

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31ST MARCH, 2018



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REVIEW REPORT

TO THE EXECUTIVE COMMITTEE OF HONG KONG FEDERATION OF HANDICAPPED YOUTH ("THE FEDERATION")

We have audited the financial statements of the Federation for the year ended 31st March, 2018 and have issued an unqualified auditors' report thereon dated 7 4 SEP 2018

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Federation for the year ended 31st March, 2018 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 Federation, on which the above audited financial statements of the Federation 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 Federation for the year ended 31st March, 2018:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Federation; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Federation 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 (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 the LSG Manual; and
 - iv. employed the staff quoted in the Provident Fund arrangements during the year ended 31st March, 2018.

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.

Li, Tang, Chen & Co.

Certified Public Accountants (Practising)

Tamp Chen & Co.

Hong Kong, 2 4 SEP 2018

RCMC/TKYY:pn

ANNUAL FINANCIAL REPORT

FOR THE PERIOD FROM 1^{ST} APRIL, 2017 TO 31^{ST} MARCH, 2018

	<u>Note</u>	<u>2018</u> HK\$	<u>2017</u> HK\$
INCOME			
Lump Sum Grant a) Lump Sum Grant (excluding Provident Fund) b) Provident fund Special One-off Grant Fee income Central items Rent and rates Other income Interest received	1b 1c 2 3 4 5	4,183,505 3,959,448 224,057 600 - 222,936 733,570 19	4,067,101 3,849,287 217,814 - - 223,109 773,191 —
TOTAL INCOME		5,140,630	5,063,408
EXPENDITURE			
Personal emoluments a) Salaries b) Provident Fund c) Allowances Other charges Central items Rent and rates	6 1b 1c 7 3 4	3,544,689 3,312,158 232,531 - 1,614,145 - 204,488	3,245,252 3,024,008 221,244 - 1,284,251 - 232,082
Special One-off Grant Payments	7a		
TOTAL EXPENDITURE		5,363,322	4,761,585
(DEFICIT)/SURPLUS FOR THE YEAR	8	(222,692)	301,823

The Annual Financial Report from pages 2 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Chairperson

Honorary Treasurer

vecurive Director

Date: 2 4 SEP 2018

Date: 24 SEP 2018

Date: 24 SEP 2018

NOTES 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 such as depreciation, provisions and accruals are not included in the AFR.

b) Lump Sum Grant (excluding Provident Fund):

This represents Lump Sum Grant (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 1st April, 2000.

6.8% and other posts represent those staff that are employed after 1st April, 2000.

The Provident Fund received and contributed for staff under the Central Items have been shown under note 3.

Details are analysed below:

Provident Fund	Snapshot <u>Staff</u> HK\$	6.8% and other Posts HK\$	<u>Total</u> HK\$
Subvention Received	-	224,057	224,057
Provident Fund Contributions paid during the year Surplus/(deficit) for the year Add: Surplus/(deficit) b/f Prior Year Adjustment:- (refund to SWD) - Central Item had been incorrectly	<u>-</u> - -	(232,531) (8,474) 464,880	(232,531) (8,474) 464,880
charged from 1 st December, 2014 to 31 st March, 2015		1,305	1,305
Surplus/(deficit) c/f		457,711	457,711

NOTES ON THE ANNUAL FINANCIAL REPORT

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 Lump Sum Grant Manual.

3. CENTRAL ITEMS: MENTOR

These are subvented service activities which are not included in Lump Sum Grant and are subject to their own procedures as set out in other SWD's papers and correspondence with 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 3.13 of LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

		2018 HK\$	<u>2017</u> HK\$
a)	Income		
	Regularised Programme Assistants (PA) Financial Incentive Scheme for Mentors	-	-
	of Employees with Disabilities		
	Total	-	_
b)	Expenditure		
	Regularised Programme Assistants (PA) Financial Incentive Scheme for Mentors	-	-
	of Employees with Disabilities		

Subvented service activities of Central Items:

Please refer to Appendix 1.

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. Please refer to Appendix 2.

