



THE ABM HONG KONG SWATOW BAPTIST CHURCH  
COMMUNITY SERVICE ASSOCIATION  
美差會潮浸服務聯會

4/F, FUNG TAK ESTATE COMMUNITY CENTRE,  
DIAMOND HILL, KOWLOON

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Statement

The Annual Financial Report (AFR) does not constitute the subvented agencies' statutory annual financial statements. The AFR is prepared on cash basis, in accordance with the requirements set out in Lump Sum Grant Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region, which is different from the financial reporting standards issued by the Hong Kong Institute of Certified Public Accountants normally adopted in statutory annual financial statements.

ANNUAL FINANCIAL REPORT

THE ABM HONG KONG SWATOW BAPTIST CHURCH  
COMMUNITY SERVICE ASSOCIATION

1 APRIL 2016 TO 31 MARCH 2017

	<u>NOTES</u>	<u>2016/17</u> HK\$	<u>2015/16</u> HK\$
<b>INCOME</b>			
Lump Sum Grant			
a. Lump sum grant excluding provident fund	1b	9,802,463	9,371,034
b. Provident fund	1c	907,738	936,172
Fee Income	2	39,260	36,712
Central Items	3	---	---
Rent and Rates	4	157,796	130,975
Other Income	5	300,592	345,503
Interest Received		73	88
<b>TOTAL INCOME</b>		<u>11,207,922</u>	<u>10,820,484</u>
<b>EXPENDITURE</b>			
Personal Emoluments			
a. Salaries	6	9,250,820	8,510,738
b. Provident Fund	1c	838,275	796,111
		<u>10,089,095</u>	<u>9,306,849</u>
Other Charges	7	890,730	1,241,336
Central Items	3	---	---
Rent and Rates	4	228,924	64,200
<b>TOTAL EXPENDITURE</b>		<u>11,208,749</u>	<u>10,612,385</u>
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	8	<u>(827)</u>	<u>208,099</u>

Approved by the Directors of The ABM Hong Kong Swatow Baptist Church Community Service Association and signed on its behalf on 26 October 2017.



Yang Fan Shing  
Chairman



Chang Siu Wah  
Head of Social Welfare

## NOTES ON THE ANNUAL FINANCIAL REPORT

for the year ended 31 March 2017

### 1. Lump Sum Grant

- a. Basis of preparation  
The Annual Financial Report (AFR) is prepared on cash basis; that is, income is recognized upon receipt of cash and expenditure is recognized when expenses are paid. Non-cash items like depreciation, provisions and accruals have not been included in the AFR.
- b. Lump Sum Grant (excluding Provident Fund)  
This represents Lump Sum Grant (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 recognized 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.  
Provident Fund received and contributed for staff under the Central Items have been shown under 3.

Details are analysed below:

	<u>Snapshot Staff</u> HK\$	<u>6.8% Posts</u> HK\$	<u>Total</u> HK\$
Subventions received	430,140	477,598	907,738
Provident fund contribution paid during the year	<u>427,086</u>	<u>411,189</u>	<u>838,275</u>
Surplus for the year	3,054	66,409	69,463
<u>Add: Surplus b/f</u>	<u>144,640</u>	<u>739,969</u>	<u>884,609</u>
Refunded to Government	<u>147,694</u> (49,796)	<u>806,378</u> ---	<u>954,072</u> (49,796)
Surplus c/f	<u>97,898</u>	<u>806,378</u>	<u>904,276</u>

### 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 Lump Sum Grant Manual.

**NOTES ON THE ANNUAL FINANCIAL REPORT (Continued)**

**for the year ended 31 March 2017**

**3. Central Items**

There was no income and expenditure for the year.

**4. Rent and Rates**

This represents the amount paid by SWD in respect of premises recognized by SWD. Expenditure on rent and rates in respect of premises not recognized by SWD have not been included in AFR.

**5. Other Income**

These include programme income and all income other than recognised social welfare fee income received during the year.

Non-SWD subventions and donations received have not included as other income in AFR.

	<u>2016/17</u>	<u>2015/16</u>
	\$	\$
(a) Fees and charges for services incidental to the operation of sub	270,642	328,384
(b) Sundry income	<u>29,950</u>	<u>17,119</u>
Total	<u>300,592</u>	<u>345,503</u>

**6. Personal Emoluments**

Personal emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emolument are \$500,000 each is appended below:

Analysis of Personal Emoluments

	<u>No. of Posts</u>	<u>\$</u>
HK\$700,001 – HK\$800,000 p.a.	Nil	
HK\$800,001 – HK\$900,000 p.a.	Nil	
HK\$900,001 – HK\$1,000,000 p.a.	One	977,250
HK\$1,000,000 – HK\$1,100,000 p.a.	Nil	
HK\$1,100,000 - HK\$1,200,000 p.a.	One	1,107,928
> HK\$1,200,000 p.a.	Nil	

