

**THE METHODIST CHURCH, HONG KONG
METHODIST EPWORTH VILLAGE COMMUNITY CENTRE,
SOCIAL WELFARE**

**AUDITOR'S ASSURANCE REPORT AND
ANNUAL FINANCIAL REPORT**

for

THE YEAR ENDED 31 MARCH 2023

**何麗賢會計師行
STELLA L.Y. HO & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
HONG KONG**

Ho Lai Yin, Stella
C.P.A. (Practising)

Telephone:
2520 5555 (4 lines)
2520 6222 (Ms. Ho)

Facsimile : 2520 6820
E-mail : info@stellahocpa.com

STELLA L. Y. HO & COMPANY

Certified Public Accountants
Unit 15, 41/F., Hong Kong Plaza,
188 Connaught Road West,
Sai Wan, Hong Kong.

何麗賢會計師行
香港商業中心干諾道西一樓八十八號室
電話：二五二〇五五五
專線：二五二〇六二二
傳真：二五二〇六八二〇

INDEPENDENT AUDITOR'S ASSURANCE REPORT

To the Management Committee of The Methodist Church, Hong Kong – Methodist Epworth Village Community Centre, Social Welfare (“the Centre”)

We have audited the financial statements of the Centre for the year ended 31 March 2023 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 **27 OCT 2023**

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 Centre for the year ended 31 March 2023.

Responsibilities of the Committee Members

In relation to this report, the Committee Members are responsible for ensuring the AFR of the Centre for the year ended 31 March 2023 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 Centre 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.

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電話 : 二五二〇五五五五

何麗賢會計師行
香港西環干諾道西一樓十八號室

INDEPENDENT AUDITOR'S ASSURANCE REPORT

To the Management Committee of The Methodist Church, Hong Kong – Methodist Epworth Village Community Centre, Social Welfare (“the Centre”)

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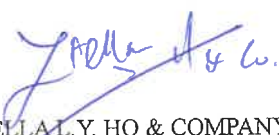
In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the CENTRE 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

1. In our opinion, the AFR of the Centre for the year ended 31 March 2023 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 Centre 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 Centre 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.


STELLA L. Y. HO & COMPANY
Certified Public Accountants

Hong Kong, 27 OCT 2023

THE METHODIST CHURCH, HONG KONG
METHODIST EPWORTH VILLAGE COMMUNITY CENTRE, SOCIAL WELFARE

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

	<u>Notes</u>	<u>2022-23</u>	<u>2021-22</u>
		HK\$	HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	66,862,177.00	65,686,851.00
b. Provident Fund	1c	4,986,850.00	4,989,210.00
2. Fee Income	2	3,119,337.35	2,984,278.77
3. Central Items	3	762,954.00	1,038,848.00
4. Rent and Rates	4	1,363,637.00	1,232,537.00
5. Other Income	5	4,184,617.46	3,487,466.06
6. Interest Received		272,338.78	33,651.96
TOTAL INCOME		<u>81,551,911.59</u>	<u>79,452,842.79</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		61,892,308.26	59,566,412.02
b. Provident Fund	1c	4,271,723.89	4,451,055.15
c. Allowances		582,551.06	386,406.00
Sub-total	6	<u>66,746,583.21</u>	<u>64,403,873.17</u>
2. Other Charges	7	9,380,901.79	7,760,733.97
3. Central Items	3	657,198.00	695,760.00
4. Rent and Rates	4	1,508,026.58	1,463,919.77
TOTAL EXPENDITURE		<u>78,292,709.58</u>	<u>74,324,286.91</u>
C. SURPLUS FOR THE YEAR	8	<u>3,259,202.01</u>	<u>5,128,555.88</u>

The Annual Financial Report from pages [1] to [14] has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



The Rev. WONG Chak Tong
CHAIRPERSON

DATE: **27 OCT 2023**

SIGNATURE



Mr. LEUNG Sing Tat
ACTING GENERAL SECRETARY / NGO HEAD

DATE: **27 OCT 2023**

THE METHODIST CHURCH, HONG KONG
METHODIST EPWORTH VILLAGE COMMUNITY CENTRE, SOCIAL WELFARE

NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023

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 which are separately included as part of the income and expenditure of the relevant items have been shown under Note 3.

Details are analysed below :

Provident Fund Contribution	Snapshot Staff	6.8% and Other Posts	Total
	HK\$	HK\$	HK\$
Subvention Received	1,342,732.00	3,644,118.00	4,986,850.00
Provident Fund Contribution Paid during the Year	(1,288,313.37)	(2,983,410.52)	(4,271,723.89)
Surplus / (Deficit) for the Year	54,418.63	660,707.48	715,126.11
Add: Surplus / (Deficit) b/f	312,122.27	6,186,894.35	6,499,016.62
Adjustment for 2020/21 (as per SWD letter dated 23 March 2022)	(337,631.00)	108,709.00	(228,922.00)
Surplus / (Deficit) c/f	<u>28,909.90</u>	<u>6,956,310.83</u>	<u>6,985,220.73</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 the LSG Manual.

