

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 2023 TO 31 MARCH 2024

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

**INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE MANAGEMENT COMMITTEE MEMBERS OF
HONG KONG WEST POINT BAPTIST CHURCH
NEIGHBOURHOOD ELDERLY CENTRE
香港西區浸信會長者鄰里中心**

**To the Management Committee Members of Hong Kong West Point Baptist Church –
Neighbourhood Elderly Centre 香港西區浸信會長者鄰里中心 (“the NGO”)**

We have audited the financial statements of the NGO for the year ended 31 March 2024 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”), and have issued an unmodified auditor’s report thereon dated 4th October, 2024.

Pursuant to the Lump Sum Grant (“LSG”) Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region (“SWD”), we have been requested to issue this assurance report in connection with the Annual Financial Report (“AFR”) of the NGO for the year ended 31 March 2024.

Responsibilities of the Management Committee Members

In relation to this report, the management committee members are responsible for ensuring the AFR of the NGO for the year ended 31 March 2024 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD; and the use of the funds from the LSG by the NGO has complied with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Our Independence and Quality Management

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the HKICPA, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor’s Responsibility

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised), Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKICPA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

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
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INDEPENDENT AUDITOR'S ASSURANCE REPORT (continued)

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the NGO being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relating to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

1. In our opinion, the AFR of the NGO for the year ended 31 March 2024 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the LSG by the NGO has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Intended Users and Purpose

This report is intended solely for submission by the NGO to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.



DAVE KWOK & CO.
Certified Public Accountants
Hong Kong, 15th October, 2024.
Kwok Siu Nam Dave
Practising Certificate Number: P1450

ANNUAL FINANCIAL REPORT

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

1 APRIL 2023 TO 31 MARCH 2024

	Notes	Total 2023-24 HK\$	Total 2022-23 HK\$	Remarks
A. INCOME				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	5,772,680.00	5,325,819.00	
b. Provident Fund	1c	460,144.00	424,382.00	
2. Fee Income	2	19,640.00	18,500.00	
3. Central Items	3	-	-	
4. Rent and Rates	4	16,470.00	16,470.00	
5. Other Income	5	680,799.00	456,203.00	
6. Interest Received		27,865.35	3,454.15	
TOTAL INCOME		<u>6,977,598.35</u>	<u>6,244,828.15</u>	
B. EXPENDITURE				
1. Personal Emoluments				
a. Salaries		5,519,443.05	4,792,546.05	
b. Provident Fund	1c	380,849.70	347,662.30	
c. Allowances		-	-	
Sub-total	6	<u>5,900,292.75</u>	<u>5,140,208.35</u>	
2. Others Charges	7	1,354,220.96	1,113,877.14	
3. Central Items	3	-	-	
4. Rent and Rates	4	19,120.00	10,520.00	
TOTAL EXPENDITURE		<u>7,273,633.71</u>	<u>6,264,605.49</u>	
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	<u>(296,035.36)</u>	<u>(19,777.34)</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



Chan Pik Wan (Ms.)
Date: 15 OCT 2024



Cheng Wing Chung (Mr.)
Date: 15 OCT 2024

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	134,195.00	325,949.00	460,144.00
Provident Fund Contribution Paid during the year	126,385.20	254,464.50	380,849.70
Surplus/(Deficit) for the year	<u>7,809.80</u>	<u>71,484.50</u>	<u>79,294.30</u>
Add: Surplus/(Deficit) b/f	<u>(1,300.48)</u>	<u>994,816.14</u>	<u>993,515.66</u>
Surplus/(Deficit) c/f	<u><u>6,509.32</u></u>	<u><u>1,066,300.64</u></u>	<u><u>1,072,809.96</u></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:

	2023-24	2022-23
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)

	2023-24 HK\$	2022-23 HK\$
a. Income		
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		
Total	<u> -</u>	<u> -</u>

3. Central Items (continued)**2023-24****2022-23****b. Expenditure****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. Expenditure	2023-24 HK\$	2022-23 HK\$
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		
Total	-	-

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:

Other Income	2023-24	2022-23
	\$	\$
(a) Fees and charges for services incidental to the operation of subvented services	-	-
(b) Others	680,799.00	456,203.00
Total	<u>680,799.00</u>	<u>456,203.00</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:

<u>Analysis of Personal Emoluments paid under LSG</u>	No. of Posts
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:

<u>Other Charges</u>	2023-24 HK\$	2022-23 HK\$
(a) Utilities	42,804.60	34,315.80
(b) Food	-	-
(c) Administrative Expenses	95,146.00	53,979.78
(d) Stores and Equipment	40,886.69	19,880.02
(e) Repair and Maintenance	771.10	5,445.80
(f) Special Allowances	-	-
(g) Programmes Expenses	857,523.39	695,544.94
(h) Transportation and Travelling	1,870.70	2,886.80
(i) Insurance	34,520.00	29,700.00
(j) Miscellaneous	57,520.00	272,124.00
(k) Sub-base rental & rates	223,178.48	-
Total	<u>1,354,220.96</u>	<u>1,113,877.14</u>

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

Social Welfare Development Fund Phase3

	2023-24 HK\$	2022-23 HK\$
Balance of SWDF brought forward	520,206.00	517,002.00
Add: Allocation from SWDF during the year	-	10,000.00
Interest received during the year	-	4.00
Less: Expenditure SWDF during the year		
Expenditure for projects under Scope A	-	(6,800.00)
Expenditure for projects under Scope B (non-IT)	-	-
Expenditure for projects under Scope B (IT)	-	-
Balance carried forward to next financial year	<u>520,206.00</u>	<u>520,206.00</u>

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\$
Income				
Lump Sum Grant	6,232,824.00	-	-	6,232,824.00
Fee Income	19,640.00	-	-	19,640.00
Other Income	680,799.00	-	-	680,799.00
Interest Received (Note (1))	27,865.35	-	-	27,865.35
Rent and Rates	-	16,470.00	-	16,470.00
Central Items	-	-	-	-
Total Income (a)	6,961,128.35	16,470.00	-	6,977,598.35
Expenditure				
Personal Emoluments	5,900,292.75	-	-	5,900,292.75
Others Charges	1,354,220.96	-	-	1,354,220.96
Rent and Rates	-	19,120.00	-	19,120.00
Central Items	-	-	-	-
Total Expenditure (b)	7,254,513.71	19,120.00	-	7,273,633.71
Surplus/(Deficit) for the year (a) - (b)	(293,385.36)	(2,650.00)	-	(296,035.36)
Less: Surplus/(Deficit) of Provident Fund	79,294.30	-	-	79,294.30
	(372,679.66)	(2,650.00)	-	(375,329.66)
Surplus/(Deficit) b/f (Note (2))	1,189,334.66	(18,873.00)	-	1,170,461.66
Less: Refund to Government	816,655.00	(21,523.00)	-	795,132.00
	-	5,950.00	-	5,950.00
Less: Transfer from LSG Reserve to cover salary adjustment for Dementia Supplement and Infirmiry Care Supplementary(Note3)	-	-	-	-
Surplus/(Deficit) c/f (Note(4))	816,655.00	(27,473.00)	-	789,182.00

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 Infirmiry 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 2023 to 31 March 2024

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	7,920.00	8,240.00	(320.00)
and Rates	8,550.00	10,880.00	(2,330.00)
Less: Refund to government			5,950.00
Total	16,470.00	19,120.00	(8,600.00)

Schedule for Central Items

Analysis of Subvention and Expenditure for the period from 1 April 2023 to 31 March 2024

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)**

	2024	2023
Balance b/f	205,401.20	214,024.20
Add: Block Grant received during the year	86,000.00	84,000.00
Less: Expenditure during the year		
Furniture and Equipment included in R & M	<u>30,402.00</u>	<u>92,623.00</u>
	260,999.20	205,401.20
Less: Contribution from NGO to cover the deficit	<u>-</u>	<u>-</u>
Balance c/f	<u><u>260,999.20</u></u>	<u><u>205,401.20</u></u>

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

As at 31st March 2024, there was no capital commitments in respect of F&E Replenishment and Minor Works Block Grant.