

The Tsung Tsin Mission of Hong Kong Social Service  
Annual Financial Report 2020-2021  
(Lump Sum Grant Subvention Only)

The financial information relating to the year ended 31 March 2021 included in the Annual Financial Report (“AFR”) does not constitute The Tsung Tsin Mission of Hong Kong Social Service’s statutory annual financial statements. The AFR is prepared on cash basis and in accordance with the requirements set out in the Lump Sum Grant Manual issued by the Social Welfare Department of the Government of Hong Kong Special Administrative Region. This basis of preparation is different from the financial reporting standards issued by the Hong Kong Institute of Certified Public Accountants normally adopted in statutory annual financial statements.

**THE TSUNG TSIN MISSION OF HONG KONG SOCIAL SERVICE**  
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	Note	Total 2020-21 HK\$	Total 2019-20 HK\$	Remarks
<b>A. Income</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	60,096,331.00	44,989,847.00	
b. Provident Fund	1c	<u>4,041,634.00</u>	<u>3,246,448.00</u>	
		64,137,965.00	48,236,295.00	
2. Fee Income	2	3,390,137.30	3,259,025.50	
3. Central Items	3	11,133,899.00	10,592,430.00	
4. Rent and Rates	4	6,747,582.00	6,518,033.00	
5. Other Income	5	6,479,315.79	9,263,219.02	
6. Interest Received		250,503.70	336,763.67	
<b>TOTAL INCOME</b>		<u><u>92,139,402.79</u></u>	<u><u>78,205,766.19</u></u>	
<b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		56,091,039.63	42,534,112.29	
b. Provident Fund	1c	3,513,235.36	2,693,732.93	
c. Allowances		<u>1,948,468.99</u>	<u>275,311.52</u>	
Sub-total	6	61,552,743.98	45,503,156.74	
2. Other Charges	7	11,941,845.05	9,651,405.46	
3. Central Items	3	8,253,610.04	7,796,986.31	
4. Rent and Rates	4	8,071,676.30	7,017,088.09	
<b>TOTAL EXPENDITURE</b>		<u><u>89,819,875.37</u></u>	<u><u>69,968,636.60</u></u>	
<b>C. SURPLUS FOR THE YEAR</b>	8	<u><u>2,319,527.42</u></u>	<u><u>8,237,129.59</u></u>	

The Annual Financial Report from page 2 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



Chairman

Date: 19 October, 2021



General Secretary

Date: 19 October, 2021

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**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. The Provident Fund 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</u> HK\$	<u>6.8% and Other Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	419,013.00	3,622,621.00	4,041,634.00
Provident Fund Contribution paid during the year	(399,603.00)	(3,113,632.36)	(3,513,235.36)
Surplus/(deficit) for the year	19,410.00	508,988.64	528,398.64
Add: Surplus/(deficit) b/f	231,936.00	2,999,852.72	3,231,788.72
Additional subvention received for previous years		20,739.00	20,739.00
Less: Refund to Government	(67,307.00)	-	(67,307.00)
Surplus/(Deficit) c/f	<u>184,039.00</u>	<u>3,529,580.36</u>	<u>3,713,619.36</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.

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- 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 (paragraph 3.14 of LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