3. Central Items These are subsidies allocated to NGOs for specified purposes on a recurrent, time-limited or one-off basis 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. Any surplus, which is not allowed to be offset by any deficit of another item, is subject to claw-back by SWD according to the terms and conditions of individual central items. 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). The income and expenditure of each of the Central Items are as follows:

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	<u>2022-23</u>	<u>2021-22</u>
	\$	\$
a. Income		
Dementia Supplement for Elderly with Disabilities	-	-
Infirmary Care Supplement for the Aged Blind Persons	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmary Care Supplement for Residential Elderly Services	-	-
Foster Care Allowance/ One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	-	-
After School Care Programme - Fee Waiving Subsidy Scheme	762,954.00	718,848.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reduction/waiving	-	-
NSCCP - Subsidy for Incentive Payment	-	-
NSCCP - Rent and Rates	-	-
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	-	320,000.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Enhanced After School Care Programme – Fee Waiving Subsidy Scheme	-	-
Navigation Scheme for Young Persons in Care Services - Operating Expenses	-	-
Navigation Scheme for Young Persons in Care Services - Training Cost	-	-
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) - Annual Funding Allocation	-	-
MOSTE - Annual Rent and Rates	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - salary and provident fund	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - other charges	-	-
One-off Subsidy for Strengthened Provision on Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing)	-	-
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	-	-
Short-term Food Assistance Service Teams - Food Cost	-	-
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	-	-
After School Care Programme for Pre-primary Children [ASCP(PC)]	-	-
Contract Subsidy	-	-
ASCP(PC) Fee Subsidy	-	-
ASCP(PC) Rent and Rates	-	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions	-	-
- Allocation	-	-
- Rent and Rates	-	-

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FOR THE YEAR ENDED 31 MARCH 2023

	2022-23	2021-22
a. Income (Continued)	\$	\$
<i>For the following Central Items, please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention:</i>		
Temporary Financial Aid under Care and Support Networking Team^	-	-
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers^	-	-
Time-defined Subsidy Scheme for Extended Hours Service Users^	-	-
Short-term Rental Assistance for Discharged Prisoners^	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)^	-	-
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities^	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service^	-	-
Total	762,954.00	1,038,848.00

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FOR THE YEAR ENDED 31 MARCH 2023

	2022-23	2021-22
	\$	\$
b. Expenditure		
Dementia Supplement for Elderly with Disabilities	-	-
Infirmiry Care Supplement for the Aged Blind Persons	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmiry Care Supplement for Residential Elderly Services	-	-
Foster Care Allowance/ One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	-	-
After School Care Programme - Fee Waiving Subsidy Scheme	657,198.00	695,760.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reduction/waiving	-	-
NSCCP - Subsidy for Incentive Payment	-	-
NSCCP - Rent and Rates	-	-
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	-	-
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Enhanced After School Care Programme –Fee Waiving Subsidy Scheme	-	-
Navigation Scheme for Young Persons in Care Services - Operating	-	-
Navigation Scheme for Young Persons in Care Services - Training Cost	-	-
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) - Annual Funding Allocation	-	-
MOSTE - Annual Rent and Rates	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts – salary and provident fund	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - other charges	-	-
One-off Subsidy for Strengthened Provision on Visiting Medical Practitioner Service for Residential Care Homes # (private and self-	-	-
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	-	-
Short-term Food Assistance Service Teams - Food Cost	-	-
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	-	-
After School Care Programme for Pre-primary Children [ASCP(PC)]	-	-
Contact Subsidy	-	-
ASCP(PC) Fee Subsidy	-	-
ASCP(PC) Rent and Rates	-	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions	-	-
- Allocation	-	-
- Rent and Rates	-	-

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	2022-23	2021-22
	\$	\$
b. Expenditure (Continued)		
Temporary Financial Aid under Care and Support Networking Team – other charges	-	-
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers	-	-
Time-defined Subsidy Scheme for Extended Hours Service Users	-	-
Short-term Rental Assistance for Discharged Prisoners	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Total	657,198.00	695,760.00

*# 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
 ^Please refer to 4(f) of Points to Note on Preparation of AFR and Analysis Schedules*

