

AGENCY FOR VOLUNTEER SERVICE

ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021

(To: Social Welfare Department)



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

Chartered Accountants  
Certified Public Accountants

**AGENCY FOR VOLUNTEER SERVICE**  
**ANNUAL FINANCIAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

**CONTENTS**

	<b>PAGES</b>
Review Report	1 - 2
Annual Financial Report	3
Notes to the Annual Financial Report	4 - 8
 <b>Annex</b>	
Annex 1 - Schedule for Rent and rates	9
Annex 2 - Management letter	10
Annex 3 - Schedule for Central items	11



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

Chartered Accountants  
Certified Public Accountants

香港灣仔告士打道50號馬來西亞大廈2字樓201室  
Unit 201, 2/F., Malaysia Building, 50 Gloucester Road, Wanchai, Hong Kong.  
Tel: (852) 2528 1768 (23 lines) Fax: (852) 2520 6180 E-mail: a@upicpa-hk.com

**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)*

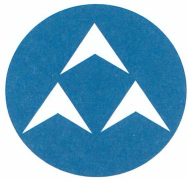
We have audited the financial statements of Agency for Volunteer Service (the "Agency") for the year ended 31 March 2021 and have issued an unqualified auditor's report dated 23 SEP 2021.

We conducted our review of the attached Annual Financial Report on pages 3 to 8 of the Agency for the year ended 31 March 2021 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 2021:

- 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 2021.



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

**Chartered Accountants  
Certified Public Accountants**

香港灣仔告士打道 50 號馬來西亞大廈 2 字樓 201 室  
Unit 201, 2/F., Malaysia Building, 50 Gloucester Road, Wanchai, Hong Kong.  
Tel: (852) 2528 1768 (23 lines) Fax: (852) 2520 6180 E-mail: a@upicpa-hk.com

**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 P00553

Hong Kong, 23 SEP 2021



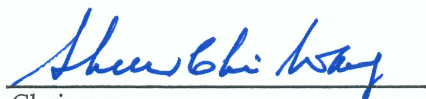
**ANNUAL FINANCIAL REPORT**  
**AGENCY FOR VOLUNTEER SERVICE**  
**(WESTERN GARDEN NEIGHBOURHOOD ELDERLY CENTRE)**

**FOR THE YEAR FROM 1 APRIL 2020 TO 31 MARCH 2021**

	<u>Notes</u>	<u>Total</u> <u>2020-21</u> <u>HK\$</u>	<u>Total</u> <u>2019-20</u> <u>HK\$</u>
<b>A. INCOME</b>			
1. Lump Sum Grant			
a) Lump Sum Grant (excluding Provident Fund)	1b	5,147,251	5,088,056
b) Provident fund	1c	306,748	306,747
2. Fee income	2	10,962	11,507
3. Central items	3	-	-
4. Rent and rates	4	1,156,314	1,692,002
5. Other income	5	5,133	282,825
6. Interest received		10,969	31,039
<b>TOTAL INCOME</b>		<u><u>6,637,377</u></u>	<u><u>7,412,176</u></u>
<b>B. EXPENDITURE</b>			
1. Personal emoluments			
a) Salaries		4,200,131	3,620,056
b) Provident fund	1c	269,282	229,980
c) Allowances		-	-
Sub-total	6	<u>4,469,413</u>	<u>3,850,036</u>
2. Other charges	7	364,288	626,461
3. Central items	3	-	-
4. Rent and rates	4	<u>651,348</u>	<u>1,151,470</u>
<b>TOTAL EXPENDITURE</b>		<u><u>5,485,049</u></u>	<u><u>5,627,967</u></u>
<b>C. SURPLUS FOR THE YEAR</b>	<b>8</b>	<u><u><b>1,152,328</b></u></u>	<u><u><b>1,784,209</b></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: 23 SEP 2021



