

LUTHERAN PHILIP HOUSE LIMITED

AUDITOR'S REVIEW REPORT ON ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31ST MARCH, 2022



W. H. WONG & CO. (CPA)

黃永漢會計師事務所

REVIEW REPORT TO THE BOARD OF DIRECTORS OF LUTHERAN PHILIP HOUSE LIMITED

RE: ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31ST MARCH, 2022 OF LUTHERAN PHILIP HOSUE LIMITED

We have audited the financial statements of School Management Committee of Lutheran Philip House Limited ("the Organisation") for the year ended 31st March, 2022 and have issued an unqualified auditors' report thereon dated 22nd December, 2022.

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Organisation for the year ended 31st March, 2022 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 Organisation, on which the above audited financial statements of the Organisation 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 Organisation for the year ended 31st March, 2022:

- a. in our opinion, the Annual Financial Report has been properly prepared from the books and records of the Organisation; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Organisation 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, 2022.

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.



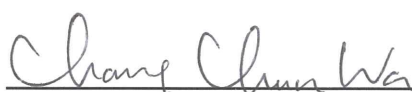
W. H. Wong and Company
Certified Public Accountants

Room 6, 16/F., Enterprise Square 3
39 Wang Chiu Road, Kowloon Bay
Hong Kong
Hong Kong, 22nd December, 2022

ANNUAL FINANCIAL REPORT
LUTHERAN PHILIP HOUSE LIMITED
1 APRIL 2021 to 31 MARCH 2022

	Note	Total 2021-22 HK\$	Total 2020-21 HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	7,176,176.00	6,286,601.00
b. Provident Fund	1c	407,240.00	407,240.00
2. Fee Income	2	47,194.00	7,908.00
3. Central Items	3	64,166.00	64,166.00
4. Rent and Rates	4	-	-
5. Other Income	5	-	-
6. Interest Received		43.66	43.54
TOTAL INCOME		<u>7,694,819.66</u>	<u>6,765,958.54</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		5,250,138.60	5,292,629.60
b. Provident Fund	1c	222,178.75	221,947.40
c. Allowances		122,475.80	121,409.10
Sub-total	6	5,594,793.15	5,635,986.10
2. Other Charges	7	1,509,611.31	1,030,053.76
3. Central Items	3	-	-
4. Rent and Rates	4	-	-
TOTAL EXPENDITURE		<u>7,104,404.46</u>	<u>6,666,039.86</u>
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	<u>590,415.20</u>	<u>99,918.68</u>

The Annual Financial Report from pages 2 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



CHANG CHUN WA

Board Chairman

Date: 22nd December, 2022



CHAN LAI KWAN

School Manager

Date: 22nd December, 2022

1. Lump Sum Grant (LSG)

- 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 Lump Sum Grant (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 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 Note 3. Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u> HK\$	<u>6.8% & Other Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	-	407,240.00	407,240.00
Provident Fund Contribution Paid during the Year	-	222,178.75	222,178.75
Surplus/(deficit) for the Year	-	185,061.25	185,061.25
Add: Surplus/(deficit) b/f	-	1,893,580.57	1,893,580.57
Additional subvention received for previous year(s)	-	-	-
Less: Refund to Government	-	-	-
Surplus/(Deficit) c/f	-	2,078,641.82	2,078,641.82

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 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>2021/22</u>	<u>2020/21</u>
	<u>HK\$</u>	<u>HK\$</u>
a. Income		
Dementia Supplement for Residential Elderly Services	-	-
Infirmity Care Supplement for Residential Elderly Services	-	-
After School Care Program	-	-
Permanent and/or Time-defined Programme	-	-
Assistants/Care Assistants for Elderly Services and Rehabilitation Medical and Social Services		
Time-defined Subsidy Scheme for Extended Hours Child Care Services	21,766.00	21,766.00
Time-defined Subsidy Scheme for Occasional Child Care Care Services	42,400.00	42,400.00
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Total	<u><u>64,166.00</u></u>	<u><u>64,166.00</u></u>
b. Expenditure		
Dementia Supplement for Residential Elderly Services	-	-
Infirmity Care Supplement for Residential Elderly Services	-	-
After School Care Program	-	-
Permanent and/or Time-defined Programme	-	-
Assistants/Care Assistants for Elderly Services and Rehabilitation Medical and Social Services		
Time-defined Subsidy Scheme for Extended Hours Child Care Services	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Total	<u><u>-</u></u>	<u><u>-</u></u>

LUTHERAN PHILIP HOUSE LIMITED
 NOTES TO THE ANNUAL FINANCIAL REPORT
 FOR THE YEAR ENDED 31 MARCH 2022

- 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 is as follows

	<u>2021/22</u>	<u>2020/21</u>
Other Income		
(a) Fees and charges for services incidental to the operation of subvented services	-	-
(b) Others	-	-
Total	<u>-</u>	<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:

Analysis of Personal Emoluments paid under LSG

	<u>No. of Posts</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	Nil	Nil
HK\$800,001 - HK\$900,000 p.a.	Nil	Nil
HK\$900,001 - HK\$1,000,000 p.a.	Nil	Nil
HK\$1,000,001 - HK\$1,100,000 p.a.	Nil	Nil
HK\$1,100,001 - HK\$1,200,000 p.a.	Nil	Nil
>HK\$1,200,000 p.a.	Nil	Nil

7. Other Charges

The breakdown on Other Charges is as follows:

	<u>2021/22</u>	<u>2020/21</u>
<u>Other Charges</u>	<u>HK\$</u>	<u>HK\$</u>
(a) Utilities	6,282.00	6,212.00
(b) Food	4,609.98	1,686.80
(c) Administrative Expenses	395,042.90	169,284.10
(d) Stores and Equipment	494,862.01	324,779.16
(e) Repair and Maintenance	12,254.00	4,200.00
(f) Special Allowance	-	-
(g) Programme Expenses	88,439.00	45,240.00
(h) Transportation and Travelling	9,004.90	7,779.40
(i) Insurance	87,888.20	9,208.30
(j) Staff Development	40,730.00	196,579.00
(k) Toys & Teaching Aids	170,405.52	256,291.10
(l) Workers' Compensation	198,092.80	-
(m) Miscellaneous	2,000.00	8,793.90
Total	<u>1,509,611.31</u>	<u>1,030,053.76</u>

LUTHERAN PHILIP HOUSE LIMITED
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022

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

	Analysis of Reserve Fund				
	Lump Sum Grant LSG	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
Income					
Lump Sum Grant	7,583,416.00	-	-	-	7,583,416.00
Fee Income	47,194.00	-	-	-	47,194.00
Other Income	-	-	-	-	-
Interest Received (Note (1))	43.66	-	-	-	43.66
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	64,166.00	64,166.00
Total Income (a)	7,630,653.66	-	-	64,166.00	7,694,819.66
Expenditure					
Personal Emoluments	5,594,793.15	-	-	-	5,594,793.15
Other Charges	1,509,611.31	-	-	-	1,509,611.31
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	-	-
Total Expenditure (b)	7,104,404.46	-	-	-	7,104,404.46
Surplus/(Deficit) for the Year (a) - (b)	526,249.20	-	-	64,166.00	590,415.20
<u>Less:</u> Surplus/(Deficit) of Provident Fund	185,061.25	-	-	-	185,061.25
Surplus/(Deficit) b/f (Note (2))	341,187.95	-	-	64,166.00	405,353.95
	2,894,491.98	-	-	67,716.00	2,962,207.98
	3,235,679.93	-	-	131,882.00	3,367,561.93
<u>Less:</u> Refund to Government	-	-	-	64,166.00	64,166.00
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))					
Surplus/(Deficit) c/f (Note (4))	3,235,679.93	-	0.00	67,716.00	3,303,395.93

Notes:

- (1) Interest received on LSG and Provident Fund 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 LSG 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 for Central Items.
- (4) The level of LSG cumulative reserve (i.e. HK\$3,235,679.93), less LSG Reserve kept in the holding account, will be capped at 25% of the NGO's operating expenditure (excluding Provident Fund expenditure) for the year.

Schedule for Central Items

Analysis of Subvention and Expenditure for the period from 1.4.2021 to 31.3.2022

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Name of Agency: LUTHERAN PHILIP HOUSE LIMITED (0492)

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 5) (e)	Refund to Government	Adjustment (Note 9)	Surplus c/f (Note 5) (d)=(e)+(a)-(d)-(f)+1(g)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)				
(0492) ALL CCC	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Works in Pre-school Rehabilitation Services	HK\$ -	HK\$ -	HK\$ -	HK\$ -	-	-	HK\$ 3,550.00	-	-	HK\$ 3,550.00
(0492) ALL CCC	Training Subsidy under Training Scheme for Standalone Child Care Centre Kindergarten-cum-Child Care Centre and Residential Child Care Centre	-	-	-	-	-	-	-	-	-	-
(6355) ALL CCC	Time Defined Subsidy Scheme for Occasional Child Care Services (Time -Defined 31/03/2023)	42,400.00	-	42,400.00	-	-	-	42,400.00	42,400.00	-	42,400.00
(V492) ALL CCC	Extended Hours Service (EHS) Users (Time -Defined 31/8/2024)	21,766.00	-	21,766.00	-	-	-	21,766.00	21,766.00	-	21,766.00
TOTAL		64,166.00	-	64,166.00	-	-	-	67,716.00	64,166.00	-	67,716.00

Notes:

- The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department 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 are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref.(33) in SWD/s/104/2 Pt.18 dated 4 March 2020.
 - Dementia Supplement for Elderly with Disabilities
 - Infirmary Care Supplement for the Aged Blind Persons
 - Dementia Supplement for Residential Elderly services
 - Infirmary Care Supplement for Residential Elderly services
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
- Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
- 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.
- For ASCP/ Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD's allocation letter(s), if any.
- For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHDs, RCHDs as well as contract homes operated by private operators only.

Schedule for Investment

Analysis of Investment as at 31 March 2022

Agency: LUTHERAN PHILIP HOUSE LIMITED

	2022	2021
	HK\$'000	HK\$'000
LSG Reserve as at 31 March	5,314	4,788

Represented by:

Investments

a. HKD Bank Account Balances	5,314	4,788
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	-	-
d. HKD Certificate of Deposits	-	-
e. HKD Bonds (see appendix for breakdown)	-	-
f. Loan to centres for cash flow	-	-
	5,314	4,788

Note: The investments should be reported at historical cost.

Remarks:

	2022	2021
	HK\$	HK\$
LSG surplus	3,235,679.93	2,894,491.98
P.Fund surplus	2,078,641.82	1,893,580.57
	5,314,321.75	4,788,072.55

Confirmed by:-



CHANG CHUN WA

Board Chairman

Date : 22nd December, 2022



CHAN LAI KWAN

School Manager

Date : 22nd December, 2022