

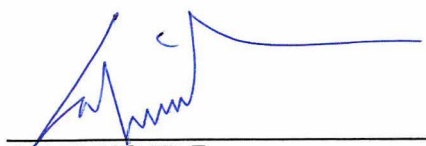
**ANNUAL FINANCIAL REPORT**

**BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處**

**1 APRIL 2023 TO 31 MARCH 2024**

| <b>A. INCOME</b>                                | <b>NOTE</b> | <b>Total<br/>2023-24<br/>HK\$</b> | <b>Total<br/>2022-23<br/>HK\$</b> |
|---|-------------|-----------------------------------|-----------------------------------|
| 1. Lump Sum Grant                               |             |                                   |                                   |
| a. Lump Sum Grant<br>(excluding Provident Fund) | 1b          | 220,421,614.00                    | 182,186,546.00                    |
| b. Provident Fund                               | 1c          | 11,676,064.00                     | 9,295,613.00                      |
| 2. Fee Income                                   | 2           | 4,485,450.30                      | 4,533,867.70                      |
| 3. Central Items                                | 3           | 13,461,430.00                     | 32,181,684.00                     |
| 4. Rent and Rates                               | 4           | 3,775,811.00                      | 3,190,226.00                      |
| 5. Other Income                                 | 5           | 3,213,962.80                      | 4,396,851.69                      |
| 6. Interest Received                            |             | 1,121,008.00                      | 330,961.32                        |
| <b>TOTAL INCOME</b>                             |             | <b>258,155,340.10</b>             | <b>236,115,749.71</b>             |
| <b>B. EXPENDITURE</b>                           |             |                                   |                                   |
| 1. Personal Emoluments                          |             |                                   |                                   |
| a. Salaries                                     |             | 153,844,490.27                    | 126,211,560.95                    |
| b. Provident Fund                               | 1c          | 9,833,806.35                      | 7,921,995.66                      |
| c. Allowances                                   |             | -                                 | -                                 |
| <b>Sub-total</b>                                | 6           | <b>163,678,296.62</b>             | <b>134,133,556.61</b>             |
| 2. Other Charges                                | 7           | 73,071,282.45                     | 61,375,237.85                     |
| 3. Central Items                                | 3           | 5,534,187.97                      | 39,537,181.64                     |
| 4. Rent and Rates                               | 4           | 5,637,958.32                      | 4,104,343.39                      |
| <b>TOTAL EXPENDITURE</b>                        |             | <b>247,921,725.36</b>             | <b>239,150,319.49</b>             |
| <b>C. SURPLUS / (DEFICIT) FOR THE YEAR</b>      | 8           | <b>10,233,614.74</b>              | <b>(3,034,569.78)</b>             |

The Annual Financial Report from pages 3 to 13 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

  
 Dr LEUNG Kit Fong  
 Chairman

  
 Mr Raymond CHIU Han Man  
 Chief Executive Officer

Dated this 21 October 2024

**BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處**  
**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 recognized upon receipt of cash and expenditure is recognized 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 Lump Sum Grant (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 recognized 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 analyzed below:

**Provident Fund Contribution**

|   | <b>Snapshot Staff<br/>HK\$</b> | <b>6.8% and<br/>Other Posts<br/>HK\$</b> | <b>Total<br/>HK\$</b> |
|---|--------------------------------|--|-----------------------|
| Subvention Received                               | 949,803.00                     | 10,726,261.00                            | 11,676,064.00         |
| Provident Fund Contribution Paid during the year  | (755,691.55)                   | (9,078,114.80)                           | (9,833,806.35)        |
| Surplus for the year                              | 194,111.45                     | 1,648,146.20                             | 1,842,257.65          |
| Add: (Deficit) / surplus b/f                      | (71,698.36)                    | 11,552,573.02                            | 11,480,874.66         |
| Additional subvention received for previous years | 31,047.00                      | 12,271.00                                | 43,318.00             |
| Less: Refund to Government                        | -                              | -  | -                     |
| Surplus c/f                                       | <u>153,460.09</u>              | <u>13,212,990.22</u>                     | <u>13,366,450.31</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.

**BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處**  
**NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED**

- 3. Central Items** These are subvented service activities which are not included in the LSG and are subject to their own procedures as set out in other SWD's papers and correspondence with the NGOs. The Provident Fund received and contributed for staff under the Central Items have been separately included as part of the income and expenditure of the relevant items (Paragraph 3.14 of the LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

|   | <b>Total<br/>2023-24<br/>HK\$</b> | <b>Total<br/>2022-23<br/>HK\$</b> |
|---|-----------------------------------|-----------------------------------|
| <b>a. <u>Income</u></b>   |                                   |                                   |
| Time-defined Subsidy Scheme for Extended Hours<br>Service Users   | 3,681.00                          | 3,718.00                          |
| After School Care Programme – Enhanced  | 442,368.00                        | 434,112.00                        |
| After School Care Programme   | 878,256.00                        | 929,142.00                        |
| Allowance for Specific Services Arising from the<br>Implementation of the Minimum Wage Ordinance<br>(TKSH)  | 248,256.00                        | 231,566.00                        |
| Time-defined Subsidy Scheme for Occasional Child<br>Care Service  | 15,741.00                         | 15,741.00                         |
| Neighbourhood Support Child Care Project (NSCCP)<br>– Contract Subsidy (Eastern)  | 4,395,865.00                      | 1,180,050.00                      |
| NSCCP – Subsidy for Fee Reduction / Waiving (Eastern)   | –                                 | –                                 |
| NSCCP – Rent and rates (Eastern)  | 65,398.00                         | 62,551.00                         |
| NSCCP – Subsidy for Incentive Payment (Eastern)   | –                                 | –                                 |
| Neighbourhood Support Child Care Project (NSCCP)<br>– Contract Subsidy (Wanchai)  | 4,395,865.00                      | 1,180,050.00                      |
| NSCCP – Subsidy for Fee Reduction / Waiving<br>(Wanchai)  | –                                 | –                                 |
| NSCCP – Subsidy for Incentive Payment (Wanchai)   | –                                 | –                                 |
| Financial Incentive Scheme for Mentors of Employees<br>with Disabilities  | –                                 | –                                 |
| Pilot Scheme on Multi-Disciplinary Outreaching Support<br>Teams for the Elderly – NTE Cluster   | –                                 | 27,028,754.00                     |
| MOSTE – Annual rent and rates   | 2,046,000.00                      | 1,116,000.00                      |
| Training Sponsorship Scheme for Master in<br>Occupational Therapy Programme   | 970,000.00                        | –                                 |
| One-off Subsidy for Strengthened Provision of Visiting<br>Medical Practitioner Service for Residential Care<br>Homes (Private and Self-financing) (HKE) | –                                 | –                                 |
| One-off Subsidy for Strengthened Provision of Visiting<br>Medical Practitioner Service for Residential Care<br>Homes (Private and Self-financing) (NTE) | –                                 | –                                 |
| One-off Subsidy for Strengthened Provision of Visiting<br>Medical Officer Service for Residential Care Homes<br>for Persons with Disabilities           | –                                 | –                                 |
| <b>Total</b>  | <b>13,461,430.00</b>              | <b>32,181,684.00</b>              |

**BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處**  
**NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED**

|   | <b>Total<br/>2023-24<br/>HK\$</b> | <b>Total<br/>2022-23<br/>HK\$</b> |
|---|-----------------------------------|-----------------------------------|
| <b>b. Expenditure</b>   |                                   |                                   |
| Time-defined Subsidy Scheme for Extended Hours<br>Service Users   | 166.40                            | 1,237.60                          |
| After School Care Programme – Enhanced  | 256,242.00                        | 329,234.00                        |
| After School Care Programme   | 826,896.00                        | 849,287.00                        |
| Allowance for Specific Services Arising from the<br>Implementation of the Minimum Wage Ordinance<br>(TKSH)  | 248,256.00                        | 231,566.00                        |
| Time-defined Subsidy Scheme for Occasional Child<br>Care Service  | –                                 | –                                 |
| Neighbourhood Support Child Care Project (NSCCP)<br>– Contract Subsidy (Eastern)  | 2,050,606.31                      | 1,654,072.79                      |
| NSCCP – Subsidy for Fee Reduction / Waiving (Eastern)   | 17,391.80                         | 64,381.00                         |
| NSCCP – Rent and rates (Eastern)  | 65,397.94                         | 62,551.00                         |
| NSCCP – Subsidy for Incentive Payment (Eastern)   | 62,470.50                         | 38,316.00                         |
| Neighbourhood Support Child Care Project (NSCCP)<br>– Contract Subsidy (Wanchai)  | 1,647,187.02                      | 1,444,317.06                      |
| NSCCP – Subsidy for Fee Reduction / Waiving<br>(Wanchai)  | 30,277.00                         | 26,248.80                         |
| NSCCP – Subsidy for Incentive Payment (Wanchai)   | 9,297.00                          | 11,799.00                         |
| Financial Incentive Scheme for Mentors of Employees<br>with Disabilities  | –                                 | 2,000.00                          |
| Pilot Scheme on Multi-Disciplinary Outreaching Support<br>Teams for the Elderly – NTE Cluster   | –                                 | 22,037,911.39                     |
| MOSTE – Annual rent and rates   | –                                 | 2,046,000.00                      |
| Training Sponsorship Scheme for Master in<br>Occupational Therapy Programme   | 320,000.00                        | 320,000.00                        |
| One-off Subsidy for Strengthened Provision of Visiting<br>Medical Practitioner Service for Residential Care<br>Homes (Private and Self-financing) (HKE) | –                                 | 3,943,760.00                      |
| One-off Subsidy for Strengthened Provision of Visiting<br>Medical Practitioner Service for Residential Care<br>Homes (Private and Self-financing) (NTE) | –                                 | 5,694,500.00                      |
| One-off Subsidy for Strengthened Provision of Visiting<br>Medical Officer Service for Residential Care Homes<br>for Persons with Disabilities           | –                                 | 780,000.00                        |
| <b>Total</b>  | <b>5,534,187.97</b>               | <b>39,537,181.64</b>              |

**BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處**  
**NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED**

- 4. Rent and Rates** This represents the amount paid by the SWD in respect of premises recognized by SWD. Expenditure on rent and rates in respect of premises not recognized by SWD have not been included in AFR.

- 5. Other Income** This includes programme income and all income other than recognized 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 of the FSA services / FSA – related activities reflected in the AFR.

The breakdown on Other Income is as follows:

|   | <b>2023-24</b>      | <b>2022-23</b>      |
|---|---------------------|---------------------|
|   | <b>HK\$</b>         | <b>HK\$</b>         |
| Other Income  |                     |                     |
| (a) Programme income  | 2,321,888.50        | 3,139,635.52        |
| (b) Production income   | –                   | –                   |
| (c) Donation  | 45,734.90           | 64,281.30           |
| (d) Income from Other Activities  | 63,454.00           | 32,349.50           |
| (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* | 638,232.00          | 683,689.00          |
| (f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received   | –                   | 62,065.15           |
| (g) Miscellaneous income  | 144,653.40          | 414,831.22          |
| <b>Sub total</b>  | <b>3,213,962.80</b> | <b>4,396,851.69</b> |
| Less: Utilized allocation under CI: ASCP / Enhanced ASCP / ASCP (PC) – FWSS which forms as part of Other Income*  | (638,232.00)        | (683,689.00)        |
| <b>Total</b>  | <b>2,575,730.80</b> | <b>3,713,162.69</b> |

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

BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處  
NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED

6. **Personal Emoluments** Personal Emoluments include salary, provident fund and 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 – HK\$800,000 p.a.     | 15           | 11,396,052.20 |
| HK\$800,001 – HK\$900,000 p.a.     | 8            | 6,805,407.64  |
| HK\$900,001 – HK\$1,000,000 p.a.   | 7            | 6,514,019.70  |
| HK\$1,000,001 – HK\$1,100,000 p.a. | 2            | 2,115,048.60  |
| HK\$1,100,001 – HK\$1,200,000 p.a. | 2            | 2,261,188.65  |
| >HK\$1,200,000 p.a.                | 5            | 7,316,840.02  |

7. **Other Charges** The breakdown on Other Charges is as follows:

|  | Total<br>2023-24<br>HK\$ | Total<br>2022-23<br>HK\$ |
|--|--------------------------|--------------------------|
| (a) Utilities  | 2,402,957.53             | 2,050,462.98             |
| (b) Food   | 2,799,203.87             | 2,637,846.45             |
| (c) Administrative expenses  | 8,112,210.11             | 6,952,071.99             |
| (d) Stores and equipment   | 2,146,109.61             | 2,845,952.98             |
| (e) Repairs and maintenance  | 2,049,215.83             | 2,496,199.93             |
| (f) Programme expenses   | 52,695,895.55            | 42,543,806.85            |
| (g) Transportation and travelling  | 576,546.94               | 459,947.67               |
| (h) Insurance  | 1,649,910.60             | 993,470.85               |
| (i) Miscellaneous  | 639,232.41               | 395,478.15               |
|  | <u>73,071,282.45</u>     | <u>61,375,237.85</u>     |
| Less: Utilized allocation under CI : ASCP / Enhanced ASCP – ASCP(PC) – FWSS* which forms as part of Other Income | (638,232.00)             | (683,689.00)             |
|  | <u>72,433,050.45</u>     | <u>60,691,548.85</u>     |

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

BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處  
NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED

