

ANNUAL FINANCIAL REPORT

NON-GOVERNMENTAL ORGANISATION : CHUNG SING BENEVOLENT SOCIETY

1 APRIL, 2017 TO 31 MARCH, 2018

	Notes	Total 2017-2018 HK\$	Total 2016-2017 HK\$	Remarks
A. INCOME				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	30,162,866.00	29,223,970.00	
b. Provident Fund	1c	2,449,848.00	2,428,172.00	
2. Special One-off Grant		45,000.00	-	
3. Fee Income	2	3,000,170.50	2,999,808.50	
4. Central Items	3	2,061,160.00	1,743,290.00	Annex 1
5. Rent and Rates	4	2,008,489.00	2,009,352.00	Annex 2
6. Other Income	5	1,540.00	356.80	
7. Interest Received		587.65	587.65	
TOTAL INCOME		39,729,661.15	38,405,536.95	
B. EXPENDITURE				
1. Personal Emoluments				
a. Salaries		20,116,342.30	19,012,516.47	
b. Provident Fund	1c	1,777,377.91	1,660,082.66	
c. Allowances		-	-	
Sub-total	6	21,893,720.21	20,672,599.13	
2. Other Charges	7	5,864,520.14	5,590,318.28	
3. Central Items	3	2,125,251.98	1,428,145.45	Annex 1
4. Rent and Rates	4	2,302,871.10	2,292,354.00	Annex 2
5. Special One-off Grant Payments	7a	44,999.04	-	
TOTAL EXPENDITURE		32,231,362.47	29,983,416.86	
C. SURPLUS/(DEFICIT)				
FOR THE YEAR	8	7,498,298.68	8,422,120.09	

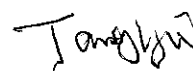
The Annual Financial Report from pages 1 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



CHAIRMAN

DATE: 31 December, 2018



CHIEF EXECUTIVE

DATE: 31 December, 2018

CHUNG SING BENEVOLENT SOCIETY

NOTES ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant

- a. Basis of preparation The Annual Financial Report (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 like depreciation, provisions and accruals are not 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. Existing staff are defined as those staff occupying recognised or holding against subvented posts as at 1st April, 2000. 6.8% and other posts represent those staff that are employed after 1st April, 2000. The Provident Fund received and contributed for staff under the Central Items are included in note 3. Details are analysed below :

<u>Provident Fund Contribution</u>	<u>Existing Staff</u> HK\$	<u>6.8% Post and Others</u> HK\$	<u>Total</u> HK\$
Subvention Received	798,641.00	1,651,207.00	2,449,848.00
Provident Fund Contribution Paid during the year	777,930.00	999,447.91	1,777,377.91
Surplus/(Deficit) for the year	20,711.00	651,759.09	672,470.09
Add: Surplus/(Deficit) b/f	462,009.00	6,640,576.46	7,102,585.46
Transfer from Snapshot Staff to 6.8% and Other Posts	-	-	-
Less: Refund to Government	-	-	-
Surplus/(Deficit) c/f	482,720.00	7,292,335.55	7,775,055.55

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 Lump Sum Grant Manual.

CHUNG SING BENEVOLENT SOCIETY

NOTES ON THE ANNUAL FINANCIAL REPORT (CONTD)

3. Central Items These are subvented service activities which are not included in Lump Sum Grant and are subject to their own procedures as set out in other Social Welfare Department's papers and correspondence with the Agency.

	<u>2017-2018</u>	<u>2016-2017</u>
	<u>HK\$</u>	<u>HK\$</u>
a. Income		
Care Assistant & Programme Assistant for Elderly	-	-
Dementia Supplement for Residential Elderly Services	1,977,100.00	1,651,807.00
Infirmiry Care Supplement for Residential Elderly Services	84,060.00	91,483.00
Care Assistant & Programme Assistant for Elderly (Time-defined)	-	-
Total (Annex 1)	2,061,160.00	1,743,290.00
b. Expenditure		
Care Assistant & Programme Assistant for Elderly	-	-
Dementia Supplement for Residential Elderly Services	2,030,154.98	1,347,847.45
Infirmiry Care Supplement for Residential Elderly Services	95,097.00	80,298.00
Care Assistant & Programme Assistant for Elderly (Time-defined)	-	-
Total (Annex 1)	2,125,251.98	1,428,145.45

4. Rent and Rates This represents the amount paid by Social Welfare Department in respect of premises recognised by Social Welfare Department.

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 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.

