


# ANNUAL FINANCIAL REPORT


## NGO: THE CHILD DEVELOPMENT CENTRE

1 APRIL 2011 to 31 MARCH 2012

	Notes	2011-12 \$	2010-11 \$
<b>A. INCOME</b>			
1. Lump Sum Grant		3,354,273	2,200,961
a. Lump Sum Grant (excluding Provident Fund)	1b	3,159,142	2,076,871
b. Provident Fund	1c	195,131	124,090
2. Special One-off Grant		-	-
3. Fee Income	2	-	-
4. Central Items	3	85,846	62,796
5. Rent and Rates	4	792,261	9,450
6. Other Income	5	-	-
7. Interest Received		-	-
<b>TOTAL INCOME</b>		4,232,380	2,273,207
 <b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		3,230,767	2,193,209
b. Provident Fund	1c	116,142	102,287
c. Allowances		-	-
Sub-total	6	3,346,909	2,295,496
2. Other Charges	7	-	-
3. Central Items	3	84,217	62,796
4. Rent and Rates	4	481,507	3,300
5. Special One-off Grant Payments	7a	-	-
<b>TOTAL EXPENDITURE</b>		3,912,633	2,361,592
 <b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>			
	8	319,747	(88,385)

SIGNATURE

  
CHAIRMAN  
DATE: 17 December 2012

  
CHIEF EXECUTIVE  
DATE: DEC 17. 2012

## 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 **should not be 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 should be shown under 3. In other words, such PF should **not** be included here (LSG Circular No.1/2001).  
Details are analysed below :

<u>Provident Fund Contribution</u>	<b>Snapshot Staff</b>	<b>6.8% and Other Posts</b>	<b>Total</b>
	\$	\$	\$
Subvention Received	-	195,131	195,131
Provident Fund Contribution Paid during the Year	-	(116,142)	(116,142)
Surplus/ (Deficit) for the Year	-	78,989	78,989
<u>Add</u> : Surplus/(Deficit) b/f	-	42,149	42,149
<b>Surplus/(Deficit) c/f</b>	<b>-</b>	<b>121,138</b>	<b>121,138</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
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 should be separately included as part of the income and expenditure of the relevant items (LSG Circular No.1/2001). The income and expenditure of each of the Central Items are as follows:

<b>a. Income</b>	<b>2011-12</b>	<b>2010-11</b>
	\$	\$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmiry Care Supplement for the Aged Blind Person	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmiry Care Supplement for Residential Elderly Services	-	-
Dementia Supplement for Day Care Centres/units for the Elderly	-	-
Foster Care Allowance/Emergency Foster Care Allowance	-	-
After School Care Programme	-	-
Permanent and Time-defined Programme Assistants/Care Assistants for Elderly Services and Rehabilitation Medical and Social Services	-	-
Temporary Financial Aid	-	-
Emergency Fund	-	-
Time-defined Subsidy Scheme for Extended Hours Child Care Services	-	-
Visiting Medical Practitioner Scheme <sup>1</sup>	-	-
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Programme Work posts extended for one year in 2011-12	-	-
Regularized Programme Assistant (PA)/Care Assistants (CA)	85,846	62,796
Subsidy under the Home Environment Improvement Scheme for the Elderly	-	-
Short-term Rental Assistance to Newly Discharged Prisoners	-	-
One-off Supplementary Grant for Service Re-engineering Plan of the Factory for the Blind	-	-
Overnight On-site-on-call Allowance	-	-
Neighbourhood Service Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reducdtion/waiving	-	-
<b>Total</b>	<b>85,846</b>	<b>62,796</b>

<sup>1</sup> Visiting Medical Practitioner Scheme has ceased to be a Central Item with effect from 1 August 2009.

