

**S.K.H. ST. SIMON'S SOCIAL SERVICES**

**THE ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2022**



范陳會計師行有限公司  
Fan, Chan & Co. Limited

**REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT  
TO THE EXECUTIVE COMMITTEE OF  
S.K.H. ST. SIMON'S SOCIAL SERVICES**

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We have audited the consolidated financial statements of S.K.H. St. Simon's Social Services ("the Centre") for the year ended 31 March 2022 and have issued an unqualified auditor's report thereon dated, 16 September 2022.

We conducted our review of the attached Annual Financial Report on pages 2 to 7 of the Centre for the year ended 31 March 2022 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 Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the Centre and its subsidiaries, on which the above audited financial statements of the Centre 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 Centre for the year ended 31 March 2022.

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Centre; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Centre 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 Service 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 (LSG Manual) published by the Social Welfare Department of the Government of the HKSAR;
  - iii. prepared the Annual Financial Report in accordance with the format and requirements set out in LSG Manual; and
  - iv. employed the staff quoted in the Provident Fund arrangements during the year ended 31 March 2022.

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.

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Fan, Chan & Co. Limited  
Certified Public Accountants  
Leung Kwong Kin  
Practising Certificate Number: P03702

Hong Kong, 16 September 2022

**ANNUAL FINANCIAL REPORT**  
**NGO: S.K.H. ST SIMON'S SOCIAL SERVICES**  
**1 APRIL 2021 TO 31 MARCH 2022**

	Note	2021-22 HK\$	2020-21 HK\$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	<b>1b</b>	3,196,750.00	2,708,203.00
b. Provident Fund	<b>1c</b>	171,384.00	171,384.00
2. Fee Income	<b>2</b>	43,990.00	4,677.00
3. Central Items	<b>3</b>	46,541.00	47,132.00
4. Rent and Rates	<b>4</b>	-	-
5. Other Income	<b>5</b>	-	42,831.74
6. Interest Received		<u>2,525.93</u>	<u>5,852.76</u>
<b>TOTAL INCOME</b>		<u>3,461,190.93</u>	<u>2,980,080.50</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		3,062,427.38	2,816,529.89
b. Provident Fund	<b>1c</b>	171,384.00	171,384.00
c. Allowances		9,090.00	12,877.50
Sub-total	<b>6</b>	<u>3,242,901.38</u>	<u>3,000,791.39</u>
2. Other Charges	<b>7</b>	92,585.55	66,194.92
3. Central Items	<b>3</b>	-	-
4. Rent and Rates	<b>4</b>	-	-
<b>TOTAL EXPENDITURE</b>		<u>3,335,486.93</u>	<u>3,066,986.31</u>
<b>C. SURPLUS / (DEFICIT) FOR THE YEAR</b>	<b>8</b>	<u>125,704.00</u>	<u>(86,905.81)</u>

The Annual Financial Report from Pages 2 to 7 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



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The Revd Canon ~~KOON~~ Ho Ming Peter Douglas  
Chairman  
Date: 16 September 2022



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Mrs. Patricia LAU  
Chief Executive Officer  
Date: 16 September 2022

**S.K.H. ST SIMON'S SOCIAL SERVICES - SUBVENTED SERVICE UNITS**

**NOTES TO THE ANNUAL FINANCIAL REPORT**

**1 APRIL 2021 TO 31 MARCH 2022**

**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 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 have been shown under Note 3.

Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u> HK\$	<u>6.8% and Other Posts</u> HK\$	<u>Total</u> HK\$
Subvention received	-	171,384.00	171,384.00
Provident Fund contribution paid during the year	-	(314,736.42)	(314,736.42)
Deficit for the Year	-	(143,352.42)	(143,352.42)
<b>Add:</b> Surplus/(deficit) b/f	-	-	-
Additional subvention received for previous year(s)	-	-	-
<b>Less:</b> Refund to Government	-	-	-
Transfer to accumulated general fund	-	143,352.42	143,352.42
<b>Surplus/(deficit) c/f</b>	-	-	-

S.K.H. ST SIMON'S SOCIAL SERVICES - SUBVENTED SERVICE UNITS

NOTES TO THE ANNUAL FINANCIAL REPORT

1 APRIL 2021 TO 31 MARCH 2022

**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 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:

	<b>2021-22</b>	<b>2020-21</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>a. Income</b>		
Time-defined Subsidy Scheme for Extended Hours Service Users	4,141.00	4,732.00
Time-defined Subsidy Scheme for Occasional Child Care Service	<u>42,400.00</u>	<u>42,400.00</u>
<b>Total</b>	<u><u>46,541.00</u></u>	<u><u>47,132.00</u></u>
<b>b. Expenditure</b>		
Time-defined Subsidy Scheme for Extended Hours Service Users	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	<u>-</u>	<u>-</u>
<b>Total</b>	<u><u>-</u></u>	<u><u>-</u></u>

**S.K.H. ST SIMON'S SOCIAL SERVICES - SUBVENTED SERVICE UNITS**

**NOTES TO THE ANNUAL FINANCIAL REPORT**

**1 APRIL 2021 TO 31 MARCH 2022**

**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 the Other Income is as follows:

	<b>2021-22</b>	<b>2020-21</b>
<b>Other Income</b>	<b>HK\$</b>	<b>HK\$</b>
(a) Fees and charges for services incidental to the operation of subvented services	-	-
(b) Utilised allocation under Central Items (CI) - After School Care Programme (ASCP) / Enhanced ASCP - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income	-	-
(c) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	-	-
(d) Others	-	42,831.74
<b>Subtotal</b>	<u>-</u>	<u>42,831.74</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income*	-	-
<b>Total</b>	<u>-</u>	<u>42,831.74</u>