8. Analysis of Lump Sum Grant Reserve and Balances of Other SWD Subventions

|  | Analysis of Reserve Fund |                      |   |                       |                      |                       |
|--|--------------------------|----------------------|---|-----------------------|----------------------|-----------------------|
|  | 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                 |
|  | HK\$                     | HK\$                 | HK\$  | HK\$                  | HK\$                 | HK\$                  |
| <b>Income</b>  |                          |                      |   |                       |                      |                       |
| Lump Sum Grant   | 232,097,678.00           | -                    | -   | -                     | -                    | 232,097,678.00        |
| Fee Income   | 4,485,450.30             | -                    | -   | -                     | -                    | 4,485,450.30          |
| Other Income   | 3,213,962.80 #           | -                    | (638,232.00)  | -                     | -                    | 2,575,730.80          |
| Interest Received (Note (1))   | 1,121,008.00             | -                    | -   | -                     | -                    | 1,121,008.00          |
| Rent and Rates   | -                        | -                    | -   | 3,775,811.00          | -                    | 3,775,811.00          |
| Central Items  | -                        | -                    | -   | -                     | 13,461,430.00        | 13,461,430.00         |
| <b>Total Income (a)</b>  | <b>240,918,099.10</b>    | <b>-</b>             | <b>(638,232.00)</b>   | <b>3,775,811.00</b>   | <b>13,461,430.00</b> | <b>257,517,108.10</b> |
| <b>Expenditure</b>   |                          |                      |   |                       |                      |                       |
| Personal Emoluments  | 163,367,131.62           | 311,165.00           | -   | -                     | -                    | 163,678,296.62        |
| Other Charges  | 73,067,651.67            | 3,630.78             | (638,232.00)  | -                     | -                    | 72,433,050.45         |
| Rent and Rates   | -                        | -                    | -   | 5,637,958.32          | -                    | 5,637,958.32          |
| Central Items  | -                        | -                    | -   | -                     | 5,534,187.97         | 5,534,187.97          |
| <b>Total expenditure (b)</b>   | <b>236,434,783.29</b>    | <b>314,795.78</b>    | <b>(638,232.00)</b>   | <b>5,637,958.32</b>   | <b>5,534,187.97</b>  | <b>247,283,493.36</b> |
| <b>Surplus/(Deficit) for the year (a) - (b)</b>  | <b>4,483,315.81</b>      | <b>(314,795.78)</b>  | <b>-</b>  | <b>(1,862,147.32)</b> | <b>7,927,242.03</b>  | <b>10,233,614.74</b>  |
| Less: Surplus of Provident Fund  | 1,842,257.65             | -                    | -   | -                     | -                    | 1,842,257.65          |
|  | 2,641,058.16             | (314,795.78)         | -   | (1,862,147.32)        | 7,927,242.03         | 8,391,357.09          |
| <b>Surplus/(Deficit) b/f (Note (2))</b>  | <b>39,996,041.07</b>     | <b>8,624,744.17</b>  | <b>-</b>  | <b>(957,978.09)</b>   | <b>68,678,533.10</b> | <b>116,341,340.25</b> |
| Being adjustment of utilised allocation under Enhance ASAP-FWSS incorrectly recorded (Note 5)                                    | -                        | -                    | -   | -                     | (146,486.00)         | (146,486.00)          |
|  | 39,996,041.07            | 8,624,744.17         | -   | (957,978.09)          | 68,532,047.10        | 116,194,854.25        |
| <u>Add:</u> Refund from Government   | -                        | -                    | -   | 229,162.00            | -                    | 229,162.00            |
| <u>Less:</u> Refund to Government  | -                        | -                    | -   | (7,800.00)            | (56,039,357.11)      | (56,047,157.11)       |
| 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) | 5,488.00                 | -                    | -   | -                     | (5,488.00)           | -                     |
| <b>Surplus / (deficit) c/f (Note (4))</b>  | <b>42,642,587.23</b>     | <b>8,309,948.39</b>  | <b>-</b>  | <b>(2,598,763.41)</b> | <b>20,414,444.02</b> | <b>68,768,216.23</b>  |
|  | <b>S1</b>                | <b>S2</b>            |   |                       |                      |                       |

# Including an amount of \$638,232 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

Notes:

- (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 any amount above the cap, SWD would arrange the claw-back (including provisional in the following financial year except for those 58 NGOs which are subject to Productivity Enhancement Programme as stipulated in SWD's letter under reference (9) in SWD/S/133/1 of 6 March 2024. For details of the claw-back arrangement of the said 58 NGOs, please refer to the above letter.) accordingly.
- (5) The adjustment for Unit 1890 in 2022/23 (HK\$73,243) should have been a deduction but was mistakenly added. The opening balance has been adjusted.



**BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處**  
**NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED**

**11. COMPARATIVE FIGURES**

Certain comparative figures in the 2023 financial statements have been reclassified to conform with current year's presentation.

**12. APPROVAL OF ANNUAL FINANCIAL REPORT**

The annual financial report of the Agency for the year ended 31 March 2024 was approved and authorized for issue by the board members and the Chief Executive Officer on 21 October 2024.