<b>b. Expenditure</b>	<b>2011-12</b>	<b>2010-11</b>
	<b>\$</b>	<b>\$</b>
Dementia Supplement for Elderly with Disabilities	-	-
Infirmiry Care Supplement for the Aged Blind Person	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmiry Care Supplement for Residential Elderly Services	-	-
Dementia Supplement for Day Care Centres/units for the Elderly	-	-
Foster Care Allowance/Emergency Foster Care Allowance	-	-
After School Care Programme	-	-
Permanent and Time-defined Programme Assistants/Care Assistants for Elderly Services and Rehabilitation Medical and Social Services	-	-
Temporary Financial Aid	-	-
Emergency Fund	-	-
Time-defined Subsidy Scheme for Extended Hours Child Care Services	-	-
Visiting Medical Practitioner Scheme <sup>1</sup>	-	-
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Programme Work posts extended for one year in 2011-12	-	-
Regularized Programme Assistant (PA)/Care Assistants (CA)	84,217	62,796
Subsidy under the Home Environment Improvement Scheme for the Elderly	-	-
Short-term Rental Assistance to Newly Discharged Prisoners	-	-
One-off Supplementary Grant for Service Re-engineering Plan of the Factory for the Blind	-	-
Overnight On-site-on-call Allowance	-	-
Neighbourhood Service Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reducdtion/waiving	-	-
<b>Total</b>	<b>84,217</b>	<b>62,796</b>

- 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 should not be 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 be included as Other Income in AFR. However, treatment of fees and charges as specified under para.2.29 to 2.30 of the Manual remains unchanged (LSG Circular No.1/2001).
- 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:

<b>Analysis of Personal Emoluments</b>	<b>No of Posts</b>	<b>\$</b>
HK\$500,001 - HK\$600,000 p.a.	-	-
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.	-	-

**7. Other Charges**

The breakdown on Other Charges is as follows :

	<b>2011 - 12</b>	<b>2010 - 11</b>
<b>Other Charges</b>	<b>\$</b>	<b>\$</b>
(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	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

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

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

	<b>2011 - 12</b>	<b>2010 - 11</b>
<b>Special one-off Grant Payment</b>	<b>\$</b>	<b>\$</b>
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
<b>Total</b>	<u>-</u>	<u>-</u>

## 8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
	\$	\$	\$	\$	\$
<b>Income</b>					
Lump Sum Grant	3,354,273	-	-	-	3,354,273
Special One-off Grant	-	-	-	-	-
Fee Income	-	-	-	-	-
Other Income	-	-	-	-	-
Interest Received (Note (1))	-	-	-	-	-
Rent and Rates	-	-	792,261	-	792,261
Central Items	-	-	-	85,846	85,846
<b>Total Income (a)</b>	<b>3,354,273</b>	<b>-</b>	<b>792,261</b>	<b>85,846</b>	<b>4,232,380</b>
<b>Expenditure</b>					
Personal Emoluments	3,346,909	-	-	-	3,346,909
Other Charges	-	-	-	-	-
Rent and Rates	-	-	481,507	-	481,507
Central Items	-	-	-	84,217	84,217
Special One-off Grant Payments	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>3,346,909</b>	<b>-</b>	<b>481,507</b>	<b>84,217</b>	<b>3,912,633</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>7,364</b>	<b>-</b>	<b>310,754</b>	<b>1,629</b>	<b>319,747</b>
Less : Surplus/(Deficit) of Provident Fund	78,989	-	-	-	78,989
	(71,625)	-	310,754	1,629	240,758
<b>Surplus/(Deficit) b/f (Note (2))</b>	<b>-</b>	<b>-</b>	<b>9,600</b>	<b>-</b>	<b>9,600</b>
	(71,625)	-	320,354	1,629	250,358
Less : Recovery of surplus	-	-	-	-	-
Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmiry Care Supplementary (Note (3))	-	-	-	-	-
Income for 2010/2011	-	-	320,354	-	320,354
Add : Deficit absorb by Agency	71,625	-	-	-	71,625
<b>Surplus/(Deficit) c/f (Note (4))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,629</b>	<b>1,629</b>

### Notes:

- (1) Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant should all be 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 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 Programme Assistants, Care Assistants, Dementia Supplement and Infirmiry Care Supplement, if any, as per **Annex 2**.
- (4) 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.

