
THE CHINESE RHENISH CHURCH
HONG KONG SYNOD
SOCIAL SERVICE DEPARTMENT
FOR THE YEAR ENDED 31 MARCH 2023

ANNUAL FINANCIAL REPORT

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**INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE MANAGEMENT BOARD OF
THE CHINESE RHENISH CHURCH HONG KONG SYNOD**

Re : Social Service Department of The Chinese Rhenish Church Hong Kong Synod

We have audited the financial statements of your Social Service Department (the "SSD") for the year ended 31 March 2023 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), and have issued an unmodified auditor's report thereon dated 20th October, 2023.

Pursuant to the Lump Sum Grant ("LSG") Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to issue this assurance report in connection with the Annual Financial Report ("AFR") of the SSD for the year ended 31 March 2023.

Responsibilities of the Management Board

In relation to this report, the Management board are responsible for ensuring the AFR of the SSD for the year ended 31 March 2023 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD; and the use of the funds from the LSG by the SSD has complied with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Our Independence and Quality Management

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor's Responsibility

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised) Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKICPA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

**INDEPENDENT AUDITOR'S ASSURANCE REPORT (CONT'D)
TO THE MANAGEMENT BOARD OF
THE CHINESE RHENISH CHURCH HONG KONG SYNOD**

Re : Social Service Department of The Chinese Rhenish Church Hong Kong Synod

Auditor's Responsibility (Cont'd)

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the SSD being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relating to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

1. In our opinion, the AFR of the SSD for the year ended 31 March 2023 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the LSG by the SSD has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Intended Users and Purpose

This report is intended solely for submission by the SSD to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.

W. H. Wong and Company
Certified Public Accountants

Room 6, 16/F., Enterprise Square 3,
39 Wang Chiu Road, Kowloon Bay, Hong Kong

Hong Kong, 20th October, 2023



THE CHINESE RHENISH CHURCH HONG KONG SYNOD (120)
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023

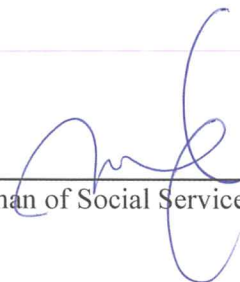
	Notes	2022-23 HK\$	2021-22 HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	77,728,191.00	76,737,963.00
b. Provident Fund	1c	5,406,192.00	5,333,088.00
2. Fee Income	2	7,091,831.60	7,258,179.00
3. Central Items	3	11,753,713.00	10,242,102.00
4. Rent and Rates	4	4,870,932.00	4,736,012.00
5. Other Income	5	2,272,555.34	2,116,253.27
6. Interest Received		180,925.86	38,608.04
TOTAL INCOME		<u>109,304,340.80</u>	<u>106,462,205.31</u>
B. EXPENDITURE			
1. Personnel Emoluments			
a. Salaries		66,899,621.08	67,503,032.60
b. Provident Fund	1c	5,090,255.22	5,235,161.05
c. Allowances		3,663,452.00	2,040,056.50
d. Relief Worker		309,371.56	463,129.37
e. Statutory Payment		58,661.71	51,735.87
Sub-total	6	<u>76,021,361.57</u>	<u>75,293,115.39</u>
2. Other Charges	7	16,664,456.70	15,154,814.53
3. Central Items	3	11,179,118.16	9,572,949.00
4. Rent and Rates	4	5,438,863.00	5,247,349.00
TOTAL EXPENDITURE		<u>109,303,799.43</u>	<u>105,268,227.92</u>
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	<u>541.37</u>	<u>1,193,977.39</u>

