

Our Ref : EHO/aw/K1002-A1

The Committee Members  
Kwun Tong Methodist Social Service  
Flat A, 6/F., Taked Centre,  
135 Wai Yip Street,  
Kwun Tong,  
Kowloon

Dear Sirs

**Kwun Tong Methodist Social Service (the "Association")  
Audit for the year ended 31st March 2020**

During the course of our audit, it comes to our notice that proper accounting records, financial procedures and internal control of the Association have been maintained in accordance with the requirements of the Social Welfare Department. The existing accounting system and internal control are considered to be adequate and proper so as to give effectiveness of safeguarding assets of the Association and ensuring adherence to management policies.

In case we find any obvious weaknesses in the above with regard to our future audit, we shall inform you in due course for improvement.

Yours faithfully,

*Allian & Associates*

**Alliance & Associates**  
Certified Public Accountants

Hong Kong, 20 OCT 2020

**REVIEW REPORT TO THE COMMITTEE MEMBERS OF  
KWUN TONG METHODIST SOCIAL SERVICE (THE "ASSOCIATION")**

We have audited the financial statements of the Association for the year ended 31st March 2020 and have issued an unqualified auditors' report thereon dated

**20 OCT 2020**

We conducted our review of the attached 10 pages of Annual Financial Report of the Association for the year ended 31st March 2020 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 Association, on which the above audited financial statements of the Association 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 Association for the year ended 31st March 2020:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Association; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Association has not:
  - i) properly accounted for the receipt of Lump Sum Grant, Provident Fund 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 Provident Fund arrangements during the year ended 31st March 2020.

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.



**Alliance & Associates**  
Certified Public Accountants

Hong Kong, **20 OCT 2020**

## ANNUAL FINANCIAL REPORT

**NGO: 444 KWUN TONG METHODIST SOCIAL SERVICE**

(1 April 2019 to 31 March 2020)

	Notes	2019-20 \$	2018-19 \$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	20,875,139.00	14,619,292.00
b. Provident Fund	1c	1,655,878.00	1,216,868.00
2. Fee Income	2	21,120.00	22,145.00
3. Central Items	3	3,588,714.00	2,995,916.00
4. Rent and Rates	4	680,651.00	669,066.00
5. Other Income	5	2,031,806.92	2,135,918.11
6. Interest Received		5,991.91	1,981.72
<b>TOTAL INCOME</b>		<u>28,859,300.83</u>	<u>21,661,186.83</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		17,938,822.05	13,251,233.28
b. Provident Fund	1c	1,241,264.81	974,985.07
c. Allowances		-	-
Sub-total	6	19,180,086.86	14,226,218.35
2. Other Charges	7	3,565,414.72	3,402,502.18
3. Central Items	3	4,115,596.00	3,720,426.65
4. Rent and Rates	4	893,895.30	661,279.60
<b>TOTAL EXPENDITURE</b>		<u>27,754,992.88</u>	<u>22,010,426.78</u>
<b>C. SURPLUS/ (DEFICIT) FOR THE YEAR</b>	8	1,104,307.95	(349,239.95)

The Annual Financial Report from pages [1] to [7] has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE
CHAIRMAN

DATE: 20 OCT 2020

SIGNATURE
GENERAL SECRETARY

DATE: 20 OCT 2020

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 1. Lump Sum Grant (LSG)

- a. Basis of preparation** The Annual Financial Report (AFR) is prepared in respect of all Funding and Service Agreement (FSA) activities (including support services to FSA activities) funded by the Social Welfare Department under the Lump Sum Grant Subvention System. 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** such as 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. The Provident Fund received and contributed for staff under the Central Items have been shown under **Note 3**. Details are analysed below :

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u> \$	<u>6.8% and Other Posts</u> \$	<u>Total</u> \$
Subvention Received	416,641.00	1,239,237.00	1,655,878.00
Provident Fund Contribution Paid during the Year	(401,794.50)	(795,206.06)	(1,197,000.56)
Special One-off MPF Voluntary Contribution		(44,264.25)	(44,264.25)
Surplus/ (Deficit) for the Year	14,846.50	399,766.69	414,613.19
<u>Add</u> : Surplus/ (Deficit) b/f Additional subvention received for previous year(s)	7,928.89	2,540,964.70	2,548,893.59
<u>Less</u> : Refund to Government	(59.00)		(59.00)
<b>Surplus/ (Deficit) c/f</b>	<b>22,716.39</b>	<b>2,940,731.39</b>	<b>2,963,447.78</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.

