LUTHERAN PHILIP HOUSE LIMITED

FOR THE YEAR ENDED 31 MARCH 2016

(Re: Lump Sum Grant)

ANNUAL FINANCIAL REPORT

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Certified Public Accountants (Practising)
譚張麗嫦會計師事務所

ANNUAL FINANCIAL REPORT
LUTHERAN PHILIP HOUSE LIMITED
1 APRIL 2015 to 31 MARCH 2016

	Notes	2015-16 HK$	2014-15 HK$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	**4,227,202.00**	3,861,244.00
b. Provident Fund	1c	**279,018.00**	251,825.00
2. Special One-off Grant		**-**	-
3. Fee Income	2	**132,506.40**	115,777.60
4. Central Items	3	**63,217.00**	50,520.00
5. Rent and Rates	4	**-**	-
6. Other Income	5	**0.06**	1,000.00
7. Interest Received		**406.60**	406.55
TOTAL INCOME		**4,702,350.06**	4,280,773.15
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		**3,837,069.10**	3,440,989.10
b. Provident Fund	1c	**192,571.82**	168,998.05
c. Allowances		**93,866.20**	117,961.16
d. Relief Worker		**29,015.00**	-
e. Statutory		**-**	-
Sub-total	6	**4,152,522.12**	3,727,948.31
2. Other Charges	7	**329,732.65**	309,544.98
3. Central Items	3	**44,773.00**	21,507.00
4. Rent and Rates	4	**-**	-
5. Special One-off Grant Payments	7a	**-**	-
TOTAL EXPENDITURE		**4,527,027.77**	4,059,000.29
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	**175,322.29**	221,772.86

LEUNG YET MAN
Chairperson
Date: 25 OCT 2016

LEE KWOK CHUEN
General Secretary
Date: 25 OCT 2016

LUTHERAN PHILIP HOUSE LIMITED

NOTES TO THE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

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 :

Provident Fund Contribution	**Snapshot Staff HK$**	**6.8% and Other Posts HK$**	**Total HK$**
Subvention Received	19,536.00	259,482.00	279,018.00
Provident Fund Contribution Paid during the Year	19,536.00	173,035.82	192,571.82
Surplus/ (Deficit) for the Year	-	86,446.18	86,446.18
Add: Surplus/(Deficit) b/f	61,236.43	1,024,828.96	1,086,065.39
Transfer from Snapshot Staff to 6.8% and other posts	(40,858.43)	40,858.43	-
Less: Refund to Government	(22,097.00)	-	(22,097.00)
Surplus/(Deficit) c/f	**(1,719.00)**	**1,152,133.57**	**1,150,414.57**

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:

3. Central Items (Cont'd)

a. Income	**2015-16 HK$**	2014-15 HK$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmary Care Supplement for the Aged Blind Person	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmary 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	-	-
Temporary Financial Aid	-	-
Emergency Fund	-	-
Time-defined Subsidy Scheme for Extended Hours Child Care Services	**31,417.00**	18,720.00
Training Subsidy Programme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Short-term Rental Assistance	-	-
One-off Supplementary Grant for Service Re-engineering Plan of the Factory Section 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	-	-
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	-	-
Time-defined Subsidy Scheme for Occasional Child Care Services	**31,800.00**	31,800.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	-	-
Enhanced After School Care Programme	-	-
Cluster-based Foster Home Pool	-	-
Total	**63,217.00**	50,520.00

3. Central Items (Cont'd)

b. Expenditure	**2015-16 HK$**	2014-15 HK$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmary Care Supplement for the Aged Blind Person	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmary 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	-	-
Temporary Financial Aid	-	-
Emergency Fund	-	-
Time-defined Subsidy Scheme for Extended Hours Child Care Services	-	-
Training Subsidy Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Short-term Rental Assistance	-	-
One-off Supplementary Grant for Service Re-engineering Plan of the Factory Section 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	-	-
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC	**44,773.00**	21,507.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	-	-
Enhanced After School Care Programme	-	-
Cluster-based Foster Home Pool	-	-
Total	**44,773.00**	21,507.00

4. Rent and 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.

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.	Nil	Nil
HK$600,001 - HK$700,000 p.a.	Nil	Nil
HK$700,001 - HK$800,000 p.a.	Nil	Nil
HK$800,001 - HK$900,000 p.a.	Nil	Nil
HK$900,001 - HK$1,000,000 p.a.	Nil	Nil
>HK$1,000,000 p.a.	Nil	Nil

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	2015-16 HK$	2014-15 HK$
(a) Utilities	**3,848.00**	3,978.00
(b) Food	**27,510.78**	24,864.50
(c) Administrative Expenses	**86,800.10**	93,492.30
(d) Stores and Equipment	**40,125.92**	34,744.22
(e) Repair and Maintenance	**7,645.00**	4,192.90
(f) Special Allowances	**-**	-
(g) Programme Expenses	**100,573.55**	97,790.80
(h) Transportation and Travelling	**32,867.40**	34,283.20
(i) Insurance	**1,781.00**	1,608.00
(j) Staff Development	**-**	300.00
(k) Miscellaneous	**28,580.90**	14,291.06
Total	**329,732.65**	309,544.98

