

Annual Financial Report

THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON  
- SOCIAL WELFARE SERVICE DIVISION

31 March 2024



Annual Financial Report

THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON  
- SOCIAL WELFARE SERVICE DIVISION

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**Independent Auditor's Assurance Report**  
**To the Executive Committee of The Lok Sin Tong Benevolent Society, Kowloon**  
**- Social Welfare Service Division**

We have audited the financial statements of The Lok Sin Tong Benevolent Society, Kowloon, Social Welfare Service Division (the "Division") 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 30 September 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 Division for the year ended 31 March 2024.

Responsibilities of the directors

In relation to this report, the directors are responsible for ensuring the AFR of the Division 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 Division 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.

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 Division 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 Division 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 Division 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 Division 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.

Certified Public Accountants  
Hong Kong  
30 September 2024

## ANNUAL FINANCIAL REPORT

**NGO : THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON**

**1 APRIL 2023 TO 31 MARCH 2024**

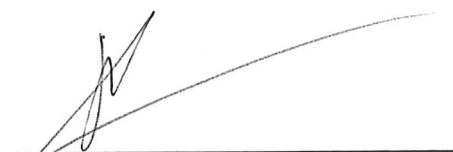
	<u>Notes</u>	<u>Total 2023-24</u>	<u>Total 2022-23</u>	<u>Remarks</u>
		\$	\$	
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	110,758,525.00	109,500,230.00	
b. Provident Fund	1c	5,104,214.00	5,320,873.00	
2. Fee Income	2	8,300,581.70	7,646,521.20	
3. Central Items	3	7,818,965.00	5,082,716.00	
4. Rent and Rates	4	1,620,581.00	1,585,084.00	
5. Other Income	5	849,822.50	692,101.60	
6. Interest Received		<u>1,773,882.27</u>	<u>905,924.90</u>	
<b>TOTAL INCOME</b>		<u>136,226,571.47</u>	<u>130,733,450.70</u>	
<b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		75,481,632.41	72,039,787.05	
b. Provident Fund	1c	<u>3,188,872.61</u>	<u>3,352,159.59</u>	
Sub-total	6	78,670,505.02	75,391,946.64	
2. Other Charges	7	50,822,544.04	49,828,710.30	
3. Central Items	3	6,324,111.19	7,328,191.45	
4. Rent and Rates	4	<u>2,239,184.00</u>	<u>2,164,986.10</u>	
<b>TOTAL EXPENDITURE</b>		<u>138,056,344.25</u>	<u>134,713,834.49</u>	
<b>C. SURPLUS / (DEFICIT) FOR THE YEAR</b>	8	<u>(1,829,772.78)</u>	<u>(3,980,383.79)</u>	

The Annual Financial Report from pages 2 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



Mok Man Too, Michael  
Chairman

Date : 30 SEP 2024



Lau Oi Sze, MH  
Chief Executive

Date : 30 SEP 2024

### 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) services (including support services to FSA services) 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 which are separately included as part of income and expenditure of the relevant disclosures 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	577,440.00	4,526,774.00	5,104,214.00
Provident Fund Contribution Paid during the Year	<u>(490,835.34)</u>	<u>(2,698,037.27)</u>	<u>(3,188,872.61)</u>
Surplus for the Year	86,604.66	1,828,736.73	1,915,341.39
<b>Add:</b> Surplus b/f	320,861.69	12,597,276.71	12,918,138.40
<b>Add:</b> Additional PF for 6.8% posts for 2021-22	-	32,765.00	32,765.00
<b>Less:</b> Refund to Government	<u>(90,719.00)</u>	-	<u>(90,719.00)</u>
<b>Surplus c/f</b>	<u><u>316,747.35</u></u>	<u><u>14,458,778.44</u></u>	<u><u>14,775,525.79</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 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:

