary Care Supplement for Residential Elderly Services	3,233,511	2,475,969
After School Care Programme - Fee Waiving Subsidy Scheme	1,712,256	699,149
Time-defined Subsidy Scheme for Extended Hours Service Users	-	-
Training Sponsorship Scheme for Two-Year MOT/MPT Programme of POLYU	455,000	405,000
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	776,282	749,254
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care	-	-
Pilot Scheme on On-site Pre-school Rehabilitation Services	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Child Care Training for Grand parents	370,648	44,621
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	-	23,550
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	-	584,207
Total [Annex 1]	<u>11,230,149</u>	<u>9,720,360</u>

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.

HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

NOTES ON THE ANNUAL FINANCIAL REPORT

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 is as follows:

	2021-22	2020-21
	\$	\$
Other Income		
(a) Fees and charges for services incidental to the operation of subvented services	25,672,974	14,239,417
(b) Utilised allocation under Central Items (CI) - After School Care Programme (ASCP) - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income*	1,712,256	699,149
(c) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	152,739	-
(d) Others	353,232	55,934
Sub-Total	27,891,201	14,994,500
Less: Utilised allocation under CI - ASCP - FWSS which forms as part of Other Income*	(1,712,256)	(699,149)
Total	26,178,945	14,295,351

* For those programmes which are regarded as FSA-related activities only

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:

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No of Posts</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	30	22,432,332
HK\$800,001 - HK\$900,000 p.a.	9	7,732,115
HK\$900,001 - HK\$1,000,000 p.a.	7	6,629,268
HK\$1,000,001 - HK\$1,100,000 p.a.	22	23,105,392
HK\$1,100,001 - HK\$1,200,000 p.a.	2	2,282,647
>HK\$1,200,000 p.a.	11	15,121,230

HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

NOTES ON THE ANNUAL FINANCIAL REPORT

7. Other Charges

The breakdown on Other Charges is as follows :

	<u>2021-22</u> HK\$	<u>2020-21</u> HK\$
(a) Utilities	5,542,597	3,359,397
(b) Food	5,137,341	4,744,468
(c) Administrative Expenses	3,192,155	2,344,345
(d) Stores and Equipment	10,372,785	10,745,305
(e) Repair and Maintenance	3,844,150	3,576,654
(f) Special Allowances	-	-
(g) Programme Expenses	26,239,585	14,991,642
(h) Transportation and Travelling	763,825	653,115
(i) Insurance	1,826,540	2,436,129
(j) Staff Training & Development	438,928	713,345
(k) Other Staff-related Initiatives	1,698,565	1,685,522
(l) Miscellaneous	334,592	257,427
Sub-Total	<u>59,391,063</u>	<u>45,507,349</u>
Less: Utilised allocation under CI-ASCP - FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	(1,712,256)	(699,149)
Total	<u><u>57,678,807</u></u>	<u><u>44,808,200</u></u>

* For those programmes which are regarded as FSA-related activities only

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

	Lump Sum Grant (LSG)	Adjustment for Utilised allocation under ASCP - FWSS	Rent and Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
Income					
Lump Sum Grant	344,718,429	-	-	-	344,718,429
Fee Income	9,829,232	-	-	-	9,829,232
Other Income	27,891,201	(1,712,256)	-	-	26,178,945
Interest Received (Note (1))	539,875	-	-	-	539,875
Rent and Rates	-	-	8,216,423	-	8,216,423
Central Items	-	-	-	11,375,068	11,375,068
Total Income (a)	382,978,737	(1,712,256)	8,216,423	11,375,068	400,857,972
Expenditure					
Personal Emoluments	314,267,184	-	-	-	314,267,184
Other Charges	59,391,063	(1,712,256)	-	-	57,678,807
Rent and Rates	-	-	10,184,183	-	10,184,183
Central Items	-	-	-	11,230,149	11,230,149
Total Expenditure (b)	373,658,247	(1,712,256)	10,184,183	11,230,149	393,360,323
Surplus/(Deficit) for the Year (a) - (b)	9,320,490	-	(1,967,760)	144,919	7,497,649
Less : Surplus / (Deficit) of Provident Fund	(3,243,031)	-	-	-	(3,243,031)
	6,077,459	-	(1,967,760)	144,919	4,254,618
Surplus/(Deficit) b/f (note 2)	108,622,824	-	(6,443,596)	7,668,225	109,847,453
	114,700,283	-	(8,411,356)	7,813,144	114,102,071
Add : Backpayment of Rent & Rates	-	-	452,801	-	452,801
Less :					
Refund to Government - DS / ICS	-	-	-	(200)	(200)
Refund to Government - Extended Hours Service Users	-	-	-	(27,716)	(27,716)
Refund to Government - Time-defined Subsidy Scheme for OCCS	-	-	-	(79,500)	(79,500)
Refund to Government - Rent and Rate	-	-	(778,651)	-	(778,651)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP - FWSS* (over-estimated) / under-estimated in previous years(s)	-	-	-	-	-
Surplus/(Deficit) c/f (Note (4))	114,700,283	-	(8,737,206)	7,705,728	113,668,805

