

AGENCY FOR VOLUNTEER SERVICE

ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019



眾環香港會計師事務所有限公司
UNION POWER HK CPA LIMITED

Chartered Accountants
Certified Public Accountants

捷安國際會計師聯盟成員
An independent member of AGN International

AGENCY FOR VOLUNTEER SERVICE

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

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REVIEW REPORT TO THE BOARD OF DIRECTORS OF AGENCY FOR VOLUNTEER SERVICE

(incorporated in Hong Kong limited by guarantee and not having a share capital)

We have audited the financial statements of Agency for Volunteer Service (the "Agency") for the year ended 31 March 2019 and have issued an unqualified auditor's report dated - 3 OCT 2019.

We conducted our review of the attached Annual Financial Report on pages 3 to 8 of the Agency for the year ended 31 March 2019 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 Agency, on which the above audited financial statements of the Agency 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 Agency for the year ended 31 March 2019:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Agency; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Agency 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 31 March 2019.



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REVIEW REPORT

**TO THE BOARD OF DIRECTORS OF
AGENCY FOR VOLUNTEER SERVICE**

(incorporated in Hong Kong limited by guarantee and not having a share capital)

Review conclusions (Continued)

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.

**Union Power HK CPA Limited
Certified Public Accountants**

**David Tze Kin Ng, Auditor
Practicing Certificate Number P553**

Hong Kong, - 3 OCT 2019

ANNUAL FINANCIAL REPORT
AGENCY FOR VOLUNTEER SERVICE
(WESTERN GARDEN NEIGHBOURHOOD ELDERLY CENTRE)


FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019

	<u>Notes</u>	<u>Total 2018-19</u>	<u>Total 2017-18</u> \$
A. INCOME			
1. Lump Sum Grant			
a) Lump Sum Grant (excluding Provident Fund)	1b	4,171,458	3,354,984
b) Provident Fund	1c	249,486	198,596
2. Special One-off Grant		-	-
3. Fee Income	2	14,036	13,196
4. Central Items	3	-	-
5. Rent and Rates	4	1,131,015	1,130,959
6. Other Income	5	405,430	315,538
7. Interest Received		13,859	3,211
TOTAL INCOME		<u>5,985,284</u>	<u>5,016,484</u>
B. EXPENDITURE			
1. Personal Emoluments			
a) Salaries		3,062,686	2,957,055
b) Provident Fund	1c	202,391	186,368
c) Allowances		-	-
Sub-total	6	<u>3,265,077</u>	<u>3,143,423</u>
2. Other Charges	7	761,680	643,863
3. Central Items	3	-	-
4. Rent and Rates	4	1,225,414	1,141,944
5. Special One-off Grant Payments		-	-
TOTAL EXPENDITURE		<u>5,252,171</u>	<u>4,929,230</u>
C. SURPLUS FOR THE YEAR	8	<u><u>733,113</u></u>	<u><u>87,254</u></u>

The Annual Financial Report from pages 3 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Signature


Chairman
Date: - 3 OCT 2019


Chief Executive Officer
Date: - 3 OCT 2019

**ANNUAL FINANCIAL REPORT
AGENCY FOR VOLUNTEER SERVICE
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019**

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 AFR.

b. Lump Sum Grant (excluding Provident Fund)

This represents LSG (excluding Provident Fund) received for the year.

c. Provident Fund

- (i) This is Provident Fund received and contributed during the year.
- (ii) Snapshot staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000.
- (iii) 6.8% and other posts represent those staff that are employed after 1 April 2000.
- (iv) The Provident Fund received and contributed for staff under the Central Items are 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	-	249,486	249,486
Provident Fund Contribution Paid during the Year	-	(202,391)	(202,391)
Surplus for the Year	-	47,095	47,095
Add: Surplus/(Deficit) b/f	-	107,843	107,843
Surplus/(Deficit) c/f	-	154,938	154,938

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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AGENCY FOR VOLUNTEER SERVICE
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FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019**

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

	<u>2018-19</u>	<u>2017-18</u>
<u>Income</u>	\$	\$
Programme Assistant	-	-
Total	<u>-</u>	<u>-</u>
 <u>Expenditure</u>		
Programme Assistant	-	-
Total	<u>-</u>	<u>-</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 AFR.

5. Other Income

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

	<u>2018-19</u>	<u>2017-18</u>
Details breakdown	\$	\$
Programme Service income	405,430	315,538
	<u>405,430</u>	<u>315,538</u>

6. Personal Emoluments

Personal Emoluments include salary, provident fund, salary-related allowances. All post of Personal Emoluments are under HK\$700,000 per annum.

**ANNUAL FINANCIAL REPORT
AGENCY FOR VOLUNTEER SERVICE
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019**

7. Other Charges

	<u>2018-19</u>	<u>2017-18</u>
<u>Other Charges</u>	\$	\$
a) Utilities	53,790	46,334
b) Food	-	-
c) Administrative Expenses	57,511	57,457
d) Stores and Equipment	-	-
e) Repair and Maintenance	23,998	7,035
f) Special Allowances	-	-
g) Volunteer Staff System	13,800	16,069
h) Programme expenses	551,489	463,357
i) Transportation and Travelling	436	524
j) Insurance	16,139	15,612
k) Miscellaneous	44,517	37,475
Total	<u><u>761,680</u></u>	<u><u>643,863</u></u>