	2023-24	2022-23
	\$	\$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmiry Care Supplement for the Aged Blind Persons	-	-
Dementia Supplement for Residential Elderly Services	1,518,353.00	1,544,833.00
Infirmiry Care Supplement for Residential Elderly Services	193,180.00	565,380.00
Foster Care Allowance / One-off Special Allowances for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	-	-
After School Care Programme - Fee Waiving Subsidy Scheme	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
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	1,930,000.00	-
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	789,352.00	393,203.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
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	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - salary and provident fund	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - Other charges	-	-
Short-term Food Assistance Service Teams - Food Cost	-	-
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	-	-
After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy	-	-
ASCP(PC) Fee Subsidy	-	-
ASCP(PC) Rent and Rates	-	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions	-	-
- Allocation	3,388,080.00	2,579,300.00
- Rent and Rates	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)	-	-
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Person with Disabilities	-	-
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	-	-
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	-	-
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	-	-
<i>For the following Central Items, please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention:</i>		
Temporary Financial Aid under Care and Support Networking Team <sup>^</sup>	-	-
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers <sup>^</sup>	-	-
Time-defined Subsidy Scheme for Extended Hours Service Users <sup>^</sup>	-	-
Short-term Rental Assistance for Discharged Prisoners <sup>^</sup>	-	-
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities <sup>^</sup>	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service <sup>^</sup>	-	-
<b>Total :</b>	<u>7,818,965.00</u>	<u>5,082,716.00</u>

	2023-24 \$	2022-23 \$
Dementia Supplement for Elderly with Disabilities	-	-
Infirmiry Care Supplement for the Aged Blind Persons	-	-
Dementia Supplement for Residential Elderly Services	1,518,353.00	1,544,833.00
Infirmiry Care Supplement for Residential Elderly Services	193,180.00	565,380.00
Foster Care Allowance / One-off Special Allowances for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	-	-
After School Care Programme - Fee Waiving Subsidy Scheme	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
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	960,000.00	435,352.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	774,796.53	689,085.44
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
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	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - salary and provident fund	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - Other charges	-	-
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities - On-site Ventilation Assessment	-	25,200.00
One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing)	-	2,057,500.00
One-off Subsidy for Strengthened Provision of Visiting Medical Officer Service for Residential Care Homes for the Elderly and Visiting Medical Practitioner Scheme for Residential Care Homes for Persons with Disabilities	-	260,150.00
Short-term Food Assistance Service Teams - Food Cost	-	-
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	-	-
After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy	-	-
ASCP(PC) Fee Subsidy	-	-
ASCP(PC) Rent and Rates	-	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions	2,877,781.66	1,750,691.01
- Allocation	-	-
- Rent and Rates	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)	-	-
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Person with Disabilities	-	-
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	-	-
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	-	-
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	-	-
Temporary Financial Aid under Care and Support Networking Team <sup>^</sup>	-	-
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers <sup>^</sup>	-	-
Time-defined Subsidy Scheme for Extended Hours Service Users <sup>^</sup>	-	-
Short-term Rental Assistance for Discharged Prisoners <sup>^</sup>	-	-
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities <sup>^</sup>	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service <sup>^</sup>	-	-
<b>Total :</b>	<b>6,324,111.19</b>	<b>7,328,191.45</b>

#### 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 be included as Other Income in AFR. In this respect, donations should be included if it is used to finance expenditure of the FSA services / FSA-related activities reflected in the AFR.

The breakdown on Other income is as follows:

<b>Other Income</b>	<b>2023-24</b>	<b>2022-23</b>
	<b>\$</b>	<b>\$</b>
(a) Programme income	454,468.00	154,601.00
(b) Production income	-	-
(c) Donation	-	-
(d) Income from Other Activities	-	-
(e) Utilised allocation under Central Item (CI): After School Care Programme (ASCP)/ Enhanced ASCP/ ASCP(PC) - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income*	-	-
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	-	-
(g) Miscellaneous income	375,354.50	537,500.60
<b>Sub-Total</b>	<b>829,822.50</b>	<b>692,101.60</b>
Less: Utilised allocation under CI ASCP/ Enhanced ASCP/ ASCP(PC) - FWSS which forms as part of Other Income*	-	-
<b>Total</b>	<b>829,822.50</b>	<b>692,101.60</b>

\* For those programmes which are regarded as FSA services / FSA-related activities only

#### 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.	1	704,827.67
HK\$800,001 - HK\$900,000 p.a.	-	-
HK\$900,001 - HK\$1,000,000 p.a.	1	971,979.00
HK\$1,000,001 - HK\$1,100,000 p.a.	-	-
HK\$1,100,001 - HK\$1,200,000 p.a.	-	-
>HK\$1,200,000 p.a.	-	-