**NOTES ON THE ANNUAL FINANCIAL REPORT (Continued)**

**for the year ended 31 March 2017**

**7. Other Charges**

The breakdown on Other Charge is as follow:

	<u>2016/17</u>	<u>2015/16</u>
	\$	\$
<u>Items</u>		
(a) Utilities	108,698	118,508
(b) Administrative Expenses	85,348	81,219
(c) Stores and Equipment	132,174	119,544
(d) Repair and Maintenance	30,255	2,080
(e) Programme Expenses	400,493	763,678
(f) Transportation and Travelling	5,912	5,933
(g) Insurance	98,706	98,896
(h) Miscellaneous	29,144	51,478
Total	<u>890,730</u>	<u>1,241,336</u>

## 8. ANALYSIS OF RESERVE FUND

	Lump Sum Grant HK\$	Special one-off Grant (SOG)	Rent and Rates HK\$	Central Items HK\$	Total HK\$
<b>Income</b>					
Lump Sum Grant	10,710,201	0	0	0	10,710,201
Special one-off Grant	0	0	0	0	0
Fee Income	39,260	0	0	0	39,260
Other Income	300,592	0	0	0	300,592
Interest Received (note 1)	73	0	0	0	73
Rent and Rates	0	0	157,796	0	157,796
Central Items	0	0	0	0	0
<b>Total Income</b>	<b>11,050,126</b>	<b>0</b>	<b>157,796</b>	<b>0</b>	<b>11,207,922</b>
<b>Expenditure</b>					
Personal Emoluments	10,089,095	0	0	0	10,089,095
Other Charges	890,730	0	0	0	890,730
Rent and Rates	0	0	228,924	0	228,924
Central Items	0	0	0	0	0
Special One-off Grant payment	0	0	0	0	0
<b>Total Expenditure</b>	<b>10,979,825</b>	<b>0</b>	<b>228,924</b>	<b>0</b>	<b>11,208,749</b>
Surplus/(Deficit) for the Year	70,301	0	(71,128)	0	(827)
<u>Less: Surplus of Provident Fund</u>	<u>(69,463)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(69,463)</u>
Surplus/(Deficit) b/f (note 2)	838	0	(71,128)	0	(70,290)
	2,431,427	0	118,837	49	2,550,313
	2,432,265	0	47,709	49	2,480,023
<u>Less: Refund to Government</u>	<u>0</u>	<u>0</u>	<u>(76,895)</u>	<u>(49)</u>	<u>(76,944)</u>
Surplus/(Deficit) c/f (note 4)	<u>2,432,265</u>	<u>0</u>	<u>(29,186)</u>	<u>0</u>	<u>2,403,079</u>

### Notes:

- Interest received on LSG and PF Reserves, Rent and Rates, Central Items, Special One-off Grant is included as one item under LSG, and the item is considered as part of LSG reserve.
- Accumulated balances of Lump Sum Grant Surplus b/f from previous years and all interest received in previous years are included in the surplus b/f under LSG.
- The level of cumulative reserve will be capped at 25% of the Association's expenditure (excluding PF expenditure) for the year.

**Schedule For Central Items**

**Analysis of Subvention and Expenditure for the period from 1 April 2016 to 31 March 2017**

**(excluding Blister Programme for Pupil Nurse)**

Name of Agency : The ABM Hong Kong Swatow Baptist Church Community Service Association

Unite Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit For The Year			Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
					Deficit (Note 3) (b)	Deficit Transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)		
		\$	\$	\$	\$	\$	\$	\$	\$
YOUTH AMBASSADORS	Youth Ambassadors	0	0	0	0	0	0	49	0
Grand Total		0	0	0	0	0	0	49	0
Refund to Government		0	0	0	0	0	0	49	0
Surplus c/f (note 6)								0	0

### Schedule for Rent and Rates

#### Analysis of Subvention and Expenditure for the year ended 31 March 2017

Name of Agency : The ABM Hong Kong Swatow Baptist Church Community Service Association

Unit Code and Name	Subvented Element	Subvention Release (Note 1)		Actual Expenditure	Surplus (Note 3)	Deficit (Note 3)
		Current Year	Backpayment			
		\$	\$	\$	\$	\$
1049 - FUNG TAK INTEGRATED CHILDREN AND YOUTH SERVICE CENTRE - ditto -	Rent	76,895	0	157,824	0	(80,929)
	Rates	80,901	0	71,100	9,801	0
	Grand Total	157,796	0	228,924	9,801	(80,929)

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.



## Schedule for Investment

### Analysis of Investment as at 31 March 2017

	<u>2017</u> HK\$	<u>2016</u> HK\$
<b>LSG Reserve as at 31 March (note 2)</b>	<u>2,432,265</u>	<u>2,431,427</u>
<b>Represented by :</b>		
<b>Investments</b>		
a. HKD Bank Account Balances	2,432,265	2,431,427
b. HKD 24-hour Call Deposits	0	0
c. HKD Fixed Deposits	0	0
d. HKD Certificate of Deposits	0	0
e. HKD Bonds	0	0
	<u>2,432,265</u>	<u>2,431,427</u>

#### Notes:

1. The investments are reported at historical cost.
2. Other bank account balances represent the investment of other funds.
3. LSG reserve includes interest earned on reserve.

