

**THE BOYS' BRIGADE, HONG KONG**  
香港基督少年軍

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**



**REVIEW REPORT TO THE EXECUTIVE COMMITTEE MEMBERS OF  
THE BOYS' BRIGADE, HONG KONG (the "Charity")  
(incorporated in Hong Kong with limited liability by guarantee)**

We have audited the financial statements of the Charity for the year ended 31 March 2016 and have issued an unqualified auditor's report thereon dated 14 June 2016.


We conducted our review of the attached Annual Financial Report on pages 2 to 12 of the Charity for the year ended 31 March 2016 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the Charity, on which the above audited financial statements of the Charity are based.

**REVIEW CONCLUSIONS**

On the basis of the results of our review and having regard to the audit procedures performed by us in relation to the audit of the financial statements of the Charity for the year ended 31 March 2016:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Charity; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Charity has not:
  - i. properly accounted for the receipt of Lump Sum Grant, Provident Fund, Tide-over Grant and other social welfare subventions and expenditure in respect of Funding and Services Agreement activities and support services;
  - ii. kept separate Operating Income and Expenditure Account for each subvented service unit as required by the Lump Sum Grant Manual (LSG Manual) published by the Social Welfare Department of the Government of the HKSAR;
  - iii. prepared the Annual Financial Report in accordance with the format and requirements set out in the LSG Manual; and
  - iv. employed the staff quoted in the Tide-over Grant and Provident Fund arrangements during the year ended 31 March 2016.

This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.

  
**Roger Kam & Co.**  
**Certified Public Accountants (Practising)**

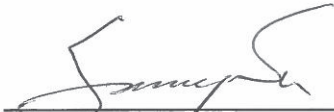
Hong Kong, 6 December 2016

AGENCY CODE AND NAME: THE BOYS' BRIGADE, HONG KONG (060)


ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

	Note	2015-2016 HK\$	2014-2015 HK\$	Remarks
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	3,398,287.00	3,251,913.00	
b. Provident Fund	1c	252,241.00	222,719.00	
2. Special One-off Grant		-	-	
3. Fee Income	2	-	-	
4. Central Items	3	-	-	
5. Rent and Rates	4	63,589.00	-	
6. Other Income	5	4,000.00	5,650.00	
7. Interest Received		60.50	64.72	
<b>TOTAL INCOME</b>		<b>3,718,177.50</b>	<b>3,480,346.72</b>	
<b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		3,358,683.00	3,103,440.25	
b. Provident Fund	1c	285,826.46	238,727.93	
c. Allowances		-	-	
Sub-total	6	3,644,509.46	3,342,168.18	
2. Other Charges	7	121,351.40	110,167.12	
3. Central Items	3	-	-	
4. Rent and Rates	4	34,569.50	34,993.08	
5. Special One-off Grant Payments	7a	-	-	
<b>TOTAL EXPENDITURE</b>		<b>3,800,430.36</b>	<b>3,487,328.38</b>	
<b>C. DEFICIT FOR THE YEAR</b>	8	<b>(82,252.86)</b>	<b>(6,981.66)</b>	

  
Mr. WU Ting Pang  
Chairman

Date : 6 December 2016

  
Ms. NG Suk Ling, Angel  
NGO Head

Date : 6 December 2016

**AGENCY CODE AND NAME: THE BOYS' BRIGADE, HONG KONG (060)**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2016**

**1. Lump Sum Grant**

**a. Basis of preparation** (i) 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 during 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 :

<b><u>Provident Fund Contribution</u></b>	<b><u>6.8% and</u></b>		<b><u>Total</u></b>
	<b><u>Snapshot Staff</u></b>	<b><u>Other Posts</u></b>	
	<b><u>HK\$</u></b>	<b><u>HK\$</u></b>	<b><u>HK\$</u></b>
Subvention Received	97,562.00	166,051.00	263,613.00
Provident Fund Contribution paid during the year	(108,340.30)	(177,486.16)	(285,826.46)
Deficit for the year	(10,778.30)	(11,435.16)	(22,213.46)
Add: Surplus b/f	24,589.92	273,215.72	297,805.64
Less: Refund to government	(11,372.00)	-	(11,372.00)
<b>Surplus c/f</b>	<b><u>2,439.62</u></b>	<b><u>261,780.56</u></b>	<b><u>264,220.18</u></b>

**2. Fee Income** This represents social welfare fee income received during 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 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:

**AGENCY CODE AND NAME: THE BOYS' BRIGADE, HONG KONG (060)**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2016**

	<u>2015-16</u>	<u>2014-15</u>
	<u>HK\$</u>	<u>HK\$</u>
a. <b><u>Income</u></b>		
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	-	-
Foster Care Allowance/Emergency Foster Care Allowance	-	-
After School Care Programme	-	-
Programme Assistants/Care Assistants (Permanent) 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 for one years in 2013-14	-	-
Regularized Programme Assistant (PA) /Care Assistants (CA)	-	-
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	-	-
	<hr/>	<hr/>
<b>Total</b>	<hr/> <hr/>	<hr/> <hr/>

**AGENCY CODE AND NAME: THE BOYS' BRIGADE, HONG KONG (060)**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2016**

	<u>2015-16</u>	<u>2014-15</u>
	HK\$	HK\$
<b>b. <u>Expenditure</u></b>		
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	-	-
Foster Care Allowance/Emergency Foster Care Allowance	-	-
After School Care Programme	-	-
Programme Assistants/Care Assistants (Permanent) 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 for one years in 2013-14	-	-
Regularized Programme Assistant (PA) /Care Assistants (CA)	-	-
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	-	-
	<hr/>	<hr/>
<b>Total</b>	<hr/> <hr/>	<hr/> <hr/>

