

ANNUAL FINANCIAL REPORT

NGO: THE CHILD DEVELOPMENT CENTRE

1 APRIL 2013 to 31 MARCH 2014

	Notes	2013-14 \$	2012-13 \$
A. INCOME			
1. Lump Sum Grant		3,684,878	3,547,163
a. Lump Sum Grant (excluding Provident Fund)	1b	3,470,523	3,340,739
b. Provident Fund	1c	214,355	206,424
2. Special One-off Grant		-	-
3. Fee Income	2	-	-
4. Central Items	3	93,581	87,941
5. Rent and Rates	4	489,170	496,833
6. Other Income	5	-	-
7. Interest Received		-	-
TOTAL INCOME		4,267,629	4,131,937
 B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		3,539,693	3,408,219
b. Provident Fund	1c	146,763	148,089
c. Allowances		-	-
Sub-total	6	3,686,456	3,556,308
2. Other Charges	7	-	-
3. Central Items	3	92,003	86,459
4. Rent and Rates	4	489,170	489,170
5. Special One-off Grant Payments	7a	-	-
TOTAL EXPENDITURE		4,267,629	4,131,937
 C. SURPLUS/(DEFICIT) FOR THE YEAR			
	8	-	-

SIGNATURE

Sumit

CHAIRMAN

DATE:

[Signature]

CHIEF EXECUTIVE

DATE:

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. Details are analysed below :

<u>Provident Fund Contribution</u>	Snapshot Staff	6.8% and Other Posts	Total
	\$	\$	\$
Subvention Received	-	214,355	214,355
Provident Fund Contribution Paid during the Year	-	(146,763)	(146,763)
Surplus/ (Deficit) for the Year	-	67,592	67,592
<u>Add</u> : Surplus/(Deficit) b/f	-	179,473	179,473
Surplus/(Deficit) c/f	-	247,065	247,065

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.

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:

a. Income	2013-14	2012-13
	\$	\$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmity Care Supplement for the Aged Blind Person	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmity 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/or 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	-	-
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 2013-14	-	-
Regularized Programme Assistant (PA)/Care Assistants (CA)	93,581	87,941
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	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reduction/waiving	-	-
Time-defined Supplementary Grant to Operator of Wing Lung Bank Golden Jubilee Sheltered Workshop & Hostel/ Hang Ngai Workshop & Hostel	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Cluster-based Foster Home Pool	-	-
Total	93,581	87,941

b. Expenditure	2013-14 \$	2012-13 \$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmity Care Supplement for the Aged Blind Person	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmity 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/or Time-defined Programme Assistants (PA)/Care Assistants (CA) for Elderly Services and Rehabilitation Medical and Social Services	-	-
Temporary Financial Aid	-	-
Emergency Fund	-	-
Time-defined Subsidy Scheme for Extended Hours Child Care Services	-	-
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 2013-14	-	-
Regularized PA/CA	92,003	86,459
Subsidy under the Home Environment Improvement Scheme for the Elderly	-	-
Short-term Rental Assistance to Newly Discharged Persons	-	-
One-off Supplementary Grant for Service Re-engineering Plan of the Factory for the Blind	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reduction/waiving	-	-
Time-defined Supplementary Grant to Operator of Wing Lung Bank Golden Jubilee Sheltered Workshop & Hostel/ Hang Ngai Workshop & Hostel	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Cluster-based Foster Home Pool	-	-
Total	92,003	86,459

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.
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\$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 :

	2013 - 14	2012 - 13
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	-	-
Total	-	-

7a. Special One-off Grant Payments

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

	2013 - 14	2012 - 13
Special one-off Grant Payments	\$	\$
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
Total	<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
	\$	\$	\$	\$	\$
Income					
Lump Sum Grant	3,684,878	-	-	-	3,684,878
Special One-off Grant	-	-	-	-	-
Fee Income	-	-	-	-	-
Other Income	-	-	-	-	-
Interest Received (Note (1))	-	-	-	-	-
Rent and Rates	-	-	489,170	-	489,170
Central Items	-	-	-	93,581	93,581
Total Income (a)	3,684,878	-	489,170	93,581	4,267,629
Expenditure					
Personal Emoluments	3,686,456	-	-	-	3,686,456
Other Charges	-	-	-	-	-
Rent and Rates	-	-	489,170	-	489,170
Central Items	-	-	-	92,003	92,003
Special One-off Grant Payments	-	-	-	-	-
Total Expenditure (b)	3,686,456	-	489,170	92,003	4,267,629
Surplus/(Deficit) for the Year (a) - (b)	(1,578)	-	-	1,578	-
Less: Surplus/(Deficit) of Provident Fund	67,592	-	-	-	67,592
	(69,170)	-	-	1,578	(67,592)
Surplus/(Deficit) b/f (Note (2))	-	-	-	3,111	3,111
	(69,170)	-	-	4,689	(64,481)
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))	-	-	-	-	-
Add: Deficit absorb by Agency	69,170	-	-	-	69,170
Surplus/(Deficit) c/f (Note (4))	-	-	-	4,689	4,689

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 LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmiry Care Supplement, if any, as per Schedule of Central Items.
- (4) The level of LSG cumulative reserve 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 2013 to 31st March 2014**

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)+(g)-(d)
					Deficit (Note 3) (b)	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.
	Programme Assistants / Care Assistant (Permanent) - Rehabilitation Medical and Social Services						N.A.	N.A.
	Temporary Financial Aid						N.A.	N.A.
	Emergency Fund						N.A.	N.A.
498 - The Child Development Centre	Extension of Time-defined Subsidy Scheme for Extended Hours Child Care Service (1 April 2011 - 31 March 2014)	93,581	92,003	1,578	-	-	3,111	4,689
	Visiting Medical Practitioner Scheme	N.A.		N.A.				
	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 Worker posts extended for one year in 2013-14							
	Regularized Programme Assistants (PA) / Care Assistants (CA)							
N.A.	Subsidy under the Home Environment Improvement Scheme for the Elderly							
	Overnight On-site-on-call Allowance							
	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy							
	NSCCP - Subsidy for Fee Reduction/Waiving							
	Time-defined Subsidy Scheme for Occasional Child Care Service							
	Financial Incentive Scheme for Mentors of Employees with Disabilities							
	Cluster-based Foster Home Pool							
TOTAL		93,581	92,003	1,578	-	-	3,111	4,689

Schedule for Central Items
Analysis of Subvention and Expenditure for the Period from 1st April 2013 to 31st March 2014

Notes :

1. The figures for the whole financial year are extracted from the payroll 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.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. (16) in SWD/S/104/2 Pt.12 dated 17 July 2013.
 - (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 are extracted from the payroll from SWD.

Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 01-04-2013 to 31-03-2014

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)
2012/2013		\$	\$	\$	\$
A498 - The Child Development Centre	Rent (Note 3)	-	-	-	
	Rates	-	-	-	
	Total	-	-	-	
2013/2014					
A498 - The Child Development Centre	Rent (Note 3)	460,766	460,766	-	
	Rates	28,404	28,404	-	
	Total	489,170	489,170	-	
	Rent (Note 3)				
	Rates				
	Total				
	Rent (Note 3)				
	Rates				
	Total				
	Rent (Note 3)				
	Rates				
	Total				
	Grand Total	489,170	489,170	-	-

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.