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CERTIFIED PUBLIC ACCOUNTANTS CHARTERED SECRETARIES

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Our Ref. No.

A/C/79

Received by

Your Ref. No.

On 3 0 OCT 2024

SwD

Subvention Finance Section

INDEPENDENT AUDITOR'S ASSURANCE REPORT TO THE COMMITTEE MEMBERS OF CHUNG SING BENEVOLENT SOCIETY ("THE NGO")

We have audited the financial statements of the NGO for the year ended 31 March 2024 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), and have issued an unmodified auditor's report thereon dated 30 October, 2024.

Pursuant to the Lump Sum Grant ("LSG") Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to issue this assurance report in connection with the Annual Financial Report ("AFR") of the NGO for the year ended 31 March 2024.

Responsibilities of the Committee Members

In relation to this report, the Committee Members are responsible for ensuring the AFR of the NGO for the year ended 31 March 2024 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD; and the use of the funds from the LSG by the NGO has complied with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Our Independence and Quality Management

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the HKICPA, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor's Responsibility

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised), Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKICPA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

INDEPENDENT AUDITOR'S ASSURANCE REPORT TO THE COMMITTEE MEMBERS OF CHUNG SING BENEVOLENT SOCIETY ("THE NGO")

Auditor's Responsibility (Cont'd)

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the NGO being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relating to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

- In our opinion, the AFR of the NGO for the year ended 31 March 2024 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
- 2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the LSG by the NGO has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Intended Users and Purpose

This report is intended solely for submission by the NGO to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.

Poon & Co.

Certified Public Accountants

Room 601, Dominion Centre, 43-59 Queen's Road East, Wanchai, Hong Kong

30 October, 2024

ANNUAL FINANCIAL REPORT

NGO: CHUNG SING BENEVOLENT SOCIETY

(1 APR 2023 TO 31 MAR 2024)

		Notes	2023-24	2022-23
			\$	\$
A.	INCOME			
	1. Lump Sum Grant			
	a. Lump Sum Grant (excluding Provident Fund)	1b	43,983,372.00	41,357,459.00
	b. Provident Fund	1c	3,163,508.00	3,019,542.00
	2. Fee Income	2	3,030,364.40	2,685,312.50
	3. Central Items	3	2,402,373.00	1,544,833.00
	4. Rent and Rates	4	2,726,330.00	2,609,713.00
	5. Other Income	5	469,519.00	215,679.00
	6. Interest Received		328,857.90	97,192.33
	TOTAL INCOME		56,104,324.30	51,529,730.83
B.	B. EXPENDITURE			
	1. Personal Emoluments			
	a. Salaries		36,642,603.18	32,897,835.14
	b. Provident Fund	1c	2,827,579.43	2,527,607.85
	c. Allowances			2.3
	Sub-total	6	39,470,182.61	35,425,442.99
	2. Other Charges	7	11,970,797.53	11,917,333.62
	3. Central Items	3	2,224,634.01	1,608,793.85
	4. Rent and Rates	4	4,033,894.10	3,919,440.46
	TOTAL EXPENDITURE		57,699,508.25	52,871,010.92
C .	SURPLUS/(DEFICIT) FOR THE			
	YEAR	8	(1,595,183.95)	(1,341,280.09)

The Annual Financial Report from pages 1 to 7 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Subvention Manual.

SIGNATURE

Yip Wing Kee, Ricky

CHAIRMAN

DATE:

3 0 OCT 2024

Chan Kit Man, Melinda

CHIEF EXECUTIVE OFFICER DATE: 3 0 CCT 2024

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 disclosures have been shown under **Note 3**.

Details are analysed below:

Provident Fund Contribution	Snapshot <u>Staff</u> HK\$	6.8% and Other Posts HK\$	<u>Total</u> HK\$
Subvention Received Provident Fund Contribution	584,196.00	2,579,312.00	3,163,508.00
Paid during the Year	494,173.67	2,333,405.76	2,827,579.43
Surplus/(Deficit) for the year	90,022.33	245,906.24	335,928.57
Add: Surplus/(Deficit) b/f	102,269.59	12,108,936.10	12,211,205.69
Additional subvention received			
for pevious year(s)		29,932.00	29,932.00
<u>Less</u> : Refund to Government	(36,624.00)		(36,624.00)
Surplus/(Deficit) c/f	155,667.92	12,384,774.34	12,540,442.26

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.

NOTES ON THE ANNUAL FINANCIAL REPORT (CONT'D)

3. Central Items

These are subvented services activities 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. 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 (October 2016). The income and expenditure of each of the Central Items are as follows:

		<u>2023-24</u>	<u>2022-23</u>
		HK\$	HK\$
a.	Income		
	Dementia Supplement for Residential Elderly Services	1,518,353.00	1,544,833.00
	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	-	-,
	Training Sponsorship Scheme for Master in Occupational		
	Therapy and Physiotherapy programmes	884,020.00	-
	Total	2,402,373.00	1,544,833.00
b.	Expenditure		
	Dementia Supplement for Residential Elderly Services	1,500,614.01	1,578,793.85
	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		30,000.00
	Training Sponsorship Scheme for Master in Occupational		50,000.00
	Therapy and Physiotherapy programmes	724,020.00	-
	Total	2,224,634.01	1,608,793.85

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.

