

**NEW TERRITORIES WOMEN &
JUVENILES WELFARE ASSOCIATION LIMITED**
新界婦孺福利會有限公司

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED

31ST MARCH 2023

This Annual Financial Report ("AFR") is not specified financial statements as defined in Section 436 of the Companies Ordinance. The AFR is prepared on cash basis, in accordance with the requirements set out in Lump Sum Grant Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region, which is different from the financial reporting standards issued by the Hong Kong Institute of Certified Public Accountants normally adopted in statutory annual financial statements.

The specified financial statements for the financial year will be delivered to the Registrar of Companies in due course as required by section 662(3) of, and Part 3 of Schedule 6 to, the Companies Ordinance.

The Association's auditor has yet to report on the specified financial statements.

F. S. Li & Co.
李福樹會計師事務所
CERTIFIED PUBLIC ACCOUNTANTS
HONG KONG

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INDEPENDENT AUDITOR'S ASSURANCE REPORT TO THE MANAGEMENT BOARD OF NEW TERRITORIES WOMEN & JUVENILES WELFARE ASSOCIATION LIMITED ("the NGO")

We have audited the financial statements of the NGO for the year ended 31st 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 18th October 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 NGO for the year ended 31st March 2023.

Responsibilities of the Management Board

In relation to this report, the Management Board is responsible for ensuring the AFR of the NGO for the year ended 31st 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 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.

Auditor's Responsibility (Continued)

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.

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

1. In our opinion, the AFR of the NGO for the year ended 31st 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 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.

F.S. Li & Co.

F.S. Li & Co.
Certified Public Accountants

Hong Kong, 18th October 2023

ANNUAL FINANCIAL REPORT

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

(1st April 2022 TO 31st March 2023)

	Notes	2022-23 \$	2021-22 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	10,690,272.00	10,576,726.00
b. Provident Fund	1c	829,617.00	811,604.00
2. Fee Income	2	157,652.50	65,493.50
3. Central Items	3	26,235.00	86,500.00
4. Rent and Rates	4	246,092.00	257,442.00
5. Other Income	5	118,973.51	342,254.20
6. Interest Received		13,954.16	55.93
TOTAL INCOME		12,082,796.17	12,140,075.63
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		9,432,487.79	8,158,297.90
b. Provident Fund	1c	696,656.21	590,268.42
c. Allowances		-	-
Sub-total	6	10,129,144.00	8,748,566.32
2. Other Charges	7	1,577,931.67	2,238,505.19
3. Central Items	3	26,456.00	16,978.00
4. Rent and Rates	4	277,759.48	245,503.46
TOTAL EXPENDITURE		12,011,291.15	11,249,552.97
C. SURPLUS FOR THE YEAR	8	71,505.02	890,522.66

The Annual Financial Report from pages 3 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



LEE CHRISTINA MAISENNE

CHAIRMAN

DATE: 18TH OCTOBER 2023

SIGNATURE



TSANG WING YAN

NGO HEAD/HEAD OF SOCIAL WELFARE SERVICES

DATE: 18TH OCTOBER 2023

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

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 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:

<u>Provident Fund Contribution</u>	Snapshot Staff \$	6.8% and Other Posts \$	Total \$
Subvention Received	230,672.00	598,945.00	829,617.00
Provident Fund Contribution Paid during the Year	(247,108.00)	(449,548.21)	(696,656.21)
Surplus/(Deficit) for the Year	(16,436.00)	149,396.79	132,960.79
<u>Add:</u> Surplus/(deficit) b/f	(4,038.00)	2,333,352.84	2,329,314.84
<u>Less:</u> Refund to Government	(10.00)	0.00	(10.00)
Surplus/(Deficit) c/f	<u>(20,484.00)</u>	<u>2,482,749.63</u>	<u>2,462,265.63</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.