**AGENCY CODE AND NAME: THE BOYS' BRIGADE, HONG KONG (060)**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2016**

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.2.27 to 2.28 of the Manual remains unchanged (paragraph 3.9 of the 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 HK\$500,000 each is appended below:

<u>Analysis of Personal Emoluments</u>	<u>No of Posts</u>	<u>HK\$</u>
HK\$500,001-HK\$600,000 p.a.	3	1,551,510.00
HK\$600,001-HK\$700,000 p.a.	-	-
HK\$700,001-HK\$800,000 p.a.	1	730,402.00
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:

<u>Other Charges</u>	<u>2015-16</u>	<u>2014-15</u>
	<u>HK\$</u>	<u>HK\$</u>
a. Utilities	25,390.83	24,555.54
b. Food	-	-
c. Administrative Expenses	17,229.63	11,188.60
d. Stores and Equipment	1,475.41	20.00
e. Repairs and Maintenance	4,346.00	6,743.00
f. Specific Allowance	-	-
g. Programme Expenses	21,524.53	18,207.80
h. Transportation and Travelling	889.40	660.10
i. Insurance	27,610.29	26,318.32
j. Miscellaneous	22,885.31	22,473.76
<b>TOTAL</b>	<b><u>121,351.40</u></b>	<b><u>110,167.12</u></b>

7a. **Special One-off Grant Payments** Details of Special One-off Grant Payments are as follows:

	<u>2015-16</u>	<u>2014-15</u>
	<u>\$</u>	<u>\$</u>
<b>Special one-off Grant Payments</b>		
a. Voluntary Retirement Scheme	-	-
b. Compensation Scheme	-	-
c. Staff Training and Development	-	-
d. Other Staff-related Initiatives	-	-
<b>TOTAL</b>	<b><u>-</u></b>	<b><u>-</u></b>

**AGENCY CODE AND NAME: THE BOYS' BRIGADE, HONG KONG (060)**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2016**

**8. Analysis of Reserve Fund**

	Analysis of Reserve Fund					Remark
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total	
	HK\$	HK\$	HK\$	HK\$	HK\$	
<b><u>INCOME</u></b>						
Lump Sum Grant	3,650,528.00	-	-	-	3,650,528.00	
Special One-off Grant	-	-	-	-	-	
Fee Income	-	-	-	-	-	
Other Income	4,000.00	-	-	-	4,000.00	
Interest Received (Noted (1))	60.50	-	-	-	60.50	
Rent and Rates	-	-	63,589.00	-	63,589.00	
Central Items	-	-	-	-	-	
<b>Total Income (a)</b>	<b>3,654,588.50</b>	<b>-</b>	<b>63,589.00</b>	<b>-</b>	<b>3,718,177.50</b>	
<b><u>EXPENDITURE</u></b>						
Personal emoluments	3,644,509.46	-	-	-	3,644,509.46	
Others Charges	121,351.40	-	-	-	121,351.40	
Rent and Rates	-	-	34,569.50	-	34,569.50	R1: R&R
Central Items	-	-	-	-	-	
Special One-off Grant Payments	-	-	-	-	-	
<b>Total Expenditures (b)</b>	<b>3,765,860.86</b>	<b>-</b>	<b>34,569.50</b>	<b>-</b>	<b>3,800,430.36</b>	
<b>Surplus/(Deficit) for the Year (a)-(b)</b>	<b>(111,272.36)</b>	<b>-</b>	<b>29,019.50</b>	<b>-</b>	<b>(82,252.86)</b>	
Less: Deficit of Provident Fund	(22,213.46)	-	-	-	(22,213.46)	
	(89,058.90)	-	29,019.50	-	(60,039.40)	
<b>Surplus/(Deficit) b/f</b>	<b>44,020.55</b>	<b>-</b>	<b>(68,845.49)</b>	<b>170,538.75</b>	<b>145,713.81</b>	R3: AFR 2014-15
Less: Refund to Governmnet	(45,038.35)	-	(39,825.99)	170,538.75	85,674.41	R2: Central Items
	-	-	-	12,506.25	12,506.25	
Add/(Less): Transfer from Special One-off Grant to cover the salary for Lump Sum Grant (LSG) staff	-	-	-	-	-	
Add/(Less): Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistant, Dementia Supplement and Infirmary Care Supplementary (Note 2)	-	-	-	-	-	
<b>Surplus/(Deficit) c/f (Note 3)</b>	<b>(45,038.35)</b>	<b>-</b>	<b>(39,825.99)</b>	<b>158,032.50</b>	<b>73,168.16</b>	

Exp before MPF	3,480,034.40
@25%	870,008.60
Diff w/ LSG surplus	<u>(915,046.95)</u>

**Remarks:**

- R1 Apply for claim for Rent \$32,045.63 & Rates \$2,523.87 for 2015-16  
R2 Clawed back Central Items surplus for 2013/14 (SWD/SF/SA/4-65/060)  
R3 The balance b/f amount is matched with SWD breakdown (SWD/SF/SAS/4-65/18(060))

**Notes:**

- Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant should be included as one item under LSG; and the items is considered as part of LSG reserve.
- 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.
- Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of Central Items Annex 2.
- 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.