	2020-21 HK\$	2019-20 HK\$
<b>a. Income</b>		
After School Care Programme - Fee Waiving Subsidy Scheme	185,964.00	148,500.00
Enhanced After School Care Programme-Fee Waiving Subsidy Scheme	2,105,799.00	1,461,262.00
Dementia Supplement for Residential Elderly Services	1,370,616.00	1,302,168.00
Subsidy Scheme for OCC	63,600.00	63,600.00
Subsidy Scheme for EHS users	40,290.00	40,290.00
Officer for Residential Care Homes for the Elderly		
Training Subsidy under Training Scheme for Special Child Care Workers	-	-
Infirmary Care Supplement for Residential Elderly Services	1,142,184.00	1,266,006.00
Enhanced NSCCP - Central & Western - Contract Subsidy(time-defined 31.3.2018)	2,245,800.00	2,086,750.00
Enhanced NSCCP - Central & Western - Rental Subsidy	56,640.00	-
NSCCP - Central & Western - Subsidy for fee reduction/waiving(time-defined 31.3.2018)	746,000.00	-
NSCCP - Central & Western - Subsidy for Incentive payment	-	292,500.00
Enhanced NSCCP - Shamshuipo-Contract Subsidy(time-defined 31.3.2018)	2,245,800.00	2,597,140.00
Enhanced NSCCP - Shamshuipo - Rental Subsidy	59,504.00	-
NSCCP - Shamshuipo- Subsidy for fee reduction/waiving(time-defined 31.3.2018)	-	525,000.00
NSCCP - Shamshuipo - Subsidy for Incentive payment	292,500.00	438,750.00
Training Sponsorship Scheme for two-year MOT/MPT Programme of Polyu	320,000.00	-
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	-	142,486.00
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19	227,978.00	227,978.00
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly	31,224.00	-
<b>Total</b>	<u>11,133,899.00</u>	<u>10,592,430.00</u>
<b>b. Expenditure</b>		
After School Care Programme - Fee Waiving Subsidy Scheme	82,754.00	93,960.00
Enhanced After School Care Programme-Fee Waiving Subsidy Scheme	2,105,799.00	1,461,262.00
Dementia Supplement for Residential Elderly Services	1,370,316.08	1,301,457.91
Subsidy Scheme for OCC	-	-
Subsidy Scheme for EHS users	-	-
Training Subsidy under Training Scheme for Special Child Care Workers	-	-
Infirmary Care Supplement for Residential Elderly Services	1,142,135.96	1,265,330.08
Enhanced NSCCP - Central & Western - Contract Subsidy(time-defined 31.3.2018)	1,326,990.80	1,110,506.38
Enhanced NSCCP - Central & Western - rent	56,640.00	-
NSCCP - Central & Western - Subsidy for fee reduction/waiving(time-defined 31.3.2018)	158,542.10	46,611.10
NSCCP - Central & Western - Subsidy for Incentive Payment	12,639.50	-
Enhanced NSCCP - Shamshuipo-Contract Subsidy(time-defined 31.3.2018)	1,333,808.20	2,146,805.84
Enhanced NSCCP - Shamshuipo - rent and government rent	59,504.00	-
NSCCP - Shamshuipo- Subsidy for fee reduction/waiving(time-defined 31.3.2018)	98,217.40	143,075.00
NSCCP - Shamshuipo - Subsidy for Incentive Payment	278,285.00	-
Training Sponsorship Scheme for two-year MOT/MPT Programme of Polyu	-	-
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	227,978.00	227,978.00
<b>Total</b>	<u>8,253,610.04</u>	<u>7,796,986.31</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 in ARF.

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**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 used to finance expenditure reflected in the AFR.

The breakdown on Other Income (paragraph 2.29 of LSG Manual (October 2016)) is as follows :

	2020-21 HK\$	2019-20 HK\$
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services	4,196,156.49	5,952,861.07
(b) Subsidy from Central Items (CI) - After School Care Programme(ASCP) / Enhanced ASCP - Fee Waiving Subsidy Scheme(FWSS)	1,281,338.00	-
(c) Others	<u>2,283,159.30</u>	<u>3,310,357.95</u>
	<u>7,760,653.79</u>	<u>9,263,219.02</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income	(1,281,338.00)	-
<b>Total</b>	<u><u>6,479,315.79</u></u>	<u><u>9,263,219.02</u></u>

**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:

<u>Analysis of Personal Emoluments paid under LSG</u>	No of Posts	HK\$
HK\$700,001 - HK\$800,000 p.a.	4	3,027,458.52
HK\$800,001 - HK\$900,000 p.a.	2	1,659,141.42
HK\$900,001 - HK\$1,000,000 p.a.	0	-
HK\$1,000,001 - HK\$1,100,000 p.a.	0	-
HK\$1,100,001 - HK\$1,200,000 p.a.	0	-
>HK\$1,200,000 p.a.	1	1,306,783.44

