

ANNUAL FINANCIAL REPORT

NGO: HONG KONG MUTUAL ENCOURAGEMENT ASSOCIATION LIMITED

(1 April 2022 to 31 March 2023)

	Notes	2022-23 \$	2021-22 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	10,391,935	10,252,303
b. Provident Fund	1c	661,988	651,580
2. Fee Income	2	54,100	67,470
3. Central Items	3	-	-
4. Rent and Rates	4	4,011,640	1,346,661
5. Other Income	5	144,189	208,983
6. Interest Received		4,832	10,598
TOTAL INCOME		<u>15,268,684</u>	<u>12,537,595</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		8,788,970	8,483,927
b. Provident Fund	1c	709,581	595,458
c. Allowances		-	-
Sub-total	6	<u>9,498,551</u>	<u>9,079,385</u>
2. Other Charges	7	1,354,602	2,307,862
3. Central Items	3	-	-
4. Rent and Rates	4	4,026,945	1,333,108
TOTAL EXPENDITURE		<u>14,880,098</u>	<u>12,720,355</u>
C. SURPLUS/ (DEFICIT) FOR THE YEAR	8	<u>388,586</u>	<u>(182,760)</u>

The Annual Financial Report from pages 3 to 12 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



CHAIRMAN

DATE: 20 October 2023

SIGNATURE



NGO HEAD/ HEAD OF SOCIAL WELFARE SERVICES

DATE: 20 October 2023

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> \$
Subvention Received	74,250	587,738	661,988
Provident Fund Contribution Paid during the Year	73,506	636,075	709,581
Surplus / (Deficit) for the Year	744	(48,337)	(47,593)
Add : Surplus b/f	5,942	680,224	686,166
Additional subvention received for previous year(s)	-	-	-
Adj. 2019/20 AFR as per SWD (21) in SWD SF/SAS/4-35/1/76(346) dated 5/12/2022	6,647		6,647
Adj. 2020/21 AFR as per SWD (21) in SWD SF/SAS/4-35/1/76(346) dated 5/12/2022	(10,651)	10,651	-
Refund to Govt: 2020/21 AFR overpaid amount absorbed by Agency own fund as per SWD SF/SI/4-65/76(346)IV dated 12/1/2023	594	-	594

Less: Refund to Government	-	-	-
Surplus/ (Deficit) c/f	3,276	642,538	645,814

- 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:

a. Income	2022-23	2021-22
	\$	\$
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
Dementia Supplement for Residential Elderly Services		
Infirmiry Care Supplement for Residential Elderly Services		
Foster Care Allowance/ One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/Waiving		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Enhanced After School Care Programme – Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
MOSTE – Annual Rent and Rates		

Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre

Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres

Time-defined Allocation of Ethnic Minority District Ambassador Posts - salary and provident fund

Time-defined Allocation of Ethnic Minority District Ambassador Posts –other charges

One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing)

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

Short-term Food Assistance Service Teams – Food Cost

Siu Lam Integrated Rehabilitation Services Complex – Management & Maintenance Cost for Common Area

After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy

ASCP(PC) Fee Subsidy

ASCP(PC) Rent and Rates

Time-defined Service Contract of Social Work Service for Pre-primary Institutions

- Allocation
- Rent and Rates

For the following Central Items, please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention:

Temporary Financial Aid under Care and Support Networking Team^

Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers^

Time-defined Subsidy Scheme for Extended Hours Service Users^

Short-term Rental Assistance for Discharged Prisoners^

Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)^

Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities^

Time-defined Subsidy Scheme for Occasional Child Care Service^

Total

-	-
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b. Expenditure	2022-23	2021-22
	\$	\$
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
Dementia Supplement for Residential Elderly Services		
Infirmiry Care Supplement for Residential Elderly Services		
Foster Care Allowance/ One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/Waiving		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Enhanced After School Care Programme – Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
MOSTE – Annual Rent and Rates		
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre		
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres		
Time-defined Allocation of Ethnic Minority District Ambassador Posts – salary and provident fund		
Time-defined Allocation of Ethnic Minority District Ambassador Posts – other charges		
One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing)		
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		

Short-term Food Assistance Service Teams – Food Cost
 Siu Lam Integrated Rehabilitation Services Complex –
 Management & Maintenance Cost for Common Area
 After School Care Programme for Pre-primary Children
 [ASCP(PC)] Contract Subsidy
 ASCP(PC) Fee Subsidy
 ASCP(PC) Rent and Rates
 Time-defined Service Contract of Social Work Service for Pre-
 primary Institutions
 - Allocation
 - Rent and Rates
 Temporary Financial Aid under Care and Support Networking
 Team – other charges
 Emergency Fund for NGOs operating Integrated Services Team for
 Street Sleepers
 Time-defined Subsidy Scheme for Extended Hours Service Users
 Short-term Rental Assistance for Discharged Prisoners
 Allowances for Specific Services Arising from the Implementation
 of the Minimum Wage Ordinance (Overnight On-site-on-call
 Allowance)

Cash Subsidy for Integrated Support Services for Persons with
 Severe Physical Disabilities
 Time-defined Subsidy Scheme for Occasional Child Care Service

Total

-	-
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For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHEs, RCHDs as well as contract homes operated by private operators only.