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- 4. Rent and Rates** This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditures 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 need not be included as Other Income in AFR. In this respect, donations have been 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>Other Income</u>	<u>2022-23</u>	<u>2021-22</u>
	HK\$	HK\$
(a) Fees and charges for services incidental to the operation of subvented services	4,184,617.46	3,487,466.06
(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 *	657,198.00	695,760.00
(c) Others	-	-
Sub-total	<u>4,841,815.46</u>	<u>4,183,226.06</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other income	(657,198.00)	(695,760.00)
Total	<u><u>4,184,617.46</u></u>	<u><u>3,487,466.06</u></u>

* 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:

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No of Posts</u>	<u>TOTAL PE</u>
		HK\$
HK\$700,001 -HK\$800,000 p.a.	2	1,513,672.08
HK\$800,001 -HK\$900,000 p.a.	-	-
HK\$900,001 -HK\$1,000,000 p.a.	-	-
HK\$1,000,001 -HK\$1,100,000 p.a.	3	3,177,473.00
HK\$1,100,001 -HK\$1,200,000 p.a.	2	2,269,795.20
>HK\$1,200,000 p.a.	1	1,295,953.67

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7. Other Charges

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2022-23</u>	<u>2021-22</u>
	HK\$	HK\$
(a) Utilities	833,297.04	690,363.80
(b) Food	1,720,282.23	1,615,069.62
(c) Administrative Expenses	822,490.54	777,221.44
(d) Stores and Equipment	803,944.02	720,528.13
(e) Repair and Maintenance	493,264.52	478,914.70
(f) Special OC Items	466,152.00	373,008.00
(g) Programme Expenses	3,266,098.45	2,304,963.55
(h) Transportation and Travelling	369,482.72	326,571.30
(i) Insurance	1,021,761.90	948,566.19
(j) Miscellaneous	241,326.37	221,287.24
Sub-Total	<u>10,038,099.79</u>	<u>8,456,493.97</u>
Less: Utilised allocation under CI:		
ASCP/Enhanced ASCP - FWSS* which		
forms as part of Other Income to fund the	657,198.00	695,760.00
operating expenses of FSA services/FSA-		
Total	<u><u>9,380,901.79</u></u>	<u><u>7,760,733.97</u></u>

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

THE METHODIST CHURCH, HONG KONG
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FOR THE YEAR ENDED 31 MARCH 2023

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

	Lump Sum Grant (LSG)	Holding Account (HA)	Adjustment for utilised allocation under ASCP/Enhanced ASCP/ASCP(PC) - FWSS	Rent and Rates	Central Items (C1)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Income						
Lump Sum Grant	71,849,027.00	-	-	-	-	71,849,027.00
Fee Income	3,119,337.35	-	-	-	-	3,119,337.35
Other Income	4,841,815.46	-	(657,198.00)	-	-	4,184,617.46
Interest Received (Note (1))	272,338.78	-	-	-	-	272,338.78
Rent and Rates	-	-	-	1,363,637.00	-	1,363,637.00
Central Items	-	-	-	-	762,954.00	762,954.00
Total Income (a)	80,082,518.59	-	(657,198.00)	1,363,637.00	762,954.00	81,551,911.59
Expenditure						
Personal Emoluments	66,746,583.21	-	-	-	-	66,746,583.21
Other Charges	10,038,099.79	-	(657,198.00)	-	-	9,380,901.79
Rent and Rates	-	-	-	1,508,026.58	-	1,508,026.58
Central Items	-	-	-	-	657,198.00	657,198.00
Total Expenditure (b)	76,784,683.00	-	(657,198.00)	1,508,026.58	657,198.00	78,292,709.58
Surplus / (Deficit) for the Year (a) - (b)	3,297,835.59	-	-	(144,389.58)	105,756.00	3,259,202.01
Less: Surplus / (Deficit) of Provident Fund	715,126.11	-	-	-	-	715,126.11
	2,582,709.48	-	-	(144,389.58)	105,756.00	2,544,075.90
Surplus / (Deficit) b/f (Note (2))	13,682,383.36	5,654,884.89	-	(263,767.96)	883,173.78	19,956,674.07
	16,265,092.84	5,654,884.89	-	(408,157.54)	988,929.78	22,500,749.97
Add: Refund from Government	-	-	-	-	-	-
Less: Refund to Government						
- Claw Back	-	-	-	(38,997.50)	-	(38,997.50)
Less: Recovery of surplus						
- Training Sponsorship Scheme for two-year MOT/MPT refund to SWD	-	-	-	-	(320,000.00)	(320,000.00)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))	-	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP/ASCP(PC) - FWSS* (over-estimated) / under estimated in previous year(s)	-	-	-	-	-	-
Surplus / (Deficit) c/f (Note (4))	16,265,092.84	5,654,884.89	-	(447,155.04)	668,929.78	22,141,752.47

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FOR THE YEAR ENDED 31 MARCH 2023

8. Analysis of Lump Sum Grant Reserve and balances of other SWD subventions (cont'd)

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

(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.