The Annual Financial Report from page 2 to 5 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Approved by the Synod on 20th October, 2023

x 

Chairman of Synod



Chairman of Social Service Department

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) services (including support services to FSA services) 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 which are separately included as part of the income and expenditure of the relevant 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	818,586.00	4,587,606.00	5,406,192.00
Provident Fund Contribution Paid during the Year	(558,769.95)	(4,531,485.27)	(5,090,255.22)
Surplus/(Deficit) for the Year	259,816.05	56,120.73	315,936.78
Add: Surplus/(Deficit) b/f	121,068.60	6,551,711.83	6,672,780.43
Additional Subvention received for previous year(s)	-	-	-
Less: Refund to Government	(25,941.00)	-	(25,941.00)
Surplus/(Deficit) c/f	<u>354,943.65</u>	<u>6,607,832.56</u>	<u>6,962,776.21</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 subsidies allocated to NGOs for specified purposes on a recurrent, time-limited or one-off basis 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. Any surplus, which is not allowed to be offset by any deficit of another item, is subject to claw-back by SWD according to the terms and conditions of individual central items. 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). The income and expenditure of each of the Central Items are as follows:

<u>a. Income</u>	<u>2022-23</u>	<u>2021-22</u>
	HK\$	HK\$
Dementia Supplement for Residential Elderly Services	3,462,556.00	3,612,602.00
Infirmary Care Supplement for Residential Elderly Services	4,523,040.00	4,949,464.00
After School Care Programme - Fee Waiving Subsidy Scheme	1,036,422.00	981,456.00
Time-defined Subsidy Scheme for Extended Hours Service Users	44,986.00	34,080.00
Time-defined Subsidy Scheme for Occasional Child Care Services	78,705.00	79,500.00
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities -On-site Ventilation Assessment	28,704.00	-
One-off Subsidy for Strengthened Provision of Visiting Medical Officer Service for Residential Care Homes for the Elderly and Visiting Medical Practitioner Scheme for Residential Care Homes for Persons with Disabilities	-	585,000.00
Time-defined Service Contract of Social Work Service for Pre-primary Institutions	2,579,300.00	-
Total	<u>11,753,713.00</u>	<u>10,242,102.00</u>

THE CHINESE RHENISH CHURCH HONG KONG SYNOD
NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023

3. Central Items (Cond't)	2022-23	2021-22
<u>b. Expenditure</u>	<u>HK\$</u>	<u>HK\$</u>
Dementia Supplement for Residential Elderly Services	3,462,556.00	3,612,602.00
Infirmary Care Supplement for Residential Elderly Services	4,523,040.00	4,949,464.00
After School Care Programme - Fee Waiving Subsidy Scheme	998,475.00	919,923.00
Time-defined Subsidy Scheme for Extended Hours Service Users	19,360.00	20,960.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	15,000.00
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities -On-site Ventilation Assessment	53,360.00	55,000.00
One-off Subsidy for Strengthened Provision of Visiting Medical Officer Service for Residential Care Homes for the Elderly and Visiting Medical Practitioner Scheme for Residential Care Homes for Persons with Disabilities	12,500.00	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions	2,109,827.16	-
Total	11,179,118.16	9,572,949.00

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 need not be included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure of the FSA services/ FSA-related activities reflected in the AFR.

The Breakdown on Other Income is as follows:

Other Income	2022-23	2021-22
	<u>HK\$</u>	<u>HK\$</u>
(a) Programme income	1,852,975.80	1,835,798.10
(b) Miscellaneous income	419,579.54	280,455.17
Sub-Total	2,272,555.34	2,116,253.27
<u>Less:</u> Utilised allocation under CI-ASCP/Enhanced ASCP-FWSS which forms as part of Other Income*	-	-
Total	2,272,555.34	2,116,253.27

* For those programmes which are regarded as FSA services/ 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:

Analysis of Personal Emoluments paid under LSG	No. of Posts	2022-23	2021-22
		<u>HK\$</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	5	3,700,023.65	2,923,649.80
HK\$800,001 - HK\$900,000 p.a.	2	1,705,021.88	3,381,329.10
HK\$900,001 - HK\$1,000,000 p.a.	2	1,919,991.35	1,828,024.00
HK\$1,000,001 - HK\$1,100,000 p.a.	0	-	-
HK\$1,100,001 - HK\$1,200,000 p.a.	0	-	2,306,078.40
>HK\$1,200,000 p.a.	3	3,800,712.23	1,204,785.05

