

竹林明堂有限公司

**CHUK LAM MING TONG LIMITED**

**ANNUAL FINANCIAL REPORT**

**2022**

**REPORT(S) AND ACCOUNTS**



**陳李羅會計師事務所有限公司**

**Chan, Li, Law CPA Limited**

香港執業會計師

CERTIFIED PUBLIC ACCOUNTANTS (PRACTISING)

HONG KONG

**REVIEW REPORT**  
**TO THE BOARD OF DIRECTOR OF**  
**CHUK LAM MING TONG LIMITED**  
*(incorporated in Hong Kong limited by guarantee)*

We have audited the financial statements of Chuk Lam Ming Tong Limited (the “Association”) for the year ended 31 March 2022 and have issued an unqualified auditors’ report thereon dated 26 October 2022.

We conducted our review of the annexed Annual Financial Report of the Association for the year ended 31 March 2021 in accordance with the 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 2022 :

- 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 (“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 Special One-off Grant and Provident Fund arrangements during the year ended 31 March 2022.



*Chan, Li, Law CPA Limited*

*Certified Public Accountants (Practising)*

陳李羅會計師事務所有限公司

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.

Chan, Li, Law CPA Limited

Certified Public Accountants (Practising)

Hong Kong, 26 October 2022

Kwok Wai Choi Eddie

Practising Certificate No.: P05451

**ANNUAL FINANCIAL REPORT**  
**NGO : CHUK LAM MING TONG LIMITED**  
**1 APRIL 2021 TO 31 MARCH 2022**

	Notes	2021-22	2020-21
		\$	\$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	32,817,640.00	32,583,151.00
b. Provident Fund	1c	2,117,287.00	2,089,913.00
2. Fee Income	2	4,031,846.00	4,029,824.00
3. Central Items	3	2,890,081.00	3,416,198.00
4. Rent and Rates	4	203,000.00	224,000.00
5. Income from sale of medical appliances and milk powder		1,580,541.30	1,696,473.10
6. Other Income	5	686,441.32	398,265.65
7. Interest Received		31,246.65	244,607.15
<b>TOTAL INCOME</b>		<b>44,358,083.27</b>	<b>44,682,431.90</b>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		27,225,896.76	27,073,174.42
b. Provident Fund	1c	1,537,146.15	1,518,751.23
c. Allowances		2,522,211.37	2,578,213.96
Sub-total	6	31,285,254.28	31,170,139.61
2. Other Charges	7	7,805,316.18	7,663,862.10
3. Central Items	3	2,910,183.23	3,416,198.00
4. Rent and Rates	4	203,000.00	224,000.00
5. Cost of medical appliances and milk powder		1,426,104.70	1,471,502.23
<b>TOTAL EXPENDITURE</b>		<b>43,629,858.39</b>	<b>43,945,701.94</b>
<b>C. SURPLUS FOR THE YEAR</b>	8	<b>728,224.88</b>	<b>736,729.96</b>

The Annual Financial Report from pages 1 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Authorized Signature  x

Name Yung Kon Ham

Title Director

Date 26 October 2022

Authorized Signature  x

Name Chung Chun Fung, Raymond

Title Services Development Director

Date 26 October 2022



**NOTES ON THE ANNUAL FINANCIAL REPORT**

**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 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 **Note 3**.

Details are analysed below :

<u>Provident Fund Contribution</u>	Snapshot Staff	6.8% & Other Posts	Total
	\$	\$	\$
Subvention Received	40,905.00	2,076,382.00	2,117,287.00
Provident Fund Contribution Paid during the year	(40,905.00)	(1,496,241.15)	(1,537,146.15)
Surplus for the Year	-	580,140.85	580,140.85
<u>Add</u> : Surplus b/f	81,444.30	7,709,639.68	7,791,083.98
Transfer last year deficit to LSG	-	-	-
<u>Less</u> : Refund to Government	(81,444.00)	-	(81,444.00)
<b>Surplus c/f</b>	<u>0.30</u>	<u>8,289,780.53</u>	<u>8,289,780.83</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 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 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:



