

SAI KUNG DISTRICT COMMUNITY CENTRE
西貢區社區中心
(INCORPORATED IN HONG KONG AND LIMITED BY GUARANTEE)

ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2025
FOR SUBMISSION TO THE SOCIAL WELFARE DEPARTMENT

**INDEPENDENT AUDITOR'S ASSURANCE REPORT ON
THE ANNUAL FINANCIAL REPORT
TO THE BOARD OF DIRECTORS OF
SAI KUNG DISTRICT COMMUNITY CENTRE
西貢區社區中心
(incorporated in Hong Kong and limited by guarantee)**

We have audited the financial statements of the Sai Kung District Community Centre ("the organisation") for the year ended 31 March 2025 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), and have issued an unmodified auditor's report thereon dated 27 October 2025.

Pursuant to the Lump Sum Grant ("LSG") Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to issue this assurance report in connection with the Annual Financial Report ("AFR") of the organisation for the year ended 31 March 2025.

Responsibilities of the Directors

In relation to this report, the directors are responsible for ensuring the AFR of the organisation for the year ended 31 March 2025 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD; and the use of the funds from the LSG by the organisation has complied with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Our Independence and Quality Management

We have complied with the independence and other ethical requirements of the *Code of Ethics for Professional Accountants* issued by the HKICPA, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

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Auditor's Responsibility

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you. We do not assume or accept any responsibility or liability or duty of care to any other person for the contents of this report.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised), Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKICPA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the organisation being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relating to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

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Conclusion

1. In our opinion, the AFR of the organisation for the year ended 31 March 2025 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the LSG by the organisation has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Intended Users and Purpose

This report is intended solely for submission by the organisation to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.

The engagement partner on the audit resulting in this independent auditor's report is Tam Kan Wing (practising certificate number: P03464).



K.W. Tam & Co.
Certified Public Accountants (Practising)
Unit 2002, 20th Floor,
Millennium City 3,
370 Kwun Tong Road,
Kowloon, Hong Kong

27 October 2025

ANNUAL FINANCIAL REPORT

NGO 580: SAI KUNG DISTRICT COMMUNITY CENTRE 西貢區社區中心 (1 APRIL 2024 TO 31 MARCH 2025)

	Note	2024-25 HK\$	2023-24 HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	8,573,087.00	8,330,165.00
b. Provident Fund	1c	536,202.00	520,829.00
2. Fee Income	2	5,149.00	9,135.00
3. Central Items	3	306,072.00	315,864.00
4. Rent and Rates	4	23,747.00	23,747.00
5. Other Income	5	3,629,402.97	1,977,790.25
6. Interest Received		13,210.56	18,296.00
TOTAL INCOME		13,086,870.53	11,195,826.25
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		8,345,393.83	7,842,386.64
b. Provident Fund	1c	425,442.18	449,181.34
c. Allowances		---	---
Sub-total	6	8,770,836.01	8,291,567.98
2. Other Charges	7	3,806,827.77	2,870,642.79
3. Central Items	3	283,836.00	285,904.00
4. Rent and Rates	4	22,556.20	21,794.20
TOTAL EXPENDITURE		12,884,055.98	11,469,908.97
C. SURPLUS/ (DEFICIT) FOR THE YEAR	8	202,814.55	(274,082.72)

The Annual Financial Report from pages 4 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Subvention Manual.

NOTES ON THE ANNUAL FINANCIAL REPORT

NGO 580: SAI KUNG DISTRICT COMMUNITY CENTRE 西貢區社區中心
(1 APRIL 2024 TO 31 MARCH 2025)

1. Lump Sum Grant (LSG)

- a. **Basis of preparation** The Annual Financial Report ("AFR") is prepared in respect of all services defined in Funding and Service Agreement ("FSA") (including support services to FSA services) funded by the Social Welfare Department ("SWD") under the Lump Sum Grant ("LSG") Subvention System and also FSA services/FSA-related activities funded by Other Funds or Donations for Designated Purposes.

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.
Other posts represent those staff that are employed after 1 April 2000.
The Provident Fund received and contributed for staff under the Central Items and Other Funds or Donations for Designated Purposes which are separately included as part of the income and expenditure of the relevant disclosures have been shown under **Notes 3 and 8**.
Details are analysed below :

<u>Provident Fund Contribution</u>	Snapshot staff HK\$	Other Posts HK\$	Total HK\$
Subvention Received	---	536,202.00	536,202.00
Provident Fund Contribution			
Paid during the Year	---	(425,442.18)	(425,442.18)
Surplus for the Year	---	110,759.82	110,759.82
<u>Add:</u> Surplus b/f	5,442.00	890,046.25	895,488.25
Additional subvention received for previous year(s)	---	---	---
<u>Less:</u> Refund to Government	---	---	---
Surplus c/f	5,442.00	1,000,806.07	1,006,248.07

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 Subvention Manual.

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- 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 5.5.4(c) of the LSG Subvention Manual).

The income and expenditure of each of the Central Items are as follows:

	2024-25 HK\$	2023-24 HK\$
a. Income		
After School Care Programme		
- Fee Waiving Subsidy Scheme	306,072.00	315,864.00
Total	306,072.00	315,864.00
b. Expenditure		
After School Care Programme		
- Fee Waiving Subsidy Scheme	283,836.00	285,904.00
Total	283,836.00	285,904.00

- 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 Other Funds or Donations for Designated Purposes may be included in AFR if they are used to finance expenditure of the FSA services/FSA-related activities reflected in the AFR.

