

**THE ENDEAVOURERS HONG KONG**

**REVIEW REPORT AND  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

## ANNUAL FINANCIAL REPORT

NGO : The Endeavourers Hong Kong (186)

1 APRIL 2015 TO 31 MARCH 2016

	Notes	Total 2015-16 \$	Total 2014-15 \$	Remarks
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	3,151,327.00	2,115,765.00	
b. Provident Fund	1c	196,650.00	130,276.00	
2. Special One-off Grant		0.00	0.00	
3. Fee Income	2	25,012.50	23,362.50	
4. Central Items	3	0.00	94,200.00	
5. Rent and Rates	4	77,725.00	69,204.00	
6. Other Income	5	623,849.38	517,648.50	
7. Interest Received		8.48	13.40	
<b>TOTAL INCOME</b>		<b>4,074,572.36</b>	<b>2,950,469.40</b>	
<b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		1,961,945.50	1,294,764.74	
b. Provident Fund	1c	136,494.77	82,165.41	
c. Allowances		0.00	0.00	
Sub-total	6	2,098,440.27	1,376,930.15	
2. Other Charges	7	1,141,940.17	931,295.59	
3. Central Items	3	0.00	94,200.00	
4. Rent and Rates	4	76,387.00	76,704.00	
5. Special One-off Grant Payment	7a	0.00	0.00	
<b>TOTAL EXPENDITURE</b>		<b>3,316,767.44</b>	<b>2,479,129.74</b>	
<b>C. SURPLUS FOR THE YEAR</b>	8	<b>757,804.92</b>	<b>471,339.66</b>	

SIGNATURE



Mrs. Pong Li, Alethea  
CHAIRMAN



Ms. Ng Wing Yan, Eli  
NGO HEAD

DATE: 31 October 2016

DATE: 31 October 2016

## The Endeavourers Hong Kong (186)

### NOTE ON THE ANNUAL FINANCIAL REPORT

#### 1. Lump Sum Grant

- a. Basis of preparation** (i) 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 General Items have been shown under 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	0.00	196,650.00	196,650.00
Provident Fund Contribution Paid during the Year	0.00	(136,494.77)	(136,494.77)
Surplus/ (Deficit) for the Year	0.00	60,155.23	60,155.23
<u>Add:</u> Surplus/(Deficit) b/f	19,461.12	45,670.95	65,132.07
Transfer from Snapshot Staff to 6.8% and other posts	(12,631.12)	12,631.12	0.00
<u>Less:</u> Refund to Government	(6,830.00)	0.00	(6,830.00)
<b>Surplus/ (Deficit) c/f</b>	<b>0.00</b>	<b>118,457.30</b>	<b>118,457.30</b>

- 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:

## The Endeavourers Hong Kong (186)

	2015-16	2014-15
<u>a. Income</u>	<u>\$</u>	<u>\$</u>
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmity Care Supplement for the Aged Blind Person	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services	0.00	0.00
Foster Care Allowance	0.00	0.00
Care Assistant	0.00	0.00
Regularized Program Assistant	0.00	0.00
<b>Total</b>	<u>0.00</u>	<u>0.00</u>
<u>b. Expenditure</u>		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmity Care Supplement for the Aged Blind Person	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services	0.00	0.00
Foster Care Allowance	0.00	0.00
Care Assistant	0.00	0.00
Regularized Program Assistant	0.00	0.00
<b>Total</b>	<u>0.00</u>	<u>0.00</u>

**4. Rent and Rates** This represents the amount paid by SWD in respect of premises recognized 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.

## The Endeavourers Hong Kong (186)

### 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:

#### Analysis of Personal Emoluments

	<u>No of Posts</u>	<u>\$</u>
HK\$500,001 - HK\$600,000 pa.	1	542,211.87
HK\$600,001 - HK\$700,000 pa.	----	0.00
HK\$700,001 - HK\$800,000 pa.	----	0.00
HK\$800,001 - HK\$900,000 pa.	----	0.00
HK\$900,001 - HK\$1,000,000 pa.	----	0.00
> HK\$1,000,000 pa.	----	0.00

### 7. Other Charges

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2015-16</u>	<u>2014-15</u>
	<u>\$</u>	<u>\$</u>
(a) Utilities	31,959.40	30,289.80
(b) Food	0.00	0.00
(c) Administrative Expenses	40,354.80	25,763.20
(d) Stores and Equipment	114,342.10	129,677.05
(e) Repair and Maintenance	42,494.00	63,686.00
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	857,600.65	654,826.55
(h) Transportation and Travelling	2,356.30	1,230.60
(i) Insurance	12,835.52	18,269.69
(j) Miscellaneous	39,997.40	7,552.70
Total	<u>1,141,940.17</u>	<u>931,295.59</u>

### 7a. Special One-off Grant Payment

Details of Special One-off Grant Payments are as follows

<u>Special one-off Grant Payment</u>	<u>2015-16</u>	<u>2014-15</u>
	<u>\$</u>	<u>\$</u>
(a) Voluntary Retirement Scheme	0.00	0.00
(b) Compensation Scheme	0.00	0.00
(c) Staff Training and Development	0.00	0.00
(d) Other Staff-related Initiatives	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>