**NOTES ON THE ANNUAL FINANCIAL REPORT**

**3. Central Items (cont'd)**

	<b>2021-22</b>	<b>2020-21</b>
<b>a. Income</b>	<b>\$</b>	<b>\$</b>
Dementia Supplement for Residential Elderly Services	2,890,081.00	2,969,668.00
Special Allowance for Staff of Subvented Residential Service Units in repect of COVID-19	-	446,530.00
<b>Total</b>	<b>2,890,081.00</b>	<b>3,416,198.00</b>
	<b>2021-22</b>	<b>2020-21</b>
<b>b. Expenditure</b>	<b>\$</b>	<b>\$</b>
Dementia Supplement for Residential Elderly Services	2,890,081.00	2,969,668.00
Special Allowance for Staff of Subvented Residential Service Units in repect of COVID-19	-	446,530.00
Special allowance for manpower support	20,102.23	-
<b>Total</b>	<b>2,910,183.23</b>	<b>3,416,198.00</b>



**NOTES ON THE ANNUAL FINANCIAL REPORT**

**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 :-

<b>Other Income</b>	<b>2021-22</b> \$	<b>2020-21</b> \$
(a) Fees and charges for services incidental to the operation of subvented services	418,887.99	348,653.70
(b) Others	267,553.33	49,611.95
Total	686,441.32	398,265.65

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

<b>Analysis of Personal Emoluments paid under LSG</b>	<b>No of Posts</b>	<b>\$</b>
HK\$700,001 - HK\$800,000 p.a.	2	1,494,460.00
HK\$800,001 - HK\$900,000 p.a.	1	824,997.69
HK\$900,001 - HK\$1,000,000 p.a.	-	-
HK\$1,000,001 - HK\$1,100,000 p.a.	1	1,024,373.12
HK\$1,100,001 - HK\$1,200,000 p.a.	-	-
>HK\$1,200,000 p.a.	-	-



**NOTES ON THE ANNUAL FINANCIAL REPORT**

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

<b>Other Charges</b>	<b>2021-22</b>	<b>2020-21</b>
	<b>\$</b>	<b>\$</b>
(a) Utilities	1,560,272.00	1,364,613.50
(b) Food	2,532,897.51	2,469,562.31
(c) Administrative Expenses	140,048.26	421,548.02
(d) Stores and Equipment	1,152,481.14	738,571.22
(e) Repair and Maintenance	577,933.14	312,514.40
(f) Programme Expenses	114,258.28	137,014.90
(g) Transportation and Travelling	123,988.21	78,854.40
(h) Insurance	434,704.01	475,256.59
(i) Miscellaneous	10,009.53	29,227.80
(j) Medical Consultation Service by Visiting Medical Officer	392,000.00	402,161.60
(k) Medical Expenses	611,864.10	562,760.50
(l) Pharmaceutical and Nutrition Care	138,060.00	332,300.00
(m) Speech therapists service	16,800.00	57,076.36
(n) Subscription fee of drug packaging system	-	282,400.50
<b>Total</b>	<u>7,805,316.18</u>	<u>7,663,862.10</u>





NOTES ON THE ANNUAL FINANCIAL REPORT

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

	Analysis of Reserve Fund			
	Lump Sum Grant (LSG)	Rent and Rates	Central Items	Total
	\$	\$	\$	\$
<b>Income</b>				
Lump Sum Grant	34,934,927.00	-	-	34,934,927.00
Fee Income	4,031,846.00	-	-	4,031,846.00
Income from sale of medical appliances and milk powder	1,580,541.30	-	-	1,580,541.30
Other Income	686,441.32	-	-	686,441.32
Interest Received (Note (1))	31,246.65	-	-	31,246.65
Rent and Rates	-	203,000.00	-	203,000.00
Central Items	-	-	2,890,081.00	2,890,081.00
<b>Total Income</b>	<b>(a) 41,265,002.27</b>	<b>203,000.00</b>	<b>2,890,081.00</b>	<b>44,358,083.27</b>
<b>Expenditure</b>				
Personal Emoluments	31,285,254.28	-	-	31,285,254.28
Other Charges	7,805,316.18	-	-	7,805,316.18
Rent and Rates	-	203,000.00	-	203,000.00
Central Items	-	-	2,910,183.23	2,910,183.23
Cost of sale of medical appliances and milk powder	1,426,104.70	-	-	1,426,104.70
<b>Total Expenditure</b>	<b>(b) 40,516,675.16</b>	<b>203,000.00</b>	<b>2,910,183.23</b>	<b>43,629,858.39</b>
<b>Surplus / (Deficit) for the Year</b>	<b>(a) - (b) 748,327.11</b>	<b>-</b>	<b>(20,102.23)</b>	<b>728,224.88</b>
Less : Surplus of Provident Fund	(580,140.85)	-	-	(580,140.85)
	168,186.26	-	(20,102.23)	148,084.03
<b>Surplus / (Deficit) b/f</b>	<b>(Note (2)) 17,315,175.19</b>	<b>-</b>	<b>-</b>	<b>17,315,175.19</b>
	17,483,361.45	-	(20,102.23)	17,463,259.22
Less : Refund to Government	(53,158.50)	-	-	(53,158.50)
<b>Surplus / (Deficit) c/f</b>	<b>(Note (4)) 17,430,202.95</b>	<b>-</b>	<b>(20,102.23)</b>	<b>17,410,100.72</b>