**7. Other Charges**

The breakdown on Other Charges is as follows :

	2020-21 HK\$	2019-20 HK\$
<b><u>Other Charges</u></b>		
(a) Utilities	899,977.50	906,551.40
(b) Food	2,026,726.28	1,593,308.59
(c) Administrative Expenses	582,951.62	419,524.98
(d) Stores and Equipment	2,453,530.10	896,516.41
(e) Repair and Maintenance	1,051,497.70	388,160.40
(f) Special Allowances	-	-
(g) Programme Expenses	1,605,841.43	2,488,298.39
(h) Transport and Travelling	192,840.16	74,800.45
(i) Insurance	562,043.35	502,081.27
(j) Miscellaneous		
- Purchase of outsourcing service	2,412,323.55	1,328,698.13
- Others	<u>1,435,451.36</u>	<u>1,053,465.44</u>
<b>Sub-Total</b>	<u>13,223,183.05</u>	<u>9,651,405.46</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income to fund the operating expenses of FSA-related activities	(1,281,338.00)	-
<b>Total</b>	<u><u>11,941,845.05</u></u>	<u><u>9,651,405.46</u></u>

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**8. Analysis of Reserve Fund**

	Analysis of Reserve Fund				
	Lump Sum Grant HK\$	Adjustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates HK\$	Central Items HK\$	Total HK\$
<b>Income</b>					
Lump Sum Grant	64,137,965.00		-	-	64,137,965.00
Fee Income	3,390,137.30		-	-	3,390,137.30
Other Income	7,760,653.79	(1,281,338.00)	-	-	6,479,315.79
Interest Received (Note(1))	250,503.70		-	-	250,503.70
Rent and Rates	-		6,747,582.00	-	6,747,582.00
Central Items	-		-	11,133,899.00	11,133,899.00
<b>Total Income (a)</b>	<b>75,539,259.79</b>	<b>(1,281,338.00)</b>	<b>6,747,582.00</b>	<b>11,133,899.00</b>	<b>92,139,402.79</b>
<b>Expenditure</b>					
Personal Emoluments	61,552,743.98		-	-	61,552,743.98
Other Charges	13,223,183.05	(1,281,338.00)	-	-	11,941,845.05
Rent and Rates	-		8,071,676.30	-	8,071,676.30
Central Items	-		-	8,253,610.04	8,253,610.04
<b>Total Expenditure (b)</b>	<b>74,775,927.03</b>	<b>(1,281,338.00)</b>	<b>8,071,676.30</b>	<b>8,253,610.04</b>	<b>89,819,875.37</b>
Surplus/(deficit) for the year (a) - (b)	763,332.76	-	(1,324,094.30)	2,880,288.96	2,319,527.42
Less: Surplus/(Deficit) for Providend Fund	(528,398.64)		-	-	(528,398.64)
	234,934.12	-	(1,324,094.30)	2,880,288.96	1,791,128.78
Surplus/(Deficit) b/f (Note (2))	16,250,640.14	-	(919,810.99)	7,045,286.95	22,376,116.10
	16,485,574.26		(2,243,905.29)	9,925,575.91	24,167,244.88
Add: Refund from Government			839,228.00		839,228.00
Less: Refund to Government			(25,258.90)	(247,762.01)	(273,020.91)
Add: 2019/20 rent and rates expense of Joyful Place charged to Rent and			(304,806.30)		(304,806.30)
Surplus/(Deficit) c/f (Note (4))	16,485,574.26	-	(1,734,742.49)	9,677,813.90	24,428,645.67
	Note 4 S				

- Note : (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 (including Holding account) 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 Infirmary Care Supplement, if any as per Schedule of Central Items.
- (4) The level of LSG cumulative reserves (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.

	HK\$
Surplus c/f	16,485,574.26
Less: Holding account balance as agreed by SWD	(3,940,170.72)
Surplus c/f after holding account balance	<u>12,545,403.54</u>