Note :

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

* For those programmes which are regarded as FSA-related activities only

Schedule for Central Items

Annex 1

Analysis of Subvention and Expenditure for the Period from 1 April 2021 to 31 March 2022

Name of Agency : HONG KONG YOUNG WOMEN'S CHRISTIAN ASSOCIATION

Unit Code and Name/ Remittance Advice No.	Subvented Element	Subvention Released	Actual Expenditure	Surplus (a)	Deficit for the Year			Surplus / (Deficit) b/f (e)	Refund to Government (f)	Adjustment (g)	Surplus c/f (h)=(e)+(a)-(d)-(f)+(g)
					Deficit (b)	Deficit transferred to LSG (c)	Adjusted Deficit (d) = (b)-(c)				
		HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
7978	Wan Wah C&A Home	3,279,130	3,322,329	0	(43,199)	0	(43,199)	N.A.	0	0	N.A.
3608	Cheng Pon Hing C&A Home	1,333,883	1,360,123	0	(26,240)	0	(26,240)	N.A.	0	0	N.A.
3723	Wan Wah C&A Home	2,379,550	2,376,873	2,677	0	0	0	N.A.	0	0	N.A.
6641	Cheng Pon Hing C&A Home	856,638	856,638	0	0	0	0	N.A.	0	0	N.A.
3046	After School Care Programme - Fee Waiving Subsidy Scheme	1,886,976	1,712,256	174,720	0	0	0	N.A.	0	0	N.A.
V388 & W388	Time-defined Subsidy Scheme for Extended Hours Service Users	30,279	0	30,279	0	0	0	N.A.	0	0	N.A.
6541	Training Sponsorship Scheme for Two-Year MOT/MPT Programme of POLYU	640,000	455,000	185,000	0	0	0	455,000	0	0	640,000
6524	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	664,789	776,282	0	(111,493)	0	(111,493)	300,283	0	0	188,790
6036	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	60,000	0	60,000	0	0	0	0	0	0	60,000
3417	Pilot Scheme on On-site Pre-school Rehabilitation Services	41,350	0	41,350	0	0	0	0	0	0	41,350
6353	Time-defined Subsidy Scheme for Occasional Child Care Service	79,500	0	79,500	0	0	0	N.A.	0	0	N.A.
3146 & 3147	Child Care Training for Grand parents	122,973	370,648	0	(247,675)	0	(247,675)	310,296	0	0	62,621
Remittance Advice No. 4286687	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	0	0	0	0	0	0	0	0	0	0
Remittance Advice No. 4368889	Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	0	0	0	0	0	0	16,169	0	0	16,169
Total for Central Item		11,375,068	11,230,149	573,526	(428,607)	0	(428,607)	1,081,748	0	0	1,008,930
Add / Less : Amount of Deficit from salary adjustment transferred to LSG Reserve		0	0	0	0	0	0	0	0	0	0
Adjusted Total for Central Item		11,375,068	11,230,149	573,526	(428,607)	0	(428,607)	1,081,748	0	0	1,008,930

Schedule for Rent & Rates
Analysis of Subvention and Expenditure for the Period from 1 April 2021 to 31 March 2022

Annex 2
(page 1)