#### **Confirmed by:-**



Name : Yang Fan Shing  
Title : Chairman  
Date : 26 October 2017



Name : Chang Siu Wah  
Title : Chief Executive  
Date : 26 October 2017

**FURNITURE AND EQUIPMENT REPLENISHMENT AND  
MINOR WORKS BLOCK GRANT RESERVE  
For the year ended 31 March 2017**

a. Movement of the Furniture and Equipment Replenishment and  
Minor Works Block Grant Reserve

		<u>HK\$</u>
Balance of Block Grant Reserve brought forward from previous financial year at beginning of year		571,318
<u>Add:</u>	Block Grant received during the year	195,000
	Interest income received	14
		195,014
<u>Less:</u>	Expenditure during the year -	
	Minor purchase	(13,578)
	Minor work projects	(26,540)
	Furniture & equipment	(97,202)
	Bank charge	(80)
		(137,400)
		628,932
<u>Less:</u>	Contribution from The Association	0
		0
Balance carried forward to the next financial year		628,932

b. Capital Commitments

As at 31 March 2017, there was no outstanding commitments in respect of Furniture and Equipment Replenishment and Minor Works Grant.


	<u>HK\$</u>
Contracted for but not provided in the financial statements	0
Authorized but not contracted for	0
	0
	0


## The ABM Hong Kong Swatow Baptist Church Community Service Association

## Details of the Use of the Furniture and Equipment Replenishment and Minor Works Block Grant-

Item No.	Name of the SWD-subvented Unit (Note 1)	Service Nature	(a) Expenditure in the year 2016-17				(b) Outstanding Commitments as at 31 March 2017 - Contracted for but not provided under the Expenditure Column			
			Furniture and Equipment (\$)	Minor Works (\$)	Vehicle Overhauling (\$)	Total Expenditure (\$)	Furniture and Equipment (\$)	Minor Works (\$)	Vehicle Overhauling (\$)	Total outstanding Commitment (\$)
1	Fung Tak Children & Youth Integrated Service	Children & Youth Services	97,202	40,118	0	137,320	0	0	0	0
Total (Note 2):			97,202	40,118	0	137,320	0	0	0	0

In pursuance of paragraph 4.4.4 of the Lotteries Fund Manual, we forward herewith the schedule showing the use of F & E Replenishment and Minor Works Grant. We also confirm that expenditure from the Block Grant has been incurred in accordance with the provisions of the Lotteries Fund Manual.

  
 Name : Yang Fan Shing  
 Title : Chairman  
 Date : 26 October 2017

  
 Name : Chang Siu Wah  
 Title : Chief Executive  
 Date : 26 October 2017

Notes:

1. Each premises-tied SWD-subvented unit should not appear more than once in the schedule.
2. Each furniture and equipment item should not exceed \$50,000.
3. The Head of the NGO should initial at the left bottom of each and every page except for the final page which should be signed by both the Head of NGO and the Chairman of the Board of NGO.
4. The total figures should tally with those disclosed in the audited financial statements under paragraph 4.4.3 of the Lotteries Fund Manual.

Use of the Social Welfare Development Fund (SWDF) Phase 2 funded by Lotteries Fund  
for the Financial Year 2016-17

Name of NGO and Code: The ABM Hong Kong Swatow Baptist Church  
Community Service Association

Amount of SWDF approved for the year: \$ - 0 -

	Particular	\$	\$
( a )	Balance of SWDF brought forward (a):		264,748
( b )	Allocation from SWDF during the year (b):		0
( c )	Interest received during the year (c):		6
( d )	Expenditure under SWDF during the year:		
	1. Expenditure for projects under scope A	30,172	
	2. Expenditure for projects under scope B	0	
	3. Expenditure for projects under scope C	72,000	
	4. Expenditure for administrative support		
	Total expenditure during the year (d):		102,172
( e )	Balance carried forward to the next financial year (e): (e) = (a) + (b) + (c) - (d)		162,582

We confirm that the above expenditure under SWDF has been incurred in accordance with the

Signature :




Name in Block Letter : Yang Fan Shing

Chang Siu Wah

Title : Board Chairperson

Chief Executive

Date : 26 October 2017

26 October 2017

Notes:

1. The above expenditure under the SWDF have been incurred in accordance with the requirements stipulated in SWDF Guidance Notes for Application and SWD's approval letter(s), and the procurement of projects and services are in line with the procedures specified in the Lotteries Fund Manual.
2. The above information has been audited by external auditors and included as part of the notes to the Agency's audited financial statements submitted to SWD.