CHUNG SING BENEVOLENT SOCIETY

NOTES ON THE ANNUAL FINANCIAL REPORT (CONT'D)

5. Other Income The breakdown on Other Income (paragraph 2.29 of LSG Manual (October 2016)) is as follows:

	<u>2017-2018</u>	<u>2016-2017</u>
	HK\$	HK\$
(a) Fees and charges for services incidental to the operation of subvented services	1,540.00	356.80
(b) Others	-	-
	1,540.00	356.80

6. Personal Emoluments Personal Emoluments include salary, provident fund and salary-related allowances.

Analysis of Personal Emoluments

	<u>No of Posts</u>	<u>HK\$</u>
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\$1,000,000 p.a.	-	-

7. Other Charges

Other Charges

	<u>2017-2018</u>	<u>2016-2017</u>
	HK\$	HK\$
(a) Utilities	861,101.23	794,261.80
(b) Food	1,389,415.98	1,369,694.24
(c) Administrative Expenses	77,181.60	74,370.20
(d) Stores and Equipment	182,175.27	207,565.99
(e) Repairs and Maintenance	157,697.00	150,931.40
(f) Special Allowances	-	-
(g) Programme Expenses	11,549.80	29,301.00
(h) Transportation and Travelling	104,101.80	92,596.70
(i) Insurance	241,949.95	241,949.95
(j) Miscellaneous	203,499.40	166,337.50
(k) Service Fee	2,635,848.11	2,463,309.50
Total	5,864,520.14	5,590,318.28

- 7a. Special One-off Grant Payments

Details of Special One-off Grant Payments are as follows:
Special One-off Grant Payments

(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
(e) Subsidy for Purchase of Warm Items	44,999.04	-
Total	44,999.04	-

CHUNG SING BENEVOLENT SOCIETY
NOTES ON THE ANNUAL FINANCIAL REPORT (CONT'D)

8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
Income					
Lump Sum Grant	32,612,714.00	-	-	-	32,612,714.00
Special One-off Grant	-	45,000.00	-	-	45,000.00
Fee Income	3,000,170.50	-	-	-	3,000,170.50
Other Income	1,540.00	-	-	-	1,540.00
Interest Received (Note (1))	587.65	-	-	-	587.65
Rent and Rates	-	-	2,008,489.00	-	2,008,489.00
Central Items	-	-	-	2,061,160.00	2,061,160.00
Total Income (a)	35,615,012.15	45,000.00	2,008,489.00	2,061,160.00	39,729,661.15
Expenditure					
Personal Emoluments	21,893,720.21	-	-	-	21,893,720.21
Special One-off Grant	-	44,999.04	-	-	44,999.04
Other Charges	5,864,520.14	-	-	-	5,864,520.14
Rent and Rates	-	-	2,302,871.10	-	2,302,871.10
Central Items	-	-	-	2,125,251.98	2,125,251.98
Total Expenditure (b)	27,758,240.35	44,999.04	2,302,871.10	2,125,251.98	32,231,362.47
Surplus/(Deficit) for the year (a) - (b)	7,856,771.80	0.96	(294,382.10)	(64,091.98)	7,498,298.68 (a)
Less: Surplus/(Deficit) of Provident Fund	672,470.09	-	-	-	672,470.09
	7,184,301.71	0.96	(294,382.10)	(64,091.98)	6,825,828.59
Surplus/(Deficit) b/f	34,731,458.35	-	(2,365,406.90)	345,478.58	32,711,530.03
Less: Refund to Government	(10,615,498.72)	-	(701.40)	(340,967.27)	(10,957,167.39)
Surplus/(Deficit) c/f (Note (3))	31,300,261.34	0.96	(2,660,490.40)	(59,580.67)	28,580,191.23

Notes: (1) Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant should be included as one item under LSG; and the item is considered as part of LSG reserve.

(2) Accumulated balance of Lump Sum Grant Surplus b/f from previous years (from holding account) and all interest received in previous years are included in the surplus b/f under LSG.

(3) The level of LSG cumulative reserve (i.e. S), less LSG Reserve kept in the holding account, will be capped at 25% of the NGO's operating expenditure (excluding Provident Fund expenditure) for the year.