**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 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 for Central Items.
- (4) The level of LSG cumulative reserve, 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.



9. Schedule for Central Items  
Analysis of Subvention and Expenditure for the Period from 1 April 2021 to 31 March 2022

Name of Agency : Chuk Lam Ming Tong Limited

Unit Code and Name (Note 7)	Subvention Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3)	Deficit (Note 3)	Deficit for the year		Surplus / (Deficit) by/ (Note 5)	Refund to / (from) Government (f)	Adjustment (Note 9) (g)	Surplus / (Deficit) of (Note 6) (b)-(c)+(d)-(f)-(g) HK\$
						Deficit transferred to LSG (Note 4) (e)	Adjusted Deficit (d) - (e) - (f)				
7907 - Chuk Lam Ming Tong C & A Home For The Aged (DS) - "Residential Services Units"	Dementia Supplement for Residential Elderly Services (Note "人力支援-新加坡呼吸吸道傳染病")	HK\$ 2,890,081.00	HK\$ 2,890,081.00	-	-	HK\$ -	HK\$ -	HK\$ -	-	-	HK\$ -
<b>TOTAL</b>		2,890,081.00	2,910,183.23	-	20,102.23	20,102.23	20,102.23	HK\$ -	-	-	(20,102.23)

**Notes:**  
1. The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury of the financial year.

2. Actual expenditure represents the total expenditure incurred including provision 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.e. 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 Pl. 18 dated 4 March 2020.

- (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

5. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.

6. "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.

7. Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.

8. 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.

9. 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.

10. For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHEs, RCHDs as well as contract homes operated by private operators only.



**NOTES ON THE ANNUAL FINANCIAL REPORT**

**10. Schedule for Rent and Rates  
Analysis of Subvention and Expenditure for the Period from 1 April 2021 to 31 March 2022**

Name of Agency : Chuk Lam Ming Tong Limited

Unit Code & Name	Subvented Element	Subvention Released (Note 1) \$	Actual Expenditure \$	Surplus (Note 2) \$	Deficit (Note 2) \$
5850 Chuk Lam Ming Tong C & A Home For The Aged	Rent (Note 3)	1,000.00	1,000.00	-	-
	Rates	202,000.00	202,000.00	-	-
	Total	203,000.00	203,000.00	-	-

**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.



**NOTES ON THE ANNUAL FINANCIAL REPORT**

**11. Schedule for Investment**

**Analysis of Investment as at 31 March 2022**

**NGO :** **Chuk Lam Ming Tong Limited**

	2021-22 HK\$	2020-21 HK\$
<b>LSG Reserve</b>	<u>17,430,202.95</u>	<u>17,315,175.19</u>

Represented by :

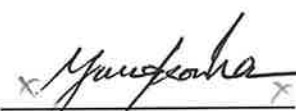

Investments

a. HKD Bank Account Balances	-	428,608.79
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	17,430,202.95	16,886,566.40
d. HKD Certificate of Deposits	-	-
e. HKD Bonds	-	-
	<u>17,430,202.95</u>	<u>17,315,175.19</u>

Note :

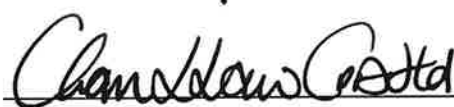
The investments should be reported at historical cost.

**Confirmed by :**

Signature :		Signature :	
Director :	Mr. Yung Kon Ham	Director :	Mr. Chung Chun Fung, Raymond
Date :	<u>26 October 2022</u>	Date :	<u>26 October 2022</u>

We have checked the above balances of investments against the original copy of the relevant records obtained from banks and/or financial institutions, and confirm that the information reported in this Schedule is correct.

**Certified by external auditor :**

Signature : 

Name of audit firm : Chan, Li, Law CPA Limited

Date : 26 October 2022