## 7. Other Charges

The breakdown on Other Charges is as follows:

<b>Other Charges</b>	<b>2023-24</b>	<b>2022-23</b>
	<b>\$</b>	<b>\$</b>
(a) Utilities	3,173,434.69	2,880,873.84
(b) Food	5,488,633.23	5,281,661.80
(c) Administrative Expenses	654,382.37	490,903.91
(d) Store and Equipment	1,195,763.08	1,357,452.52
(e) Repair and Maintenance	1,407,672.36	1,177,231.67
(f) Special Allowances	-	-
(g) Programme Expenses	517,146.80	158,175.10
(h) Transportation and Travelling	487,682.74	453,784.85
(i) Insurance	500,133.77	742,004.84
(j) Medical & Nursing	37,021,271.00	36,578,493.29
(k) Miscellaneous - Fixed Assets	376,424.00	708,128.48
<b>Sub-Total</b>	<b>50,822,544.04</b>	<b>49,828,710.30</b>
Less: Utilised allocation under CI: ASCP/ Enhanced ASCP/ ASCP(PC) - FWSS* which forms as part of Other Income	-	-
<b>Total</b>	<b>50,822,544.04</b>	<b>49,828,710.30</b>

\*For those programmes which are regarded as FSA services / FSA-related activities only

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

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	Lump Sum Grant (LSG)	Holding Account (HA)	Adjustment for Utilised allocation under ASCP/ Enhanced ASCP/ ASCP(PC)-FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$	\$
<b>Income</b>						
Lump Sum Grant	115,862,739.00	-	-	-	-	115,862,739.00
Fee Income	8,300,581.70	-	-	-	-	8,300,581.70
Other Income	849,822.50	-	-	-	-	849,822.50
Interest Received (Note (1))	1,773,882.27	-	-	-	-	1,773,882.27
Rent and Rates	-	-	-	1,620,581.00	-	1,620,581.00
Central Items	-	-	-	-	7,818,965.00	7,818,965.00
<b>Total Income (a)</b>	<b>126,787,025.47</b>	<b>-</b>	<b>-</b>	<b>1,620,581.00</b>	<b>7,818,965.00</b>	<b>136,226,571.47</b>
<b>Expenditure</b>						
Personal Emoluments	78,670,505.02	-	-	-	-	78,670,505.02
Other Charges	50,822,544.04	-	-	-	-	50,822,544.04
Rent and Rates	-	-	-	2,239,184.00	-	2,239,184.00
Central Items	-	-	-	-	6,324,111.19	6,324,111.19
<b>Total Expenditure (b)</b>	<b>129,493,049.06</b>	<b>-</b>	<b>-</b>	<b>2,239,184.00</b>	<b>6,324,111.19</b>	<b>138,056,344.25</b>
<b>Surplus / (Deficit) for the Year (a) - (b)</b>	<b>(2,706,023.59)</b>	<b>-</b>	<b>-</b>	<b>(618,603.00)</b>	<b>1,494,853.81</b>	<b>(1,829,772.78)</b>
Less : Surplus/(Deficit) of Provident Fund	(1,915,341.39)	-	-	-	-	(1,915,341.39)
	(4,621,364.98)	-	-	(618,603.00)	1,494,853.81	(3,745,114.17)
<b>Surplus / (Deficit) b/f (Note (2))</b>	<b>20,770,345.85</b>	<b>-</b>	<b>-</b>	<b>(576,823.60)</b>	<b>20,947,341.28</b>	<b>41,140,863.53</b>
	16,148,980.87	-	-	(1,195,426.60)	22,442,195.09	37,395,749.36
Add: Refund from Government				608,086.10		608,086.10
Less: Claw back of Subvention Surpluses of R&R and/or Central Items for 2022-23. Letter on 30/11/2023 under Ref:SWD SF/SAS/4-35/2/104(480)				(28,184.00)	(21,381,530.00)	(21,409,714.00)
Adj: Overstated of 2022/2023 Other Charges	101,913.00					101,913.00
<b>Surplus / (Deficit) c/f (Note (4))</b>	<b>16,250,893.87</b>	<b>-</b>	<b>-</b>	<b>(615,524.50)</b>	<b>1,060,665.09</b>	<b>16,696,034.46</b>

### Notes:

# Including an amount \$Z being the utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS\*

\* For those programmes which are regarded as FSA services / FSA-related activities only

- (1) Interest received on LSG (including HA) 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 all interest received in previous years (see (1) above) and the balance of HA should be separately reported as in the surplus b/f under LSG and HA respectively.
- (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) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserves (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K)) for the year.

