

**Annual Financial Report**  
**NGO: Baptist Mid-Missions**

(1 April 2022 to 31 March 2023)

	Notes	2022-2023 HK\$	2021-2022 HK\$
<b>A. INCOME</b>			
1. Lump Sum Grant	1b		
a. Lump Sum Grant (excluding Provident Fund)		7,606,992.00	7,556,923.00
b. Provident Fund	1c	544,086.00	540,466.00
2. Fee Income	2	45,522.10	29,483.50
3. Central Items	3	33,936.00	31,965.00
4. Rent & Rates	4	24,132.00	24,132.00
5. Other Income	5	55,221.50	39,764.80
6. Interest Received		2,744.57	54.87
<b>TOTAL INCOME</b>		<u>8,312,634.17</u>	<u>8,222,789.17</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		6,891,276.05	6,389,593.20
b. Provident Fund	1c	464,039.40	454,802.46
c. Allowances		0.00	0.00
Sub-total	6	<u>7,355,315.45</u>	<u>6,844,395.66</u>
2. Other Charges	7	1,192,397.76	778,517.17
3. Centre Items	3	4,095.80	1,500.80
4. Rent & Rates	4	18,362.00	15,794.00
<b>TOTAL EXPENDITURE</b>		<u>8,570,171.01</u>	<u>7,640,207.63</u>
<b>C. SURPLUS / (DEFICIT) FOR THE YEAR</b>	8	<u>(257,536.84)</u>	<u>582,581.54</u>

The Annual Financial Report from pages [4] to [14] has been prepared in accordance with the requirements as set in the Lump Sum Grant Manual.

Signature:   
HON Man Kit

For Managing Director

Date: 17 October 2023

Signature:   
TING Wai Pan

Member of Advisory Committee

Date: 17 October 2023

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**NOTES ON THE ANNUAL FINANCIAL REPORT**  
**FOR THE PERIOD FROM 1 APRIL 2022 TO 31 MARCH 2023**

**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 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>	Snapshot Staff HK\$	6.8% and Other Posts HK\$	Total HK\$
Subvention Received	108,182.00	435,904.00	544,086.00
Provident Fund Contribution			
Paid during the Year	<u>(102,079.94)</u>	<u>(361,959.46)</u>	<u>(464,039.40)</u>
Surplus / (Deficit) for the Year	6,102.06	73,944.54	80,046.60
<b>Add:</b> Surplus / (Deficit) b/f	18,530.75	962,020.45	980,551.20
Additional subvention received for previous year(s)	0.00	0.00	0.00
<b>Add:</b> Prior Year Adjustments	8,795.25	0.00	8,795.25
<b>Less:</b> Refund to Government	0.00	0.00	0.00
<b>Surplus / (Deficit) c/f</b>	<u><u>33,428.06</u></u>	<u><u>1,035,964.99</u></u>	<u><u>1,069,393.05</u></u>

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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 subsidies allocated to NGOs for specified purposes on a recurrent, time-limited or one-off basis which are not included in LGG and are subject to their own procedures as set out in other SWD's paper and correspondence with the NGOs. Any surplus, which is not allowed to be offset by any deficit of another items, is subject to claw-back by SWD according to the terms and conditions of individual central items. The Provident Fund received and contributed for 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:

	<b>2022-2023</b>	<b>2021-2022</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>a. Income</b>		
Time-defined - Subsidy Scheme for Extended Hours Service Users	7,436.00	5,465.00
Time-defined - Subsidy Scheme for Occasional Child Care Service	26,500.00	26,500.00
<b>Total</b>	<b>33,936.00</b>	<b>31,965.00</b>
<b>b. Expenditure</b>		
Time-defined - Subsidy Scheme for Extended Hours Service Users	0.00	436.80
Time-defined - Subsidy Scheme for Occasional Child Care Service	4,095.80	1,064.00
<b>Total</b>	<b>4,095.80</b>	<b>1,500.80</b>

**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 of the FSA services / FSA-related activities reflected in the AFR.