NOTES ON THE ANNUAL FINANCIAL REPORT

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 (paragraph 2.19 of LSG Manual (October 2016)) is as follows:

		<u>2018</u> HK\$	<u>2017</u> HK\$
Oth	ner Income		
a)	Fees and charges for services incidental to the operation of subvented services	-	-
b)	Other	733,570	773,191
	Total	733,570	773,191

6. PERSONAL EMOLUMENTS

Personal Emoluments include salary, provident fund, salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over HK\$700,000 each paid under LSG is appended below:

Analysis of personal emoluments paid under LSG	No. of posts	HK\$
HK\$700,001 per annum or above	Nil	Nil

NOTES ON THE ANNUAL FINANCIAL REPORT

7. OTHER CHARGES

7a.

The breakdown on Other Charges is as follows:

	<u>2018</u> HK\$	<u>2017</u> HK\$
Other Charges		
 a) Utilities b) Food c) Administrative expenses d) Stores and equipment e) Repair and maintenance f) Special allowances g) Programme expenses h) Transportation and travelling i) Insurance j) Miscellaneous 	58,769 - 183,961 208,965 34,896 - 963,863 106,810 31,667 25,214	61,394 - 186,211 37,210 68,793 - 778,164 111,970 31,588 8,921
Total	1,614,145	1,284,251
SPECIAL ONE-OFF GRANT PAYMENTS		
Details of Special One-off Grant Payments are as follows:		
	2018 HK\$	<u>2017</u> HK\$
Special One-off Grant Payments a) Voluntary retirement scheme b) Compensation scheme c) Staff training and development d) Other staff-related initiatives	- - - -	- - -
Total	-	-