NOTES ON THE ANNUAL FINANCIAL REPORT (CONT'D)

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 be included as Other Income in AFR. In this respect, donations should be 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:

		<u>2023-24</u>	<u>2022-23</u>
		HK\$	HK\$
Other	Income		
(a)	Programme income	469,519.00	215,679.00
(b)	Production income	-	-
(c)	Donations	-	-
(d)	Income from Other Activities		
(e)	Utilised allocation under Central Items (CI):	-	-
	After School Care Programme (ASCP) /		
	Enhanced ASCP /ASCP(PC) - Fee Waiving		
	Subside Scheme (FWSS) which forms as		
	part of Other Income*	-	-
(f)	Reimbursement of Maternity Leave Pay (RMLP)		
	Scheme reimbursement received	-	-
(g)	Miscellaneous income	-	-
	Sub-Total	469,519.00	215,679.00
Less:	Utilised allocation under CI: ASCP /		
	Enhanced ASCP / ASCP(PC) - FWSS		
	which forms as part of Other Income*	-	-
	Total	469,519.00	215,679.00
		=======================================	210,075.00

^{*}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	No of Posts	HK\$
paid under LSG		
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	910,710.00
HK\$1,000,001 - HK\$1,100,000 p.a.	1	1,006,205.00
HK\$1,100,001 - HK\$1,200,000 p.a.	-	-
>HK\$1,200,000 p.a.		-

NOTES ON THE ANNUAL FINANCIAL REPORT (CONT'D)

7. Other Charges The breakdown on Other Charges is as follows:

		<u>2023-24</u>	2022-23
		HK\$	HK\$
Othe	r Charges		
(a)	Utilities	1,152,027.60	1,040,364.00
(b)	Food	1,794,946.11	1,294,454.05
(c)	Administrative Expenses	432,264.56	364,630.78
(d)	Stores and Equipment	6,124,134.00	6,713,323.38
(e)	Repairs and Maintenance	493,084.59	387,735.81
(f)	Special Allowances	-	-
(g)	Programme Expenses	777,596.77	755,224.15
(h)	Transportation and Travelling	138,300.31	163,152.45
(i)	Insurance	800,836.64	837,181.90
(j)	Miscellaneous	257,606.95	361,267.10
	Sub-Total	11,970,797.53	11,917,333.62
Less:	Utilised allocation under CI: ASCP /		
	Enhanced ASCP / ASCP(PC) - FWSS*		
	which forms as part of Other Income	-	-
	Total	11,970,797.53	11,917,333.62

^{*} For those programmes which are regarded as FSA services / FSA-related activities only

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

Analysis of Lump Sum Grant Reserve and balances of other SWD subventions **%**

	Lump Sum	Holding	Rent and	Central	
	Grant (LSG)	Account (HA)	Rates	Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
Income					
Lump Sum Grant	47,146,880.00	•			47,146,880.00
Fee Income	3,030,364.40			,	3,030,364.40
Other Income	469,519.00				469,519.00
Interest Received (Note (1))	328,857.90				328,857.90
Rent and Rates			2,726,330.00		2,726,330.00
Central Items	ı	•		2,402,373.00	2,402,373.00
Total Income (a)	50,975,621.30	-	2,726,330.00	2,402,373.00	56,104,324.30
Expenditure					
Personal Emoluments	37,736,857.61	1,733,325.00	,	,	39,470,182.61
Other Charges	11,970,797.53	,	,	,	11,970,797.53
Rent and Rates	,		4,033,894.10	,	4,033,894.10
Central Items				2,224,634.01	2,224,634.01
Total Expenditure (b)	49,707,655.14	1,733,325.00	4,033,894.10	2,224,634.01	57,699,508.25
Surplus(Deficit) for the Year (a) - (b)	1,267,966.16	-1,733,325.00	-1,307,564.10	177,738.99	-1,595,183.95
Less: Surplus/(Deficit) of Provident Fund	335,928.57	•		•	335,928.57
	932,037.59	-1,733,325.00	-1,307,564.10	177,738.99	-1,931,112.52
Surplus((Deficit) b/f (Note (2))	10,570,702.21	12,174,474.50	-2,181,363.76	-130,092.85	20,433,720.10
Add : Refund from Government					
Backpay 2022-23 Rent and rates	,	•	1,324,097.00		1,324,097.00
Less: Refund to Government					
Clawback 2022-23 Rent and rates	•		-14,369.40		-14,369.40
Surplus/(Deficit) c/f (Note (4))	11,502,739.80	10,441,149.50	-2,179,200.26	47,646.14	19,812,335.18

