

WOMEN'S WELFARE CLUB,  
WESTERN DISTRICT, HONG KONG

**ANNUAL FINANCIAL REPORT**

For the year ended 31 March 2023

楊少銓會計師事務所  
**ALBERT S. C. YOUNG & COMPANY**  
CERTIFIED PUBLIC ACCOUNTANTS  
HONG KONG

**Review Report to the Committee of Women's Welfare Club,  
Western District, Hong Kong ("the Company")**

---

We have audited the financial statements of the Company 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 unqualified auditor's report thereon dated 26 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") for the Company for the year ended 31 March 2023.

**Responsibilities of the Management Board**

In relation to this report, the management board are responsible for ensuring the AFR of the Company 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 Company 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 requirement 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 behaviour.

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 (Reviewed), 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 PN851 (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.

---

**Review Report to the Committee of Women's Welfare Club,  
Western District, Hong Kong ("the Company")**

---

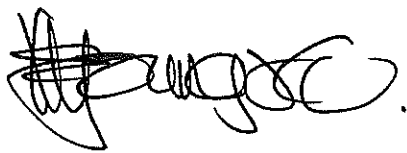
In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to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



.....  
Albert S. C. Young & Company  
Certified Public Accountants

Hong Kong, 26 October 2023

## ANNUAL FINANCIAL REPORT

**NGO : WOMEN'S WELFARE CLUB, WESTERN DISTRICT, HONG KONG (772)**

**1 APRIL 2022 TO 31 MARCH 2023**

	Notes	2022-23 \$	2021-22 \$	Remarks
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	12,719,710	12,676,416	
b. Provident Fund	1c	787,230	778,848	
2. Fee Income	2	136,593	91,391	
3. Central Items	3	32,008	36,437	
4. Rent and Rates	4	220,673	211,457	
5. Other Income	5	140,509	131,813	
6. Interest Received		3,399	38	
<b>TOTAL INCOME</b>		14,040,122	13,926,400	
 <b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		9,451,673	10,011,998	
b. Provident Fund	1c	650,885	679,234	
c. Allowances		-	-	
Sub-total	6	10,102,558	10,691,232	
2. Other Charges	7	3,426,652	2,420,636	
3. Central Items	3	-	4,509	
4. Rent and Rates	4	240,056	228,698	
<b>TOTAL EXPENDITURE</b>		13,769,266	13,345,075	
 <b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>	 8	 270,856	 581,325	

The Annual Financial Report from pages 3 to 9 has been prepared in accordance with the requirement as set out in the Lump Sum Grant Manual.

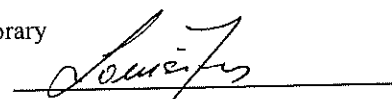
Chairman:

  
Tsang Fung Kwan

Date:

26 October 2023

NGO Head -  
Assistant Honorary  
Treasurer:

  
Tam Sin Ming Louisa

Date:

26 October 2023

## NOTE ON THE ANNUAL FINANCIAL REPORT

### 1. Lump Sum Grant

**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 like 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>	<u>Snapshot Staff</u>	<u>6.8% and Other Posts</u>	<u>Total</u>
	\$	\$	\$
Subvention Received	-	787,230	787,230
Provident Fund Contribution Paid during the year	-	650,885	650,885
	<hr/>	<hr/>	<hr/>
Surplus/(Deficit) for the Year	-	136,345	136,345
Add: Surplus/(Deficit) b/f	-	1,684,621	1,684,621
Additional subvention received for previous year(s)	-	-	-
Less: Refund to Government	-	-	-
	<hr/>	<hr/>	<hr/>
Surplus/(Deficit) c/f	-	1,820,966	1,820,966
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

### 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 specific 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 the 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:

**NOTE ON THE ANNUAL FINANCIAL REPORT**

	2022-23	2021-22
	\$	\$
a. <u>Income</u>		
Time-defined Subsidy Scheme for Extended Hours Services Users	8,834	9,937
Time-defined Subsidy Scheme for Occasional Child Care Service	23,174	26,500
	<u>32,008</u>	<u>36,437</u>
b. <u>Expenditure</u>		
Time-defined Subsidy Scheme for Extended Hours Services Users	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	4,509
	<u>-</u>	<u>4,509</u>