Unit Code	Name	Subvented Element	Subvention Released HK\$	Actual Expenditure HK\$	Surplus HK\$	Deficit HK\$
3557	Neighbourhood Elderly Centre	Rent & Gov't Rent Rates	292,163 38,546	331,590 16,100	- 22,446	(39,427) -
		Total	330,709	347,690	22,446	(39,427)
3562	Integrated Home Care Services	Rent & Gov't Rent Rates	- -	201,313 -	- -	(201,313) -
		Total	-	201,313	-	(201,313)
3570	Central Adm-Headquarters	Rent & Gov't Rent Rates	13,477 26,951	18,517 29,362	- -	(5,040) (2,411)
		Total	40,428	47,879	-	(7,451)
3571	Central Adm-Ming Yue	Rent & Gov't Rent Rates	436,836 49,373	436,836 33,600	- 15,773	- -
		Total	486,209	470,436	15,773	-
3573	Home Help-Ming Yue	Rent & Gov't Rent Rates	20,760 -	45,600 -	- -	(24,840) -
		Total	20,760	45,600	-	(24,840)
3591	IT-Western District	Rent & Gov't Rent Rates	583,056 39,203	1,355,616 34,060	- 5,143	(772,560) -
		Total	622,259	1,389,676	5,143	(772,560)
3592	IT-Tsing Yi	Rent & Gov't Rent Rates	11,464 42,576	64,389 38,800	- 3,776	(52,925) -
		Total	54,040	103,189	3,776	(52,925)
3594	IT-Sham Shui Po	Rent & Gov't Rent Rates	34,258 54,741	187,989 39,400	- 15,341	(153,731) -
		Total	88,999	227,389	15,341	(153,731)
3596	IT-Butterfly	Rent & Gov't Rent Rates	433,296 28,842	433,296 20,800	- 8,042	- -
		Total	462,138	454,096	8,042	-
3597	IT-Tin Shui Wai	Rent & Gov't Rent Rates	25,157 40,070	71,760 41,200	- -	(46,603) (1,130)
		Total	65,227	112,960	-	(47,733)
3598	IT-Lung Cheung	Rent & Gov't Rent Rates	581,268 48,481	581,268 30,400	- 18,081	- -
		Total	629,749	611,668	18,081	-
3599	ICYSC TKO	Rent & Gov't Rent Rates	211,536 39,355	262,548 35,200	- 4,155	(51,012) -
		Total	250,891	297,748	4,155	(51,012)
3645	Home Help-Kowloon City	Rent & Gov't Rent Rates	238,800 10,734	156,993 5,748	81,807 4,986	- -
		Total	249,534	162,741	86,793	-
3648	Cheng Pon Hing Hostel	Rent & Gov't Rent Rates	837,995 11,263	1,305,220 (3,380)	- 14,643	(467,225) -
		Total	849,258	1,301,840	14,643	(467,225)

Schedule for Rent & Rates

Analysis of Subvention and Expenditure for the Period from 1 April 2021 to 31 March 2022

Annex 2
(page 2)

Unit Code	Name	Subvented Element	Subvention Released HK\$	Actual Expenditure HK\$	Surplus HK\$	Deficit HK\$
3664	IT-Shatin	Rent & Gov't Rent Rates	421,220 63,521	481,459 46,300	- 17,221	(60,239) -
		Total	484,741	527,759	17,221	(60,239)
3695	School Social Work	Rent & Gov't Rent Rates	172,752 20,601	172,752 5,400	- 15,201	- -
		Total	193,353	178,152	15,201	-
3700	CD Project-Tai O	Rent & Gov't Rent Rates	96,996 2,291	96,996 -	- 2,291	- -
		Total	99,287	96,996	2,291	-
3735	Outreaching-CW & I	Rent & Gov't Rent Rates	11,869 15,207	17,964 5,300	- 9,907	(6,095) -
		Total	27,076	23,264	9,907	(6,095)
3736	IT-Lok Wah	Rent & Gov't Rent Rates	14,846 63,864	45,264 37,070	- 26,794	(30,418) -
		Total	78,710	82,334	26,794	(30,418)
3737	IT-Tuen Mun	Rent & Gov't Rent Rates	550,116 31,451	550,116 19,690	- 11,761	- -
		Total	581,567	569,806	11,761	-
3738	Outreaching - TKO	Rent & Gov't Rent Rates	35,200 -	24,097 -	11,103 -	- -
		Total	35,200	24,097	11,103	-
3748	CD Project-Kwunlunglau	Rent & Gov't Rent Rates	43,200 -	77,685 -	- -	(34,485) -
		Total	43,200	77,685	-	(34,485)
7227	Wan Wah C&A Home	Rent & Gov't Rent Rates	1,958,256 219,672	1,976,616 229,000	- -	(18,360) (9,328)
		Total	2,177,928	2,205,616	-	(27,688)
7285	Lam Woo	Rent & Gov't Rent Rates	198,804 21,825	235,524 11,200	- 10,625	(36,720) -
		Total	220,629	246,724	10,625	(36,720)
7325	Central Adm-Ellen Li	Rent & Gov't Rent Rates	8,050 24,150	- 32,200	8,050 -	- (8,050)
		Total	32,200	32,200	8,050	(8,050)
7327	Home Help-Ellen Li	Rent & Gov't Rent Rates	27,720 -	- -	27,720 -	- -
		Total	27,720	-	27,720	-
7892	Home Help-Shamshuipo	Rent & Gov't Rent Rates	61,248 3,363	89,448 -	- 3,363	(28,200) -
		Total	64,611	89,448	3,363	(28,200)
3774	OPRS-Y Seeds Wellness Service	Rent & Gov't Rent Rates	- -	217,356 38,521	- -	(217,356) (38,521)
		Total	-	255,877	-	(255,877)
		Grand Total	8,216,423	10,184,183	338,229	(2,305,989)