^ Please refer to 4(f) of Points to Note on Preparation of AFR and Analysis Schedules

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:

	2022-23	2021-22
	\$	\$
Other Income		
(a) Programme income	139,309	171,026
(b) Production income	-	-
(c) Donation	-	-
(d) Income from Other Activities	4,880	37,957
(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 *	-	-
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	-	-
(g) Miscellaneous income	-	-
Sub-Total	<u>144,189</u>	<u>208,983</u>
<u>Less:</u> Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*	-	-
Total	<u>144,189</u>	<u>208,983</u>

**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	\$
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.	1	1,489,745

7. Other Charges

The breakdown on Other Charges is as follows:

	2022-23	2021-22
	\$	\$
Other Charges		
(a) Utilities	181,097	154,484
(b) Food	-	-
(c) Administrative Expenses	142,255	122,226
(d) Stores and Equipment	155,317	122,009
(e) Repair and Maintenance	118,328	80,483
(f) Special Allowances	-	-
(g) Programme Expenses	466,532	499,661
(h) Transportation and Travelling	21,999	19,282
(i) Insurance	153,722	171,044
(j) Miscellaneous	115,352	1,138,673
Sub-Total	1,354,602	2,307,862
<u>Less:</u> Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS* which forms as part of Other Income to fund the operating expenses of FSA services / FSA-related activities	-	-
Total	1,354,602	2,307,862

**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 (PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$	\$
Income						
Lump Sum Grant	11,053,923	-	-	-	-	11,053,923
Fee Income	54,100	-	-	-	-	54,100
Other Income	144,189	-	-	-	-	144,189
Interest Received (Note (1))	4,832	-	-	-	-	4,832
Rent and Rates	-	-	-	4,011,640	-	4,011,640
Central Items	-	-	-	-	-	-
Total Income (a)	11,257,044	-	-	4,011,640	-	15,268,684
Expenditure						
Personal Emoluments	9,498,551	-	-	-	-	9,498,551
Other Charges	1,354,602	-	-	-	-	1,354,602
Rent and Rates	-	-	-	4,026,945	-	4,026,945
Central Items	-	-	-	-	-	-
Total Expenditure (b)	10,853,153	-	-	4,026,945	-	14,880,098
Surplus/(Deficit) for the Year (a) - (b)	403,891	-	-	(15,305)	-	388,586
Less : Surplus/ (Deficit) of Provident Fund	(47,593)	-	-	-	-	(47,593)
	451,484	-	-	(15,305)	-	436,179
Surplus b/f (Note (2))	1,879,890	460,253	-	29,327	-	2,369,470
	2,331,374	460,253	-	14,022	-	2,805,649
Adjustment in previous year opening balance						
Adj. Rent and Rates overstated in 2016/17 as per SWD (21) in SWD SF/SAS/4-35/1/76(346)	-	-	-	(14,980)	-	(14,980)
Adj. LSG Reserve for 2018/19 as per SWD SF/SAS/-65/76(346) & SWD SF/SAS/4-35/1/76(346)	(256,691)	-	-	-	-	(256,691)
Adj. LSG Reserve for 2019/20 as per SWD SF/SAS/-65/76(346) & SWD (21) in SWD SF/SAS/4-35/1/76(346)	244,368	-	-	-	-	244,368
Adj. Program income overstated in 2019/20 as per SWD in SWD SF/SI/4-65/76(346)IV	(5,380)	-	-	-	-	(5,380)
Adj. Other income understated in 2019/20 as per SWD in SWD SF/SI/4-65/76(346)IV	769	-	-	-	-	769
Add: Refund from Government	-	-	-	-	-	-
Less: Refund to Government –						
Rent & Rates in 2020/21	-	-	-	(2,154)	-	(2,154)
Rent & Rates in 2021/22	-	-	-	(13,553)	-	(13,553)
Rent & Rates in 2022/23	-	-	-	(660)	-	(660)
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 year(s)	-	-	-	-	-	-
Surplus/ (Deficit) c/f (Note (4))	2,314,440	460,253	-	(17,325)	-	2,757,368

Notes:

Including an amount \$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

- (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 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.