

Annual Financial Report
NGO: Baptist Mid-Missions

(1 April 2021 to 31 March 2022)

	Notes	2021-2022 HK\$	2020-2021 HK\$
A. INCOME			
1. Lump Sum Grant	1b		
a. Lump Sum Grant (excluding Provident Fund)		7,556,923.00	7,197,412.00
b. Provident Fund	1c	540,466.00	546,488.00
2. Fee Income	2	29,483.50	1,804.00
3. Central Items	3	31,965.00	29,204.00
4. Rent & Rates	4	24,132.00	24,383.00
5. Other Income	5	39,764.80	13,510.40
6. Interest Received		54.87	36.69
TOTAL INCOME		<u>8,222,789.17</u>	<u>7,812,838.09</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		6,389,593.20	5,828,406.26
b. Provident Fund	1c	454,802.46	415,572.49
c. Allowances		0.00	0.00
Sub-total	6	<u>6,844,395.66</u>	<u>6,243,978.75</u>
2. Other Charges	7	778,517.17	1,464,348.51
3. Centre Items	3	1,500.80	52.00
4. Rent & Rates	4	<u>15,794.00</u>	<u>12,324.00</u>
TOTAL EXPENDITURE		<u>7,640,207.63</u>	<u>7,720,703.26</u>
C. SURPLUS / (DEFICIT) FOR THE YEAR	8	<u>582,581.54</u>	<u>92,134.83</u>

The Annual Financial Report from pages [3] to [10] has been prepared in accordance with the requirements as set in the Lump Sum Grant Manual.

Signature: 

HON Man Kit

For Managing Director

Date: 20 September 2022

Signature: 

TING Wai Pan

Member of Advisory Committee

Date: 20 September 2022

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NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022

1. Lump Sum Grant (LSG)

a. Basic 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 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>	Snapshot Staff HK\$	6.8% and Other Posts HK\$	Total HK\$
Subvention Received	105,543.00	434,923.00	540,466.00
Provident Fund Contribution			
Paid during the Year	(114,338.25)	(340,464.21)	(454,802.46)
Surplus / (Deficit) for the Year	(8,795.25)	94,458.79	85,663.54
Add: Surplus / (Deficit) b/f	27,326.00	867,561.66	894,887.66
Additional subvention received for previous year(s)	0.00	0.00	0.00
Less: Refund to Government	0.00	0.00	0.00
Surplus / (Deficit) c/f	18,530.75	962,020.45	980,551.20

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2. Fee Income This represents social welfare fee income received for the year in respect of the fees and charges recognized for the purpose of subvention as set out in the LSG Manual.

3. Central Items These are subvention service activities which are not included in LSG and are subject to their own procedures as set out in other SWD's paper 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:

	2021-2022	2020-2021
	HK\$	HK\$
a. Income		
Time-defined - Subsidy Scheme for Extended Hours Service Users	5,465.00	2,704.00
Time-defined - Subsidy Scheme for Occasional Child Care Service	26,500.00	26,500.00
Total	31,965.00	29,204.00
b. Expenditure		
Time-defined - Subsidy Scheme for Extended Hours Service Users	436.80	52.00
Time-defined - Subsidy Scheme for Occasional Child Care Service	1,064.00	0.00
Total	1,500.80	52.00

4. Rent & 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 include in AFR.

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5. Other Income

These include programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subvention 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 the Other Income is as follows:

	2021-2022 HK\$	2020-2021 HK\$
Other Income		
a) Fees and charges for services incidental to the operation of subvented services	39,764.80	13,510.40
b) Utilised allocation under Central Items (CI) - After School Care Programme (ASCP) / Enhanced ASCP - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income *	0.00	0.00
c) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	0.00	0.00
d) Others	0.00	0.00
Sub-Total	<u>39,764.80</u>	<u>13,510.40</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as parts of Other Income*	0.00	0.00
Total	<u><u>39,764.80</u></u>	<u><u>13,510.40</u></u>

** For those programmes which are regards 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:

Analysis of Personal Emoluments paid under LGS	No. of Posts	\$
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.	1	913,853.25
HK\$1,00,001-HK\$1,100,000 p.a.	-	-
HK\$1,100,001-HK\$1,200,000 p.a.	-	-
>HK\$1,200,000 p.a.	-	-

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7. Other Charges

The breakdown on Other Charges is as follows:

	2021-2022	2020-2021
	HK\$	HK\$
Other Charges		
(a) Utilities	30,396.90	10,332.60
(b) Food	0.00	0.00
(c) Administrative Expenses	62,938.90	60,110.90
(d) Stores and Equipment	181,031.95	964,832.90
(e) Repair and Maintenance	185,634.10	99,801.98
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	184,068.05	117,622.34
(h) Transportation and Travelling	2,588.80	1,644.90
(i) Insurance	89,379.00	161,525.08
(j) Miscellaneous	42,479.47	48,477.81
Sub-Total	<u>778,517.17</u>	<u>1,464,348.51</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS* which forms as parts of Other Income to fund the operating expenses of FAS-related activities	0.00	0.00
Total	<u><u>778,517.17</u></u>	<u><u>1,464,348.51</u></u>

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

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

	Lump Sum Grant (LSG)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
Income					
Lump Sum Grant	8,097,389.00	0.00	0.00	0.00	8,097,389.00
Fee Income	29,483.50	0.00	0.00	0.00	29,483.50
Other Income	39,764.80	0.00	0.00	0.00	39,764.80
Interest Received (Note (1))	54.87	0.00	0.00	0.00	54.87
Rent and Rates	-	0.00	24,132.00	0.00	24,132.00
Central Items	-	0.00	-	31,965.00	31,965.00
Total Income (a)	8,166,692.17	0.00	24,132.00	31,965.00	8,222,789.17
Expenditure					
Personal Emoluments	6,844,395.66	0.00	0.00	0.00	6,844,395.66
Other Charges	778,517.17	0.00	0.00	0.00	778,517.17
Rent and Rates	-	0.00	15,794.00	0.00	15,794.00
Central Items	-	0.00	-	1,500.80	1,500.80
Total Expenditure (b)	7,622,912.83	0.00	15,794.00	1,500.80	7,640,207.63
Surplus / (Deficit) for the Year (a) - (b)	543,779.34	0.00	8,338.00	30,464.20	582,581.54
<u>Less: Surplus / (Deficit) of Provident Fund</u>	85,663.54	0.00	0.00	0.00	85,663.54
	458,115.80	0.00	8,338.00	30,464.20	496,918.00
Surplus / (Deficit) b/f (Note (2))	1,600,555.31	0.00	12,059.00	75,152.00	1,687,766.31
	2,058,671.11	0.00	20,397.00	105,616.20	2,184,684.31
<u>Add: Refund from Government</u>	0.00	0.00	0.00	0.00	0.00
<u>Less: Refund to Government</u>	0.00	0.00	(12,059.00)	(29,152.00)	(41,211.00)
Transfer form LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmiry Care Supplement (Note (3))	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Adjustment for utilised allocation under Enhanced ASCP - FWSS* (over-estimated) / under-estimated in previous year(s)	0.00	0.00	0.00	0.00	0.00
Surplus / (Deficit) c/f (Note (4))	2,058,671.11	0.00	8,338.00	76,464.20	2,143,473.31

Notes:

Including an amount HK\$ Z being the utilised allocation under CI - ASCP / Enhanced ASCP - FWSS*

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