HONG KONG FEDERATION OF HANDICAPPED YOUTH NOTES ON THE ANNUAL FINANCIAL REPORT

8. ANALYSIS OF LUMP SUM GRANT RESERVE AND BALANCES OF OTHER SWD SUBVENTIONS

HK\$ HK\$		Lump Sum	Rent and	Central Items	m . 1
Name		Grant	Rates	Mentor	Total
Lump Sum Grant Rent and Rates Fee Income Central Items: Mentor of Employees Disabilities Other Income (a) EXPENDITURE Personal Emoluments Other Charges Other Charges Mentor of Employees Disabilities - Mentor of Employees Disabilities Chentral Items: - Mentor of Employees Disabilities Rent and Rates Total Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund Surplus/(Deficit) b/f (Note 2) Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program S/2012 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1" April, 2014 to 30" November, 2014 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f Revised Surplus/(Deficit) b/f Revised Surplus/(Deficit) b/f 4, 183, 505 600 2222, 936 - 733, 570 - 733, 570 - 70, 733, 570 - 70, 733, 570 - 70, 733, 570 - 70, 734, 743, 744 - 71, 744, 747 - 71, 744, 747 - 71, 744, 748 - 71, 744, 748 - 71, 744, 748 - 71, 744, 748 - 71, 744		HK\$	HK\$	HK\$	HK\$
Lump Sum Grant Rent and Rates Fee Income Central Items: Mentor of Employees Disabilities Other Charges Chert Charges Chent Charges Chent Charges Chert Chert Charges Chert Charges Chert Chert Chert Charges Chert Charges Chert Chert Chert Chert Chert Charges Chert Charges Chert Che					
Rent and Rates Fee Income Central Items: - Mentor of Employees Disabilities Other Income (a) EXPENDITURE Personal Emoluments Other di Agrages Central Items: - Mentor of Employees Disabilities Other Charges Central Items: - Mentor of Employees Disabilities Other Charges Central Items: - Mentor of Employees Disabilities Other Charges Central Items: - Mentor of Employees Disabilities Rent and Rates Total Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund Cests: Deficit of Provident Fund Surplus/(Deficit) b'f (Note 2) Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 20		4 100 505			1 192 505
Pee Income 600 - 600 600 - 600 6		4,183,303	222 026	-	
Central Items:		-	222,930	-	
- Mentor of Employees Disabilities Other Income (FSA) Interest Received (Note 1)		600	-	_	000
Other Income (FSA) Interest Received (Note 1) Total Income (a) EXPENDITURE Personal Emoluments Other Charges Othe				_	_
Interest Received (Note 1) Total Income (a) 4,917,694 222,936 - 5,140,638		722 570	-	_	733 570
Total Income (a) 4,917,694 222,936 - 5,140,636			-	_	19
EXPENDITURE Personal Emoluments Other Charges Central Items: - Mentor of Employees Disabilities Rent and Rates Total Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund Cestred forward to next year (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1" April, 2014 to 30 th November, 2014 - LSG Reserve (I) Reserve (I) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2012-13 rent & rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2017-18 2010-11 rent & rate surplus refunded in 2011-12 cent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) bf EXPENDITURE (3,544,689) - (204,488) - (204,488) - (204,488) - (204,488) - (204,488) - (204,488) - (204,488) - (204,488) - (211,400) 18,448 - (222,69 (8,474) (8,474) (8,474) (19,136) 61,250 661,390 61,250 6	Tree-1 Income (a)		222 936	_	
Personal Emoluments	Total income (a)	4,917,094	222,730		3,110,030
Personal Emoluments	EYDENDITUDE				
Other Charges Central Items: - Mentor of Employees Disabilities Rent and Rates Total Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund Central Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund Central Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund Central Expenditure (b) Catherian (a) 2013-14 Deficit in LSG reserve could not be carried forward to next year (A) 2013-14 Deficit in LSG reserve could not recognised by SWD & Deficit occurred (Bij) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2011-12 rent & rate surplus refunded in 2017-18 2011-12 rent & rate surplus refunded in 2017-18 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f Central Item (b) (241,140) 18,448 - (222,69 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 61,89 719,782 (119,136) 61,250 61,89 719,782 (119,136) 61,250 61,89 719,782 (119,136) 61,250 61,89 71,07 71,07 71,07 71,07 71,07 71,07 71,07 71,07 72,07 72,07 72,07 73,07 74,07 74,07 74,07 74,07 74,07 74,07 74,07 75,07 77,07 77,07		(3 544 689)	_	_	(3,544,689)