7a. Special One-off Grant Payments

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

Special one-off Grant Payments	2015-16 HK$	2014-15 HK$
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
Total	**-**	**-**

8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	**Special One-off Grant (SOG)**	**Rent and Rates**	**Central Items**	**Total**
	HK$	HK$	HK$	HK$	**HK$**
Income					
Lump Sum Grant	4,506,220.00	-	-	-	4,506,220.00
Special One-off Grant	-	-	-	-	-
Fee Income	132,506.40	-	-	-	132,506.40
Other Income	0.06	-	-	-	0.06
Interest Received **(Note (1))**	406.60	-	-	-	406.60
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	63,217.00	63,217.00
Total Income (a)	4,639,133.06	-	-	63,217.00	4,702,350.06
Expenditure					
Personal Emoluments	4,152,522.12	-	-	-	4,152,522.12
Other Charges	329,732.65	-	-	-	329,732.65
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	44,773.00	44,773.00
Special One-off Grant Payments	-	-	-	-	-
Total Expenditure (b)	4,482,254.77	-	-	44,773.00	4,527,027.77
Surplus/(Deficit) for the Year (a) - (b)	156,878.29	-	-	18,444.00	175,322.29
Less: Surplus/(Deficit) of Provident Fund	86,446.18	-	-	-	86,446.18
	70,432.11	-	-	18,444.00	88,876.11
Surplus/(Deficit) b/f (Note (2))	2,490,717.00	-	(18,392.00)	194,753.00	2,667,078.00
	2,561,149.11	-	(18,392.00)	213,197.00	2,755,954.11
Less: Refund to Government	-	-	-	95,910.00	95,910.00
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary **(Note (3))**	-	-	-	-	
Surplus/(Deficit) c/f (Note (4))	2,561,149.11	-	(18,392.00)	117,287.00	2,660,044.11

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 Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of Central Items.

(4) The level of LSG cumulative reserve (i.e. HK$2,561,149.11) 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 1.4.2015 to 31.3.2016

Name of Agency: LUTHERAN PHILIP HOUSE LIMITED (0492)

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the Year			Refund to Government	Surplus b/f (Note 5) (e)	Surplus c/f (Note 5) (d)=(e)+(a)-(b)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note4) (c)	Adjusted Deficit (d)=(b)-(c)			
		HK$	HK$	HK$	HK$				HK$	HK$
(3922) Hing Man CCC	Extension of Time-defined Subsidy Scheme For Extended Hours Child Care Service (Time -Defined 31/03/2017)	18,720.00	-	18,720.00	-	-	-	56,160.00	74,880.00	37,440.00
(0492) ALL CCC	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Works in Pre-school Rehabilitation Services	-	-	-	-	-	-	-	3,550.00 -	3,550.00 -
(0492) ALL CCC	Training Subsidy under Training Scheme for Standalone Child Care Centre Kindergarten-cum-Child Care Centre and Residential Child Care Centre	-	44,773.00	(44,773.00)	-	-	-	-	44,773.00	-
(6355) ALL CCC	Time Defined Subsidy Scheme for Occasional Child Care Service (Time -Defined 31/03/2017)	31,800.00	-	31,800.00	-	-	-	39,750.00	71,550.00	63,600.00
(T492) ALL CCC	Extended Hours Service (EHS) Users (Time -Defined 31/8/2018)	12,697.00	-	12,697.00	-	-	-	-	-	12,697.00
TOTAL		63,217.00	44,773.00	18,444.00	-	-	-	95,910.00	194,753.00	117,287.00

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.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.(64) in SWD/S/104/2 Pt.14 dated 22 July 2015.
   (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 paylist from SWD.
8. The income and expenditure for the Special one-off Subsidy for Better Care for Elderly Persons with Dementia or Requiring Infirmary Care as allocated via SWD's letter ref SWD/S/E/RC/3 Pt.4 dated 4 March 2015 should also be included in the income/expenditure of the respective items.
9. The central items as listed above may not be exhaustive and any relevant details of central items released and/or expended during the year, where appropriate, should also be included.

Schedule for Investment

Analysis of Investment as at 31 March 2016

Agency: LUTHERAN PHILIP HOUSE LIMITED

	2016	2015
	HK$'000	HK$'000
LSG Reserve as at 31 March	**3,711**	3,576

Represented by:

Investments		
a. HKD Bank Account Balances	**3,711**	3,576
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	-	-
d. HKD Certificate of Deposits	-	-
e. HKD Bonds (see appendix for breakdown)	-	-
f. Loan to centres for cash flow	-	-
	3,711	3,576

Note: The investments should be reported at historical cost.

Remarks:

	2016	2015
	HK$	HK$
LSG surplus	**2,561,149.11**	2,490,717.00
P. Fund surplus	**1,150,414.57**	1,086,056.39
	3,711,563.68	3,576,773.39

Confirmed by:-

LEUNG YET MAN
Chairperson
Date : 25 OCT 2016

LEE KWOK CHUEN
General Secretary
Date : 25 OCT 2016