The breakdown on the Other Income is as follows:

	2022-2023 HK\$	2021-2022 HK\$
<b>Other Income</b>		
(a) Programme income	55,221.50	39,764.80
(b) Production income	0.00	0.00
(c) Donation	0.00	0.00
(d) Income form Other Activities	0.00	0.00
(e) Utilised allocation under Central Items (CI) : After School Care Programme (ASCP) / Enhanced ASCP / ASCP(PC) - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income *	0.00	0.00
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	0.00	0.00
(g) Miscellaneous incomes	0.00	0.00
<b>Sub-Total</b>	55,221.50	39,764.80
Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as parts of Other Income*	0.00	0.00
<b>Total</b>	55,221.50	39,764.80

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

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**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	948,987.82
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:

	2022-2023 HK\$	2021-2022 HK\$
<b>Other Charges</b>		
(a) Utilities	35,159.40	30,396.90
(b) Food	0.00	0.00
(c) Administrative Expenses	80,048.40	62,938.90
(d) Stores and Equipment	333,432.43	181,031.95
(e) Repair and Maintenance	231,409.00	185,634.10
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	241,066.34	184,068.05
(h) Transportation and Travelling	3,226.40	2,588.80
(i) Insurance	184,798.06	89,379.00
(j) Miscellaneous	83,257.73	42,479.47
<b>Sub-Total</b>	1,192,397.76	778,517.17
Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS* which forms as parts of Other Income to fund the operating expenses of FSA services / FAS-related activities	0.00	0.00
<b>Total</b>	1,192,397.76	778,517.17

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

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**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\$	HK\$	HK\$
<b>Income</b>						
Lump Sum Grant	8,151,078.00	-	-	-	-	8,151,078.00
Fee Income	45,522.10	-	-	-	-	45,522.10
Other Income	55,221.50	-	-	-	-	55,221.50
Interest Received (Note (1))	2,744.57	-	-	-	-	2,744.57
Rent and Rates	-	-	-	24,132.00	-	24,132.00
Central Items	-	-	-	-	33,936.00	33,936.00
<b>Total Income (a)</b>	<b>8,254,566.17</b>	<b>-</b>	<b>-</b>	<b>24,132.00</b>	<b>33,936.00</b>	<b>8,312,634.17</b>
<b>Expenditure</b>						
Personal Emoluments	7,133,564.44	221,751.01	-	-	-	7,355,315.45
Other Charges	1,192,397.76	-	-	-	-	1,192,397.76
Rent and Rates	-	-	-	18,362.00	-	18,362.00
Central Items	-	-	-	-	4,095.80	4,095.80
<b>Total Expenditure (b)</b>	<b>8,325,962.20</b>	<b>221,751.01</b>	<b>-</b>	<b>18,362.00</b>	<b>4,095.80</b>	<b>8,570,171.01</b>
<b>Surplus / (Deficit) for the Year (a) - (b)</b>	<b>(71,396.03)</b>	<b>(221,751.01)</b>	<b>-</b>	<b>5,770.00</b>	<b>29,840.20</b>	<b>(257,536.84)</b>
Less: Surplus / (Deficit) of Provident Fund	80,046.60	-	-	-	-	80,046.60
	(151,442.63)	(221,751.01)	-	5,770.00	29,840.20	(337,583.44)
Surplus / (Deficit) b/f (Note (2))	1,836,920.10	221,751.01	-	8,338.00	76,464.20	2,143,473.31
	1,685,477.47	-	-	14,108.00	106,304.40	1,805,889.87
Add: Refund from Government	-	-	-	-	-	-
Less: Refund to Government	(44,892.51)	-	-	(8,338.00)	(76,464.20)	(129,694.71)
Transfer form LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmiry Care Supplement (Note (3))	-	-	-	-	-	-
	-	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP - FWSS* (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-	-
<b>Surplus / (Deficit) c/f (Note (4))</b>	<b>1,640,584.96</b>	<b>-</b>	<b>-</b>	<b>5,770.00</b>	<b>29,840.20</b>	<b>1,676,195.16</b>

**Notes:**

\* Including an amount HK\$ Z 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

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- (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 Infirmary 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 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) With 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 year (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 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 respective AFR's 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 cap, SWD would arrange the claw-back (including provisional in the following financial year) accordingly.