Central Items: - Mentor of Employees Disabilities			<u>-</u>	_	(1,614,145)
- Mentor of Employees Disabilities Rent and Rates Total Expenditure (b) Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund (241,140) (8,474) (232,666) (8,474) (232,666) (8,474) (232,666) (18,448) (222,69) (8,474) (232,666) (18,448) (221,421) Surplus/(Deficit) b/f (Note 2) Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (B) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30st November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve from 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2011-12 rent & rate surplus refunded in 2011-12 2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f Add: Prior Year Adjustment (241,140) (241,140) 18,4448 - (222,69 (8,474) - (19,136) 61,250 661,89 Add: Prior Year Adjustment (219,136) 61,250 61,250 661,89 Add: Prior Year Adjustment (31,732 31,732 - 31,732 - 31,732 - 52,281 52,288 - (7,007) ((1,011,110)			
Rent and Rates - (204,488) - (204,488) - (5,363,32)	- Mentor of Employees Disabilities	_	-	_	-
Total Expenditure (b)	Rent and Rates	-	(204,488)	-	(204,488)
Surplus/(Deficit) for the year (a) – (b) Less: Deficit of Provident Fund (241,140) (8,474) (232,666) (18,448) (231,488) (214,21) Surplus/(Deficit) b/f (Note 2) Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) - Defind Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2011-12 2011-12 rent & rate surplus refunded in 2011-12 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (241,140) (8,474) (8,474) (8,474) (8,474) (8,474) (8,474) (19,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 (119,136) 61,250 661,89 719,782 1,722 31,732 31,732 31,732 52,28 (1,401) (7,007)		(5.158,834)		-	(5,363,322)
Less: Deficit of Provident Fund (8,474) (8,474) (232,666) 18,448 - (214,21 Surplus/(Deficit) b/f (Note 2) Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (11,025) - (11,025) - (15,026) - (5,126) - (5,126) - (7,952) - (7,952) - (7,952) - (7,952) - (11,639) - (11,639) - (11,639) - (11,640) - (11,639) - (11,640) - (11,64	Total Emperature (5)				
Case: Deficit of Provident Fund	Surplus/(Deficit) for the year $(a) - (b)$	(241,140)	18,448	_	(222,692)
Surplus/(Deficit) b/f (Note 2) Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30st November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) - C (7,007) - C,007 -	Less: Deficit of Provident Fund		_	-	(8,474)
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Add: Prior Year Adjustment (A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - 1,728 - 1,728 - 31,732 - 31,732 - 52,281 52,281 (7,007) (7,007 (1,401) (1,025) - (1,025) - (1,025) - (1,025) - (1,025) - (1,025) - (1,025) - (5,126) - (5,126) - (5,126) - (7,952)					
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(A) 2013-14 Deficit in LSG reserve could not be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) - (1,401) - (7,007) (7,007) (7,007) (7,007) (7,007) (7,007) (7,007) (7,007) (1,401) - (1,025) - (1,025) - (1,025) - (1,025) - (5,126) - (5,126) - (5,126) - (7,952) - (7,		, 15, ,	(221,211,	,	
be carried forward to next year (Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) (7,007) (7,007) - LSG Reserve (1,401) (1,402) (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f 1,728 1,728 31,732 31,732 31,732 52,28 52,281 52,28 (7,007) (7,007) (7,007) (1,401) (1,402) - (1,401) - (1,402) - (1,401) (1,402) - (1,401) (1,402) - (7,952) - (7,952) - (11,639) - (11,639	(A) 2013-14 Deficit in LSG reserve could not				
(Bi) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2015-16 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (Bii) Oversea Program 5/2012 (Non-FSA) not recognised by SWD & Deficit occurred (51,732) 31,732 - 31,732 - 52,288 52,281 (7,007) (7,007) (7,007) (7,007) (7,007) (1,401) - (1,025) - (1,025) - (5,126) - (5,126) - (5,126) - (5,126) - (7,952)		1,728	-	-	1,728
recognised by SWD & Deficit occurred (Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) - (7,007) - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f 31,732 - (7,007) 52,281 - (7,007) (7,007) (7,007) (7,007) (7,007) (7,007) (1,401) - (1,025) - (1,025) - (5,126) - (5,126) - (5,126) - (11,291) - (11,292) - (7,952) - (7					