(a) Surplus per audited accounts = \$7,498,298.68

Schedule for Central Items
Analysis of Subvention and Expenditure for the period from 1/4/2017 to 31/3/2018

Name of Agency: Chung Sing Benevolent Society

Unit Code and Name (Note 7)	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 3) (c)	Adjusted Deficit (d)=(b)-(c)		
		HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Unit 2092 - Lau Mui Hin Home for the Elderly (ICS)	Infirmary Care Supplement for Residential Elderly Services	84,060.00	95,097.00	-	11,037.00	-	11,037.00	14,021.15	2,984.15
Unit 2108 - Lau Mui Hin Home for the Elderly (DS)	Demential Supplement for Residential Elderly Services	1,311,336.00	1,490,303.66	-	178,967.66	-	178,967.66	179,564.00	596.34
Unit 6743 - Tin Ka Ping Day Care Centre for the Elderly (DS) Refund to Government: SF/SAS/4-55/1-(29) dd 16/5/2017	Demential Supplement for Residential Elderly Services							127,485.71	
		332,882.00	281,719.57	51,162.43 (B)	-	-	-	(24,111.00) (C)	
								103,374.71	154,537.14
Unit 6744 - Chey Yue Fai Day Care Centre for the Elderly (DS) Refund to Government: SF/SAS/4-55/1-(29) dd 16/5/2017	Demential Supplement for Residential Elderly Services							23,132.00	
		332,882.00	258,131.75	74,750.25 (B)	-	-	-	(2,111.00) (C)	
								21,021.00	95,771.25
Unit 1688 - Chung Sing Benevolent Society Refund to Government: SF/SA/4-65-(168) dd 21/2/2017	Care Assistant & Programme Assistant for Elderly (Time-defined)							1,275.72	
								(1,275.72) (C)	
									253,888.88
Refund to Government: SF/SA/4-55/1/1									(313,469.55)
	Total	2,061,160.00	2,125,231.98	125,912.68	190,004.66	-	190,004.66	317,980.86 (A)	(59,580.67)

(A) Represent the balance of central items as at 31st March 2018 and matched with schedule of analysis of reserve fund as submitted.

(B) Total amount to be clawback for the year.

(C) Represent the amount actually recovered from 1st April 2017 to 31st March 2018.

(D) Amount to be clawback for previous year.

Notes:

- The figures for the whole financial year can be extracted from the payroll for March (Final) of the financial year.
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
- Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
- Deficit i.r.o. the following central items arising from salary adjustment can be transferred to the Lump Sum Grant Reserve as stated in SWD letter ref. (16) in SWD/S/104/2 Pt. 12 dated 17 July 2013.
 - Dementia Supplement for Elderly with Disabilities
 - Infirmary Care Supplement for the Aged Blind Persons
 - Dementia Supplement for Residential Elderly Services
 - Infirmary Care Supplement for the Residential Elderly Services
 - Regularized Programme Assistants (PA) / Care Assistants (CA)
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years
- "Surplus carried forward (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year
- Unit code and name are extracted from payroll from SWD.

CHUNG SING BENEVOLENT SOCIETY

Annex 2

Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1/4/2017 to 31/3/2018

Name of Agency: Chung Sing Benevolent Society

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		HK\$	HK\$	HK\$	HK\$
Unit 2084 - Tin Ka Ping Day Care Centre for the Elderly	Rent (Note 3)	46,524.00	61,644.00	-	15,120.00
	Rates	19,657.00	26,000.00	-	6,343.00
	Total	66,181.00	87,644.00	-	21,463.00
Unit 2086 - Lau Mui Hin Home for the Elderly	Rent	1,346,400.00	1,454,640.00	-	108,240.00
	Rates	65,317.00	109,400.00	-	44,083.00
	Total	1,411,717.00	1,564,040.00	-	152,323.00
Unit 2107 - Neighbourhood Elderly Centre (Re-Engineering)	Rent	252,401.00	320,685.60	-	68,284.60
	Rates	25,213.00	30,721.50	-	5,508.50
	Total	277,614.00	351,407.10	-	73,793.10
Unit 7207 - Choy Yue Fai Day Care Centre for the Elderly	Rent	239,729.00	281,580.00	-	41,851.00
	Rates	13,248.00	18,200.00	-	4,952.00
	Total	252,977.00	299,780.00	-	46,803.00
Grand Total		2,008,489.00	2,302,871.10	-	294,382.10

Notes:

1. The figures are to be extracted from the payroll for March (Final) 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.

CHUNG SING BENEVOLENT SOCIETY


Schedule for Investment
Analysis of Investment as at 31 March, 2018

Agency : Chung Sing Benevolent Society


	<u>2018</u>	<u>2017</u>
	HK\$' 000	HK\$' 000
LSG Reserve as at 31 March	<u>31,300</u>	<u>34,731</u>
Represented by :		
Investments		
a. HKD Bank Account Balances	31,300	34,731
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	-	-
d. HKD Certificate of Deposits	-	-
e. HKD Bonds (see appendix for breakdown)	-	-
	<u>31,300</u>	<u>34,731</u>

Notes: (1) The investments should be reported at historical cost.
(2) Interest received are included in the LSG reserve .

Confirmed by:-



CHAIRMAN



CHIEF EXECUTIVE

DATE: 31 December, 2018

DATE: 31 December, 2018