- 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 Provident Fund 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 3.14 of the LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

<b>a. Income</b>	<b>2019-20</b>	<b>2018-19</b>
	<b>\$</b>	<b>\$</b>
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
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 – Fee Waiving Subsidy Scheme	340,200.00	375,300.00
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance		
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		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programme	270,000.00	270,000.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	2,978,514.00	2,350,616.00
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
Enhanced After School Care Programme – Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services		
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly		

One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams For the Elderly (MOSTE)		
Child Care Training for Grand parents		
Special Grant on Manpower Support for Residential and Home-Based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19		
<b>Total</b>	<b>3,588,714.00</b>	<b>2,995,916.00</b>
	<b>2019-20</b>	<b>2018-19</b>
	<b>\$</b>	<b>\$</b>
<b>b. Expenditure</b>		
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
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 – Fee Waiving Subsidy Scheme	338,400.00	375,300.00
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance		
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		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programme	270,390.00	-
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	3,506,806.00	3,345,126.65
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service Enhanced After School Care Programme – Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		

Navigation Scheme for Young Persons in Care Services - Training Cost  
 Grant under the Pilot Scheme on On-site Pre-school  
 Rehabilitation Services  
 One-off Subsidy for Enhanced Provision of Visiting Medical Officer for  
 Residential Care Homes for the Elderly  
 One-off Subsidy for Enhanced Provision of Visiting Medical  
 Practitioner Scheme for Residential Care Homes for the Persons  
 with Disabilities  
 Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the  
 Elderly (MOSTE)  
 Child Care Training for Grand parents  
 Special Grant on Manpower Support for Residential and Home-  
 based Care Service Units in respect of the Severe Respiratory  
 Disease associated with a Novel Infectious Agent  
 Special Allowance for Staff of Subvented Residential Service Units in  
 respect of COVID-19

<b>Total</b>	<u><u>4,115,596.00</u></u>	<u><u>3,720,426.65</u></u>
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**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. In this respect, donations have been included if it is used to finance expenditure reflected in the AFR.

The breakdown on Other Income is as follows:

	<b>2019-20</b>	<b>2018-19</b>
<b>Other Income</b>	<b>\$</b>	<b>\$</b>
(a) Fees and charges for services incidental to the operation of subvented services	2,007,274.32	2,118,863.80
(b) Others	24,532.60	17,054.31
<b>Total</b>	<u><u>2,031,806.92</u></u>	<u><u>2,135,918.11</u></u>

## 6. Personal Emoluments

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

The analysis on number of posts with annual Personal Emoluments over \$700,000 each paid under LSG is appended below:

<b>Analysis of Personal Emoluments paid under LSG</b>	<b>No of Posts</b>	<b>\$</b>
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\$1,000,001 - HK\$1,100,000 p.a.	1	1,021,499.00
HK\$1,100,001 - HK\$1,200,000 p.a.	1	1,197,693.00
>HK\$1,200,000 p.a.		

## 7. Other Charges

The breakdown on Other Charges is as follows:

<b>Other Charges</b>	<b>2019-20</b>	<b>2018-19</b>
	<b>\$</b>	<b>\$</b>
(a) Utilities	265,683.00	268,964.50
(b) Food	-	-
(c) Administrative Expenses	316,174.88	213,273.93
(d) Stores and Equipment	335,447.26	215,177.71
(e) Repair and Maintenance	169,692.60	158,180.40
(f) Special Allowances	-	-
(g) Programme Expenses	2,198,746.23	2,336,802.11
(h) Transportation and Travelling	10,771.00	11,039.40
(i) Insurance	109,861.05	90,803.38
(j) Miscellaneous	3,300.60	1,745.00
(k) Staff Training and Development	87,402.10	54,264.75
(l) Medical Allowance	68,336.00	52,251.00
<b>Total</b>	<b><u>3,565,414.72</u></b>	<b><u>3,402,502.18</u></b>