\* For those programmes which are regarded as FSA-related activities only

S.K.H. ST SIMON'S SOCIAL SERVICES - SUBVENTED SERVICE UNITS

NOTES TO THE ANNUAL FINANCIAL REPORT

1 APRIL 2021 TO 31 MARCH 2022

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>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	Nil	Nil
HK\$800,001 - HK\$900,000 p.a.	Nil	Nil
HK\$900,001 - HK\$1,000,000 p.a.	Nil	Nil
HK\$1,000,001 - HK\$1,100,000 p.a.	Nil	Nil
HK\$1,100,001 - HK\$1,200,000 p.a.	Nil	Nil
>HK\$1,200,000 p.a.	Nil	Nil

7. Other Charges

The breakdown on Other Charges is as follows:

	<b>2021-22</b> <b>HK\$</b>	<b>2020-21</b> <b>HK\$</b>
<b>Other Charges</b>		
(a) Utilities	1,412.76	875.99
(b) Food	1,336.31	183.86
(c) Administrative Expenses	16,711.24	12,248.57
(d) Stores and Equipment	19,110.36	13,353.07
(e) Repair and Maintenance	153.60	393.60
(f) Special Allowances	-	-
(g) Programme Expenses	143.74	30.00
(h) Transportation and Travelling	1,968.50	1,387.92
(i) Insurance	30,967.49	35,897.61
(j) Miscellaneous	20,781.55	1,824.30
<b>Sub-Total</b>	<b>92,585.55</b>	<b>66,194.92</b>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	-	-
<b>Total</b>	<b>92,585.55</b>	<b>66,194.92</b>

\* For those programmes which are regarded as FSA-related activities only

S.K.H. ST SIMON'S SOCIAL SERVICES - SUBVENTED SERVICE UNITS

NOTES TO THE ANNUAL FINANCIAL REPORT

1 APRIL 2021 TO 31 MARCH 2022

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

	Lump Sum Grant (LSG)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
<b>Income</b>					
Lump Sum Grant	3,368,134.00	-	-	-	3,368,134.00
Fee Income	43,990.00	-	-	-	43,990.00
Other Income	-	-	-	-	-
Interest Received (Note (1))	2,525.93	-	-	-	2,525.93
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	46,541.00	46,541.00
<b>Total Income (a)</b>	<b>3,414,649.93</b>	<b>-</b>	<b>-</b>	<b>46,541.00</b>	<b>3,461,190.93</b>
<b>Expenditure</b>					
Personal Emoluments	3,242,901.38	-	-	-	3,242,901.38
Other Charges	92,585.55	-	-	-	92,585.55
Rent & Rates	-	-	-	-	-
Central Items	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>3,335,486.93</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,335,486.93</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>79,163.00</b>	<b>-</b>	<b>-</b>	<b>46,541.00</b>	<b>125,704.00</b>
Less : Surplus/(Deficit) of Provident Fund	-	-	-	-	-
Surplus/(Deficit) for the year	79,163.00	-	-	46,541.00	125,704.00
<b>Surplus/(Deficit) b/f (Note (2))</b>	<b>811,325.45</b>	<b>-</b>	<b>-</b>	<b>117,557.00</b>	<b>928,882.45</b>
	890,488.45	-	-	164,098.00	1,054,586.45
<u>Add</u> : Refund from Government	-	-	-	-	-
<u>Less</u> : Refund to Government	-	-	-	(47,132.00)	(47,132.00)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP-FWSS*(over-estimated) / under-estimated in previous year (s)	-	-	-	-	-
<b>Surplus/(Deficit) c/f (Note (4))</b>	<b>890,488.45</b>	<b>-</b>	<b>-</b>	<b>116,966.00</b>	<b>1,007,454.45</b>

**Notes:**

\* For those programmes which are regarded as FSA-related activities only

- (1) Interest received on LSG 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 reverse.
- (2) Accumulated balance of LSG 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 Infirmary Care Supplement, if any, as per Schedule of 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 Provident Fund expenditure) for the year.



## Schedule for Central Items

## Analysis of Subvention and Expenditure for the Period from 1 April 2021 to 31 March 2022

Name of Agency : S.K.H. ST. SIMON'S SOCIAL SERVICES

Unit Code and Name/ Remittance Advice No. (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)	Adjustment (Note 9) (g)	Surplus c/f (Note 6) (h)=(e)+(a)-(d)-(f)+(g)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)				
V544 Subsidy Scheme for Extended Hours Service(EHS) Users	Time-defined Subsidy Scheme for Extended Hours Service Users	4,141.00	-	4,141.00	-	N.A.	4,732.00	4,732.00	-	4,141.00
6054 Training Subsidy for CCS/SCCW in Pre-school Rehabilitation Services	Training Subsidy under Training Scheme for Child Care Supervisor and Special Child Care Workers in Pre-School Rehabilitation Services	-	-	-	-	N.A.	70,425.00	-	-	70,425.00
6357 Time-defined subsidy Scheme for Occasional Child Care Service	Time-defined subsidy Scheme for Occasional Child Care Service	42,400.00	-	42,400.00	-	N.A.	42,400.00	42,400.00	-	42,400.00
<b>TOTAL</b>		<b>46,541.00</b>	<b>-</b>	<b>46,541.00</b>	<b>-</b>	<b>N.A.</b>	<b>117,557.00</b>	<b>47,132.00</b>	<b>-</b>	<b>116,966.00</b>

/...Notes

**SCHEDULE FOR CENTRAL ITEMS**  
**ANALYSIS OF SUBVENTION AND EXPENDITURE FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022**  
**AGENCY : S.K.H. ST. SIMON'S SOCIAL SERVICES**

**Note:**

1. 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.
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 the Residential Elderly Services
5. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous year.
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.