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1st April 2011 to 31st March 2012**

Name of Agency : The Child Development Centre

Unit Code and Name (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the Year			Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
					Deficit (Note 3) (b)	Deficit transferred to LSC (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)		
	Dementia Supplement for Elderly with Disabilities	\$	\$	\$	\$	\$	\$	N.A.	N.A.
	Infirmary Care Supplement for the Aged Blind Persons							N.A.	N.A.
	Dementia Supplement for Residential Elderly Services							N.A.	N.A.
	Infirmary Care Supplement for Residential Elderly services							N.A.	N.A.
	Dementia Supplement for Day Care Centres/Units for the Elderly							N.A.	N.A.
	Foster Care Allowance / Emergency Foster Care Allowance							N.A.	N.A.
	After School Care Programme							N.A.	N.A.
	Programme Assistants / Care Assistant (Permanent) - Elderly Services							N.A.	N.A.
498 - The Child Development Centre	Programme Assistants / Care Assistant (Permanent) - Rehabilitation Medical and Social Services	85,846	84,217	1,629	-	N.A.	-	N.A.	N.A.
	Temporary Financial Aid					N.A.			
	Emergency Fund					N.A.			
	Extension of Time-defined Subsidy Scheme for Extended Hours Child Care Service (1 April 2011 - 31 March 2014)					N.A.		N.A.	
	Visiting Medical Practitioner Scheme	N.A.		N.A.		N.A.			
	Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG- cum-CCC and Residential CCC					N.A.			
	Triang Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services					N.A.			
	Programme Work posts extended for one year in 2011-12					N.A.		N.A.	N.A.
	Regularized Programme Assistants (PA) / Care Assistants (CA)					N.A.		N.A.	N.A.
N.A.	Subsidy under the Home Environment Improvement Scheme for the Elderly					N.A.			
	Overnight On-site-on-call Allowance								
	Neighbourhood Service Child Care Project - Contract Subsidy								
	Neighbourhood Service Child Care Project - Subsidy for Fee Reduction/Waiving								
<b>TOTAL</b>		85,846	84,217	1,629	-	-	-	-	-



**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1st April 2011 to 31st March 2012**

**Notes :**

1. The figures for the whole financial year can be extracted from the paylist for March (Final) of the financial year.
2. Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
3. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
4. Deficit i.e. the following central items arising from salary adjustment can be transferred to the Lump Sum Grant Reserve as stated in our letter ref. (23) in SWD/S/104/2 Pt. 4 dated 16 July 2008.
  - (i) Dementia Supplement for Elderly with Disabilities
  - (ii) Infirmary Care Supplement for the Aged Blind Persons
  - (iii) Dementia Supplement for Residential Elderly Services
  - (iv) Infirmary Care Supplement for Residential Elderly services
  - (v) Regularized Programme Assistants (PA) / Care Assistants (CA)
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 plus surplus, if any, arising from operations in current year.
7. Unit codes and names assigned by SWD should be filled, if available.
8. As the above schedule may not be exhaustive in content, any relevant details in respect of central items released and/or expended during the year may also be included, where appropriate.

## Schedule for Rent and Rates

## Analysis of Subvention and Expenditure for the period from 01-04-2011 to 31-03-2012

Name of Agency : THE CHILD DEVELOPMENT CENTRE

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
2010/2011		\$	\$	\$	\$
A498 - The Child Development Centre	Rent (Note 3)	310,193	-	310,193	
	Rates	10,161	-	10,161	
	Total	320,354	-	320,354	
2011/2012					
A498 - The Child Development Centre	Rent (Note 3)	453,103	453,103	-	
	Rates	28,404	28,404	-	
	Total	481,507	481,507	-	
	Rent (Note 3) Rates				
	Total				
	Rent (Note 3) Rates				
	Total				
	Rent (Note 3) Rates				
	Total				
	Grand Total	801,861	481,507	320,354	-

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.