**The Endeavourers Hong Kong (186)**

**8. Analysis of Reserve Fund**

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
<b>Income</b>					
Lump Sum Grant	3,347,977.00	0.00	0.00	0.00	3,347,977.00
Special One-off Grant	0.00	0.00	0.00	0.00	0.00
Fee Income	25,012.50	0.00	0.00	0.00	25,012.50
Other Income	623,849.38	0.00	0.00	0.00	623,849.38
Interest Received	8.48	0.00	0.00	0.00	8.48
Rent and Rates	0.00	0.00	77,725.00	0.00	77,725.00
Central Items	0.00	0.00	0.00	0.00	0.00
Total Income (a)	3,996,847.36	0.00	77,725.00	0.00	4,074,572.36
<b>Expenditure</b>					
Personal Emoluments	2,098,440.27	0.00	0.00	0.00	2,098,440.27
Other Charges	1,141,940.17	0.00	0.00	0.00	1,141,940.17
Rent and Rates	0.00	0.00	76,387.00	0.00	76,387.00
Central Items	0.00	0.00	0.00	0.00	0.00
Special One-off Grant Payments	0.00	0.00	0.00	0.00	0.00
Total Expenditure (b)	3,240,380.44	0.00	76,387.00	0.00	3,316,767.44
Surplus for the Year (a) - (b)	756,466.92	0.00	1,338.00	0.00	757,804.92
Less: Surplus of Provident Fund	60,155.23	0.00	0.00	0.00	60,155.23
	696,311.69	0.00	1,338.00	0.00	697,649.69
Surplus/(Deficit) b/f	544,810.35	0.00	(925.00)	0.00	543,885.35
	1,241,122.04	0.00	413.00	0.00	1,241,535.04
Less: Refund to Government	0.00	0.00	(7,200.00)	0.00	(7,200.00)
Less: Transfer of surplus to non-subvention	0.00	0.00	0.00	0.00	0.00
Surplus c/f	1,241,122.04	0.00	(6,787.00)	0.00	1,234,335.04

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 01/04/2015 to 31/03/2016**

**Name of Agency : The Endeavourers, Hong Kong (186)**

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the Year			Surplus b/f (Note 4) (e) \$	Surplus c/f (Note 5) (f)=(e)+(a)-(b) \$
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)		
5585: The Endeavourers HK Bert Programme Assistants/ Care Assistants (Time-limited)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	\$ 0.00	\$ 0.00	
<b>Total :</b>		0.00	0.00	0.00	0.00	-	0.00	0.00	

Note :

- The figure for the whole financial year can be extracted from the payroll for March (Final) of the financial year.
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
- 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 can be transferred to the Lump Sum Grant Reserve as stated in our letter ref. (12) in SWD/S/104/2 Pt. 10 dated 14 July 2011.

(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 Assistant (CA)

5. "Surplus brought forward (b/f)" means surplus, if any, arising from operating 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 Codes and names assigned by SWD should be filled, if available

8. 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.

Schedule for Rent and RatesAnalysis of Subvention and Expenditure for the Period from 01/04/2015 to 31/03/2016Name of Agency : The Endeavourers, Hong Kong (186)

Unit Code and Name	Subvented Element	Subvention Released (Note 1) \$	Actual Expenditure \$	Surplus (Note 2) \$	Deficit (Note 2) \$
5585: The Endeavourers HK Bert James Young Neighbourhood Elderly Centre	Rent	44,904.00	46,587.00	(1,683.00)	
	Rates	32,821.00	29,800.00	3,021.00	
	Total :	77,725.00	76,387.00	1,338.00	0.00
	Grand Total :	77,725.00	76,387.00	1,338.00	0.00

## Note :

1. The figure are to be extracted from the payroll for March (Final) 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.



Schedule for Investment  
 Analysis of Investment as at 31st March 2016  
 Agency : The Endeavourers, Hong Kong

	2015/2016 HKD	2014/2015 HKD
<b>LSG Reserve as at 31st March 2016</b>	<b>\$ 1,241,122.04</b>	<b>\$ 544,810.35</b>

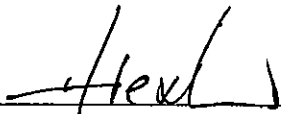
**Represented by:**

Investments

a. HKD Bank Account Balances	\$ 1,241,122.04	\$ 544,810.35
b. HKD 24-hours Call Deposits	\$ -	\$ -
c. HKD Fixed Deposits	\$ -	\$ -
d. HKD Certificate of Deposits	\$ -	\$ -
e. HKD Bonds (see appendix for breakdown)	\$ -	\$ -
	<b>\$ 1,241,122.04</b>	<b>\$ 544,810.35</b>

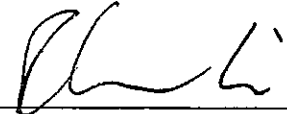
Notes: The Investments should be reported at historical cost.

**Confirmed by:-**



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 Mrs Pong Li Alethea  
 CHAIRMAN

Date : 31 October 2016



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 Mr. Li Robert  
 CHIEF EXECUTIVE

Date : 31 October 2016