**ANNUAL FINANCIAL REPORT
AGENCY FOR VOLUNTEER SERVICE
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019**

8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG) \$	Special One-off Grant (SOG) \$	Rent and Rates \$	Central Item \$	Total \$
Income					
Lump Sum Grant	4,420,944	-	-	-	4,420,944
Special One-off Grant	-	-	-	-	-
Fee Income	14,036	-	-	-	14,036
Other Income	405,430	-	-	-	405,430
Interest Received (Note (1))	13,859	-	-	-	13,859
Rent and Rates	-	-	1,131,015	-	1,131,015
Central Items	-	-	-	-	-
Total Income (a)	4,854,269	-	1,131,015	-	5,985,284
Expenditure					
Personal Emoluments	3,265,077	-	-	-	3,265,077
Other Charges	761,680	-	-	-	761,680
Rent and Rates	-	-	1,225,414	-	1,225,414
Central Items	-	-	-	-	-
Total Expenditure (b)	4,026,757	-	1,225,414	-	5,252,171
Surplus/(Deficit) for the Year (a) - (b)	827,512	-	(94,399)	-	733,113
Less: Surplus/(Deficit) of Provident Fund	47,095	-	-	-	47,095
	780,417	-	(94,399)	-	686,018
Surplus/(Deficit) b/f (Note (2))	918,719	-	(426,756)	-	491,963
	1,699,136	-	(521,155)	-	1,177,981
Less: Refund to Government	(859)	-	-	-	(859)
Surplus/(Deficit) c/f (Note (3) & (4))	1,698,277	-	(521,155)	-	1,177,122

Notes: (1) Interests received on LSG and PF 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.

(2) Accumulated balance of Lump Sum Grant Surplus b/f from previous years (including holding account) and all interests received in previous years are included 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 holding account, will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.

**ANNUAL FINANCIAL REPORT
AGENCY FOR VOLUNTEER SERVICE
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019**

**9. Analysis of Income and Expenditures by Programme Area and Funding and Service Agreements
(including support services)**

	INCOME						EXPENDITURE						Remarks
	LSG	Fee Income	Central Items	Rent and Rates	Other Income	Total Income (1)	Personal Emoluments	Other Charges	Central Items	Rent and Rates	Total Expenditure (2)	Surplus/ (Deficits) (1)-(2)	
Programme Area 1 Service Unit 1029	\$ 4,420,944	\$ 14,036	\$ -	\$ 1,131,015	\$ 405,430	\$ 5,971,425	\$ 3,265,077	\$ 761,680	\$ -	\$ 1,225,414	\$ 5,252,171	\$ 719,254	
Sub-total SOG	4,420,944	14,036	-	1,131,015	405,430	5,971,425	3,265,077	761,680	-	1,225,414	5,252,171	719,254	
Interest Received	13,859	-	-	-	-	13,859	-	-	-	-	-	13,859	
Total	4,434,803	14,036	-	1,131,015	405,430	5,985,284	3,265,077	761,680	-	1,225,414	5,252,171	733,113	

Schedule for Rent and Rates**Analysis of Subvention and Expenditure for the year from 1 April 2018 to 31 March 2019**Name of Agency : AGENCY FOR VOLUNTEER SERVICE

Unit Code and Name	Subvented Element	Reimbursement of prior year expenditure	Subvention Released (Note 1) (a)	Actual Expenditure (b)	Surplus (Note 2)	Deficit (Note 2) (a)-(b)
1029 - Western Garden Neighbourhood Elderly Centre			\$	\$	\$	\$
	Rent (Note 3)	-	1,086,401	1,187,416	-	(101,015)
	Rates	-	44,614	37,998	-	6,616
	Total	-	1,131,015	1,225,414	-	(94,399)

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.



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Date: - 3 OCT 2019

Annex 2

The Board of Directors
Agency for Volunteer Service
Room 602,
Duke of Windsor Social Service Building,
15 Hennessy Road,
Wanchai, Hong Kong

Dear Sir/Madam,

**Re: Agency for Volunteer Service
Management letter**

We have pleasure in submitting our audited financial statements of Agency for Volunteer Service (Agency) for the year ended 31 March 2019.

During the course of our audit, we have reviewed the accounting records and procedures of the Agency and we consider them adequate having regard to the level and nature of activities.

Yours sincerely,
For and on behalf of
Union Power HK CPA Limited

Director

Schedule for Central Items

Analysis of Subvention and Expenditure for the period from 1 April 2018 to 31 March 2019

Name of Agency :

AGENCY FOR VOLUNTEER SERVICE

Unit Code and Name (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3)	Deficit for the Year		Surplus b/f (Note 5)	(Refund) to Government	Surplus c/f (Note 6)
					Deficit (Note 3)	Deficit transferred to LSG (note 4)			
				(a)	(b)	(c)	(d)=(b)-(c)	(g)	(f)=(e)+(a)-(d)+(g)
		\$	\$	\$	\$	\$	\$	\$	\$
Programme Assistant (PA)/Care Assistants (CA) allocated vide our letter ref. (17) in SWD/S/203/1 Pt.8 dated 17 March 2007									
1029 - Western Garden	Programme Assistant (PA)	-	-	-	-	-	-	-	-
Neighbourhood Elderly	Care Assistant (CA)	-	-	-	-	-	-	-	-
Centre									
TOTAL		-	-	-	-	-	-	-	-

Notes :

1. The figures for the whole financial year can be 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 can be transferred to the Lump Sum Grant Reserve as stated in our letter ref.(9) in SWD/S/104/2 Pt.16 dated 20 July 2016.
 - (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
 - (v) Regularized Programme Assistants (PA) / Care Assistants (CA)
5. "Surplus brought forward (c/f)" means surplus, if any, arising from operations in previous years.
6. "Surplus carried forward (a/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.
7. Unit codes and names assigned by SWD should be filled, if available.
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.6 dated 4 February 2016 should be included in the income/expenditure of the respective items.
9. As the above schedule may not be exhaustive in content, any relevant details in respect of central items released and/or expended during the year may also be included, where appropriate.