

**NGO : HONG KONG WEST POINT BAPTIST CHURCH (763)  
HONG KONG WEST POINT BAPTIST CHURCH  
NEIGHBOURHOOD ELDERLY CENTRE (7196)**

AUDITOR'S REVIEW REPORT

&

ANNUAL FINANCIAL REPORT

FOR THE PERIOD

FROM 1 APRIL 2022 TO 31 MARCH 2023

## **DAVE KWOK & CO.**

*Certified Public Accountants*

*Principal: Dave S. N. Kwok*

郭嘯南會計師事務所  
灣仔謝斐道三百四十六號  
保如大廈十三樓G室  
會計師：郭嘯南

### **REVIEW REPORT TO THE MANAGEMENT COMMITTEE OF HONG KONG WEST POINT BAPTIST CHURCH NEIGHBOURHOOD ELDERLY CENTRE**

We have audited the financial statements of Hong Kong West Point Baptist Church – Neighbourhood Elderly Centre for the year ended 31st March, 2023 and have issued an unqualified auditor's report thereon dated 4th October, 2023.

We conducted our review of the attached Annual Financial Report on pages 2 to 13 of the Neighbourhood Elderly Centre for the year ended 31st March, 2023 in accordance with Practice Note 851 "Review of the Annual Financial Report 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 Neighbourhood Elderly Centre, on which the above audited financial statements of the Neighbourhood Elderly Centre are based.

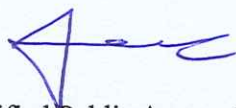
#### **Review conclusions**

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 Neighbourhood Elderly Centre for the year ended 31st March, 2023 :

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Neighbourhood Elderly Centre; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Neighbourhood Elderly Centre 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 for the year ended 31st March, 2023.

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.

DAVE KWOK & CO.



Certified Public Accountants  
Hong Kong, 4th October, 2023.

**ANNUAL FINANCIAL REPORT**

**NGO : HONG KONG WEST POINT BAPTIST CHURCH (763)  
HONG KONG WEST POINT BAPTIST CHURCH  
NEIGHBOURHOOD ELDERLY CENTRE (7196)**

**1 APRIL 2022 TO 31 MARCH 2023**

	Notes	Total 2022-23 HK\$	Total 2021-22 HK\$	Remarks
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	5,325,819.00	5,182,333.00	
b. Provident Fund	1c	424,382.00	418,266.00	
2. Fee Income	2	18,500.00	17,300.00	
3. Central Items	3	-	-	
4. Rent and Rates	4	16,470.00	13,680.00	
5. Other Income	5	456,203.00	332,992.50	
6. Interest Received		3,454.15	43.05	
<b>TOTAL INCOME</b>		<u>6,244,828.15</u>	<u>5,964,614.55</u>	
<b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		4,792,546.05	4,540,376.00	
b. Provident Fund	1c	347,662.30	328,210.90	
c. Allowances		-	-	
Sub-total	6	<u>5,140,208.35</u>	<u>4,868,586.90</u>	
2. Others Charges	7	1,113,877.14	848,424.88	
3. Central Items	3	-	-	
4. Rent and Rates	4	10,520.00	10,520.00	
<b>TOTAL EXPENDITURE</b>		<u>6,264,605.49</u>	<u>5,727,531.78</u>	
<b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>	8	<u>(19,777.34)</u>	<u>237,082.77</u>	

**The Annual Financial Report from pages 2 to 13 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.**

CHAIRMAN

CENTRE-IN-CHARGE





Chong Pui Kit (Mr.)  
Date: 04 OCT 2023

Cheng Wing Chung (Mr.)  
Date: 04 OCT 2023

## 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>
	HK\$	HK\$	HK\$
Subvention Received	126,932.00	297,450.00	424,382.00
Provident Fund Contribution Paid during the year	128,232.00	219,430.30	347,662.30
Surplus/(Deficit) for the year	(1,300.00)	78,019.70	76,719.70
Add: Surplus/(Deficit) b/f	(0.48)	916,796.44	916,795.96
Add: Adjustment	-	-	-
Less: Refund to Government	-	-	-
Surplus/(Deficit) c/f	<u>(1,300.48)</u>	<u>994,816.14</u>	<u>993,515.66</u>