**8. Analysis of Lump Sum Grant Reserve and balances of other SWD subventions**

	<b>Lump Sum Grant (LSG)</b>	<b>Rent and Rates</b>	<b>Central Items</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Income</b>				
Lump Sum Grant	22,531,017.00	-	-	22,531,017.00
Fee Income	21,120.00	-	-	21,120.00
Other Income	2,031,806.92	-	-	2,031,806.92
Interest Received (Note (1))	5,991.91	-	-	5,991.91
Rent and Rates	-	680,651.00	-	680,651.00
Central Items	-	-	3,588,714.00	3,588,714.00
<b>Total Income (a)</b>	<b>24,589,935.83</b>	<b>680,651.00</b>	<b>3,588,714.00</b>	<b>28,859,300.83</b>
<b>Expenditure</b>				
Personal Emoluments	19,180,086.86	-	-	19,180,086.86
Other Charges	3,565,414.72	-	-	3,565,414.72
Rent and Rates	-	893,895.30	-	893,895.30
Central Items	-	-	4,115,596.00	4,115,596.00
<b>Total Expenditure (b)</b>	<b>22,745,501.58</b>	<b>893,895.30</b>	<b>4,115,596.00</b>	<b>27,754,992.88</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>1,844,434.25</b>	<b>(213,244.30)</b>	<b>(526,882.00)</b>	<b>1,104,307.95</b>
<u>Less</u> : Surplus/ (Deficit) of Provident Fund	414,613.19	-	-	414,613.19
	1,429,821.06	(213,244.30)	(526,882.00)	689,694.76
<b>Surplus/ (Deficit) b/f (Note (2))</b>	<b>3,142,244.85</b>	<b>(15,835.63)</b>	<b>(1,383,756.00)</b>	<b>1,742,653.22</b>
<u>Add</u> : Refund from Government	4,572,065.91	(229,079.93)	(1,910,638.00)	2,432,347.98
	-	-	1,653,756.00	1,653,756.00
<u>Less</u> : Refund to Government	-	(6,268.40)	-	(6,268.40)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))	-	-	-	-
<b>Surplus/ (Deficit) c/f (Note (4))</b>	<b>4,572,065.91</b>	<b>(235,348.33)</b>	<b>(256,882.00)</b>	<b>4,079,835.58</b>

**Notes:**

- (1) Interest received on LSG and Provident Fund reserves, rent and rates, central items are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of LSG Surplus b/f from previous years (including holding account) 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 Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) The level of LSG cumulative reserve (i.e. S), less LSG Reserve kept in the holding account, will be capped at 25% of the NGO's operating expenditure (excluding Provident Fund expenditure) for the year.

**Schedule for Rent and Rates**

**Analysis of Subvention and Expenditure for the period from 01/04/2019 to 31/03/2020**

**Name of Agency: 444 KWUN TONG METHODIST SOCIAL SERVICE**

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
3868-Ngau Tau Kok Youth Integrated Service Centre	Rent (Note 3)	\$ 418,201.-	\$ 418,199.-	\$ 2.-	\$ -
	Rates	83,216.-	79,300.-	3,916.-	-
	Total	501,417.-	497,499.-	3,918.-	-
3865-Family Life Education	Rent (Note 3)	1,447.-	-	1,447.-	-
	Rates	2,255.-	-	2,255.-	-
	Total	3,702.-	-	3,702.-	-
7783-Lam Tin Neighbourhood Elderly Centre	Rent (Note 3)	164,932.-	164,931.60	0.40	-
	Rates	10,600.-	10,600.-	-	-
	Total	175,532.-	175,531.60	0.40	-
3333-Happy Learning Sprouts-On-site Pre-school Rehabilitation Service	Rent (Note 3)	-	220,864.70	-	220,864.70
	Rates	-	-	-	-
	Total	-	220,864.70	-	220,864.70
	Rent (Note 3) Rates				
	Total				
	Grand Total	680,651.-	893,895.30	7,620.40	220,864.70

**Notes:**

- The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.
- Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
- Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1 April 2019 to 31 March 2020**