Chief Executive Officer

Date: 23 SEP 2021

ANNUAL FINANCIAL REPORT  
AGENCY FOR VOLUNTEER SERVICE  
NOTES TO THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR FROM 1 APRIL 2020 TO 31 MARCH 2021

**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 HK\$</u>	<u>6.8% and Other Posts HK\$</u>	<u>Total HK\$</u>
Subvention received	-	306,748	306,748
Provident fund contribution paid during the year	-	(269,282)	(269,282)
Surplus for the year	-	37,466	37,466
Add: Surplus b/f	-	242,284	242,284
Surplus c/f	-	279,750	279,750

**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.

**ANNUAL FINANCIAL REPORT  
AGENCY FOR VOLUNTEER SERVICE  
NOTES TO THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR FROM 1 APRIL 2020 TO 31 MARCH 2021**

**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>2020-21</u> HK\$	<u>2019-20</u> HK\$
<u>Income</u>		
Programme Assistant	-	-
<b>Total</b>	<u>-</u>	<u>-</u>
<u>Expenditure</u>		
Programme Assistant	-	-
<b>Total</b>	<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**

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>2020-21</u> HK\$	<u>2019-20</u> HK\$
a) Fees and charges for services incidental to the operation of subvented services	5,133	282,825
b) Subsidy from Central Items (CI) - After School Care Programme (ASCP)/Enhanced ASCP - Fee Waiving Subsidy Scheme (FWSS)*	-	-
c) Others	-	-
<b>Sub-Total</b>	<u>5,133</u>	<u>282,825</u>
<b>Less:</b> Utilised allocation under CI - ASCP/Enhanced ASCP - FWSS which forms as part of Other Income*	-	-
<b>Total</b>	<u>5,133</u>	<u>282,825</u>

\* For those programmes which are regarded as FSA-related activities only

**ANNUAL FINANCIAL REPORT  
AGENCY FOR VOLUNTEER SERVICE  
NOTES TO THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR FROM 1 APRIL 2020 TO 31 MARCH 2021**

**6. Personal emoluments**

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

**7. Other charges**

	<u>2020-21</u> HK\$	<u>2019-20</u> HK\$
a) Utilities	44,085	70,701
b) Food	-	-
c) Administrative expenses	55,564	60,546
d) Stores and equipment	-	-
e) Repair and maintenance	26,095	4,730
f) Special allowances	-	-
g) Volunteer staff system	12,806	13,000
h) Programme expenses	154,159	402,482
i) Transportation and travelling	731	387
j) Insurance	22,835	21,495
k) Miscellaneous	48,013	53,120
<b>Sub-Total</b>	<u>364,288</u>	<u>626,461</u>
<b>Less:</b> Utilised allocation under CI - ASCP/Enhanced ASCP - FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	-	-
<b>Total</b>	<u><u>364,288</u></u>	<u><u>626,461</u></u>

\* For those programmes which are regarded as FSA-related activities only



ANNUAL FINANCIAL REPORT  
AGENCY FOR VOLUNTEER SERVICE  
NOTES TO THE ANNUAL FINANCIAL REPORT  
FOR THE YEAR FROM 1 APRIL 2020 TO 31 MARCH 2021

