

「周年財務報表」(Annual Financial Report, AFR) 乃根據「收支實現」(Cash Basis)會計制度而編訂。本報告僅供香港特別行政區政府社會福利署存檔，除此以外，不應作其他方面的用途。

The Annual Financial Report (AFR) does not constitute the subvented agencies' statutory annual financial statements. The AFR is prepared on cash basis, in accordance with the requirements set out in Lump Sum Grant Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region, which is different from the financial reporting standards issued by the Hong Kong Institute of Certified Public Accountants normally adopted in statutory annual financial statements.

竹林明堂有限公司
CHUK LAM MING TONG LIMITED

ANNUAL FINANCIAL REPORT
YEAR ENDED 31ST MARCH, 2016



伍國棟會計師事務所
TONY KWOK TUNG NG & CO.
CERTIFIED PUBLIC ACCOUNTANTS



REVIEW REPORT TO THE BOARD OF DIRECTORS OF
CHUK LAM MING TONG LIMITED

We have audited the financial statements of the Chuk Lam Ming Tong Limited (hereinafter "the Association") for the year ended 31st March, 2016 and have issued a qualified auditors' report thereon dated 23rd November, 2016.

We conducted our review of the attached Annual Financial Report on pages 2 to 9 of the Association for the year ended 31st March, 2016 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, 2016:

- 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, 2016.

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.

Certified Public Accountants

Hong Kong, 23rd November, 2016

ANNUAL FINANCIAL REPORT
 NGO : CHUK LAM MING TONG LIMITED
 PERIOD FROM 1ST APRIL, 2015 TO 31ST MARCH, 2016

| | Note | <u>2016</u> HK\$ | <u>2015</u> HK\$ |
|--|------|---------------------|---------------------|
| A. INCOME | | | |
| 1. Lump Sum Grant | | | |
| a. Lump Sum Grant (excluding Provident Fund) | 1b | 24,948,285.00 | 23,597,180.00 |
| b. Provident Fund | 1c | 1,739,015.00 | 1,676,039.00 |
| 2. Special One-off Grant | | - | - |
| 3. Fee Income | 2 | 3,442,783.00 | 3,427,402.50 |
| 4. Central Items | 3 | 2,634,284.00 | 1,810,859.00 |
| 5. Rent and Rates | 4 | 162,489.00 | 155,980.00 |
| 6. Other Income | 5 | | |
| a. Net income from sales of medical appliances and milk powder | | 142,142.51 | - |
| b. Others | | 497,388.88 | 462,445.16 |
| | | 639,531.39 | 462,445.16 |
| 7. Interest Received | | 50,763.73 | 52,455.86 |
| TOTAL INCOME | | 33,617,151.12 | 31,182,361.52 |
| B. EXPENDITURE | | | |
| 1. Personal Emoluments | | | |
| a. Salaries | | 19,414,333.84 | 18,918,958.49 |
| b. Provident Fund | 1c | 1,199,757.32 | 1,491,646.84 |
| c. Allowances | | 1,163,654.03 | 1,062,339.16 |
| Sub-total | 6 | 21,777,745.19 | 21,472,944.49 |
| 2. Other Charges | 7 | 7,325,104.97 | 6,892,115.70 |
| 3. Central Items | 3 | 2,283,023.55 | 1,583,244.00 |
| 4. Rent and Rates | 4 | 215,000.00 | 208,000.00 |
| 5. Special One-off Grant Payments | 7a | - | - |
| TOTAL EXPENDITURE | | 31,600,873.71 | 30,156,304.19 |
| C. SURPLUS FOR THE YEAR | 8 | 2,016,277.41 | 1,026,057.33 |

SIGNATURE
CHAIRMAN :


 MR. SO TUNG LAM
 DATE : 23rd November, 2016

SIGNATURE
SERVICES DIRECTOR :


 MR. CHUNG CHUN FUNG RAYMOND
 DATE : 23rd November, 2016

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

1. Lump Sum Grant

a. Basis of preparation

The Annual Financial Report (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 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 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.

Please note that the PF received and contributed for staff under the Central Items have been shown under 3.