(ii) 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]
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.

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 (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.

[For (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) accordingly.

THE METHODIST CHURCH, HONG KONG
METHODIST EPWORTH VILLAGE COMMUNITY CENTRE, SOCIAL WELFARE

SCHEDULE FOR CENTRAL ITEMS
FOR THE YEAR ENDED 31 MARCH 2023

Unit Code and Name/ Remittance Advice No (Note 7)	Subvented Element	Subvention Released (Note 1a) (a1)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b)#	Actual Expenditure (Note 2a) (a2)	Actual Expenditure Incurred under RMLP Scheme (Note 2b)#	Surplus (Note 3) (a) = (a1) - (a2)	Deficit for the Year		Refund from (to) Government (f)	Adjustment (Note 5) (g)	Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (h) = (e) + (g) - (d) - (f) + (g)
							Deficit (Note 3) (b) = (a1) - (a2)	Adjusted Deficit (d) = (b) - (c)				
3061 After School Care Programme - Late Afternoon Session	After School Care Programme - Fees Waiving Subsidy Scheme	\$ 762,954.00	\$ -	\$ 657,198.00	\$ -	\$ 105,756.00	\$ -	\$ N.A.	\$ -	\$ -	\$ 303,888.28	\$ 409,644.28
6677 Training Sponsorship Scheme for Master in Occupational Therapy and Master in Psychotherapy Programmes of The Hong Kong Polytechnic University	Training Sponsorship Schemes for Master in Occupational Therapy and Psychotherapy programmes	-	-	-	-	-	-	\$ N.A.	\$ 320,000.00	-	\$ 320,000.00	-
								\$ N.A.				
TOTAL		762,954.00	-	657,198.00	-	105,756.00	-	N.A.	320,000.00	-	623,888.28	409,644.28

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

Notes:

- 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.
- 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).
- 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.
- 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/104/2 Pt. 18 dated 4 March 2020.
 - Dementia Supplement for Elderly with Disabilities
 - Infirmary Care Supplement for the Aged Blind Persons
 - Dementia Supplement for Residential Elderly Services
 - Infirmary Care Supplement for Residential Elderly services
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "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 payroll 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.
- 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.
- 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.

THE METHODIST CHURCH, HONG KONG
METHODIST EPWORTH VILLAGE COMMUNITY CENTRE, SOCIAL WELFARE

SCHEDULE FOR RENT AND RATES

FOR THE YEAR ENDED 31 MARCH 2023

Unit Code and Name	Subvention Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 3)
4001 Epworth Integrated Youth Team	Rent	509,640.00	509,640.00	-	-
	Government Rent	35,483.00	46,692.00	-	11,209.00
	Rates	105,876.00	112,220.00	-	6,344.00
	Total	650,999.00	668,552.00	-	17,553.00
4020 School Social Work	Government Rent	4,121.00	6,415.20	-	2,294.20
	Rates	6,868.00	8,172.00	-	1,304.00
	Total	10,989.00	14,587.20	-	3,598.20
3986 Neighbourhood Elderly Centre	Rent	301,320.00	301,320.00	-	-
	Government Rent	3,751.00	9,936.00	-	6,185.00
	Rates	26,740.00	11,400.00	15,340.00	-
	Total	331,811.00	322,656.00	15,340.00	6,185.00
4021 Home Help Service (Siu Sai Wan Centre)	Rent	127,968.00	127,968.00	-	-
	Other Rental Item	35,520.00	94,560.00	-	59,040.00
	Rates	11,446.00	760.00	10,686.00	-
	Total	174,934.00	223,288.00	10,686.00	59,040.00
4016 Home Help Service (Shaukeiwan Centre)	Other Rental Item	63,360.00	102,936.00	-	39,576.00
	Government Rent	16,380.00	16,380.00	-	-
	Rates	20,348.00	13,000.00	7,348.00	-
	Total	100,088.00	132,316.00	7,348.00	39,576.00
4017 Siu Sai Wan Day Care Centre for the Elderly	Other Rental Item	58,600.00	108,000.00	-	49,400.00
	Government Rent	12,209.00	18,000.00	-	5,791.00
	Rates	20,348.00	16,000.00	4,348.00	-
	Total	91,157.00	142,000.00	4,348.00	55,191.00
3985 Central Administration	Government Rent	1,372.00	2,035.04	-	663.04
	Rates	2,287.00	2,592.34	-	305.34
	Total	3,659.00	4,627.38	-	968.38
Grand Total		1,363,637.00	1,508,026.58	37,722.00	182,111.58

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 represents the difference between subvention released and actual expenditure.
3. Rent includes all kinds of rent such as PHIE rental, carpark rent, management fee, building maintenance fee.