For NGOs with HA, with effect from 2022-23, the calculation of the annual claw-back is as follows:

(i) With Snapshot Staff (SS) [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year was greater than zero]

The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K)) for the year.

(ii) Without SS [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year (which is regarded as Year 0) was zero]

For the next three years (Year 1 to Year 3), the level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K)) for the year.

From the fourth financial year (Year 4) onwards, the level of LSG cumulative reserve and HA reserve will be counted altogether and the combined reserve amount (i.e. S1+S2) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K)) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.

In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.

[For details of (4)(i) and (4)(ii) above, please also refer to SWD's letter under reference (11) in SWD/S/109/1/10 of 4 April 2022.]

For any amount above the cap, SWD would arrange the claw-back (including provisional in the following financial year except for those 58 NGOs which are subject to Productivity Enhancement Programme as stipulated in SWD's letter under reference (9) in SWD/S/133/1 of 6 March 2024. For details of the claw-back arrangement of the said 58 NGOs, please refer to the above letter.) accordingly.



**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from April 2023 to Mar 2024**

Name of Agency: The Lok Sin Tong Benevolent Society, Kowloon

Unit Code and Name / Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1) (a1)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b)#	Actual Expenditure (Note 2) (a2)	Actual Expenditure incurred under RMLP Scheme (Note 2b)#	Surplus (Note 3) (a)=(a1)-(a2)	Deficit for the Year			Surplus/ (Deficit) b/f (Note 5) (e)	Refund from (to) Government (f)	Adjustment transferred to LSG (Note 9) (g)	Surplus/ (Deficit) c/f (Note 6) (h)=(e)+(a)-(d)-(f)+(-g)
							Deficit (Note 3) (b)=(a1)-(a2)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)				
8351- The Lok Sin Tong Benevolent Society, Kowloon	Dementia Supplement for Elderly with Disabilities	\$		\$		\$	\$	\$	\$	\$	\$	\$	\$
	Infirmary Care Supplement for the Aged Blind Persons												
	Dementia Supplement for Residential Elderly Services	1,518,353.00		1,518,353.00		-	-	-	-	-	-	-	-
	Infirmary Care Supplement for Residential Elderly Services	193,160.00		193,160.00		-	-	-	-	-	-	-	-
	Foster Care Allowance / One-off Special Allowances for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance								N/A				
	After School Care Programme - Fee Waiving Subsidy Scheme								N/A				
	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services								N/A				
	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy								N/A				
	NSCCP - Subsidy for Fee Reduction / waiving								N/A				
	NSCCP - Subsidy for Incentive Payment								N/A				
	NSCCP - Rent and Rates								N/A				
	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	1,930,000.00		960,000.00		970,000.00			N/A	-			970,000.00
	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	789,352.00		774,796.53		14,555.47			N/A	(1,262,797.71)			(1,248,242.24)
	Financial Incentive Scheme for Menlors of Employees with Disabilities								N/A	-			
	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme								N/A	-			
	Navigation Scheme for Young Persons in Care Services - Operating Expenses								N/A	-			
	Navigation Scheme for Young Persons in Care Services - Training Cost Centre								N/A	-			
	Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres								N/A	-			
	Time-defined Allocation of Ethnic Minority District Ambassador Posts - Central Item (A) salary and Mandatory Provident Fund								N/A	-			
	Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities - On-site Ventilation Assessment								N/A	689,030.00	689,030.00		
	One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing) (Note 10)								N/A	20,692,500.00	20,692,500.00		
	One-off Subsidy for Strengthened Provision of Visiting Medical Officer Service for Residential Care Homes for the Elderly and Visiting Medical Practitioner Scheme for Residential Care Homes for Persons with Disabilities								N/A	-			
	Short-term Food Assistance Service Teams - Food Cost								N/A	-			
	Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area								N/A	-			
	After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy								N/A	-			
	ASCP(PC) Fee Subsidy								N/A	-			
	ASCP(PC) Rent and Rates								N/A	-			
	Time-defined Service Contract of Social Work Service for Pre-primary Institutions								N/A	-			
- Allocation	3,388,080.00		2,877,781.66		510,298.34			N/A	828,608.99			1,338,907.33	
- Rent and Rates								N/A	-				
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site on-call Allowance)								N/A	-				
<b>Total:</b>	<b>7,818,965.00</b>		<b>6,324,111.19</b>		<b>1,494,853.81</b>				<b>20,947,341.28</b>	<b>21,381,530.00</b>		<b>1,060,665.09</b>	