Details are analysed below:

| <u>Provident Fund Contribution</u> | <u>Snapshot Staff HK\$</u> | <u>6.8% and other Posts HK\$</u> | <u>Total HK\$</u> |
|---|--------------------------------|--|----------------------------|
| Subvention Received | 201,359.00 | 1,537,656.00 | 1,739,015.00 |
| Provident Fund Contribution Paid during the year | <u>(198,483.75)</u> | <u>(1,001,273.57)</u> | <u>(1,199,757.32)</u> |
| Surplus/(deficit) for the year | 2,875.25 | 536,382.43 | 539,257.68 |
| Add : Surplus b/f | 478,499.74 | 4,393,237.22 | 4,871,736.96 |
| Expenses over claimed in prior year (Non-subvented) | - | 320.12 | 320.12 |
| Less : Refund to Government | <u>(478,366.00)</u> | <u>-</u> | <u>(478,366.00)</u> |
| Surplus c/f | <u><u>3,008.99</u></u> | <u><u>4,929,939.77</u></u> | <u><u>4,932,948.76</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 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 (paragraph 3.13 of LSG Manual). The income and expenditure of each of the Central Items are as follows:

| | <u>2015-2016 HK\$</u> | <u>2014-2015 HK\$</u> |
|---|----------------------------|----------------------------|
| a. Income | | |
| Care Assistants for Elderly Services | - | 123,173.00 |
| Dementia Supplement for Residential Elderly Services | <u>2,634,284.00</u> | <u>1,687,686.00</u> |
| Total | <u><u>2,634,284.00</u></u> | <u><u>1,810,859.00</u></u> |

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

3. Central Items (Continued)

| | <u>2015-2016</u> HK\$ | <u>2014-2015</u> HK\$ |
|--|--------------------------|--------------------------|
| b. Expenditure | | |
| Dementia Supplement for Residential Elderly Services | 2,283,023.55 | 1,583,244.00 |
| Total | <u>2,283,023.55</u> | <u>1,583,244.00</u> |

4. Rent and Rates

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

6. Personal Emoluments

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

The analysis on number of posts with annual Personal Emoluments over \$500,000 each is appended below:

| <u>Analysis of Personal Emoluments</u> | <u>No. of Posts</u> | <u>HK\$</u> |
|--|---------------------|-------------|
| HK\$500,001 - HK\$600,000 p.a. | 5 | 2,588,672 |
| HK\$600,001 - HK\$700,000 p.a. | - | - |
| 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\$1,000,000 p.a. | - | - |

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

7. Other Charges

The breakdown on Other Charges is as follows:

| <u>Other Charges</u> | <u>2015-2016</u> HK\$ | <u>2014-2015</u> HK\$ |
|--|--------------------------|--------------------------|
| (a) Utilities | 1,512,841.50 | 1,508,362.60 |
| (b) Food | 2,377,628.75 | 2,222,504.91 |
| (c) Administrative Expenses | 276,240.10 | 247,701.60 |
| (d) Stores and Equipment | 428,630.59 | 427,525.41 |
| (e) Repair and Maintenance | 536,481.00 | 327,386.38 |
| (f) Programme Expenses | 226,902.15 | 202,723.87 |
| (g) Transportation and Travelling | 73,920.38 | 91,635.08 |
| (h) Insurance | 198,927.13 | 159,894.50 |
| (i) Miscellaneous | 119,208.53 | 142,941.77 |
| (j) Nursing and Occupational Therapists Services | 96,160.00 | 222,870.00 |
| (k) Paramedical Staff and Services | 604,088.00 | 592,844.00 |
| (l) Pharmaceutical and Nutrition Care | 119,720.00 | 89,125.00 |
| (m) Physiotherapy Charge | 418,717.50 | 304,245.00 |
| (n) Medical Expenses | 335,639.34 | 352,355.58 |
| Total | <u>7,325,104.97</u> | <u>6,892,115.70</u> |

7a. Special One-off Grant Payments

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

| | <u>2015-2016</u> HK\$ | <u>2014-2015</u> HK\$ |
|--------------------------------|--------------------------|--------------------------|
| Special One-off Grant Payments | <u>-</u> | <u>-</u> |

