

## Disclaimer

This Annual Financial Report ("AFR") does not constitute The Chinese Evangelical Zion Church Limited's statutory annual financial statements. This AFR is prepared on cash basis and in accordance with the requirements set out in the Lump Sum Grant Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region. This basis of preparation is different from the financial reporting standards issued by The Hong Kong Institute of Certified Public Accountants normally adopted in statutory annual financial statements.

**CHINESE EVANGELICAL ZION CHURCH LIMITED**  
**- TSZ WAN SHAN ZION CHILDREN AND YOUTH INTEGRATED SERVICE CENTRE**

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

	<u>Notes</u>	<u>Year ended</u> <u>31.3.2021</u> <u>HK\$</u>	<u>Year ended</u> <u>31.3.2020</u> <u>HK\$</u>	<u>Remarks</u>
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	7,860,199.00	7,787,140.00	
b. Provident Fund	1c	659,313.00	659,338.00	
2. Fee Income	2	0.00	60.00	
3. Central Items	3	3,606,496.00	2,581,780.00	
4. Rent and Rates	4	578,912.00	576,596.00	
5. Other Income	5	5,172,196.84	6,164,862.90	
6. Interest Received		110,635.07	125,584.44	
<b>TOTAL INCOME</b>		<u>17,987,751.91</u>	<u>17,895,361.34</u>	
<b>B. EXPENDITURE</b>				
1. Personal Emoluments				
a. Salaries		10,204,619.08	9,460,583.44	
b. Provident Fund	1c	757,865.88	725,726.52	
c. Allowances		0.00	0.00	
Sub-total	6	<u>10,962,484.96</u>	<u>10,186,309.96</u>	
2. Other Charges	7	3,164,926.86	3,981,543.30	
3. Central Items	3	2,333,988.16	1,990,386.46	
4. Rent and Rates	4	550,734.36	567,250.35	
<b>TOTAL EXPENDITURE</b>		<u>17,012,134.34</u>	<u>16,725,490.07</u>	
<b>C. SURPLUS FOR THE YEAR</b>	8	<u>975,617.57</u>	<u>1,169,871.27</u>	

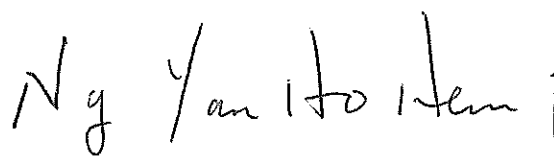
The Annual Financial Report from pages 3 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



Mr. Fu Kin Wah  
Chairman

Date:

25/10/2021



Mr. Ng Yan Ho Henry  
Chief Executive

Date:

25/10/2021

**CHINESE EVANGELICAL ZION CHURCH LIMITED**  
**- TSZ WAN SHAN ZION CHILDREN AND YOUTH INTEGRATED SERVICE CENTRE**

**NOTES ON THE ANNUAL FINANCIAL REPORT**

1. Lump Sum Grant

a. Basic 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 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>	<u>Snapshot Staff</u>		<u>Year ended</u>	<u>Year ended</u>
	<u>HK\$</u>	<u>6.8% Posts</u>	<u>31.3.2021</u>	<u>31.3.2020</u>
	<u>HK\$</u>	<u>HK\$</u>	<u>Total</u>	<u>Total</u>
Subvention Received	239,752.00	419,561.00	659,313.00	659,338.00
Provident fund contribution paid during the year	254,145.60	503,720.28	757,865.88	725,726.52
Surplus/(deficit) for the Year	(14,393.60)	(84,159.28)	(98,552.88)	(66,388.52)
Add: Surplus b/f	18,937.59	539,522.35	558,459.94	623,563.46
Add: Additional subvention received for previous year		13,798.00	13,798.00	1,285.00
Refund of forfeiture of PF contribution		6,397.71	6,397.71	0.00
Less: Refund to Government	(33,331.00)		(33,331.00)	0.00
Surplus/(deficit) c/f	<u>(28,787.01)</u>	<u>475,558.78</u>	<u>446,771.77</u>	<u>558,459.94</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 Lump Sum Grant 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:

	<u>Year ended</u>	<u>Year ended</u>
	<u>31.3.2021</u>	<u>31.3.2020</u>
	<u>HK\$</u>	<u>HK\$</u>
a. Income		
After School Care Programme--Fee Waiving Subsidy Scheme	45,816.00	32,400.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy	2,814,680.00	2,549,380.00
NSCCP – Subsidy for Fee Reduction/Waiving	746,000.00	0.00
	<u>3,606,496.00</u>	<u>2,581,780.00</u>
b. Expenditure		
After School Care Programme--Fee Waiving Subsidy Scheme	38,718.00	32,400.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy	2,174,813.66	1,830,905.46
NSCCP – Subsidy for Fee Reduction/Waiving	120,456.50	127,081.00
	<u>2,333,988.16</u>	<u>1,990,386.46</u>

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 should not been included in AFR.

**CHINESE EVANGELICAL ZION CHURCH LIMITED**  
**- TSZ WAN SHAN ZION CHILDREN AND YOUTH INTEGRATED SERVICE CENTRE**

**NOTES ON THE ANNUAL FINANCIAL REPORT**

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>Other Income</u>	Year ended <u>31.3.2021</u> HK\$	Year ended <u>31.3.2020</u> HK\$
(a) Fees and charges for services incidental to the operation of subvented services	0.00	0.00
(b) Subsidy from Central Items (CI) - After School Care Programme	33,318.00	0.00
(c) Others	5,172,196.84	6,164,862.90
Sub - Total	<u>5,205,514.84</u>	<u>6,164,862.90</u>
Less: Utilised allocation under CI - ASCP	(33,318.00)	0.00
Total	<u><u>5,172,196.84</u></u>	<u><u>6,164,862.90</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 HK\$700,000 each paid under LSG is appended below.

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No. of Posts</u>	Year ended <u>31.3.2021</u> HK\$
HK\$700,001-HK\$800,000 p.a.	1	747,417.66
HK\$800,001-HK\$900,000 p.a.		
HK\$900,001-HK\$1,000,000 p.a.		
HK\$1,000,001-HK\$1,100,000 p.a.		
HK\$1,100,001-HK\$1,200,000 p.a.		
>HK\$1,200,000 p.a.	1	1,201,031.94

7. Other Charges

The breakdown on Other Charges is as follows:

	Year ended <u>31.3.2021</u> HK\$	Year ended <u>31.3.2020</u> HK\$
(a) Utilities	28,015.75	100,061.54
(b) Food	-	-
(c) Administrative Expenses	242,398.78	213,099.43
(d) Store and Equipment	130,120.00	126,580.20
(e) Repair and Maintenance	409,242.17	186,613.60
(f) Special Allowances	-	-
(g) Programme Expenses	2,269,760.90	3,193,272.00
(h) Transportation and Travelling	3,745.80	2,744.60
(i) Insurance	92,866.26	119,101.13
(j) Miscellaneous	-	-
(k) Staff development	22,095.20	40,070.80
Sub - Total	<u>3,198,244.86</u>	<u>3,981,543.30</u>
Less: Utilised allocation under CI - ASCP	(33,318.00)	0.00
Total:	<u><u>3,164,926.86</u></u>	<u><u>3,981,543.30</u></u>