The breakdown on Other Income is as follows:

Other Income	2024-25 HK\$	2023-24 HK\$
(a) Programme income	191,467.16	849,653.20
(b) Income from Other Activities	1,133,586.47	1,128,137.05
(c) Other Funds or Donations for Designated Purposes	2,300,205.95	--
(d) Utilised allocation under Central Items (CI): After School Care Programme (ASCP) / Enhanced ASCP / ASCP(PC) - Fee Waiving Subsidy Scheme (FWSS) * which forms as part of Other Income	283,836.00	285,904.00
(e) Reimbursement of Maternity Leave Pay from Labour Department	4,143.39	--
Sub-total	3,913,238.97	2,263,694.25
Less:		
ASCP / Enhanced ASCP / ASCP(PC) - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income *	(283,836.00)	(285,904.00)
Total	3,629,402.97	1,977,790.25

* For those programmes which are regarded as FSA services only

NOTES ON THE ANNUAL FINANCIAL REPORT

NGO 580: SAI KUNG DISTRICT COMMUNITY CENTRE 西貢區社區中心
(1 APRIL 2024 TO 31 MARCH 2025)

6. Personal Emoluments

Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over HK\$1,000,000 each paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No of Posts	HK\$
HK\$1,000,001 - HK\$1,100,000 p.a.	---	---
HK\$1,100,001 - HK\$1,200,000 p.a.	---	---
HK\$1,200,001 - HK\$1,300,000 p.a.	---	---
HK\$1,300,001 - HK\$1,400,000 p.a.	---	---
HK\$1,400,001 - HK\$1,500,000 p.a.	---	---
>HK\$1,500,000 p.a.	---	---

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	2024-25 HK\$	2023-24 HK\$
(a) Utilities	52,963.16	51,901.09
(b) Food (including food for service users)	---	---
(c) Administrative Expenses	298,514.87	253,609.95
(d) Stores and Equipment	367,269.48	353,373.58
(e) Minor Repair and Maintenance	260,337.50	230,416.80
(f) Programme Expenses	2,995,522.73	2,118,091.30
(g) Transportation and Travelling	396.90	793.07
(h) Insurance	64,046.51	115,032.96
(i) Miscellaneous	51,612.62	33,328.04
Sub-total	4,090,663.77	3,156,546.79
<u>Less:</u> Utilised allocation under Central Items (CI): ASCP / Enhanced ASCP / ASCP(PC) - FWSS* which forms as part of the Other Income	<u>(283,836.00)</u>	<u>(285,904.00)</u>
Total	<u>3,806,827.77</u>	<u>2,870,642.79</u>

* For those programmes which are regarded as FSA services only

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(1 APRIL 2024 TO 31 MARCH 2025)

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

	Lump Sum Grant (LSG)	Other Funds or Donations for Designated Purposes	Adjustment for Utilised allocation under ASCP / Enhanced ASCP / ASCP(PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Income						
Lump Sum Grant	9,109,289.00	---	---	---	---	9,109,289.00
Fee Income	5,149.00	---	---	---	---	5,149.00
Other Income	1,605,205.86	2,308,033.11	(283,836.00)	---	---	3,629,402.97
Interest Received (Note (1))	13,210.56	---	---	---	---	13,210.56
Rent and Rates	---	---	---	23,747.00	---	23,747.00
Central Items	---	---	---	---	306,072.00	306,072.00
Total Income (a)	10,732,854.42	2,308,033.11	(283,836.00)	23,747.00	306,072.00	13,086,870.53
Expenditure						
Personal Emoluments	8,770,836.01	---	---	---	---	8,770,836.01
Other Charges	2,593,685.38	1,496,978.39	(283,836.00)	---	---	3,806,827.77
Rent and Rates	---	---	---	22,556.20	---	22,556.20
Central Items	---	---	---	---	283,836.00	283,836.00
Total Expenditure (b)	11,364,521.39	1,496,978.39	(283,836.00)	22,556.20	283,836.00	12,884,055.98
Surplus/(Deficit) for the Year (a) - (b)	(631,666.97)	811,054.72	---	1,190.80	22,236.00	202,814.55
Less: Surplus of Provident Fund	(110,759.82)	---	---	---	---	(110,759.82)
Surplus/(Deficit) for the Year (excl. PF)	(742,426.79)	811,054.72	---	1,190.80	22,236.00	92,054.73
Surplus b/f (Note (2))	1,128,993.37	---	---	15,840.10	81,639.00	1,226,472.47
	386,566.58	811,054.72	---	17,030.90	103,875.00	1,318,527.20
Add: Refund from Government	---	---	---	---	---	---
Less: Refund to Government	---	---	---	(1,952.80)	---	(1,952.80)
Surplus/(Deficit) c/f (Note (4))	386,566.58	811,054.72	---	15,078.10	103,875.00	1,316,574.40

Notes:

- (1) Interest received on LSG (including Holding accounts ("HA")) 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 all interest received in previous years (see (1) above) and the balance of HA and the balance of Other Funds or Donations for Designated Purposes should be separately reported.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) For NGOs without HAs, separate disclosure of the movement in HA in their respective AFRs is not necessary. The level of LSG cumulative reserve will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) for the year.
- (5) As a facilitating measure for the implementation of the Productivity Enhancement Programme, the claw-back arrangement of LSG cumulative reserve amount exceeding 25% of the NGO's operating expenditure would be suspended from 2023-24 (for NGOs with 2024-25 provisional subvention allocation of \$50M or more) / 2024-25 (for NGOs with 2024-25 provisional subvention allocation of less than \$50M) until 2028-29 as stipulated in SWD's letter under reference (1) / (2) / (3) / (4) in SWD 0075-0010-0060-0080-0040 of 3 March 2025.