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

8. Analysis of Reserve Fund

| | Analysis of Reserve Fund | | | |
|--|--------------------------|---------------------|---------------------|----------------------|
| | Lump Sum Grant (LSG) | Rent and rates | Central Items | Total |
| | HK\$ | HK\$ | HK\$ | HK\$ |
| Income | | | | |
| Lump Sum Grant | 26,687,300.00 | - | - | 26,687,300.00 |
| Special One-off Grant | - | - | - | - |
| Fee Income | 3,442,783.00 | - | - | 3,442,783.00 |
| Other Income | 639,531.39 | - | - | 639,531.39 |
| Interest Received (Note 1) | 50,763.73 | - | - | 50,763.73 |
| Rent and Rates | - | 162,489.00 | - | 162,489.00 |
| Central Items | - | - | 2,634,284.00 | 2,634,284.00 |
| Total Income (a) | 30,820,378.12 | 162,489.00 | 2,634,284.00 | 33,617,151.12 |
| Expenditure | | | | |
| Personal Emoluments | 21,777,745.19 | - | - | 21,777,745.19 |
| Other Charges | 7,325,104.97 | - | - | 7,325,104.97 |
| Rent and Rates | - | 215,000.00 | - | 215,000.00 |
| Central Items | - | - | 2,283,023.55 | 2,283,023.55 |
| Special One-off Grant Payments | - | - | - | - |
| Total Expenditure (b) | 29,102,850.16 | 215,000.00 | 2,283,023.55 | 31,600,873.71 |
| Surplus/(Deficit) for the Year (a)-(b) | 1,717,527.96 | (52,511.00) | 351,260.45 | 2,016,277.41 |
| Less: Surplus of Provident Fund | (539,577.80) | - | - | (539,577.80) |
| | 1,177,950.16 | (52,511.00) | 351,260.45 | 1,476,699.61 |
| Add: Expenses over claimed in prior year | 8,564.96 | - | - | 8,564.96 |
| Surplus/(Deficit) b/f (Note 2) | 14,708,245.12 | (111,320.00) | 401,233.91 | 14,998,159.03 |
| Less: Refund to Government | 15,894,760.24 | (163,831.00) | 752,494.36 | 16,483,423.60 |
| Reversal of | (166,172.38) | - | (281,302.41) | (447,474.79) |
| transfer of cumulative unspent balance of permanent/time-defined Programme Assistant/Care Assistant as at 30.11.2014 upon the change of funding mode from Central Item to Lump Sum Grant with effect from 1.12.2014 | (123,173.00) | - | 123,173.00 | - |
| Transfer of surplus from Programme Worker for 2009/10 to LSG reserve as per SWD's Letter dated 9.8.2016 | 6,877.80 | - | (6,877.80) | - |
| Surplus/(Deficit) c/f (Note 4) | (S) 15,612,292.66 | (163,831.00) | 587,487.15 | 16,035,948.81 |

Notes :

- All the interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant is included as one item under LSG; and the item is considered as part of LSG reserve.
- Accumulated balance of Lump Sum Grant Surplus b/f from previous years and all interest received in previous years are included in the surplus b/f under LSG.
- 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.
- The level of LSG cumulative reserve (i.e. S) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

9. Schedule for Central Items
Analysis of Subvention and Expenditure for the Period from 1-4-2015 to 31-3-2016

Name of Agency : Chuk Lam Ming Tong Limited

| Unit Code and Name (Note 7) | Subvented Element | Subvention Released (Note 1) | Actual Expenditure (Note 2) | Surplus (Note 3) (a) | Deficit for the Year | | | Surplus b/f (Note 5) (e) | Refund to government (f) | Transfer from/(to) LSG reserve (g) | Surplus c/f (Note 6) (h)=(e)+(a)-(d)-(f)+(g) |
|--|---|------------------------------|-----------------------------|----------------------|----------------------|---|------------------------------|--------------------------|--------------------------|------------------------------------|--|
| | | | | | Deficit (Note 3) (b) | Deficit transferred to LSG (Note 4) (c) | Adjusted Deficit (d)=(b)+(c) | | | | |
| 162S Care Assistant (CA)/ Programme Assistant (PA) Posts | Subvented Element | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 162P Chuk Lam Ming Tong C & A Home For The Aged (PWs) | Programme Assistants/Care Assistants (Permanent) - Elderly Services (up to 30.11.2014) | - | - | - | - | - | 184,389.00 | 184,389.00 | 184,389.00 | 123,173.00 | 123,173.00 |
| 7907 Chuk Lam Ming Tong C & A Home For The Aged (DS) | Programme Work post for 2013-14 Dementia Supplement for Residential Elderly Services | 2,634,284.00 | 2,283,023.55 | 351,260.45 | - | - | 112,402.91 | 96,913.41 | (6,877.80) | 8,611.70 | |
| Total | | 2,634,284.00 | 2,283,023.55 | 351,260.45 | - | - | 401,233.91 | 281,302.41 | 116,295.20 | 587,487.15 | |

