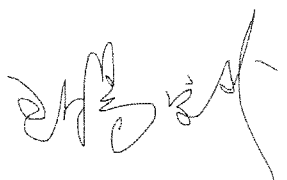


ANNUAL FINANCIAL REPORT
NGO: WOMEN SERVICE ASSOCIATION LIMITED
(1 February 2023 TO 31 March 2023)

	Notes	1/2/2023- 31/3/2023 HK\$
A. INCOME		
1. Lump Sum Grant		
a. Lump Sum Grant (excluding Provident Fund)	1b	176,134.00
b. Provident Fund	1c	12,571.00
2. Fee Income	2	-
3. Central Items	3	234,000.00
4. Rent and Rates	4	-
5. Other Income	5	10,490.00
6. Interest Received		122.64
TOTAL INCOME		433,317.64
B. EXPENDITURE		
1. Personal Emoluments		
a. Salaries		146,738.06
b. Provident Fund	1c	4,197.99
c. Employee's Compensation Insurance and Public Liability Insurance		1,087.79
Sub-total	6	152,023.84
2. Other charges	7	21,558.39
3. Central Items	3	680.00
4. Rent and Rates	4	-
TOTAL EXPENDITURE		174,262.23
C. SURPLUS FOR THE YEAR	8	259,055.41

The Annual Financial Report from pages 3 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



Au Yeung Po Chun
Chairlady
Date: 30 November 2023



Wong Ka Chiu
Executive Director
Date: 30 November 2023

WOMEN SERVICE ASSOCIATION LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT
(1 February 2023 TO 31 March 2023)

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 :

Provident Fund Contribution

	Snapshot staff HK\$	6.8% and Other Posts HK\$	Total HK\$
Subvention Received	-	12,571.00	12,571.00
Provident Fund Contribution			
Paid during the year	-	(4,197.99)	(4,197.99)
Surplus / (Deficit) for the Year	-	8,373.01	8,373.01
Add: Surplus / (Deficit) b/f	-	-	-
Additional subvention received for previous year(s)	-	-	-
Less: Refund to Government	-	-	-
Surplus / (Deficit) c/f	-	8,373.01	8,373.01

WOMEN SERVICE ASSOCIATION LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT
(1 February 2023 TO 31 March 2023)

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:

	1/2/2023- 31/3/2023 HK\$
a. Income	
After School Care Programme for Pre-primary Children [ASCP(PC)]	
ASCP(PC) Contract Subsidy	-
ASCP(PC) Fee Subsidy	234,000.00
ASCP(PC) Rent and Rates	-
Total	234,000.00
 b. Expenditure	
ASCP(PC) Contract Subsidy	-
ASCP(PC) Fee Subsidy	680.00
ASCP(PC) Rent and Rates	-
Total	680.00

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.

WOMEN SERVICE ASSOCIATION LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT
(1 February 2023 TO 31 March 2023)

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:

	1/2/2023- 31/3/2023 HK\$
Other income	
ASCP(PC) Service fees	10,490.00

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\$
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\$1,000,001 - HK\$1,100,000 p.a.	-	-
HK\$1,100,001 - HK\$1,200,000 p.a.	-	-
>HK\$1,200,000 p.a.	-	-

7. Other charges

The breakdown on Other Charges is as follows:

	1/2/2023- 31/3/2023 HK\$
Other charges	
(a) Utilities	780.00
(b) Administrative Expenses	15,628.95
(c) Insurance	222.44
(d) Miscellaneous	4,927.00
Total	21,558.39

WOMEN SERVICE ASSOCIATION LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT
(1 February 2023 TO 31 March 2023)

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

	Lump Sum Grant (LSG)	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$
Income				
Lump Sum Grant	188,705.00	-	-	188,705.00
Fee Income	-	-	-	-
Other Income	10,490.00	-	-	10,490.00
Interest Received (Note (1))	122.64	-	-	122.64
Rent and Rates	-	-	-	-
Central Items	-	-	234,000.00	234,000.00
Total Income (a)	199,317.64	-	234,000.00	433,317.64
Expenditure				
Personal Emoluments	152,023.84	-	-	152,023.84
Other Charges	21,558.39	-	-	21,558.39
Rent and Rates	-	-	-	-
Central Items	-	-	680.00	680.00
Total Expenditure (b)	173,582.23	-	680.00	174,262.23
Surplus/(Deficit) for the Year (a) - (b)	25,735.41	-	233,320.00	259,055.41
Less: Surplus / (Deficit) of Provident Fund	8,373.01	-	-	8,373.01
	17,362.40	-	233,320.00	250,682.40
Surplus / (Deficit) b/f (Note (2))	-	-	-	-
	17,362.40	-	233,320.00	250,682.40
Add: Refund from Government	-	-	-	-
Less: Refund to Government	-	-	-	-
Surplus /(Deficit) c/f (Note (3))	17,362.40	-	233,320.00	250,682.40

- (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 all interest received in previous years (see (1) above) and the balance of Holding Account (HA) should be separately reported as in the surplus b/f under LSG and HA respectively.
- (3) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserve will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) for the year.