



Chinese Young Men's Christian
Association of Hong Kong
Annual Financial Report of Social Welfare Services
(Lump Sum Grant)

31 March 2017

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Review report to the members of Chinese Young Men's Christian Association of Hong Kong

We have audited the financial statements of Chinese Young Men's Christian Association of Hong Kong (the "Association") for the year ended 31 March 2017 and have issued an unqualified auditors' report thereon dated 23 June 2017.

We conducted our review of the attached Annual Financial Report on pages 3 to 11 of the Association for the year ended 31 March 2017 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the 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 31 March 2017.

- (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 (Oct 2016) (the "LSG Manual") published by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region (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 31 March 2017.



Review report to the members of
Chinese Young Men's Christian Association of
Hong Kong (continued)

Restriction on distribution and use

This report is intended solely for your benefit and for filing with the Social Welfare Department of the Government of the HKSAR and is not intended to be, and should not be used for any other purpose and we do not assume responsibility towards or accept liability or duty to any other person other than the addressees of this report for the contents of this report. This report relates solely to the Annual Financial Report specified above and does not extend to any financial statements of the Association, taken as a whole.

Certified Public Accountants

8th Floor, Prince's Building
10 Chater Road
Central, Hong Kong

26 OCT 2017

ANNUAL FINANCIAL REPORT
CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG
1 APRIL 2016 TO 31 MARCH 2017

	Notes	2016/17 \$	2015/16 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	156,833,674.00	149,174,977.00
b. Provident Fund	1c	10,005,657.00	9,529,958.00
3. Fee Income	2	5,432,728.10	5,028,447.62
4. Central Items	3	3,085,022.32	2,224,182.00
5. Rent and Rates	4	8,071,672.00	7,469,002.00
6. Other Income	5	30,502,749.42	28,955,080.29
7. Interest Received		164,111.45	196,221.86
TOTAL INCOME		<u>214,095,614.29</u>	<u>202,577,868.77</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		154,060,485.00	146,454,099.09
b. Provident Fund	1c	11,521,310.90	10,960,525.82
c. Allowances		348,376.16	539,787.84
2. Other Charges	7	40,745,140.63	38,945,447.31
3. Central Items	3	3,203,805.02	2,397,368.67
4. Rent and Rates	4	8,866,429.62	7,874,860.07
TOTAL EXPENDITURE		<u>218,745,547.33</u>	<u>207,172,088.80</u>
C. DEFICIT FOR THE YEAR	8	<u>(4,649,933.04)</u>	<u>(4,594,220.03)</u>

The Annual Financial Report from pages 3 to 11 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG

NOTES ON THE ANNUAL FINANCIAL REPORT

For the period from 1 April 2016 to 31 March 2017

1 Lump Sum Grant

a Basis of preparation

The Annual Financial Report (AFR) is prepared in respect of all Funding and Service Agreement (FSA) activities (including support services to FSA activities) funded by the Social Welfare Department under the Lump Sum Grant Subvention System. AFR is prepared on cash basis, that is, income is 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.
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	1,687,282.00	8,318,375.00	10,005,657.00
Provident Fund Contribution Paid during the year	3,434,527.13	8,086,783.77	11,521,310.90
Surplus/(Deficit) for the year	(1,747,245.13)	231,591.23	(1,515,653.90)
Add: Surplus/(Deficit) b/f	0.00	0.00	0.00
	(1,747,245.13)	231,591.23	(1,515,653.90)
Less: Deficit absorbed by Agency's fund	1,747,245.13	0.00	1,747,245.13
Surplus c/f	0.00	231,591.23	231,591.23

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 the subvention as set out in the LSG Manual.

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG

NOTES ON THE ANNUAL FINANCIAL REPORT

For the period from 1 April 2016 to 31 March 2017

3 Central Items

These are subvented service activities which are not included in the 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:

<u>a. Income</u>	2016/17 \$	2015/16 \$
After School Care Programme	794,250.00	553,500.00
Enhanced After School Care Programme	711,480.00	582,120.00
Programme Worker	3,805.32	0.00
Infirmity Care Supplement and Dementia Supplement	1,305,487.00	1,088,562.00
Training Sponsorship Scheme for MOT/MTP programme of PolyU	270,000.00	0.00
Total	3,085,022.32	2,224,182.00
<u>b. Expenditure</u>		
After School Care Programme	1,176,780.00	892,768.71
Enhanced After School Care Programme	714,623.28	416,037.96
Programme Worker	0.00	0.00
Infirmity Care Supplement and Dementia Supplement	1,312,401.74	1,088,562.00
Training Sponsorship Scheme for MOT/MTP programme of PolyU	0.00	0.00
Total	3,203,805.02	2,397,368.67