# Any difference arising from the RMLP Scheme reimbursement received (see Note 1(b) below) and the corresponding expenditure under RMLP Scheme (see Note 2(b) below) will be assessed separately.  
 ^ Please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention.

**Notes:**

- The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department of the financial year
- This amount represents any reimbursement received from the RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvented element (see Note 2(b) below).
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off (i) programme income and (ii) expenditure under RMLP Scheme mentioned in Note 2(b) below, if any.
- This amount represents the additional four weeks' MLP (i.e. the 11th to 14th weeks) paid to the employee out of the corresponding allocation.
- Surplus / Deficit for each element represents the difference between subvention released and actual expenditure.
- 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. (5) in SWD/S/104/2 Pt. 18 dated 20 July 2018.
  - Dementia Supplement for Elderly with Disabilities
  - Infirmary Care Supplement for the Aged Blind Persons
  - Dementia Supplement for Residential Elderly Services
  - Infirmary Care Supplement for Residential Elderly Services
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
- Unit codes and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
- 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.
- For ASCP/Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD's allocation letter (s), if any.

**Schedule for Rent and Rates**

**Analysis of Subvention and Expenditure for the Period from 1.4.2023 to 31.3.2024**

Name of Agency: The Lok Sin Tong Benevolent Society, Kowloon

Unit Code and Name	Subvented Element	Subvention Released (Note 1)				Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		Current Year	Claw back	Backpayment	Total			
		\$	\$	\$	\$	\$	\$	\$
3900 Chu Ting Cheong	Rent (Note 3)	133,620.00	-	24,780.00	158,400.00	158,400.00		24,780.00
	Rates	240,637.00	-	9,363.00	250,000.00	262,000.00		21,363.00
	Total:	374,257.00	-	34,143.00	408,400.00	420,400.00	-	46,143.00
3913 Leung Kau Kui	Rent	894,792.00	-	372,012.00	1,266,804.00	1,273,368.00		378,576.00
	Rates	20,647.00	11,127.00	-	9,520.00	21,520.00		873.00
	Total:	915,439.00	11,127.00	372,012.00	1,276,324.00	1,294,888.00	-	379,449.00
3901 Wan Lap Keung	Rent	6,655.00	-	1,265.00	7,920.00	7,920.00		1,265.00
	Rates	10,734.00	8,134.00	-	2,600.00	11,200.00		466.00
	Total:	17,389.00	8,134.00	1,265.00	10,520.00	19,120.00	-	1,731.00
3902 Chan Lai Jeong Kiu	Rent	2,148.00	-	612.00	2,760.00	2,760.00		612.00
	Rates	13,773.00	8,923.00	-	4,850.00	15,700.00		1,927.00
	Total:	15,921.00	8,923.00	612.00	7,610.00	18,460.00	-	2,539.00
3291 WTSDC	Rent	297,457.00	-	179,972.10	477,429.10	454,116.00	-	156,659.00
	Rates	118.00	-	20,082.00	20,200.00	32,200.00	-	32,082.00
	Total:	297,575.00	-	200,054.10	497,629.10	486,316.00	-	188,741.00
	Grand Total:	1,620,581.00	28,184.00	608,086.10	2,200,483.10	2,239,184.00	-	618,603.00

Note: 1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.

2. Surplus / Deficit for each element represents the difference between subvention released and actual expenditure.

3. Rent includes all kinds of rent such as PHE rental, private rental, car park rent, management fee, building maintenance fee and Government Rent.