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

- ^ Balance generated from those completed FSA services / FSA-related activities which are funded by Other Funds or Donations for Designated Purposes
- (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.
- 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 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. (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 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] Ξ
 - [For details of (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 except for those 58 NGOs which are subject to Productivity Enhancement Programme as stipulated in SWD's letter under reference (9) in SWD/S/133/1 of 6 March 2024. For details of the claw-back arrangement of the said 58 NGOs, please refer to the above letter.) accordingly

Analysis of Subvention and Expenditure for the period from 1 April 2023 to 31 March 2024 Schedule for Central Items

Unit Code and Name/	Subvented	Subvention	Actual			Deficit for the Year		Surplus	Refund	Adjustment	Surplus
Remittance Advice No.	Element	Released	Expenditure	Surplus	Deficit	Deficit transferred	Adjusted	b/f		,	
(Note 7)		(Note 1a)	(Note 2a)	(Note 3)	(Note 3)	to LSG (Note 4)	Deficit	(Note 5)	Grovernment (Note 9)	(Note 9)	(Note 6)
		(a1)	(a2)	(a)=(a1)-(a2)	(b)=(a1)-(a2)	(c)	(d)=(b)-(c)	(e)	(f)	(g)	(h)=(e)+(a)-(d)-(f)+(g)
		89	99	89	\$	99	\$	\$	69	89	s
Unit 2092 - Lau Mui Hin Home for the Elderly (ICS)	Infirmary Care Supplement for Residential Elderly Services										
Unit 2108 -											
Lau Mui Hin Home	Demential Supplement for										
tor the Elderly (DS)	Kesidential Elderly Services	1,518,353.00	,518,353.00 1,500,614.01	17,738.99	ī	ı		-130,092.85		ī	-112,353.86
Unit AE74											
Lau Mui Hin Home	Training Sponsorship Scheme for Master in										
for the Elderly	Occupational Therapy and Physiotherapy			É							
	programmes	884,020.00	724,020.00	160,000.00	1						160,000.00
	Total	2,402,373.00	2,224,634.01	177,738.99				-130,092.85			47,646.14

[#] 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 the amounts of subvention.

¹⁽a). The figures for the whole financial year are extracted from the paylist 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.

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 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

[&]quot;Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.

[&]quot;Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year. Unit code and name / remittance advice no. are extracted from the paylist from SWD and remittance advice from the Treasury respectively.

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. 0. 0. 1. 8. 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.

Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1 April 2023 to 31 March 2024

Unit Code and Name	Subvented Element	Subvention Released (Note 1) \$	Actual Expenditure \$	Surplus (Note 2) \$	Deficit (Note 2) \$
Unit 2084 -					
Tin Ka Ping Day Care	Rent (Note 3)	46,524.00	72,852.00	-	26,328.00
Centre for the Elderly	Rates	20,569.00	26,605.00	-	6,036.00
	Total	67,093.00	99,457.00	•	32,364.00
Unit 2086 -					
Lau Mui Hin Home	Rent	1,620,600.00	1,634,460.00	-	13,860.00
for the Elderly	Rates	68,348.00	102,400.00	÷	34,052.00
	Total	1,688,948.00	1,736,860.00	-	47,912.00
Unit 2107 -			-	la l	
Neighbourhood Elderly	Rent	665,668.00	1,772,859.20		1,107,191.20
Centre (Re-Engineering)	Rates	26,383.00	81,861.90	-	55,478.90
	Total	692,051.00	1,854,721.10	,	1,162,670.10
Unit 7207 -		-			
Choy Yue Fai Day Care	Rent	264,374.00	324,156.00	-	59,782.00
Centre for the Elderly	Rates	13,864.00	18,700.00	-	4,836.00
	Total	278,238.00	342,856.00	-	64,618.00
	Grand Total	2,726,330.00	4,033,894.10	-	1,307,564.10

Notes:

- 1. The figures are to be extracted from the paylist for March plus subvention released in late March of the financial year. Reimbursement for rent and rates relating to previous financial year(s) (i.e. back payments) should not be included.
- 2. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
- 3. Rent includes all kinds of rent such as Public Housing Estate rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.

Schedule for Investment Analysis of Investment as at 31 March 2024

	2024 HK\$' 000	2023 HK\$' 000
Lump Sum Grant (LSG) Reserve as at 31 March	21,944	22,745
Represented by :		
Investments a. HKD Bank Account Balances b. HKD 24-hour Call Deposits	13,944	14,648
c. HKD Fixed Depositsd. HKD Certificate of Depositse. HKD Bonds	8,000	8,097 -
	21,944	22,745

Notes: The investments should be reported at historical cost.

Confirmed by:-Signature :

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Yip Wing Kee, Ricky CHAIRMAN

DATE:

3 0 OCT 2024

Chan Kit Man, Melinda

CHIEF EXECUTIVE OFFICER

DATE:

3 0 OCT 2024