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 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 (paragraph 2.29 of LSG Manual (October 2016)) is as follows:

	2016/17 \$	2015/16 \$
Other Income		
(a) Fees and charges for services incidental to the operation of subvented services	30,502,749.42	28,955,080.29
(b) Others	0.00	0.00
Total	30,502,749.42	28,955,080.29

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG
NOTES ON THE ANNUAL FINANCIAL REPORT
For the period from 1 April 2016 to 31 March 2017

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

Analysis of Personal Emoluments paid under LSG

	No. of Posts	\$
HK\$700,001 - HK\$800,000 p.a.	5	3,758,825.03
HK\$800,001 - HK\$900,000 p.a.	35	29,757,186.89
HK\$900,001 - HK\$1,000,000 p.a.	3	2,842,413.12
HK\$1,000,001 - HK\$1,100,000 p.a.	6	6,379,570.10
HK\$1,100,001 - HK\$1,200,000 p.a.	0	0.00
>HK\$1,200,000 p.a.	1	1,610,202.00

- 7 Other Charges** The breakdown on Other Charges is as follows:

	2016/17 \$	2015/16 \$
<u>Other Charges</u>		
(a) Utilities	3,141,190.40	3,121,484.72
(b) Food	2,806,242.42	2,914,375.62
(c) Administrative Expenses	1,381,146.96	1,372,820.64
(d) Stores and Equipment	1,528,040.43	1,730,056.53
(e) Repair and Maintenance	924,763.17	911,927.47
(f) Special Allowance	1,537,198.87	1,561,274.08
(g) Programme Expenses	23,256,205.14	21,519,436.46
(h) Transportation and Travelling	603,877.15	557,815.13
(i) Insurance	692,866.54	544,795.69
(j) Miscellaneous	4,648,320.77	4,472,778.97
(k) Visiting Medical Practitioners	225,288.80	238,682.00
	<u>40,745,140.65</u>	<u>38,945,447.31</u>

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG
NOTES ON THE ANNUAL FINANCIAL REPORT
For the period from 1 April 2016 to 31 March 2017

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

	Analysis of Reserve Fund			
	Lump Sum Grant (LSG)	Rent & Rates	Central Items	Total
Income				
Lump Sum Grant	166,839,331.00	0.00	0.00	166,839,331.00
Fee Income	5,432,728.10	0.00	0.00	5,432,728.10
Other Income	30,502,749.42	0.00	0.00	30,502,749.42
Interest Received (Note 1)	164,111.45	0.00	0.00	164,111.45
Rent and Rates	0.00	8,071,672.00	0.00	8,071,672.00
Central Items	0.00	0.00	3,085,022.32	3,085,022.32
Total Income (a)	202,938,919.97	8,071,672.00	3,085,022.32	214,095,614.29
Expenditure				
Personal Emoluments	165,930,172.06	0.00	0.00	165,930,172.06
Other Charges	40,745,140.63	0.00	0.00	40,745,140.63
Rent and Rates	0.00	8,866,429.62	0.00	8,866,429.62
Central Items	0.00	0.00	3,203,805.02	3,203,805.02
Total Expenditure (b)	206,675,312.69	8,866,429.62	3,203,805.02	218,745,547.33
Surplus/(Deficit) for the Year (a)-(b)	(3,736,392.72)	(794,757.62)	(118,782.70)	(4,649,933.04)
Less: Deficit of Provident Fund	1,515,653.90	0.00	0.00	1,515,653.90
Surplus transferred to LSG	3,805.32	0.00	(3,805.32)	0.00
Surplus/(Deficit) b/f (Note 2)	(2,216,933.50)	(794,757.62)	(122,588.02)	(3,134,279.14)
Less: Refund to Government	16,450,408.11	(2,265,742.92)	3,190,984.91	17,375,650.10
Back payment	14,233,474.61	(3,060,500.54)	3,068,396.89	14,241,370.96
Deficit absorbed by Agency's Fund	0.00	(180.00)	(599,734.73)	(599,914.73)
Surplus/(Deficit) c/f (Note 3)	0.00	2,385,451.00	0.00	2,385,451.00
	0.00	0.00	6,914.74	6,914.74
	14,233,474.61	(675,229.54)	2,475,576.90	16,033,821.97

Note 1 : Interest received on LSG and Provident Fund reserves, rent and rates, central items, Special One-off Grant are included as one item under LSG, and the item is considered as part of LSG reserve.