7. **Other Charges**

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	2022-23	2021-22
	<u>HK\$</u>	<u>HK\$</u>
(a) Utilities	2,411,264.33	2,218,180.60
(b) Food	4,310,242.33	4,133,413.59
(c) Administrative Expenses	628,389.41	494,685.14
(d) Stores and Equipment	1,601,800.19	1,721,160.11
(e) Repair and Maintenance	1,569,226.92	1,239,212.72
(f) Nursing Necessity, VMO Charges and P. T. Service	2,480,480.55	1,560,349.07
(g) Programme Expenses	1,391,031.34	1,490,791.35
(h) Transportation and Travelling	278,223.91	350,126.71
(i) Insurance	1,543,851.46	1,555,313.54
(j) Miscellaneous	449,946.26	391,581.70
sub-Total	16,664,456.70	15,154,814.53
<u>Less:</u> Utilised allocation under CI-ASCP/Enhanced ASCP-FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	-	-
Total	16,664,456.70	15,154,814.53

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

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

	Lump Sum Grant (LSG)	Holding Account (HA)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP / ASCP(PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	HK\$			HK\$	HK\$	HK\$
Income						
Lump Sum Grant	83,134,383.00			-	-	83,134,383.00
Fee Income	7,091,831.60			-	-	7,091,831.60
Other Income	2,272,555.34			-	-	2,272,555.34
Interest Received (Note (1))	180,925.86			-	-	180,925.86
Rent and Rates	-			4,870,932.00	-	4,870,932.00
Central Items	-			-	11,753,713.00	11,753,713.00
Total Income (a)	92,679,695.80			4,870,932.00	11,753,713.00	109,304,340.80
Expenditure						
Personal Emoluments	72,212,528.57	3,808,833.00		-	-	76,021,361.57
Other Charges	16,664,456.70			-	-	16,664,456.70
Rent and Rates	-			5,438,863.00	-	5,438,863.00
Central Items	-			-	11,179,118.16	11,179,118.16
Total Expenditure (b)	88,876,985.27	3,808,833.00		5,438,863.00	11,179,118.16	109,303,799.43
Surplus/(Deficit) for the Year (a) - (b)	3,802,710.53	(3,808,833.00)		(567,931.00)	574,594.84	541.37
Less: Surplus/(Deficit) of Provident Fund	315,936.78			-	-	315,936.78
	3,486,773.75	(3,808,833.00)		(567,931.00)	574,594.84	(315,395.41)
Surplus/(Deficit) b/f (Note (2))	9,227,794.91	6,782,458.11		(511,337.00)	1,860,548.77	17,359,464.79
	12,714,568.66	2,973,625.11	-	(1,079,268.00)	2,435,143.61	17,044,069.38
Add: Refund from Government				534,764.00	-	534,764.00
Less: Refund to Government				(23,427.00)	(749,642.00)	(773,069.00)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement (Note (3))						
Adjustment for utilised allocation under Enhanced ASCP / ASCP(PC) – FWSS* (over-estimated) / under-estimated in previous year(s)						
Surplus/(Deficit) c/f (Note (4))	12,714,568.66	2,973,625.11	-	(567,931.00)	1,685,501.61	16,805,764.38

Notes:

Including an amount SZ being the utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) – FWSS*

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

- (1) Interest received on LSG (including HA) 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 all interest received in previous years (see (1) above) and the balance of HA should be separately reported as in the surplus b/f under LSG and HA respectively.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement, if any, as per Schedule for Central Items.
- (4) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K)) for the year. For NGOs with HA, with effect from 2022-23, the calculation of the annual claw-back is as follows:
 - (i) With Snapshot Staff (SS) [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year was greater than zero] The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K)) for the year.
 - (ii) Without SS [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year (which is regarded as Year 0) was zero] For the next three years (Year 1 to Year 3), the level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K)) for the year. From the fourth financial year (Year 4) onwards, the level of LSG cumulative reserve and HA reserve will be counted altogether and the combined reserve amount (i.e. S1+S2) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K)) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.

[For (4)(i) and (4)(ii) above, please also refer to SWD's letter under reference (11) in SWD/S/109/1/10 of 4 April 2022.]

For any amount above the cap, SWD would arrange the claw-back (including provisional in the following financial year) accordingly.