**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 Lump Sum Grant Manual.

### 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 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. The income and expenditure of each of the Central Items are as follows:

	2022-23	2021-22
a. Income	HK\$	HK\$
Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Persons		
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 - Fee Waiving Subsidy Scheme		
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 programmes		

**3. Central Items (continued)**

<b>a. Income</b>	<b>2022-23</b>	<b>2021-22</b>
	<b>HK\$</b>	<b>HK\$</b>
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
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>-</b>	<b>-</b>

### 3. Central Items (continued)

	2022-23	2021-22
	HK\$	HK\$
<b>b. Expenditure</b>		
Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Persons		
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 - Fee Waiving Subsidy Scheme		
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 programmes		

**3. Central Items (continued)**

<b>b. Expenditure</b>	<b>2022-23 HK\$</b>	<b>2021-22 HK\$</b>
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 Grandparents		
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>-</u></u>	<u><u>-</u></u>



**4. Rent and Rates** This represents the amount paid by Social Welfare Department 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 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>Other Income</b>	<b>2022-23</b>	<b>2021-22</b>
	\$	\$
(a) Fees and charges for services incidental to the operation of subvented services	-	-
(b) Others	456,203.00	332,992.50
<b>Total</b>	<u>456,203.00</u>	<u>332,992.50</u>

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

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

<b><u>Analysis of Personal Emoluments paid under LSG</u></b>	<b>No. of Posts</b>
HK\$700,001 - HK\$800,000p.a.	Nil
HK\$800,001 - HK\$900,000p.a.	Nil
HK\$900,001 - HK\$1,000,000p.a.	Nil
HK\$1,000,001 - HK\$1,100,000p.a.	Nil
HK\$1,100,001 - HK\$1,200,000p.a.	Nil
>HK\$1,200,000p.a.	Nil

## 7. Other Charges

The breakdown on Other Charges is as follows:

<b><u>Other Charges</u></b>	<b>2022-23</b> <b>HK\$</b>	<b>2021-22</b> <b>HK\$</b>
(a) Utilities	34,315.80	29,146.20
(b) Food	-	-
(c) Administrative Expenses	53,979.78	47,483.49
(d) Stores and Equipment	19,880.02	17,171.10
(e) Repair and Maintenance	5,445.80	1,889.30
(f) Special Allowances	-	-
(g) Programmes Expenses	695,544.94	708,095.89
(h) Transportation and Travelling	2,886.80	1,973.90
(i) Insurance	29,700.00	26,500.00
(j) Miscellaneous	272,124.00	16,165.00
<b>Total</b>	<b><u>1,113,877.14</u></b>	<b><u>848,424.88</u></b>

### 7a. Use of the Social Welfare Development Fund (SWDF) funded by Lotteries Fund

#### **Social Welfare Development Fund Phase3**

	<b>2022-23</b> <b>HK\$</b>	<b>2021-22</b> <b>HK\$</b>
Balance of SWDF brought forward	517,002.00	483,552.00
Add: Allocation from SWDF during the year	10,000.00	50,000.00
Interest received during the year	-	-
Less: Expenditure SWDF during the year		
Expenditure for projects under Scope A	(6,800.00)	(16,550.00)
Expenditure for projects under Scope B (non-IT)	-	-
Expenditure for projects under Scope B (IT)	-	-
Balance carried forward to next financial year	<b><u>520,202.00</u></b>	<b><u>517,002.00</u></b>

