

The Annual Financial Report ("AFR") does not constitute The Hong Kong Catholic Marriage Advisory Council's statutory annual financial statement. The AFR is prepared on cash basis and in accordance with the requirements set out in the Lump Sum Grant Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region. The basis of preparation is different from the financial reporting standards issued by the Hong Kong Institute of Certified Public Accountants normally adopted in statutory annual financial statements.

ANNUAL FINANCIAL REPORT
NGO: THE HONG KONG CATHOLIC MARRIAGE ADVISORY COUNCIL
1 APRIL 2017 TO 31 MARCH 2018

	Notes	Total 2017-18 \$	(Restated) Total 2016-17 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	13,469,781.00	13,107,335.00
b. Provident Fund	1c	1,372,331.00	1,330,991.00
2. Special One-off Grant			
3. Fee Income	2	-	-
4. Central Items	3	-	-
5. Rent and Rates	4	171,864.00	36,306.00
6. Other Income	5	261,782.30	225,384.90
7. Interest Received		779.14	1,229.34
TOTAL INCOME		<u>15,276,537.44</u>	<u>14,701,246.24</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		11,902,782.35	12,353,035.32
b. Provident Fund	1c	1,162,400.45	1,238,096.31
c. Allowances		-	-
Sub-total	6	<u>13,065,182.80</u>	<u>13,591,131.63</u>
2. Other Charges	7	954,585.46	926,238.61
3. Central Items	3	-	-
4. Rent and Rates	4	153,933.22	162,894.20
5. Special One-off Grant Payments	7a	-	-
TOTAL EXPENDITURE		<u>14,173,701.48</u>	<u>14,680,264.44</u>
C. SURPLUS / (DEFICIT) FOR THE YEAR	8	<u>1,102,835.96</u>	<u>20,981.80</u>

The Annual Financial Report from pages 1 to 5 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE

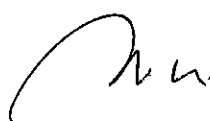


MR. JOSEPH K. C. LEE, BBS

CHAIRMAN

DATE: 11 September 2018

SIGNATURE



MRS. ANGELA CHIU

EXECUTIVE DIRECTOR

DATE: 11 September 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 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 have been shown under 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	757,821.00	614,510.00	1,372,331.00
Provident Fund Contribution Paid during the Year	(717,948.47)	(444,451.98)	(1,162,400.45)
Surplus/(Deficit) for the Year	39,872.53	170,058.02	209,930.55
<u>Add:</u> Surplus b/f	67,484.10	453,731.09	521,215.19
<u>Less:</u> Refund to Government	(52,325.00)	-	(52,325.00)
Surplus c/f	<u>55,031.63</u>	<u>623,789.11</u>	<u>678,820.74</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

3. Central Items

These are subvented service activities 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. 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:

	2017-18 \$	2016-17 \$
<u>a. Income</u>		
Nil	-	-
Total	<u>-</u>	<u>-</u>
	2017-18 \$	2016-17 \$
<u>b. Expenditure</u>		
Nil	-	-
Total	<u>-</u>	<u>-</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 have not been included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure

The breakdown on Other Income (paragraph 2.29 of LSG Manual (October 2016)) is as follows:

	2017-18 \$	2016-17 \$
<u>Other Income</u>		
(a) Fees and charges for services incidental to the operation of subvented	-	-
(b) Others	<u>261,782.30</u>	<u>225,384.90</u>
Total	<u><u>261,782.30</u></u>	<u><u>225,384.90</u></u>

6. Personal Emoluments

Personal Emoluments include salary, provident fund and salary-related

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

Analysis of Personal Emoluments paid under LSG	No of Posts	\$
HK\$700,001 - HK\$800,000 p.a.	1	702,420.00
HK\$800,001 - HK\$900,000 p.a.	3	2,532,438.00
HK\$900,001 - HK\$1,000,000 p.a.	-	-
HK\$1,000,001 - HK\$1,100,000 p.a.	2	2,126,511.00
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:

Other Charges	2017-18	2016-17
	\$	\$
(a) Utilities	149,483.34	193,918.48
(b) Food	-	-
(c) Administrative Expenses	73,531.70	82,624.49
(d) Stores and Equipment	174,626.63	132,917.35
(e) Repair and Maintenance	22,798.40	44,673.20
(f) Special Allowances	-	-
(g) Programme Expenses	447,376.40	371,124.38
(h) Transportation and Travelling	5,347.00	7,222.90
(i) Insurance	50,533.12	52,391.87
(j) Miscellaneous	30,888.87	41,365.94
Total	954,585.46	926,238.61

7a. Special One-off Grant Payments

Details of Special One-off Grant Payments are as follows:

Special one-off Grant Payments	2017-18	2016-17
	\$	\$
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
	-	-

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

	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
	\$	\$	\$	\$	\$
Income					
Lump Sum Grant	14,842,112.00	-	-	-	14,842,112.00
Special One-off Grant	-	-	-	-	-
Fee Income	-	-	-	-	-
Other Income	261,782.30	-	-	-	261,782.30
Interest Received (Note (1))	779.14	-	-	-	779.14
Rent and Rates	-	-	171,864.00	-	171,864.00
Central Items	-	-	-	-	-
Total Income (a)	15,104,673.44	-	171,864.00	-	15,276,537.44
Expenditure					
Personal Emoluments	13,065,182.80	-	-	-	13,065,182.80
Other Charges	954,585.46	-	-	-	954,585.46
Rent and Rates	-	-	153,933.22	-	153,933.22
Central Items	-	-	-	-	-
Special One-off Grant Payments	-	-	-	-	-
Total Expenditure (b)	14,019,768.26	-	153,933.22	-	14,173,701.48
Surplus/(Deficit) for the Year (a) - (b)	1,084,905.18	-	17,930.78	-	1,102,835.96
Less : Surplus of Provident Fund	(209,930.55)	-	-	-	(209,930.55)
Surplus/(Deficit) b/f (Note (2))	874,974.63	-	17,930.78	-	892,905.41
	4,897,027.34	-	(146,177.20)	-	4,750,850.14
Less: Refund to Government	-	-	-	-	-
Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmiry Care Supplementary (Note (3))	-	-	-	-	-
Surplus/(Deficit) c/f (Note (4))	5,772,001.97	-	(128,246.42)	-	5,643,755.55

Notes:

- (1) Interest received on LSG and Provident Fund reserves, rent and rates, central items, Special One-off Grant are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance Lump Sum Grant Surplus b/f from previous years (including holding account) and all interest received in previous years should be included in the surplus b/f under LSG.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmiry 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 Provident Fund expenditure) for the year.