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CERTIFIED PUBLIC ACCOUNTANTS

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REVIEW REPORT TO THE MANAGEMENT BOARD OF NEW TERRITORIES WOMEN & JUVENILES WELFARE ASSOCIATION LIMITED

We have audited the financial statements of the New Territories Women & Juveniles Welfare Association Limited for the year ended 31st March 2020 and have issued an unqualified auditor's report thereon dated 30th September 2020.

We conducted our review of the attached Annual Financial Report ("AFR") and notes on pages 2 to 10 of the Social Welfare Division for the year ended 31st March 2020 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the AFR and performing procedures to satisfy ourselves that the AFR has been properly prepared from the books and records of the Social Welfare Division, on which the above audited financial statements of the Social Welfare Division are based.

REVIEW CONCLUSIONS

On the basis of the results of our review and having regard to the audit procedures performed by us in relation to the audit of the financial statements of the Social Welfare Division for the year ended 31st March 2020:

- (a) in our opinion the AFR has been properly prepared from the books and records of the Social Welfare Division; and
- (b) no matters have come to our attention during the course of our review, which cause us to believe that the Social Welfare Division has not:
 - (i) properly accounted for the receipt of Lump Sum Grant, Provident Fund and other social welfare subventions and expenditure in respect of Funding and Services Agreement activities and support services;
 - (ii) kept separate Operating Income and Expenditure Account for each subvented service unit as required by the Lump Sum Grant Manual (the "LSG Manual") published by the Social Welfare Department of the Government of the HKSAR;
 - (iii) prepared the AFR in accordance with the format and requirements set out in the LSG Manual; and
 - (iv) employed the staff quoted in the Provident Fund arrangements during the year ended 31st March 2020.

This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.

F. S. Li & Co.

F. S. Li & Co.
Certified Public Accountants

Hong Kong, 30th September 2020.

ANNUAL FINANCIAL REPORT

NGO : NEW TERRITORIES WOMEN & JUVENILES WELFARE
ASSOCIATION LIMITED

(1 APRIL 2019 TO 31 MARCH 2020)

	Notes	<u>2019-20</u> \$	<u>2018-19</u> \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1(b)	10,290,780.00	9,117,506.00
b. Provident Fund	1(c)	890,463.00	801,271.00
2. Fee Income	2	20,450.00	18,534.90
3. Central Items	3	26,500.00	26,500.00
4. Rent and Rates	4	256,168.00	255,398.00
5. Other Income	5	564,124.10	326,292.11
6. Interest Received		4,286.56	4,099.73
TOTAL INCOME		<u><u>12,052,771.66</u></u>	<u><u>10,549,601.74</u></u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		7,794,420.69	6,690,474.69
b. Provident Fund	1(c)	524,840.91	567,742.03
c. Allowances		-	-
Sub-total	6	8,319,261.60	7,258,216.72
2. Other Charges	7	1,965,887.53	806,413.89
3. Central Items	3	-	-
4. Rent and Rates	4	255,779.04	255,222.00
TOTAL EXPENDITURE		<u><u>10,540,928.17</u></u>	<u><u>8,319,852.61</u></u>
C. SURPLUS FOR THE YEAR	8	<u><u>1,511,843.49</u></u>	<u><u>2,229,749.13</u></u>

The Annual Financial Report from pages 2 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



CHAIRMAN

DATE: 30TH SEPTEMBER 2020


NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE: 30TH SEPTEMBER 2020

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 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	334,185.00	556,278.00	890,463.00
Provident Fund Contribution Paid during the Year	(268,259.00)	(256,581.91)	(524,840.91)
Surplus/(Deficit) for the Year	65,926.00	299,696.09	365,622.09
Add: Surplus/(deficit) b/f Additional subvention received for previous year(s)	11,951.00	1,679,445.57	1,691,396.57
	-	-	-
Less: Refund to Government	(6,995.00)	-	(6,995.00)
Surplus/(Deficit) c/f	70,882.00	1,979,141.66	2,050,023.66

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.

**NGO : NEW TERRITORIES WOMEN & JUVENILES WELFARE
ASSOCIATION LIMITED**

NOTES ON THE ANNUAL FINANCIAL REPORT

3. **Central Items** These are subvented service 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 LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

a. Income	<u>2019-20</u>	<u>2018-19</u>
	\$	\$
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	26,500.00	26,500.00
	<hr/>	<hr/>
Total	<u><u>26,500.00</u></u>	<u><u>26,500.00</u></u>
b. Expenditure		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
	<hr/>	<hr/>
Total	<u><u>-</u></u>	<u><u>-</u></u>

**NGO : NEW TERRITORIES WOMEN & JUVENILES WELFARE
ASSOCIATION LIMITED**

NOTES ON THE ANNUAL FINANCIAL REPORT

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 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.