Note 2 : Accumulated balance Lump Sum Grant Surplus b/f from previous years and all interest received in previous years should be included in surplus b/f under LSG.

Note 3 : The level of LSG cumulative reserve will be capped at 25% of NGO's operating expenditure (excluding Provident Fund expenditure) for the year.

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG
Schedule for Central Items
Analysis of Subvention and Expenditure for the year ended 31 March 2017

Unit Code	Subvented Element	Subvention Released	Actual Expenditure	Surplus (a)	Deficit for the Year			Surplus b/f (e)	Surplus clawback (f)	Transfer to LSG (g)	Surplus c/f (e)+(a)+(d)+(f)+ (g)
					Deficit (b)	Deficit transferred to LSG (c)	Adjusted Deficit (d) = (b) + (c)				
124	After School Care Programme	794,250.00	1,176,780.00	0.00	(382,530.00)	0.00	(382,530.00)	2,443,208.42	0.00	0.00	2,060,678.42
124	Enhanced After School Care Programme	711,480.00	714,623.28	0.00	(3,143.28)	0.00	(3,143.28)	171,387.04	(87,399.00)	0.00	80,844.76
124	Visiting Medical Practitioner Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
124	Peer Counsellors for Young People	0.00	0.00	0.00	0.00	0.00	0.00	64,053.72	0.00	0.00	64,053.72
124S	Care Assistant & Programme Assistant	0.00	0.00	0.00	0.00	0.00	0.00	512,335.73	(512,335.73)	0.00	0.00
124P	Programme Worker	3,805.32	0.00	3,805.32	0.00	0.00	0.00	0.00	0.00	(3,805.32)	0.00
1729	Infirmary Care Supplement and Dementia Supplement	1,305,487.00	1,312,401.74	0.00	(6,914.74)	0.00	(6,914.74)	0.00	0.00	0.00	0.00
6673	Training Sponsorship Scheme for MOT/MPT programme of PolyU	270,000.00	0.00	270,000.00	0.00	0.00	0.00	0.00	0.00	0.00	270,000.00
	Total	3,085,022.32	3,203,805.02	273,805.32	(392,588.02)	0.00	(392,588.02)	3,190,984.91	(590,734.73)	(3,805.32)	2,475,576.90

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG
Schedule for Rent and Rates
(a) Analysis of Subvention and Expenditure for the period from 1 April 2016 to 31 March 2017

Annex I(b)

Unit Code	Centre Name	Subvention Element	Subvention Released (a)	Actual Expenditure (b)	Surplus (a) - (b)	Deficit (a) - (b)
1852	Tin Shui Wai Tin Ching Centre	Rent	550,440.00	550,440.00	-	-
		Rates	24,332.00	56,000.00	-	31,668.00
		Total	574,772.00	606,440.00	-	31,668.00
1854	Hin Keng Integrated Team	Rent	434,280.00	444,900.00	-	10,620.00
		Rates	32,354.00	43,400.00	-	11,046.00
		Total	466,634.00	488,300.00	-	21,666.00
1861	Y's Men's Centre	Rent	170,280.00	170,280.00	-	-
		Rates	14,311.00	18,200.00	-	3,889.00
		Total	184,591.00	188,480.00	-	3,889.00
1862	Wah Fu Hostel	Rent	601,920.00	601,920.00	-	-
		Rates	23,340.00	30,200.00	-	6,860.00
		Total	625,260.00	632,120.00	-	6,860.00
1863	Tin Shui Wai Tin Chak Integrated Team	Rent	527,640.00	534,840.00	-	7,200.00
		Rates	38,576.00	53,600.00	-	15,024.00
		Total	566,216.00	588,440.00	-	22,224.00
1871	Chai Wan Integrated Team	Rent	500,940.00	500,940.00	-	-
		Rates	48,998.00	66,880.00	-	17,882.00
		Total	549,938.00	567,820.00	-	17,882.00
1872	Tsuen Wan Integrated Team	Rent	287,400.00	319,620.00	-	32,220.00
		Rates	65,020.00	91,300.00	-	26,280.00
		Total	352,420.00	410,920.00	-	58,500.00
1873	Yung Shing Sheltered Workshop	Rent	526,701.00	537,264.00	-	10,563.00
		Rates	34,507.00	47,377.36	-	12,870.36
		Total	561,208.00	584,641.36	-	23,433.36
1874	Yung Shing Hostel	Rent	423,760.00	458,316.00	-	34,556.00
		Rates	25,709.00	40,422.64	-	14,713.64
		Total	449,469.00	498,738.64	-	49,269.64
1876	Tsuen Wan/Kwai Tsing Youth Outreaching Team	Rent	94,188.00	96,528.00	-	2,340.00
		Rates	7,975.00	7,280.00	695.00	-
		Total	102,163.00	103,808.00	695.00	2,340.00
1879	Jordan Integrated Team	Rent	299,478.00	456,510.80	-	157,032.80
		Rates	46,043.00	62,600.00	-	16,557.00
		Total	345,521.00	519,110.80	-	173,589.80
1882	Kornhill Integrated Team	Rent	173,328.00	216,799.65	-	43,471.65
		Rates	74,664.00	89,600.00	-	14,936.00
		Total	247,992.00	306,399.65	-	58,407.65
1883	Kwun Tong Integrated Team	Rent	381,960.00	389,700.00	-	7,740.00
		Rates	28,202.00	35,000.00	-	6,798.00
		Total	410,162.00	424,700.00	-	14,538.00