Name of NGO : 444 KWUN TONG METHODIST SOCIAL SERVICE

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit (Note 3) (b)	Deficit for the Year		Surplus b/f (Note 5) (e)	Refund to Government (f)	Surplus c/f (Note 6) (g)=(e)+(a)-(d)-(f)
						Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)			
nmmn - xxxxxxxxxxxxxx	Dementia Supplement for Elderly with Disabilities	\$	\$	\$	\$	\$	\$	N.A.	N.A.	N.A.
nmmn - xxxxxxxxxxxxxx	Infirmary Care Supplement for the Aged Blind Persons							N.A.	N.A.	N.A.
nmmn - xxxxxxxxxxxxxx	Dementia Supplement for Residential Elderly Services							N.A.	N.A.	N.A.
nmmn - xxxxxxxxxxxxxx	Infirmary Care Supplement for Residential Elderly Services							N.A.	N.A.	N.A.
nmmn - xxxxxxxxxxxxxx	Dementia Supplement for Day Care Centres/Units for the Elderly							N.A.	N.A.	N.A.
nmmn - xxxxxxxxxxxxxx	Foster Care Allowance / Emergency Foster Care Allowance			1,800.00				N.A.	N.A.	N.A.
3050-KTMSS	After School Care Programme - Fee Waiving Subsidy Scheme	340,200.00	338,400.00					N.A.		N.A.
nmmn - xxxxxxxxxxxxxx	Temporary Financial Aid									
nmmn - xxxxxxxxxxxxxx	Emergency Fund									
nmmn - xxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Extended Hours Service Users									
nmmn - xxxxxxxxxxxxxx	Training Subsidy under Training Scheme for Child Care Supervisors and									
nmmn - xxxxxxxxxxxxxx	Special Child Care Workers in Pre-school Rehabilitation Services									
nmmn - xxxxxxxxxxxxxx	Short-term Rental Assistance									
nmmn - xxxxxxxxxxxxxx	Overnight On-site-on-call Allowance									
nmmn - xxxxxxxxxxxxxx	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy									
nmmn - xxxxxxxxxxxxxx	NSCCP - Subsidy for Fee Reduction/Waiving									
nmmn - xxxxxxxxxxxxxx	NSCCP - Subsidy for Incentive Payment									
nmmn - xxxxxxxxxxxxxx	NSCCP - Rent and Rates									
nmmn - xxxxxxxxxxxxxx	Training Sponsorship Scheme for Master in Occupational Therapy and	270,000.00	270,390.00		390.00					
6542-KTMSS	Physiotherapy programmes									
6603-KTMSS	Training Subsidy Programme for Children on the Waiting List for Subvented	2,978,514.00	3,506,806.00		528,292.00					
nmmn - xxxxxxxxxxxxxx	Pre-school Rehabilitation Services									
nmmn - xxxxxxxxxxxxxx	Financial Incentive Scheme for Mentors of Employees with Disabilities									
nmmn - xxxxxxxxxxxxxx	Cash Subsidy for Integrated Support Service for Persons with Severe Physical									
nmmn - xxxxxxxxxxxxxx	Disabilities									
nmmn - xxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Occasional Child Care Service									
nmmn - xxxxxxxxxxxxxx	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme									
nmmn - xxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Operating Expenses									
nmmn - xxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Training Cost									
nmmn - xxxxxxxxxxxxxx	Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services									
nmmn - xxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Officer for									
nmmn - xxxxxxxxxxxxxx	Residential Care Homes for the Elderly									
nmmn - xxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner									
nmmn - xxxxxxxxxxxxxx	Scheme for Residential Care Homes for the Persons with Disabilities									
nmmn - xxxxxxxxxxxxxx	Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the									
nmmn - xxxxxxxxxxxxxx	Elderly (MOSTE)									
nmmn - xxxxxxxxxxxxxx	Project on Child Care Training for Grandparents - Contract Subsidy									
nmmn - xxxxxxxxxxxxxx	Project on Child Care Training for Grandparents - Subsidy for Fee									
nmmn - xxxxxxxxxxxxxx	Special Grant on Manpower Support for Residential and Home-based Care									
nmmn - xxxxxxxxxxxxxx	Service Units in respect of the Severe Respiratory Disease associated with a									
nmmn - xxxxxxxxxxxxxx	Novel Infectious Agent									
nmmn - xxxxxxxxxxxxxx	Special Allowance for Staff of Subvented Residential Service Units in respect									
nmmn - xxxxxxxxxxxxxx	of COVID-19									
<b>TOTAL</b>		<b>3,588,714.00</b>	<b>4,115,596.00</b>	<b>1,800.00</b>	<b>528,682.00</b>					

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1 April 2019 to 31 March 2020**

**Notes :**

1. The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury 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. (33) in SWD/S/104/2 Pt. 18 dated 4 March 2020.
  - (i) Dementia Supplement for Elderly with Disabilities
  - (ii) Infirmity Care Supplement for the Aged Blind Persons
  - (iii) Dementia Supplement for Residential Elderly Services
  - (iv) Infirmity Care Supplement for Residential Elderly services
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 less refund to Government plus surplus, if any, arising from operations in current year.
7. Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
8. 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 2020**

**NGO : Kwun Tong Methodist Social Service**

	2020 HK\$	2019 HK\$
<b>LSG Reserve as at 31 March</b>	4,572,065.91	3,142,244.85

**Represented by:**

**Investments**

a. HKD Bank Account Balances	4,572,065.91	3,142,244.85
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	-	-
d. HKD Certificate of Deposits	-	-
e. HKD Bonds (see <b>Annex 3 (2 of 2)</b> for breakdown)	-	-
	4,572,065.91	3,142,244.85

Note: The investments should be reported at historical cost.

**Confirmed by:-**

Signature :  \_\_\_\_\_

Chairman Rev. LAM Chun Tim

Date : 20 OCT 2020

Signature :  \_\_\_\_\_

General Secretary : Ms. Yeung Yee Ching

Date : 20 OCT 2020

**Schedule for investment**  
**Detailed Analysis of Bonds/Notes as at 31 March 2020**

**NGO : Kwun Tong Methodist Social Service**

**Investment in HK\$ Bonds/Notes**

	Issuer	Nominal Amount HK\$	Cost of Acquisition HK\$ (Note)	Maturity Date	Coupon % p.a.	Effective Yield % p.a.	Credit Rating	Custodian Bank
1.	N.A							
2.								
3.								
4.								
	Total							

(Note) : The amount will be reduced in accordance with the proportion of the disposal of the investment.