The breakdown on Other Income is as follows:

	<u>2019-20</u>	<u>2018-19</u>
	\$	\$
Other Income		
(a) Fees and charges for services incidental to operation of subvented services	186,345.10	214,616.30
(b) Others	<u>377,779.00</u>	<u>111,675.81</u>
Total	<u>564,124.10</u>	<u>326,292.11</u>

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:

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No. of Posts</u>	<u>\$</u>
HK\$700,001 - HK\$800,000 p.a.	-	-
HK\$800,001 - HK\$900,000 p.a.	1	862,850.88
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.	-	-

NGO : **NEW TERRITORIES WOMEN & JUVENILES WELFARE**
ASSOCIATION LIMITED

NOTES ON THE ANNUAL FINANCIAL REPORT

7. Other Charges

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2019-20</u>	<u>2018-19</u>
	\$	\$
(a) Utilities	42,228.50	44,009.00
(b) Food	-	-
(c) Administrative Expenses	157,155.71	103,083.40
(d) Stores and Equipment	585,113.45	248,942.00
(e) Repairs & Maintenance	573,561.96	65,322.50
(f) Special Allowances	-	-
(g) Programme Expenses	492,340.20	287,466.20
(h) Transportation and Travelling	6,599.70	8,044.20
(i) Insurance	87,845.06	35,343.49
(j) Miscellaneous	21,042.95	14,203.10
	<hr/>	<hr/>
Total	<u>1,965,887.53</u>	<u>806,413.89</u>

NGO : NEW TERRITORIES WOMEN & JUVENILES WELFARE ASSOCIATION LIMITED

NOTES ON THE ANNUAL FINANCIAL REPORT

8. Analysis of Lump Sum Grant Reserve and balances of other SWD subventions

	Lump Sum Grant (LSG)	Rent and Rates	Central Items	Total
	\$	\$	\$	\$
Income				
Lump Sum Grant	11,181,243.00	-	-	11,181,243.00
Fee Income	20,450.00	-	-	20,450.00
Other Income	564,124.10	-	-	564,124.10
Interest Received (Note (1))	4,286.56	-	-	4,286.56
Rent and Rates	-	256,168.00	-	256,168.00
Central Items	-	-	26,500.00	26,500.00
Total Income (a)	11,770,103.66	256,168.00	26,500.00	12,052,771.66
Expenditure				
Personal Emoluments	8,319,261.60	-	-	8,319,261.60
Other Charges	1,965,887.53	-	-	1,965,887.53
Rent and Rates	-	255,779.04	-	255,779.04
Central Items	-	-	-	-
Total Expenditure (b)	10,285,149.13	255,779.04	-	10,540,928.17
Surplus/(Deficit) for the Year (a) - (b)	1,484,954.53	388.96	26,500.00	1,511,843.49
Less: Surplus/(Deficit) of Provident Fund	(365,622.09)	-	-	(365,622.09)
	1,119,332.44	388.96	26,500.00	1,146,221.40
Surplus/(Deficit) b/f (Note (2))	6,676,768.83	(2,846.41)	118,750.00	6,792,672.42
	7,796,101.27	(2,457.45)	145,250.00	7,938,893.82
Add : Refund from Government	-	41.16	-	41.16
Less: Refund to Government	(1,889,763.81)	(191.04)	(26,500.00)	(1,916,454.85)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement (Note (3))	-	-	-	-
Surplus/(Deficit) c/f (Note (4))	5,906,337.46	(2,607.33)	118,750.00	6,022,480.13

- Notes:
- (1) Interest received on LSG and PF 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 Lump Sum Grant Surplus b/f from previous years (including holding account) and all interest received in previous years should be included in the surplus b/f under LSG.
 - (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) The level of LSG cumulative reserves (i.e. S) less LSG Reserve kept in the holding account, will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.

Schedule for Central Items

Analysis of Subvention and Expenditure for the Period from 1 April 2019 to 31 March 2020

Name of NGO: New Territories Women & Juveniles Welfare Association Limited

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)	Refund to Government (f)	Surplus c/f (Note 6) (g)=(e)+(a)-(d)-(f)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)			
		\$	\$	\$	\$	\$	\$	\$	\$	\$
6098 OCC Services	Time-defined Subsidy Scheme for Occasional Child Care Service	26,500.00	-	26,500.00	-	NA	-	26,500.00	26,500.00	26,500.00
6043 Rehabilitation Services	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre- School Rehabilitation Services	-	-	-	-	NA	-	92,250.00	-	92,250.00
	Total :	26,500.00	-	26,500.00	-	-	-	118,750.00	26,500.00	118,750.00

Schedule for Central Items

Analysis of Subvention and Expenditure for the Period from 1 April 2019 to 31 March 2020

Notes:

1. The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury of the financial year.
2. Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
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.

Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the Period from 1 April 2019 to 31 March 2020

Name of NGO: New Territories Women & Juveniles Welfare Association Limited

Unit Code and Name	Subvention Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		\$	\$	\$	\$
4213 - Central Administration	Rent (Note 3)	953.00	956.08	-	(3.08)
	Rates	1,482.00	1,306.96	175.04	-
	Total	2,435.00	2,263.04	175.04	(3.08)
7580 - Enhancement of Community Support Services for Elderly Persons	Rent (Note 3)	220,416.00	220,416.00	-	-
	Rates	33,317.00	33,100.00	217.00	-
	Total	253,733.00	253,516.00	217.00	-
	Grand Total	256,168.00	255,779.04	392.04	(3.08)

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.