ANNUAL FINANCIAL REPORT
BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處
1 APRIL 2024 TO 31 MARCH 2025

	NOTE	Total 2024-25 HK$	Total 2023-24 HK$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	234,000,807.00	220,421,614.00
b. Provident Fund	1c	12,206,476.00	11,676,064.00
2. Fee Income	2	5,022,549.20	4,485,450.30
3. Central Items	3	15,691,400.00	13,461,430.00
4. Rent and Rates	4	5,585,831.00	3,775,811.00
5. Other Income	5	3,686,038.24	2,575,730.80
6. Interest Received		1,150,459.42	1,121,008.00
TOTAL INCOME		277,343,560.86	257,517,108.10
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		159,977,457.34	153,844,490.27
b. Provident Fund	1c	9,853,744.12	9,833,806.35
c. Allowances		–	–
Sub-total	6	169,831,201.46	163,678,296.62
2. Other Charges	7	66,254,143.06	72,433,050.45
3. Central Items	3	4,133,629.23	5,534,187.97
4. Rent and Rates	4	6,619,879.12	5,637,958.32
TOTAL EXPENDITURE		246,838,852.87	247,283,493.36
C. SURPLUS FOR THE YEAR	8	30,504,707.99	10,233,614.74

The Annual Financial Report from pages 3 to 13 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Subvention Manual.

Rev Dave KWOK Siu Nam
Chairman

Mr Raymond CHIU Han Man
Chief Executive Officer

Dated this 16 October 2025

1. LUMP SUM GRANT

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 activities) funded by the Social Welfare Department (SWD) under the Lump Sum Grant 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 recognized upon receipt of cash and expenditure is recognized 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 recognized 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 **Note 3 and 8**.

Details are analyzed below:

Provident Fund Contribution

	Snapshot Staff HK$	Other Posts HK$	Total HK$
Subvention Received	705,654.00	11,500,822.00	12,206,476.00
Provident Fund Contribution Paid during the year	(349,423.34)	(9,504,320.78)	(9,853,744.12)
Surplus for the year	356,230.66	1,996,501.22	2,352,731.88
Add: Surplus b/f	153,460.09	13,212,990.22	13,366,450.31
Additional subvention received for previous year(s)	51,242.00	7,869.00	59,111.00
Less: Refund to Government	–	–	–
Surplus c/f	560,932.75	15,217,360.44	15,778,293.19

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.

3. Central Items These are subvented service activities which are not included in the 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:

a. <u>Income</u>

	Total 2024-25 HK$	Total 2023-24 HK$
Time-defined Subsidy Scheme for Extended Hours Service Users	3,681.00	3,681.00
After School Care Programme – Enhanced	450,816.00	442,368.00
After School Care Programme	894,672.00	878,256.00
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (TKSH)	249,557.00	248,256.00
Time-defined Subsidy Scheme for Occasional Child Care Service	15,741.00	15,741.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy (Wanchai)	–	3,420,865.00
NSCCP – Subsidy for Fee Reduction / Waiving (Wanchai)	–	–
NSCCP – Subsidy for Incentive Payment (Wanchai)	–	975,000.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy (Eastern District)	–	3,420,865.00
NSCCP – Subsidy for Fee Reduction / Waiving (Eastern District)	2,657,953.00	–
NSCCP – Subsidy for Incentive Payment (Eastern District)	4,164,160.00	975,000.00
NSCCP – Subsidy for Training Allowance (Eastern District)	37,800.00	–
NSCCP – Rent and rates (Eastern District)	27,107.00	65,398.00
NSCCP – Subsidy for Fee Reduction / Waiving (Kwun Tong District)	2,657,953.00	–
NSCCP – Subsidy for Incentive Payment (Kwun Tong District)	4,164,160.00	–
NSCCP – Subsidy for Training Allowance (Kwun Tong District)	37,800.00	–
Financial Incentive Scheme for Mentors of Employees with Disabilities	–	–
Pilot Scheme on Multi-Disciplinary Outreaching Support Teams for the Elderly – NTE Cluster	–	–
MOSTE – Annual rent and rates	–	2,046,000.00
Training Sponsorship Scheme for Master in Occupational Therapy Programme	330,000.00	970,000.00
Total	15,691,400.00	13,461,430.00