**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 been 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
	\$	\$
<b>Other Income</b>		
(a) Programme income	140,509	131,813
(b) Production income	-	-
(c) Donation	-	-
(d) Income from Other Activities	-	-
(e) Utilised allocation under Central Items (CI) - After School Care Programme (ASCP) / Enhanced 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	-	-
	<u>140,509</u>	<u>131,813</u>
<b>Sub-Total</b>	140,509	131,813
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income*	-	-
<b>Total</b>	<u>140,509</u>	<u>131,813</u>

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

## NOTE 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.	None	-
HK\$800,001- HK\$900,000 p.a.	None	-
HK\$900,001- HK\$1,000,000 p.a.	None	-
HK\$1,000,001- HK\$1,100,000 p.a.	None	-
HK\$1,100,001- HK\$1,200,000 p.a.	None	-
>HK\$1,200,000 p.a.	None	-

### 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	102,593	84,809
(b) Food	10,202	10,603
(c) Administrative Expenses	266,336	252,011
(d) Stores and Equipment	1,250,489	208,853
(e) Repair and Maintenance	123,958	146,223
(f) Special Allowances	-	-
(g) Programme Expenses	1,466,025	1,406,384
(h) Transportation and Travelling	1,601	777
(i) Insurance	120,309	172,900
(j) Miscellaneous	85,139	138,076
<b>Sub-Total</b>	3,426,652	2,420,636
Less: Utilised allocation under CI - / Enhanced ASCP / ASCP(PC) - FWSS* which forms as part of Other Income to fund the operating expenses of FSA services / FSA-related activities	-	-
<b>Total</b>	3,426,652	2,420,636

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

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
	\$	\$	\$	\$	\$	\$
<b>Income</b>						
Lump Sum Grant	13,506,940	-	-	-	-	13,506,940
Fee Income	136,593	-	-	-	-	136,593
Other Income	140,509	-	-	-	-	140,509
Interest Received (Note (1))	3,399	-	-	-	-	3,399
Rent and Rates	-	-	-	220,673	-	220,673
Central Items	-	-	-	-	32,008	32,008
<b>Total Income (a)</b>	<b>13,787,441</b>	<b>-</b>	<b>-</b>	<b>220,673</b>	<b>32,008</b>	<b>14,040,122</b>
<b>Expenditure</b>						
Personal Emoluments	10,102,558	-	-	-	-	10,102,558
Other Charges	3,426,652	-	-	-	-	3,426,652
Rent and Rates	-	-	-	240,056	-	240,056
Central Items	-	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>13,529,210</b>	<b>-</b>	<b>-</b>	<b>240,056</b>	<b>-</b>	<b>13,769,266</b>
Surplus/(Deficit) for the Year (a) - (b)	258,231	-	-	(19,383)	32,008	270,856
Less: Surplus/(Deficit) of Provident Fund	136,345	-	-	-	-	136,345
	121,886	-	-	(19,383)	32,008	134,511
Surplus/(Deficit) b/f (Note (2))	2,614,851	337,489	-	(18,288)	31,928	2,965,980
Adjustment to Surplus/(Deficit) b/f	-	-	-	1,046	-	1,046 <sup>2</sup>
	2,736,737	337,489	-	(36,625)	63,936	3,101,537
Add: Refund from Government	-	-	-	31,683	-	31,683
Less: Refund to Government	-	-	-	(14,441)	(31,928)	(46,369) <sup>1</sup>
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement (Note (3))	-	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP / ASCP(PC) - FWSS* (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-	-
<b>Surplus/(Deficit) c/f (Note (4))</b>	<b>2,736,737</b>	<b>337,489</b>	<b>-</b>	<b>(19,383)</b>	<b>32,008</b>	<b>3,086,851</b>

<sup>1</sup> Letter ref: SWD SF/SAS/4-35/2/159(772) dated 30 November 2022

<sup>2</sup> Letter ref: SWD SF/SAS/4-35/1/159(772) dated 20 December 2022, (\$1,047 - \$1 refund for 2021-22 round off difference)

**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 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 Infirmity Care Supplement, if any, as per Schedule of 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 27% 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 as 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) on SWD/S/109/10 of 4 April 2022.]

For any amount above the cap, SWD would arrange the claw-back (including provisional in the following financial year) accordingly.