Notes :

1. The figures for the whole financial year are extracted from the payroll for March (Final) 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. (64) in SWD/S/104/2 Pt. 14 dated 22 July 2015.
 - (i) Dementia Supplement for Elderly with Disabilities
 - (ii) Infirmary Care Supplement for the Aged Blind Persons
 - (iii) Dementia Supplement for Residential Elderly Services
 - (iv) Infirmary 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 plus surplus, if any, arising from operations in current year.
7. Unit code and name are extracted from the payroll from SWD.
8. The income and expenditure for the Special one-off Subsidy for Better Care for Elderly Persons with Dementia or Requiring Infirmary Care as allocated via SWD's letter ref SWD/S/E/RC/3 Pt. 4 dated 4 March 2015 should also be included in the income/expenditure of the respective items.
9. 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.

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

10. Schedule for Rent and Rates

Analysis of Subvention and Expenditure for the period from 1-4-2015 to 31-3-2016

Name of Agency : Chuk Lam Ming Tong Limited

| Unit Code and Name | Subvented Element | Subvention Released (Note 1) | Actual Expenditure | Surplus (Note 2) | Deficit (Note 2) |
|--|-------------------|------------------------------|--------------------|------------------|--------------------|
| | | \$ | \$ | \$ | \$ |
| 5850 Chuk Lam Ming Tong C & A Home For The Aged | Rent (Note 3) | 1,000.00 | 1,000.00 | - | - |
| | Rates | 161,489.00 | 214,000.00 | - | (52,511.00) |
| | Total | 162,489.00 | 215,000.00 | - | (52,511.00) |

Notes :

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, carpark rent, management fee, building maintenance fee and Government Rent.

11. Sales of medical appliances, paper diaper and milk powder

Analysis of receipts and payments during the year are as follows:

| | |
|-------------------------------------|-------------------|
| Cash received on sales for the year | 1,396,284.90 |
| Add: Opening inventories | 136,073.23 |
| Less: Cash paid for purchases | (1,289,846.08) |
| Less: Closing inventories | (100,369.54) |
| Net cash generated during the year | <u>142,142.51</u> |

CHUK LAM MING TONG LIMITED
NOTES ON THE ANNUAL FINANCIAL REPORT - 31ST MARCH, 2016

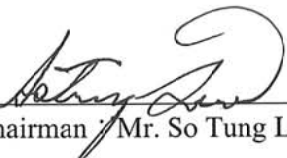
12. Schedule for Investment
 Analysis of Investment as at 31 March, 2016

Agency : Chuk Lam Ming Tong Limited

| | <u>2015-2016</u> HK'000 | <u>2014-2015</u> HK'000 |
|--------------------------------|----------------------------|----------------------------|
| LSG Reserve as at 31 March | <u>15,612</u> | <u>14,708</u> |
| Represented by : | | |
| Investments | | |
| a. HKD Bank Account Balances | 1,612 | 759 |
| b. HKD 24-hour Call Deposits | - | - |
| c. HKD Fixed Deposits | 14,000 | 13,949 |
| d. HKD Certificate of Deposits | - | - |
| e. HKD Bonds | - | - |
| | <u>15,612</u> | <u>14,708</u> |


Note : The investments should be reported at historical cost.

Confirmed by :-



 Chairman / Mr. So Tung Lam

Date : 23rd November, 2016



 Services Director : Mr. Chung Chun Fung
 Raymond

Date : 23rd November, 2016