(Bii) Oversea Program 9/2015 (Non-FSA) not recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (1,401) (7,007) (7,007) - LSG Reserve (1,401) (1,401) - LSG Reserve (1,401) (1,401) - CONTROLL (1,401) (1,401) - CON	recognised by SWD & Deficit occurred	31,732	-	-	31,732
recognised by SWD & Deficit occurred (C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f 52,281 -					
(C) Central Item (PA) incorrectly charged due to change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 to 31st March, 2015 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (7,007) (7,007) (7,007) (1,401) - (1,401) - (1,025) - (1,025) - (1,025) - (5,126) - (5,126) - (5,126) - (5,126) - (11,291) - (11,291) - (11,639) -	recognised by SWD & Deficit occurred	52,281	-	-	52,281
change of fund mode on 1/12/2014 from 1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 to 31st March, 2015 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f c (7,007) (7,007) (7,007) (1,401) - (1,401) - (1,025) - (1,025) - (1,025) - (5,126) - (5,126) - (5,126) - (5,126) - (11,291) - (11,291) - (11,639)					
1st April, 2014 to 30th November, 2014 - LSG Reserve from 1st December, 2014 to 31st March, 2015 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f 1					
to 31st March, 2015 - LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (1,401) - (1,025) - (1,025) - (5,726) - (5,726) - (5,726) - (5,726) - (11,291) - (11,291) - (11,291) - (11,639)	1 st April, 2014 to 30 th November, 2014				
- LSG Reserve (D) Refund Rent & Rates of Government 2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (1,401) - (1,402) - (1,025) - (1,025) - (5,57) - (55) - (5,126) - (5,126) - (5,126) - (11,291) - (11,291) - (11,291) - (11,639)					
(1,025) - (1,025		-	-	(7,007)	(7,007)
2015-16 rate surplus refunded in 2017-18 2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - (1,025) - (5,726) - (5,126) - (5,126) - (11,291) - (11,291) - (11,291) - (11,639		(1,401)	-	-	(1,401)
2016-17 rate surplus refunded in 2017-18 2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - (557) - (557) - (557) - (557) - (557) - (557) - (557) - (557) - (557) - (557) - (7,92) - (11,69) - (11,69) - (11,639) - (11,6	(D) Refund Rent & Rates of Government		(1.005)		(1.005)
2013-14 rate surplus refunded in 2015-16 2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - (5,126) - (5,126) - (11,291) - (11,291) - (7,952) - (7,952) - (7,952) - (7,952) - (11,639) - (11	2015-16 rate surplus refunded in 2017-18	-	(1,025)	-	(1,023
2012-13 rent & rate surplus refunded in 2014-15 2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (11,291) - (11,291) - (7,952) - (7,952) - (7,952) - (7,952) - (11,639) -	2016-17 rate surplus refunded in 2017-18	-	(557)	-	
in 2014-15 2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - (11,291) - (7,952) - (7,952) - (7,952) - (11,639) - (11,639) - (11,639) - 7,007 - 7,		-	(5,126)	-	(3,120,
2011-12 rent & rate surplus refunded in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (7,952) - (7,952) - (7,952) - (11,639) - (11,639) - (11,639) - 7,007 - 7			(11 201)		(11 201
in 2012-13 2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - (7,952) - (7,952) - (7,952) - (11,639) - (11,639) - 7,007 -		-	(11,291)	-	(11,2)1
2010-11 rent & rate surplus refunded in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f (11,639) - (11,639) - 7,007 7,007			(7.052)	_	(7.952
in 2011-12 (E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f - (11,639) - (11,639) - 7,007 804,122 (156,726) 61,250 708,66		-	(1,932)	1	(1,752
(E) absorbed by Federation's own fund Revised Surplus/(Deficit) b/f 804,122 (156,726) 61,250 708,6			(11 630)	_	(11,639
Revised Surplus/(Deficit) b/f 804,122 (156,726) 61,250 708,6		_	(11,039)	7 007	7,007
Revised Surptus (Bettete) 6/1		804 122	(156 726)		708,646
Surplus/(Deficit) c/f (Note 4) 571,456 (138,278) 61,250 494,4	Kevised Surplus/(Delicit) 0/1	004,122	(130,720)	01,230	7,00,040
Sulpius (Deficit) (1 (100 T) 571,430 (130,270) 52,230 171,1	Surplus/(Deficit) c/f (Note 4)	571 456	(138 278)	61, 250	494,428
	Surbina (Detroit) of (140fc 4)	371,730	(130,270)	1	1,7,7,20