**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1 April 2022 to 31 March 2023**

Name of Agency : Women's Welfare Club, Western District, Hong Kong (772)

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1a) (a.1) \$	Reimbursement of Maternity Leave Pay (RM/MLP) - Scheme reimbursement received (Note 1b)# \$	Actual Expenditure (Note 2a) \$	Actual Expenditure incurred under RMLP Scheme (Note 2b)# \$	Surplus (Note 3) (a)-(a1)-(a2) \$	Deficit for the Year		Surplus/ (Deficit) b/f (Note 5) (e)	Refund from (to) Government (f)	Adjustment (Note 9) (g)	Surplus c/f (Note 6) (h)=(e)+(g)-(f)+/--(g)
							Deficit (Note 3) (b)=(a1)-(a2) \$	Adjusted Deficit (d)=(b)-(c) \$				
V772 - Appleichau Day Nursery	Time-defined Subsidy Scheme for Extended Hours Service Users	8,834	-	-	-	8,834	-	-	9,937	(9,937)	-	8,834
6101 - Appleichau Day Nursery, David Woo Day Nursery & West Day Nursery	Time-defined Subsidy Scheme for Occasional Child Care Service	23,174	-	-	-	23,174	-	-	21,991	(21,991)	-	23,174
<b>TOTAL</b>		<b>32,008</b>				<b>32,008</b>			<b>31,928</b>	<b>(31,928)</b>		<b>32,008</b>

# Any difference arising from the RMLP Scheme reimbursement received (see 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.

**Notes :**

- 1(a). 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.
- 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 (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.
3. Surplus/Deficit for each element represents the difference between subvention received and actual expenditure.
4. Deficit i.e. 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) Infirmity Care Supplement for the Aged Blind Persons
  - (iii) Dementia Supplement for Residential Elderly Services
  - (iv) Infirmity 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.
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 NGO's with Visiting Medical Practitioner Services 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.

**Schedule for Rent and Rates**  
**Analysis of Subvention and Expenditure for the period from 1 April 2022 to 31 March 2023**

Name of Agency : Women's Welfare Club, Western District, Hong Kong (772)

Unit Code and Name	Subvented Element	Subvention Released (Note1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
7770 - Kwan Kai Ming Memorial Chung Hok Elderly Centre	Rent (Note 3)	197,892	231,146	-	(33,254)
	Rates	22,781	8,910	13,871	-
	Total	220,673	240,056	13,871	(33,254)
	Grand Total	220,673	240,056	13,871	(33,254)

**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.

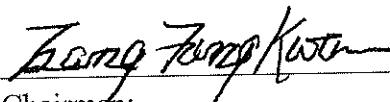
Schedule for Investment  
Analysis of Investment as at 31 March 2023

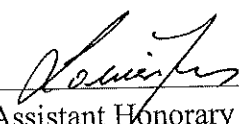
Agency : Women's Welfare Club, Western District, Hong Kong (772)

	2023 HK\$	2022 HK\$
LSG Reserve as at 31 March	<u>3,074,226</u>	<u>2,952,340</u>
Represented by:		
Investments		
a. HKD Bank Account Balances	3,074,226	2,952,340
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	-	-
d. HKD Certificate of Deposits	-	-
e. HKD Bonds (see appendix for breakdown)	-	-
	<u>3,074,226</u>	<u>2,952,340</u>

Note: The investments should be reported at historical cost

Confirmed by:-

  
\_\_\_\_\_  
Chairman:  
Tsang Fung Kwan

  
\_\_\_\_\_  
Assistant Honorary Treasurer:  
Tam Sin Ming Louisa

Date 26 October 2023

Date: 26 October 2023

Schedule for the Utilisation of Reserve in Holding Account (HA) for 2022-23  
and the Plan of Utilisation of HA Reserve for 2023-24

Name of Agency : Women's Welfare Club, Western District, Hong Kong (772)

(A) Utilisation of HA Reserve (2022-23)

		\$
(1)	Balance as at 31 March 2022 brought forward	337,489
(2)	Actual Expenditure	
	(i) Meeting contractual commitments towards Snapshot Staff	-
	(ii) Enhancing human resources management	-
	(iii) Others	-
	Total	-
(3)	Balance as at 31 March 2023 carried forward	337,489
(4)	No. of Snapshot Staff (as at 1 September 2022)	0

(B) Plan of Utilisation of HA Reserve (2023-24)

		\$
(1)	Balance as at 31 March 2023 brought forward	337,489
(2)	Estimated Expenditure	
	(i) Meeting contractual commitments towards Snapshot Staff	-
	(ii) Enhancing human resources management	-
	(iii) Others	-
	Total	-
(3)	Estimated balance as at 31 March 2024 carried forward	337,489
(4)	Estimated no. of Snapshot Staff (as at 1 September 2023)	0