

SISTERS OF THE PRECIOUS BLOOD
PRECIOUS BLOOD CHILDREN'S VILLAGE
ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017

POON SUK CHING

CERTIFIED PUBLIC ACCOUNTANT

Poon Suk Ching

**Certified Public Accountant
Hong Kong**

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**Review Report to the Management Committee of
Sisters of the Precious Blood
Precious Blood Children's Village (the "Organisation")**

I have audited the financial statements of the Organisation for the year ended 31 March 2017 and have issued an unqualified auditors' report thereon dated 28 June 2017.

I conducted my review of the attached Annual Financial Report on pages 1 to 5 of the Organisation for the year ended 31 March 2017 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 Organisation, on which the above audited financial statements of the Organisation are based.

Review conclusions

On the basis of the results of my review and having regard to the audit procedures performed by me in relation to the audit of the financial statements of the Organisation for the year ended 31 March 2017:

- a. in my opinion the Annual Financial Report has been properly prepared from the books and records of the Organisation.
- b. no matters have come to my attention during the course of my review, which cause me to believe that the Organisation 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 services 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 LSG Manual; and
 - iv. employed the staff quoted in the Tide-over Grant and Provident Fund arrangements during the year ended 31 March 2017.

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.


POON Suk Ching
Certified Public Accountant
Hong Kong, 28 June 2017

ANNUAL FINANCIAL REPORT
NGO : 564 Sisters of the Precious Blood
1 APRIL 2016 TO 31 MARCH 2017

	<u>Notes</u>	<u>Total</u> <u>2016-17</u> \$	<u>Total</u> <u>2015-16</u> \$	<u>Remarks</u>
A. INCOME				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	12,846,448.00	12,295,667.00	
b. Provident Fund	1c	900,752.00	883,541.00	
2. Special One-off Grant		-	-	
3. Fee Income	2	1,120.00	5,170.00	
4. Central Items	3	304,093.00	302,141.00	
5. Rent and Rates	4	64,770.00	61,772.00	
6. Other Income	5	8,440.52	70,682.25	
7. Interest Received		5,973.39	8,415.73	
TOTAL INCOME		<u>14,131,596.91</u>	<u>13,627,388.98</u>	
B. EXPENDITURE				
1. Personal Emoluments				
a. Salaries		9,723,962.50	9,110,154.82	
b. Provident Fund	1c	643,982.22	662,586.70	
c. Allowances		-	-	
	6	10,367,944.72	9,772,741.52	
2. Other Charges	7	2,759,372.98	3,006,907.48	
3. Central Items	3	304,093.00	302,141.00	
4. Rent and Rates	4	60,320.00	59,320.00	
5. Special One-off Grant Payments	7a	-	-	
TOTAL EXPENDITURE		<u>13,491,730.70</u>	<u>13,141,110.00</u>	
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	<u>639,866.21</u>	<u>486,278.98</u>	

The Annual Financial Report from pages 1 to 5 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



SR. KWONG LAI KUEN
CHAIR PERSON
DATE: 28 JUN 2017

SIGNATURE



SR. CHEUNG NGAN SHAN
SUPERINTENDENT
DATE: 28 JUN 2017

**NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

1. Lump Sum Grant

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 recognized upon receipt of cash and expenditure is recognized 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 recognized 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 3.

Details are analysed below:

Provident Fund Contribution

	<u>Snapshot Staff</u>	<u>6.8% Posts</u>	<u>Total</u>
	\$	\$	\$
Subvention Received	292,206.00	608,546.00	900,752.00
Provident Fund Contribution Paid during the Year	<u>205,797.96</u>	<u>438,184.26</u>	<u>643,982.22</u>
Surplus for the Year	86,408.04	170,361.74	256,769.78
Add : Surplus b/f	<u>87,357.40</u>	<u>1,533,267.90</u>	<u>1,620,625.30</u>
Surplus retained	173,765.44	1,703,629.64	1,877,395.08
Less: Refund to SWD	<u>(21,883.00)</u>	<u>(36,661.50)</u>	<u>(58,544.50)</u>
Surplus c/f	<u><u>151,882.44</u></u>	<u><u>1,666,968.14</u></u>	<u><u>1,818,850.58</u></u>

2. Fee Income

This represents social welfare fee income received for the year in respect of the fees and charges recognized for the purpose of subvention as set out in the LSG Manual.

**NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

3. Central Items

These are subvented service activities which are not included in Lump Sum Grant 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 LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

	<u>Total</u> <u>2016-17</u>	<u>Total</u> <u>2015-16</u>
Income		
Allowances on statutory minimum wage	<u>304,093.00</u>	<u>302,141.00</u>
Expenditure		
Allowances on statutory minimum wage	<u>304,093.00</u>	<u>302,141.00</u>

4. Rent and Rates

This represents the amount paid by SWD in respect of premises recognized by SWD. Expenditure on rent and rates in respect of premises not recognized by SWD have not been included in AFR.

5. Other Income

These include programme income and all income other than recognized 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.

	<u>2016-17</u> \$	<u>2015-16</u> \$
Other Income		
(a) Food for Staff	1,230.00	31,371.54
(b) Provident Fund Registration/Audit Fee Reimbursement	3,600.00	7,200.00
(c) Insurance claimed	920.32	1,006.66
(d) Miscellaneous	<u>2,690.20</u>	<u>31,104.05</u>
Total	<u>8,440.52</u>	<u>70,682.25</u>

**NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

6. Personal Emoluments

Personal Emoluments include salary, provident fund, salary-related allowances.
The analysis on number of posts with annual Personal Emoluments over \$700,000 each paid under LSG is appended below:

<u>Analysis of Personal Emoluments</u>	<u>No of Posts</u>	<u>\$</u>
HK\$700,001 - HK\$800,000 p.a.	1	713,147.00
HK\$800,001 - HK\$900,000 p.a.		
HK\$900,001 - HK\$1,000,000 p.a.		
HK\$1,000,001 - HK\$1,200,000 p.a.		
>HK\$1,200,000 p.a.		

7. Other Charges

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2016-17</u> \$	<u>2015-16</u> \$
(a) Utilities	367,644.80	372,321.57
(b) Food	939,891.70	875,936.95
(c) Administrative Expenses	115,130.18	120,216.50
(d) Stores and Equipment	257,519.08	359,257.60
(e) Repairs and maintenance	414,326.80	546,774.27
(f) Programme Expenses	453,412.90	484,737.90
(g) Transportation and Travelling	115,626.67	107,120.82
(h) Insurance	68,625.32	74,142.56
(i) Staff Training and Development	-	-
(j) Miscellaneous	27,195.53	66,399.31
Total	<u><u>2,759,372.98</u></u>	<u><u>3,006,907.48</u></u>

7a. Special One-off Grant Payments

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

<u>Special One-off Grant Payments</u>	<u>2016-17</u> \$	<u>2015-16</u> \$
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
Total	<u><u>-</u></u>	<u><u>-</u></u>

**NOTES ON THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2015 TO 31 MARCH 2016**

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

	Lump Sum Grant (LSG)	Special One-Off Grant (SOG)	Rent and Rates	Central Items	Total
Income					
Lump Sum Grant	13,747,200.00	-	-	-	13,747,200.00
Special One-off Grant	-	-	-	-	-
Fee Income	1,120.00	-	-	-	1,120.00
Other Income	8,440.52	-	-	-	8,440.52
Interest Received (Note (1))	5,973.39	-	-	-	5,973.39
Rent and Rates	-	-	64,770.00	-	64,770.00
Central Items	-	-	-	304,093.00	304,093.00
Total Income (a)	13,762,733.91	-	64,770.00	304,093.00	14,131,596.91
Expenditure					
Personal Emoluments	10,367,944.72	-	-	-	10,367,944.72
Other Charges	2,759,372.98	-	-	-	2,759,372.98
Rent and Rates	-	-	60,320.00	-	60,320.00
Central Items	-	-	-	304,093.00	304,093.00
Special One-off Grant Payments	-	-	-	-	-
Total Expenditure (b)	13,127,317.70	-	60,320.00	304,093.00	13,491,730.70
Surplus/(Deficit) for the Year (a) – (b)	635,416.21	-	4,450.00	-	639,866.21
Less : Surplus/(Deficit) of Provident Fund	256,769.78	-	-	-	256,769.78
	378,646.43	-	4,450.00	-	383,096.43
Surplus/(Deficit) b/f (Note (2))	7,894,337.98	-	(22,092.68)	-	7,872,245.30
Add: Adjustment for 13/14 & 14/15	8,272,984.41	-	(17,642.68)	-	8,255,341.73
Less : Refund to Government	(39,710.44)	-	(2,200.00)	-	(41,910.44)
Surplus/(Deficit) c/f (Note (4))	8,233,273.97	-	(19,842.68)	-	8,213,431.29

