


ANNUAL FINANCIAL REPORT
NGO: THE MISSION COVENANT CHURCH 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	6,228,901.00	6,144,343.00
b. Provident Fund	1c	495,942.00	481,749.00
2. Fee Income	2	5,691.00	3,633.00
3. Central Items	3	-	-
4. Rent and Rates	4	172,817.00	165,437.00
5. Other Income	5	159,900.00	246,984.00
6. Interest Received		1,277.05	193.49
TOTAL INCOME		7,064,528.05	7,042,339.49
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		5,498,508.00	5,121,068.00
b. Provident Fund	1c	412,565.66	384,200.86
c. Allowances		-	
Sub-total	6	5,911,073.66	5,505,268.86
2. Other Charges	7	917,968.97	825,725.20
3. Central Items	3	-	(12,800.00)
4. Rent and Rates	4	164,228.00	156,848.00
TOTAL EXPENDITURE		6,993,270.63	6,475,042.06
C. SURPLUS/ (DEFICIT) FOR THE YEAR	8	71,257.42	567,297.43

The Annual Financial Report from pages 1 to 6 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



LEE CHUN LAM PHILIP
CHAIRMAN
DATE: 30 SEP 2023



REV. NG WAI MING
VICE GENERAL SECRETARY
DATE: 30 SEP 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) 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>	6.8% and		Total
	Snapshot Staff	Other Posts	
	\$	\$	\$
Subvention Received	130,005.00	365,937.00	495,942.00
Provident Fund Contribution Paid during the Year	(130,005.00)	(282,560.66)	(412,565.66)
Surplus/ (Deficit) for the Year	-	83,376.34	83,376.34
<u>Add</u> : Surplus/ (Deficit) b/f	5,445.50	1,043,951.56	1,049,397.06
Additional subvention received for previous year(s)	-	-	-
<u>Less</u> : Refund to Government	(5,445.00)	-	(5,445.00)
Surplus/ (Deficit) c/f	0.50	1,127,327.90	1,127,328.40

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:

	2022-23	2021-22
	\$	\$
a. Income		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
	-	-
b. Expenditure		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	(12,800.00)
Total	-	(12,800.00)

- 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
	\$	\$
(a) Programme income	148,700.00	207,855.00
(b) Production income	-	-
(c) Donation	-	-
(d) Income from Other Activities	-	-
(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	11,200.00	39,129.00
Sub-Total	<u>159,900.00</u>	<u>246,984.00</u>
<u>Less:</u> Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*	-	-
Total	<u><u>159,900.00</u></u>	<u><u>246,984.00</u></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.	1	999,105.00
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:

	2022-23	2021-22
	\$	\$
Other Charges		
(a) Utilities	35,431.90	35,874.20
(b) Food	-	-
(c) Administrative Expenses	46,227.83	37,784.00
(d) Stores and Equipment	82,275.60	87,272.95
(e) Repair and Maintenance	123,777.74	98,258.17
(f) Special Allowances	-	-
(g) Programme Expenses	466,406.90	416,788.90
(h) Transportation and Travelling	1,091.70	724.10
(i) Insurance	32,565.27	32,966.45
(j) Miscellaneous	130,192.03	116,056.43
Sub-Total	917,968.97	825,725.20
Less: 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	917,968.97	825,725.20

**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
	\$	\$	\$	\$	\$	\$
Income						
Lump Sum Grant	6,724,843.00	-	-	-	-	6,724,843.00
Fee Income	5,691.00	-	-	-	-	5,691.00
Other Income	159,900.00	-	-	-	-	159,900.00
Interest Received (Note (1))	1,277.05	-	-	-	-	1,277.05
Rent and Rates	-	-	-	172,817.00	-	172,817.00
Central Items	-	-	-	-	-	-
Total Income (a)	6,891,711.05	-	-	172,817.00	-	7,064,528.05
Expenditure						
Personal Emoluments	5,872,073.66	39,000.00	-	-	-	5,911,073.66
Other Charges	917,968.97	-	-	-	-	917,968.97
Rent and Rates	-	-	-	164,228.00	-	164,228.00
Central Items	-	-	-	-	-	-
Total Expenditure (b)	6,790,042.63	39,000.00	-	164,228.00	-	6,993,270.63
Surplus/(Deficit) for the Year (a) - (b)	101,668.42	(39,000.00)	-	8,589.00	-	71,257.42
Less : Surplus/ (Deficit) of Provident Fund	83,376.34	-	-	-	-	83,376.34
	18,292.08	(39,000.00)	-	8,589.00	-	(12,118.92)
Surplus/ (Deficit) b/f (Note (2))	1,820,001.80	187,034.09	-	8,589.00	86,975.00	2,102,599.89
	1,838,293.88	148,034.09	-	17,178.00	86,975.00	2,090,480.97
Add : Refund from Government	-	-	-	-	-	-
Less : Refund to Government	(333,303.50)	-	-	(8,589.00)	(86,975.00)	(428,867.50)
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 / ASCP(PC) – FWSS* (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-	-
Surplus/ (Deficit) c/f (Note (4))	1,504,990.38	148,034.09	-	8,589.00	-	1,661,613.47

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 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.