**NGO : NEW TERRITORIES WOMEN &
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NOTES ON THE ANNUAL FINANCIAL REPORT

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:

	2022-23	2021-22
a. Income	\$	\$
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	60,000.00
Time-defined Subsidy Scheme for Occasional Child Care Service	26,235.00	26,500.00
Total	26,235.00	86,500.00
b. Expenditure		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	(15,000.00)	(12,575.00)
Time-defined Subsidy Scheme for Occasional Child Care Service	(11,456.00)	(4,403.00)
Total	(26,456.00)	(16,978.00)

**NGO : NEW TERRITORIES WOMEN &
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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 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:

	2022-23	2021-22
	\$	\$
Other Income		
(a) Programme income	100,802.10	200,509.20
(b) Production income	-	-
(c) Donation	-	-
(d) Income from Other Activities	-	-
(e) Utilized allocation under Central Items (CI): After School Care Programme (ASCP) / Enhanced ASCP / ASCP (PC) - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income *	-	-
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	-	-
(g) Miscellaneous income	18,171.41	141,745.00
Sub-Total	118,973.51	342,254.20
<u>Less</u> : Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*	-	-
Total	118,973.51	342,254.20

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

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NOTES ON THE ANNUAL FINANCIAL REPORT

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.	-	-
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.	-	-

7. Other Charges

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2022-23</u>	<u>2021-22</u>
	<u>\$</u>	<u>\$</u>
(a) Utilities	69,233.00	61,721.36
(b) Food	-	-
(c) Administrative Expenses	172,107.46	161,156.65
(d) Stores and Equipment	323,395.70	570,569.30
(e) Repairs & Maintenance	180,192.00	207,358.00
(f) Special Allowances	-	-
(g) Programme Expenses	719,818.40	1,120,701.46
(h) Transportation and Travelling	6,749.90	4,824.90
(i) Insurance	85,013.91	88,894.82
(j) Miscellaneous	21,421.30	23,278.70
Sub-Total	1,577,931.67	2,238,505.19
Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS* which forms as part of Other Income to fund the operating expenses of FSA service / FSA-related activities	-	-
Total	1,577,931.67	2,238,505.19

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

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)	Holding Account (HA)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP / ASCP (PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$	\$
Income						
Lump Sum Grant	11,519,889.00	-	-	-	-	11,519,889.00
Fee Income	157,652.50	-	-	-	-	157,652.50
Other Income	118,973.51	-	-	-	-	118,973.51
Interest Received(Note (1))	13,954.16	-	-	-	-	13,954.16
Rent and Rates	-	-	-	246,092.00	-	246,092.00
Central Items	-	-	-	-	26,235.00	26,235.00
Total Income (a)	11,810,469.17	-	-	246,092.00	26,235.00	12,082,796.17
Expenditure						
Personal Emoluments	10,129,144.00	-	-	-	-	10,129,144.00
Other Charges	1,577,931.67	-	-	-	-	1,577,931.67
Rent and Rates	-	-	-	277,759.48	-	277,759.48
Central Items	-	-	-	-	26,456.00	26,456.00
Total Expenditure (b)	11,707,075.67	-	-	277,759.48	26,456.00	12,011,291.15
Surplus/(Deficit) for the Year (a) - (b)	103,393.50	-	-	(31,667.48)	(221.00)	71,505.02
Less: Deficit of Provident Fund	(132,960.79)	-	-	-	-	(132,960.79)
	(29,567.29)	-	-	(31,667.48)	(221.00)	(61,455.77)
Surplus/(Deficit) b/f (Note (2))	3,079,485.22	2,912,782.87	-	8,939.17	149,372.00	6,150,579.26
	3,049,917.93	2,912,782.87	-	(22,728.31)	149,151.00	6,089,123.49
Add : Refund from Government	-	-	-	-	-	-
Less: Refund to Government	(480,284.45)	-	-	(11,938.54)	(114,347.00)	(606,569.99)
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))	2,569,633.48	2,912,782.87	-	(34,666.85)	34,804.00	5,482,553.50