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

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Adjustment for Utilised allocation under ASCP/Enhanced ASCP-FWSS	Rent and rates	Central items	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
<b>Income</b>					
Lump Sum Grant	5,453,999	-	-	-	5,453,999
Fee income	10,962	-	-	-	10,962
Other income#	5,133	-	-	-	5,133
Interest received (Note (1))	10,969	-	-	-	10,969
Rent and rates	-	-	1,156,314	-	1,156,314
Central items	-	-	-	-	-
<b>Total income (a)</b>	<b>5,481,063</b>	<b>-</b>	<b>1,156,314</b>	<b>-</b>	<b>6,637,377</b>
<b>Expenditure</b>					
Personal emoluments	4,469,413	-	-	-	4,469,413
Other charges	364,288	-	-	-	364,288
Rent and rates	-	-	651,348	-	651,348
Central items	-	-	-	-	-
<b>Total expenditure (b)</b>	<b>4,833,701</b>	<b>-</b>	<b>651,348</b>	<b>-</b>	<b>5,485,049</b>
<b>Surplus for the year (a) - (b)</b>	<b>647,362</b>	<b>-</b>	<b>504,966</b>	<b>-</b>	<b>1,152,328</b>
<b>Less: Surplus of provident fund</b>	<b>37,466</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,466</b>
	609,896	-	504,966	-	1,114,862
<b>Surplus b/f (Note (2))</b>	<b>2,147,323</b>	<b>-</b>	<b>19,377</b>	<b>-</b>	<b>2,166,700</b>
	2,757,219	-	524,343	-	3,281,562
<b>Add: Refund from Government</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Less: Refund to Government</b>	<b>(801,045)</b>	<b>-</b>	<b>(405,399)</b>	<b>-</b>	<b>(1,206,444)</b>
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP-FWSS* (over-estimated)/ under-estimated in previous year(s)	-	-	-	-	-
<b>Surplus c/f (Note (4))</b>	<b>1,956,174</b>	<b>-</b>	<b>118,944</b>	<b>-</b>	<b>2,075,118</b>

Notes: # No amount was included in the utilised allocation under CI-ASCP/Enhanced ASCP-FWSS\*

\* For those programmes which are regarded as FSA-related activities only

(1) Interests received on LSG and PF 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 interests received in previous years are 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, 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 2020 TO 31 MARCH 2021

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)
Programme Area 1 Service Unit 1029	HK\$ 5,453,999	HK\$ 10,962	HK\$ -	HK\$ 1,156,314	HK\$ 5,133	HK\$ 6,626,408	HK\$ 4,469,413	HK\$ 364,288	HK\$ -	HK\$ 651,348	HK\$ 5,485,049	HK\$ 1,141,359
Sub-total	5,453,999	10,962	-	1,156,314	5,133	6,626,408	4,469,413	364,288	-	651,348	5,485,049	1,141,359
SOG Interest Received	- 10,969	- -	- -	- -	- -	- 10,969	- -	- -	- -	- -	- -	- 10,969
Total	5,464,968	10,962	-	1,156,314	5,133	6,637,377	4,469,413	364,288	-	651,348	5,485,049	1,152,328

Schedule for Rent and rates

## Analysis of Subvention and Expenditure for the year from 1 April 2020 to 31 March 2021

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	626,352	-	460,049
	Rates	-	69,913	24,996	-	44,917
	Total	-	1,156,314	651,348	-	504,966

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.



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

**Chartered Accountants  
Certified Public Accountants**

香港灣仔告士打道 50 號馬來西亞大廈 2 字樓 201 室  
Unit 201, 2/F., Malaysia Building, 50 Gloucester Road, Wanchai, Hong Kong.  
Tel: (852) 2528 1768 (23 lines) Fax: (852) 2520 6180 E-mail: a@upicpa-hk.com

Date: **23 SEP 2021**

**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 2021.

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 2020 to 31 March 2021**

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) (e)	(Refund) to Government (g)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)+(g)
					Deficit (Note 3) (b)	Deficit transferred to LSG (note 4) (c)	Adjusted Deficit (d)=(b)-(c)			
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 Neighbourhood Elderly Centre	Programme Assistant (PA) Care Assistant (CA)	- -	- -	- -	- -	- -	- -	- -	- -	- -
<b>TOTAL</b>		-	-	-	-	-	-	-	-	-

**Notes :**

- The figures 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.(9) in SWD/S/104/2 Pt.16 dated 20 July 2016.
  - 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
  - Regularized Programme Assistants (PA) / Care Assistants (CA)
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "Surplus carried forward (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.
- Unit codes and names assigned by SWD should be filled, if available.
- 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.
- 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.