NOTES ON THE ANNUAL FINANCIAL REPORT

8. ANALYSIS OF LUMP SUM GRANT RESERVE AND BALANCES OF OTHER SWD SUBVENTIONS (CONT'D)

Notes:

- 1) All the interest on LSG and PF reserves, rent and rates, central items, Special One-off Grant is included as one item under LSG; and the item is considered as part of LSG reserve.
- 2) Accumulated balance of Lump Sum Grant Surplus b/f from previous years (including holding account) and all interest received in previous years are included in the surplus b/f under LSG.
- 3) Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, care Assistants, Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of Central Items.
- 4) The level of LSG cumulative reserve (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 $1^{\rm ST}$ APRIL, 2017 TO $31^{\rm ST}$ MARCH, 2018

AGENCY: HONG KONG FEDERATION OF HANDICAPPED YOUTH

					Ď	Deficit for the Year	ar		
				<u> </u>		Deficit			
		Subvention	Actual			transferred	Adjusted		
I Init Code and Name	Subvention element	Released	Expenditure	Surplus	Deficit	to LSG	Deficit	Surplus b/f	Surplus c/f
(Note 7)		(Note 1)	(Note 2)	(Note 3)	(Note 3)	(Note 4)	(a) = (b)	(Note 5)	(Note 6) (f) = (e) + (a) – (d)
		\$JIH	HK\$	(a) HK\$	(6)	(5)	(E) (S) (E) (HK\$	HK\$	HK\$
		ATT.	ANTI	À.					
nnnn – xxxxxxxxxxx	Dementia Supplement for Elderly with Disabilities (Note 8)							N.A.	N.A.
I nnnn – xxxxxxxxxxx	Infirmary Care Supplement for the aged Blind Persons (Note 8)							N.A.	N.A.
nnnn – xxxxxxxxxx	Dementia Supplement for Residential Elderly Services (Note 8)							N.A.	N.A.
nnnn – xxxxxxxxxxxxxx	Infirmary Care Supplement for Residential Elderly Services (Note 8)							N.A.	N.A.
XXXXXXXXXXXXXXX — IIIIIII	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A		N.A.	N.A.
XXXXXXXXXXX — uudu	nnnn – xxxxxxxxxxxxx Foster Care Allowance/Emergency Foster Care Allowance					N.A		N.A.	N.A.
XXXXXXXXXXXXXXX	nnnn – xxxxxxxxxxxx After School Care Programme					N.A		N.A.	N.A.
AAAAAAAAAAA uuuu	nam vyvvvvvvv Temnorary Financial Aid					N.A		N.A.	N.A.
IIIIIII	To control of the state of the					N.A		N.A.	N.A.
nnin – xxxxxxxxxx Ellietgeliey Fulld	bind galey Fund					2			
nnnn – xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxx Short-term Rental Assistance					N.A			-
nnnn — xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A			
nnnn — xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A			200
nnnn — xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A.		N.A.	N.A.
nnnn – xxxxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A.			
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	nnnn – xxxxxxxxxxxxx NSCCP – Subsidy for Fee Reduction/Waiving					N.A.			

Appendix 1 (continued)

SCHEDULE FOR CENTRAL ITEMS

ANALYSIS OF SUBVENTION AND EXPENDITURE

FOR THE PERIOD FROM $1^{\rm ST}$ APRIL, 2017 TO $31^{\rm ST}$ MARCH, 2018

AGENCY: HONG KONG FEDERATION OF HANDICAPPED YOUTH

					Č	Deficit for the Year	ar		
				•		Deficit			
		Subvention	Actual			transferred	Adjusted		
Unit Code and Name	Subvention element	Released	Expenditure	Surplus	Deficit	to LSG	Deficit	Surplus b/f	Surplus c/f
(Note 7)		(Note 1)	(Note 2)	(a) (a)	(e) (q)	(140tc 4) (c)	(d) = (b) - (c)		(f) = (e) + (a) - (d)
		HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
nnnn – xxxxxxxxxxxxxx	NSCCP – Rent and Rates					N.A.			
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes					N.A.			
nnnn — xxxxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A.			
nnnn – xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxx Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services					N.A.			
nnnn — xxxxxxxxxxxx	Financial Incentive Scheme for Mentors of Employees with Disabilities	ı	ı	1	ı	1	ı	61,250.00	61,250.00
nnnn - xxxxxxxxxxxxx	Cash Subsidy for Integrated Support Service for Persons with Severe Physical Disabilities					N.A.			
nnnn - xxxxxxxxxxxxx	Enhanced After School Care Programme					N.A.			
nnnn — xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxx Expenses					N.A.			
nnnn – xxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services – Training Cost					N.A.			
nnnn – xxxxxxxxxxxxx	Grant under the Pilot Scheme on On-site Pre-school rehabilitant Services					N.A.			
nnnn – xxxxxxxxxxxx	One-off Subsidiary for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly				·	N.A.			
nnnn – xxxxxxxxxxxx	nnnn – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					N.A.			
Total		-		•	1	1	1	61,250.00	61,250.00

SCHEDULE FOR CENTRAL ITEMS

ANALYSIS OF SUBVENTION AND EXPENDITURE

FOR THE PERIOD FROM $1^{\rm ST}$ APRIL, 2017 TO $31^{\rm ST}$ MARCH, 2018

AGENCY: HONG KONG FEDERATION OF HANDICAPPED YOUTH

Note:

- The figures for the whole financial year are extracted from the paylist for March (Final) of the financial year.
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any. ri
- Surplus/deficit for each element represents the difference between subvention released and actual expenditure. 3
- 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 (9) in SWD/S/104/2 Point 16 dated 31st October, 2017 4.
-) Dementia Supplement for Elderly with Disabilities
- ii) Infirmary Care Supplement for the Aged Blind Persons
- iii) 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 year. 5.
- "Surplus carried forward (c/f)" means surplus brought forward plus surplus, if any arising from operations in current year. 9
- 7. Unit codes and names are extracted from the paylist from SWD.
- The income and expenditure for the Special One-off Subsidy for Better Care for Elderly Persons with Dementia or Requiring Infirmary Care as allocated via SWD's letter ref SWD/S/E/RC/3 Pt. 7 dated 27th February, 2017 should also be included in the income/expenditure of the respective items. ∞:
- 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.

SCHEDULE FOR RENT AND RATES

ANALYSIS OF SUBVENTION AND EXPENDITURE

FOR THE PERIOD FROM 1ST APRIL, 2017 TO 31ST MARCH, 2018

AGENCY: HONG KONG FEDERATION OF HANDICAPPED YOUTH

		Subvention			
		Released	Actual	Surplus	Deficit
Unit Code and Name	Subvented Element	(Note 1)	Expenditure	(Note 2)	(Note 2)
		HK\$	HK\$	HK\$	HK\$
Unit Code: 2886					
Name: Jockey Club	Rent (Note 3)	205,140	186,780	18,360	
Activity Centre	Rate	17,796	17,708	88	-
	Total	222,936	204,488	18,448	-
	Rent (Note 3)				
	Rate				
	Total				
	Rent (Note 3) Rate				
	Total				
	Grand Total	222,936	204,488	18,448	-

Notes:

- 1. The figures are to be extracted from the paylist for March plus subvention released in late March of the financial year. Reimbursement for rent and rates relating to previous financial years (i.e. back payments) should not be included.
- 2. Surplus/deficit for each element represents the difference between subvention released and accrual 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 $31^{\rm ST}$ MARCH, 2018

AGENCY: HONG KONG FEDERATION OF HANDICAPPED YOUTH

LSG Reserve as	at 31 st March	=	2018 HK\$ 571,456	2017 HK\$ 719,782
b. HKD 24-hcc. HKD Fixed	ficate of Deposits	· -	571 ,456 - - - - - - - 571 ,456	719,782 - - - - - - 719,782
Note: The invest	ments should be reported at his	torical cost.		
Confirmed by:				
Signature: Chairperson:	Ng Ka Wing	Signature: Executive Direc	otor: Lan	Ma Lun
Date:	2 4 SEP 2018	Date:	24	SEP 2018

Claim for 2017-18 Subventions for Provident Fund - Snapshot Staff

Organisation Code and Name: 324 / Hong Kong Federation of Handicapped Youth

Name of Snapshot Staff	Reported Rank	Salary Paid for the year	PF Contribution Rate	PF Contribution Paid for the year
		\$	%	\$
1. Nil	Nil	Nil	-	-
2. Nil	Nil	Nil	_	-
3. Nil	Nil	Nil	-	-
4. Nil	Nil	Nil	-	-
5. Nil	Nil	Nil	-	-
Total Amount of PF Cont	ribution Paid for th	ne Year		_
Less: Subventions of PF-S	Snapshot Staff Rec	eived for the Ye	ear	-
Amount of Additional Sul	ovention Applied f	or		-

T		. •	
Dec1	ara	t1C	11

1. I declare that all reported information is correct and that the staff as reported are employed by our Organisation solely for services funded by subventions and grants within the control of SWD

2. I also agree that SWD shall have the right to recover at any time from recurrent subventions any overpaid amount. Signature of Contact Person: Chairperson of Hong Kong Federation of Handicapped Youth Lau Ka Lun Name Ng Ka Wing Title : Executive Director Name Tel No. 23385111 Title Chairperson 2 4 SEP 2018 Date