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG

Annex 1(b)

Schedule for Rent and Rates

(a) Analysis of Subvention and Expenditure for the period from 1 April 2016 to 31 March 2017

Unit Code	Centre Name	Subvention Element	Subvention Released (a)	Actual Expenditure (b)	Surplus (a) - (b)	Deficit (a) - (b)
1912	Siu Sai Wan C & Y Centre	Rent	25,920.00	43,132.09	-	17,212.09
		Rates	46,680.00	62,600.00	-	15,920.00
		Total	72,600.00	105,732.09	-	33,132.09
1913	Lam Tin Integrated Team	Rent	535,920.00	535,920.00	-	-
		Rates	46,229.00	62,860.00	-	16,631.00
		Total	582,149.00	598,780.00	-	16,631.00
1914	Shek Kip Mei Integrated Team	Rent	397,980.00	385,237.00	12,743.00	-
		Rates	36,243.00	73,400.00	-	37,157.00
		Total	434,223.00	458,637.00	12,743.00	37,157.00
1915	School Social Work	Rent	84,990.00	87,852.00	-	2,862.00
		Rates	9,239.00	9,320.00	-	81.00
		Total	94,229.00	97,172.00	-	2,943.00
1919	Neighbourhood Elderly Centre	Rent	367,158.00	368,529.58	-	1,371.58
		Rates	47,977.00	48,000.00	-	23.00
		Total	415,135.00	416,529.58	-	1,394.58
1932	Shatin Youth Outreaching Team	Rent	100,320.00	100,320.00	-	-
		Rates	8,752.00	8,780.00	-	28.00
		Total	109,072.00	109,100.00	-	28.00
1933	Tin Ping Hostel for Elderly	Rent	841,692.00	950,160.00	-	108,468.00
		Rates	15,236.00	108,096.00	-	92,860.00
		Total	856,928.00	1,058,256.00	-	201,328.00
7299	Bridges Street Sheltered Workshop	Rates	43,262.00	62,344.50	-	19,082.50
		Total	43,262.00	62,344.50	-	19,082.50
7316	Bridges Street Hostel	Rates	27,728.00	39,960.00	-	12,232.00
		Total	27,728.00	39,960.00	-	12,232.00
Grand Total			8,071,672.00	8,866,429.62	13,438.00	808,195.62

Notes: Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and government rent.

CHINESE YOUNG MEN'S CHRISTIAN ASSOCIATION OF HONG KONG

Schedule of Investment

Analysis of Investment as at 31 March 2017

	2017	2016
	\$	\$
LSG Reserve as at 31 March	14,233,474.61	16,450,408.11

Represented by:

Investments

a. HKD Bank Account Balances		
b. HKD 24-hour Call Deposit	-	-
c. HKD Fixed Deposit	14,233,474.61	16,450,408.11
d. HKD Certificate of Deposit	-	
e. HKD Bonds	-	
	<u>14,233,474.61</u>	<u>16,450,408.11</u>