Notes:

- (1) Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant are included as one item under LSG; and the items is considered as part of LSG reserve.
- (2) Accumulated balance Lump Sum Grant 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 of Central Items.
- (4) The Level of LSG cumulative reserves, 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.

REVISED

11:00 am, Apr 10, 2018

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2016-17

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn : Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code) : The Superioress of the Sisters of the Precious Blood (564)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier¹

(a) Number of staff 1

(b) Comparable rank in civil service ASWO

(c) Post Superintendent

(d) Total annual staff costs² (including those not under SWD subventions, if applicable) \$713,147
[1(d) should be equal to or greater than 1(e)] (round up to dollar)

(e) Total annual staff costs under SWD subventions \$713,147
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] (round up to dollar)

(f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months

(g) Breakdown of (1)(e)

(i) Salary³ \$677,490

(ii) Provident Fund \$35,657

(iii) Cash Allowance⁴ (please specify if any:) \$0

(iv) Non-cash based Benefits⁵ (please specify if any:) \$0

(2) Staff of 2nd Tier ¹

- (a) Number of staff 4 _____
- (b) Comparable rank in civil service SWO, EOIL, ASWO _____
- (c) Post Vice-superintendent, Administrative Assistant, Service Supervisor _____
- (d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$1,802,343
[2(d) should be equal to or greater than 2(e)] *(round up to dollar)*
- (e) Total annual staff costs under SWD subventions \$1,802,343
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] *(round up to dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary ³ \$1,645,936
- (ii) Provident Fund \$156,407
- (iii) Cash Allowance ⁴ (please specify if any:) \$0
- (iv) Non-cash based Benefits ⁵ (please specify if any:) \$0

(3) Staff of 3rd Tier ¹

- (a) Number of staff 1 _____
- (b) Comparable rank in civil service SWW _____
- (c) Post House Warden _____
- (d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$473,334
[3(d) should be equal to or greater than 3(e)] *(round up to dollar)*
- (e) Total annual staff costs under SWD subventions \$473,334
[3e=3(f)(i)+(ii)+(iii)+(iv)] *(round up to dollar)*
- (f) Breakdown of (3)(e)
- (i) Salary ³ \$428,253
- (ii) Provident Fund \$45,081
- (iii) Cash Allowance ⁴ (please specify if any:) \$0
- (iv) Non-cash based Benefits ⁵ (please specify if any:) \$0

Part B: Public Disclosure of the Review Report

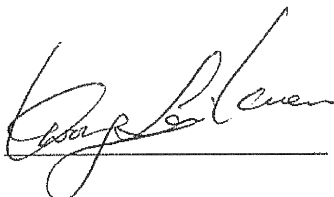
Our organisation *has disclosed / will disclose (please specify the commencement date: 30-9-2017) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

Part C: Declaration by Chairperson

I declare that the information as provided in Part A and Part B is correct.

Contact Person : Emily Mak Signature of Chairperson : 
Title : Administrative Assistant Name : Sr. Kwong Lai Kuen
Tel. : 26692266 Tel. : 26774044
Email : aa@pbcv.org.hk Date : 3/4/2018