CHINESE EVANGELICAL ZION CHURCH LIMITED  
- TSZ WAN SHAN ZION CHILDREN AND YOUTH INTEGRATED SERVICE CENTRE

NOTES ON THE ANNUAL FINANCIAL REPORT

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

	Lump Sum Grant	Ajustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates	Central Items	Total
<b>Income</b>					
Lump Sum Grant	8,519,512.00				8,519,512.00
Fee Income	-				-
Other Income	5,205,514.84	(33,318.00)			5,172,196.84
Interest Received (Note (1))	110,635.07				110,635.07
Rent and Rates			578,912.00		578,912.00
Central Items				3,606,496.00	3,606,496.00
Total Income (a)	13,835,661.91	(33,318.00)	578,912.00	3,606,496.00	17,987,751.91
<b>Expenditure</b>					
Personal Emoluments	10,962,484.96				10,962,484.96
Other Charges	3,198,244.86	(33,318.00)			3,164,926.86
Rent and Rates			550,734.36		550,734.36
Central Items				2,333,988.16	2,333,988.16
Total Expenditure (b)	14,160,729.82	(33,318.00)	550,734.36	2,333,988.16	17,012,134.34
Surplus/(Deficit) for the Year (a)-(b)	(325,067.91)	-	28,177.64	1,272,507.84	975,617.57
Less: (Surplus)/Deficit of Provident Fund	98,552.88				98,552.88
	(226,515.03)	-	28,177.64	1,272,507.84	1,074,170.45
Surplus b/f (Note (2))	7,604,800.80	-	9,347.30	2,252,301.81	9,866,449.91
	7,378,285.77		37,524.94	3,524,809.65	10,940,620.36
Less: Refund from/(to) Government	-		(9,345.65)	-	(9,345.65)
Adjustment for utilised allocation under Enhanced ASCP-FWSS*	-			-	-
Surplus c/f (Note (4))	7,378,285.77	-	28,179.29	3,524,809.65	10,931,274.71

Notes:

- (1) Interest 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 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.
- (5) Included HK\$4,264,647.32 for the withhold the clawback of LSG Reserve for 2004-07.

**Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

**Review Report for the Reporting Year of 2020-21**

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Dah Sing Financial Centre,  
248 Queen's Road East  
Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at [suenq@swd.gov.hk](mailto:suenq@swd.gov.hk)

[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 31 October 2021.]

Name of NGO (code) : Chinese Evangelical Zion Church Ltd. ( 116 )

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier**<sup>11</sup>

- |   |  |
|---|--|
| (a) Number of staff   | <u>1</u>   |
| (b) Comparable rank in civil service <sup>12</sup>  | <u>SWO</u>   |
| (c) Post  | <u>General Secretary of Social Service Division</u>    |
| (d) Total annual staff costs <sup>13</sup> (including those not under SWD subventions, if applicable)<br>[1(d) should be equal to or greater than 1(e)] | <u>\$1,201,032</u><br>(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions<br>[1(e) = 1(g)(i) + (ii) + (iii) + (iv)]  | <u>\$1,201,032</u><br>(round up to the nearest dollar) |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year:   | <u>          </u> months                               |
| (g) Breakdown of (1)(e)   |  |
| (i) Salary <sup>14</sup>  | <u>\$1,044,376</u>                                     |
| (ii) Provident fund   | <u>\$156,656</u>                                       |
| (iii) Cash allowance <sup>15</sup> (please specify if any: )  | <u>\$</u>  |
| (iv) Non-cash based benefits <sup>16</sup> (please specify if any: )  | <u>\$</u>  |

**(2) Staff of 2<sup>nd</sup> Tier** <sup>11</sup>

(a) Number of staff	7	
(b) Comparable rank in civil service <sup>12</sup>	ASWO, Accounting Officer II	
(c) Post	Service Coordinator, Primary School Social Worker, Accounting Officer	
(d) Total annual staff costs <sup>13</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$3,961,051</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$3,961,051</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>14</sup>		<u>\$3,667,211</u>
(ii) Provident fund		<u>\$293,840</u>
(iii) Cash allowance <sup>15</sup> (please specify if any: )		<u>\$</u>
(iv) Non-cash based benefits <sup>16</sup> (please specify if any: )		<u>\$</u>

**(3) Staff of 3<sup>rd</sup> Tier** <sup>11</sup>

(a) Number of staff	10	
(b) Comparable rank in civil service <sup>12</sup>	SWA	
(c) Post	Social Worker	
(d) Total annual staff costs <sup>13</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$3,770,094</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$3,770,094</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>		\$3,561,130
(ii) Provident fund		\$208,964
(iii) Cash allowance <sup>15</sup> (please specify if any:	)	\$ _____
(iv) Non-cash based benefits <sup>16</sup> (please specify if any:	)	\$ _____

**(4) Review for changes <sup>17</sup>**

	<u>2019-20</u> (the year before)	<u>2020-21</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	\$8,409,828	\$8,932,177

(b) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and **found no change** in their remunerations as compared with the preceding year.
  
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –
  - Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
  - Incremental creep (details are given at the bottom).
  - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
  - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
  - Other circumstances (details are given at the bottom).

*Details (please use additional sheet as necessary):*

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