

**ANNUAL FINANCIAL REPORT**  
**NGO: HONG KONG REHABILITATION POWER**  
**1 APRIL 2014 TO 31 MARCH 2015**

	Notes	2014-15 HK\$	2013-14 HK\$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	3,107,376	2,373,856
b. Provident Fund	1c	150,393	109,971
2. Special One-off Grant		-	-
3. Fee Income	2	-	-
4. Central Items	3	183,172	236,244
5. Rent and Rates	4	52,395	52,395
6. Other Income	5	-	-
7. Interest Received		11	6
<b>TOTAL INCOME</b>		3,493,347	2,772,472
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		1,743,652	1,851,354
b. Provident Fund	1c	81,966	119,544
c. Allowances		-	-
Sub-total	6	1,825,618	1,970,898
2. Other Charges	7	1,074,675	554,516
3. Central Items	3	151,856	200,240
4. Rent and Rates	4	115,848	111,948
5. Special One-off Grant Payments	7a	-	-
<b>TOTAL EXPENDITURE</b>		3,167,997	2,837,602
<b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>	8	325,350	(65,130)

SIGNATURE



YIP CHAM KAI  
CHAIRMAN

DATE: - 3 FEB 2016

SIGNATURE



NG WING KI  
NGO HEAD

DATE: - 3 FEB 2016

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 1. Lump Sum Grant

- a. **Basis of preparation** The Annual Financial Report (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. Please note that the PF received and contributed for staff under the Central Items have been shown under 3. In other words, such PF should not be included here (paragraph 3.12 of LSG Manual). Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u>	<u>6.8% and Other Posts</u>	<u>Total</u>
	HK\$	HK\$	HK\$
Subvention Received	-	150,393	150,393
Provident Fund Contribution Paid during the Year	-	(81,966)	(81,966)
Surplus/(Deficit) for the Year	-	68,427	68,427
<b>Add: Surplus/(Deficit) b/f</b>	-	201,163	201,163
<b>Surplus/(Deficit) c/f</b>	-	<b>269,590</b>	<b>269,590</b>

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.

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 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 PF 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). The income and expenditure of each of the Central Items are as follows:

	2014-15 HK\$	2013-14 HK\$
<b><u>a. Income</u></b>		
Regularized Programme Assistants / Care Assistants	123,172	183,744
Financial Incentive Scheme for Mentors of Employees with Disabilities	60,000	52,500
	183,172	236,244
<b><u>b. Expenditure</u></b>		
Regularized Programme Assistants / Care Assistants	143,356	200,240
Financial Incentive Scheme for Mentors of Employees with Disabilities	8,500	-
	151,856	200,240

### 4. Rent & 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.

### 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. However, treatment of fees and charges as specified under paragraphs 2.27 to 2.28 of LSG Manual remains unchanged (paragraph 3.9 of LSG Manual).

### 6. Personal Emoluments

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

The analysis on number of posts with annual Personal Emoluments over \$500,000 each is appended below:

Analysis of Personal Emoluments	No of Posts	HK\$
HK\$500,001 - HK\$600,000 p.a.	1	505,785
HK\$600,001 - HK\$700,000 p.a.	-	-
HK\$700,001 - HK\$800,000 p.a.	-	-
HK\$800,001 - HK\$900,000 p.a.	-	-
HK\$900,001 - HK\$1,000,000 p.a.	-	-
>HK\$1,000,000 p.a.	-	-

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 7. Other Charges

The breakdown on Other Charges is as follows:

	<b>2014-15</b>	<b>2013-14</b>
<b>Other Charges</b>	<b>HK\$</b>	<b>HK\$</b>
(a) Utilities	140,046	146,970
(b) Food	-	-
(c) Administrative Expenses	433,782	69,220
(d) Stores and Equipment	-	-
(e) Repair and Maintenance	99,159	52,040
(f) Special Allowances	207,932	209,779
(g) Programme Expenses	92,177	21,646
(h) Transportation and Travelling	53,290	19,391
(i) Insurance	28,720	22,012
(j) Miscellaneous	19,569	13,458
<b>Total</b>	<b>1,074,675</b>	<b>554,516</b>

### 7a. Special One-off Grant Payments

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

	<b>2014-15</b>	<b>2013-14</b>
<b>Special one-off Grant Payments</b>	<b>HK\$</b>	<b>HK\$</b>
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
<b>Total</b>	-	-

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 8. Analysis of Reserve Fund (Year 2014-15)

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent & Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
<b>Income</b>					
Lump Sum Grant	3,257,769	-	-	-	3,257,769
Special One-off Grant	-	-	-	-	-
Fee Income	-	-	-	-	-
Other Income	-	-	-	-	-
Interest Received (Note(1))	11	-	-	-	11
Rent and Rates	-	-	52,395	-	52,395
Central Items	-	-	-	183,172	183,172
<b>Total Income (a)</b>	<b>3,257,780</b>	<b>-</b>	<b>52,395</b>	<b>183,172</b>	<b>3,493,347</b>
<b>Expenditure</b>					
Personal Emoluments	1,825,618	-	-	-	1,825,618
Other Charges	1,074,675	-	-	-	1,074,675
Rent and Rates	-	-	115,848	-	115,848
Central Items	-	-	-	151,856	151,856
Special One-off Grant Payments	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>2,900,293</b>	<b>-</b>	<b>115,848</b>	<b>151,856</b>	<b>3,167,997</b>
<b>Surplus / (Deficit) for the Year (a) - (b)</b>	<b>357,487</b>	<b>-</b>	<b>(63,453)</b>	<b>31,316</b>	<b>325,350</b>
Less: Surplus / (Deficit) of Provident Fund	68,427	-	-	-	68,427
	289,060	-	(63,453)	31,316	256,923
<b>Surplus/(Deficit) b/f (Note(2))</b>	<b>(82,908)</b>	<b>-</b>	<b>(104,648)</b>	<b>994</b>	<b>(186,562)</b>
	206,152	-	(168,101)	32,310	70,361
Add: Transfer of cumulative unspent balance of permanent / time-defined Programme Assistants / Care Assistant as at 30.11.2014 upon the change of funding mode from Central Item to Lump Sum Grant with effect from 1.12.2014 (Note (3))	-	-	-	-	-
Less: Refund to Government	-	-	-	-	-
Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmity Care Supplementary (Note (4))	-	-	-	-	-
<b>Surplus / (Deficit) c/f (Note (5))</b>	<b>206,152</b>	<b>-</b>	<b>(168,101)</b>	<b>32,310</b>	<b>70,361</b>

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 8. Analysis of Reserve Fund (Year 2014-15) (Continued)

#### Notes:

- (1) All the interest received 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 and all interest received in previous years are included in the surplus b/f under LSG.
- (3) Amount of cumulative unspent balance as at 30.11.2014 (i.e. amount of surplus c/f) for permanent / time-defined Care Assistant and Programme Assistant posts, if any, as per Schedule for Central Items.
- (4) Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmity Care Supplement, if any, as per Schedule for Central Items.
- (5) The level of LSG cumulative reserve (i.e. S) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.