Appendix

Schedule for the Utilisation of Reserve in Holding Account (HA) for 2022-23 and the Plan of Utilisation of HA Reserve for 2023-24

Name of NGO : THE MISSION COVENANT CHURCH LIMITED (Code 714)

Please submit this schedule together with the Annual Financial Report to the Finance Branch of Social Welfare Department on or before 31 October 2023.

(A) Utilisation of HA Reserve (2022-23)

			\$
(1)	Balance as at 31 March 2022 brought forward	(a)	187,034.09
(2)	Actual Expenditure		
	(i) Meeting contractual commitments towards Snapshot	(b)	39,000.00
	(ii) Enhancing human resources management (please specify: _____)	(c)	-
	(iii) Others [<i>applicable to NGOs without Snapshot Staff</i>] (please specify: _____)	(d)	-
	Total = (b) + (c) + (d)	(e)	39,000.00
(3)	Balance as at 31 March 2023 carried forward [i.e. = (a) – (e)]	(f)	148,034.09
(4)	No. of Snapshot Staff (as at 1 September 2022)		1

(B) Plan of Utilisation of HA Reserve (2023-24)

			\$
(1)	Balance as at 31 March 2023 brought forward [i.e. (f) of Part (A)]	(a)	148,034.09
(2)	Estimated Expenditure		
	(i) Meeting contractual commitments towards Snapshot	(b)	42,600.00
	(ii) Enhancing human resources management (please specify: _____)	(c)	
	(iii) Others [<i>applicable to NGOs without Snapshot Staff</i>] (please specify: _____)	(d)	
	Total = (b) + (c) + (d)	(e)	42,600.00
(3)	Estimated balance as at 31 March 2024 carried forward [i.e. (a) – (e)]	(f)	105,434.09
(4)	Estimated no. of Snapshot Staff (by 1 September 2023)		1

Schedule for Central Items
Analysis of Subvention and Expenditure for the Period from 1 April 2022 to 31 March 2023

Appendix B

Name of NGO : The Mission Covenant Church Limited (714)

Unit Code and Name/ Remittance Advice No (Note 7)	Subvented Element	Subvention Released (Note 1a) (a1)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b)#	Actual Expenditure (Note 2a) (a2)	Actual Expenditure incurred under RMLP Scheme (Note 2b)#	Surplus (Note 3) (a) = (a1) - (a2)	Deficit for the Year			Surplus b/f (Note 5) (e)	Refund from (to) Government (f)	Adjustment (Note 9) (g)	Surplus c/f (Note 6) (h)=(e)+(a)-(d)+/(f)+/-(g)
							Deficit (Note 3) (b) = (a1) - (a2)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)				
6060- The Mission Covenant Church Ltd-Sister Annie's Nursery	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-	-	-	-	-	-	-	86,975.00	(86,975.00)	-	-
TOTAL		-	-	-	-	-	-	-	-	86,975.00	(86,975.00)	-	-

Any difference arising from the RMLP Scheme reimbursement received (see Note 1(b) below) and the corresponding expenditure under RMLP Scheme (see Note 2(b) below) will be assessed separately.

^ Please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting

Notes :

- 1(a). The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department of the financial year.
- 1(b). This amount represents any reimbursement received from the RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvented element (see Note 2(b) below).
- 2(a). Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off (i) programme income and (ii) expenditure under RMLP Scheme mentioned in Note 2(b) below, if any.
- 2(b). This amount represents the additional four weeks' MLP (i.e. the 11th to 14th weeks) paid to the employee out of the corresponding allocation.
3. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
4. Deficit i.r.o. the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (33) in SWD/S/104/2 Pt. 18 dated 4 March 2020.
 - (i) Dementia Supplement for Elderly with Disabilities
 - (ii) Infirmary Care Supplement for the Aged Blind Persons
 - (iii) Dementia Supplement for Residential Elderly Services
 - (iv) Infirmary Care Supplement for Residential Elderly services
5. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
6. "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
7. Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
8. The central items as listed above may not be exhaustive and any relevant details of central items released and/or expended during the year, where appropriate, should also be included.
9. For ASCP/ Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD's allocation letter(s), if any.
10. 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.

Schedule for Rent and RatesAnalysis of Subvention and Expenditure for the period from 1 Apr 2022 to 31 Mar 2023Name of Agency: The Mission Covenant Church Limited (714)

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus / Deficit (Note 2)	Refund to Government	Surplus b/f	Surplus c/f
		\$	\$		\$	\$	\$
5866 - The Mission Covenant Church Yiu On Neighbourhood Elderly Centre	Rent (Note 3)	152,520.00	152,520.00	-		-	-
	Rates	10,577.00	3,140.00	7,437.00	(7,437.00)	7,437.00	7,437.00
	Government Rent	9,720.00	8,568.00	1,152.00	(1,152.00)	1,152.00	1,152.00
	Total	172,817.00	164,228.00	8,589.00	(8,589.00)	8,589.00	8,589.00

Notes:

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.
2. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
3. Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.