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

	Analysis of Reserve Fund			
	Lump Sum Grant (LSG)	Rent and Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$
<b>Income</b>				
Lump Sum Grant	5,750,201.00	-	-	5,750,201.00
Fee Income	18,500.00	-	-	18,500.00
Other Income	456,203.00	-	-	456,203.00
Interest Received (Note (1))	3,454.15	-	-	3,454.15
Rent and Rates	-	16,470.00	-	16,470.00
Central Items	-	-	-	-
<b>Total Income (a)</b>	<b>6,228,358.15</b>	<b>16,470.00</b>	<b>-</b>	<b>6,244,828.15</b>
<b>Expenditure</b>				
Personal Emoluments	5,140,208.35	-	-	5,140,208.35
Others Charges	1,113,877.14	-	-	1,113,877.14
Rent and Rates	-	10,520.00	-	10,520.00
Central Items	-	-	-	-
<b>Total Expenditure (b)</b>	<b>6,254,085.49</b>	<b>10,520.00</b>	<b>-</b>	<b>6,264,605.49</b>
<b>Surplus/(Deficit) for the year (a) - (b)</b>	<b>(25,727.34)</b>	<b>5,950.00</b>	<b>-</b>	<b>(19,777.34)</b>
Less: Surplus/(Deficit) of Provident Fund	76,719.70	-	-	76,719.70
	(102,447.04)	5,950.00	-	(96,497.04)
<b>Surplus/(Deficit) b/f (Note (2))</b>	<b>1,367,636.74</b>	<b>(18,873.00)</b>	<b>-</b>	<b>1,348,763.74</b>
Add: Adjustment-SWD SF/SI/4-65/157(763)	120.00	-	-	120.00
Add: Adjustment-SWD SF/SI/4-65/157(763)	0.48	-	-	0.48
	1,265,310.18	(12,923.00)	-	1,252,387.18
Less: Refund to Government	75,975.52	5,950.00	-	81,925.52
Add: Refund from Government	-	-	-	-
Add: Adjustment	-	-	-	-
Less: Transfer from LSG Reserve to cover salary adjustment for Dementia Supplement and Infirmarium Care Supplementary(Note3)	-	-	-	-
<b>Surplus/(Deficit) c/f (Note(4))</b>	<b>1,189,334.66</b>	<b>(18,873.00)</b>	<b>-</b>	<b>1,170,461.66</b>

Notes:

(1) Interest received on LSG and PF 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 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.

(3) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmarium 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 PF expenditure) for the year.

## Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1 April 2022 to 31 March 2023

Name of Agency : Hong Kong West Point Baptist Church (763)

Name of Unit : Hong Kong West Point Baptist Church Neighbourhood Elderly Centre (7196)

Subvented Element	Subvention Released HK\$	Actual Expenditure HK\$	Surplus/Deficit HK\$
Rent and Rates	7,920.00	7,920.00	-
	8,550.00	2,600.00	5,950.00
Less: Refund to government			5,950.00
Total	16,470.00	10,520.00	-

## Schedule for Central Items

Analysis of Subvention and Expenditure for the period from 1 April 2022 to 31 March 2023

Name of Agency : Hong Kong West Point Baptist Church (763)

Name of Unit : Hong Kong West Point Baptist Church Neighbourhood Elderly Centre (7196)

Subvented Element	Subvention Released HK\$	Actual Expenditure HK\$	Surplus (a) HK\$	Deficit (b) HK\$	Surplus b/f (c) HK\$	Surplus c/f (d)=(c)+(a)-(b) HK\$
Programme Assistants (Time-limited)	-	-	-	-	-	-
Less: Refund to government						-
Add: Refund from government						-
Total					-	-

### **Movement of the F & E Replenishment and Minor Works Block Grant Reserve**

Name of Agency : **Hong Kong West Point Baptist Church (763)**

Name of Unit : **Hong Kong West Point Baptist Church Neighbourhood Elderly Centre (7196)**

	2023	2022
Balance b/f	214,024.20	172,477.30
Add: Block Grant received during the year	84,000.00	85,000.00
Less: Expenditure during the year		
Furniture and Equipment included in R & M	<u>92,623.00</u>	<u>43,453.10</u>
	205,401.20	214,024.20
Less: Contribution from NGO to cover the deficit	<u>-</u>	<u>-</u>
Balance c/f	<u><u>205,401.20</u></u>	<u><u>214,024.20</u></u>

The balance under the Block Grant Reserve form part of the balance of the Lump Sum Grant Reserve.

As at 31st March 2023, there was no capital commitments in respect of F&E Replenishment and Minor Works Block Grant.