b. Expenditure

	Total 2024-25 HK$	Total 2023-24 HK$
Time-defined Subsidy Scheme for Extended Hours Service Users	–	166.40
After School Care Programme – Enhanced	245,400.00	256,242.00
After School Care Programme	911,022.00	826,896.00
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (TKSH)	249,557.00	248,256.00
Time-defined Subsidy Scheme for Occasional Child Care Service	–	–
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy (Wanchai)	737,049.21	1,647,187.02
NSCCP – Subsidy for Fee Reduction / Waiving (Wanchai)	6,687.10	30,277.00
NSCCP – Subsidy for Incentive Payment (Wanchai)	2,739.00	9,297.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy (Eastern District)	1,110,568.92	2,050,606.31
NSCCP – Subsidy for Fee Reduction / Waiving (Eastern District)	6,775.00	17,391.80
NSCCP – Subsidy for Incentive Payment (Eastern District)	20,724.00	62,470.50
NSCCP – Subsidy for Training Allowance (Eastern District)	–	–
NSCCP – Rent and rates (Eastern District)	27,107.00	65,397.94
NSCCP – Subsidy for Fee Reduction / Waiving (Kwun Tong District)	–	–
NSCCP – Subsidy for Incentive Payment (Kwun Tong District)	–	–
NSCCP – Subsidy for Training Allowance (Kwun Tong District)	–	–
Financial Incentive Scheme for Mentors of Employees with Disabilities	1,000.00	–
Pilot Scheme on Multi-Disciplinary Outreaching Support Teams for the Elderly – NTE Cluster	–	–
MOSTE – Annual rent and rates	–	–
Training Sponsorship Scheme for Master in Occupational Therapy Programme	815,000.00	320,000.00
Total	4,133,629.23	5,534,187.97

4. Rent and Rates This represents the amount paid by the SWD in respect of premises recognized by SWD. Expenditure on rent and rates in respect of premises not recognized by SWD have not been included in AFR.

5. Other Income This includes programme income and all income other than recognized 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 as reflected in the AFR.

The breakdown on Other Income is as follows:

		2024-25 HK$	2023-24 HK$
Other Income			
(a)	Programme income	2,373,660.69	2,321,888.50
(b)	Production income	–	–
(c)	Other Funds or Donations for Designated Purposes	1,080,000.00	45,734.90
(d)	Income from Other Activities	33,588.00	63,454.00
(e)	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	661,344.00	638,232.00
(f)	Reimbursement of Maternity Leave Pay from Labour Department	–	–
(g)	Miscellaneous income (e.g. general donations, photocopy charges, etc.)	198,789.55	144,653.40
	Sub total	4,347,382.24	3,213,962.80
Less:	Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP (PC) – FWSS which forms as part of Other Income*	(661,344.00)	(638,232.00)
	Total	3,686,038.24	2,575,730.80

* For those programmes which are regarded as FSA services only

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.	4	4,252,238.19
HK$1,100,001 – HK$1,200,000 p.a.	2	2,273,660.55
HK$1,200,001 – HK$1,300,000 p.a.	1	1,250,557.50
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.	1	2,070,595.72

7. Other Charges

The breakdown on Other Charges is as follows:

		Total 2024-25 HK$	**Total 2023-24 HK$**
(a)	Utilities	2,231,738.42	2,402,957.53
(b)	Food (including food for service users)	2,938,279.47	2,799,203.87
(c)	Administrative expenses	8,661,201.04	8,112,210.11
(d)	Stores and equipment	1,524,753.94	2,146,109.61
(e)	Minor repairs and maintenance	2,549,923.50	2,049,215.83
(f)	Programme expenses	46,990,469.64	52,695,895.55
(g)	Transportation and travelling	639,727.99	576,546.94
(h)	Insurance	801,253.62	1,649,910.60
(i)	Miscellaneous	578,139.44	639,232.41
	Sub-total	66,915,487.06	73,071,282.45
Less:	Utilised allocation under CI : ASCP / Enhanced ASCP – ASCP(PC) – FWSS* which forms as part of Other Income	(661,344.00)	(638,232.00)
		66,254,143.06	72,433,050.45

* For those programmes which are regarded as FSA services only

BAPTIST OI KWAN SOCIAL SERVICE 浸信會愛羣社會服務處
NOTES ON THE ANNUAL FINANCIAL REPORT CONTINUED

8. Analysis of Lump Sum Grant Reserve and Balances of Other SWD Subventions

	Analysis of Reserve Fund						
	Lump Sum Grant (LSG) HK$	Holding Account (HA) HK$	Other Funds or Donations for Designated Purposes HK$	Adjustment for Utilised Allocation under ASCP / Enhanced ASCP / ASCP(PC) - FWSS HK$	Rent and Rates HK$	Central Items (CI) HK$	Total HK$
Income							
Lump Sum Grant	246,207,283.00	-	-	-	-	-	246,207,283.00
Fee Income	5,022,549.20	-	-	-	-	-	5,022,549.20
Other Income	3,267,382.24	-	1,080,000.00	(661,344.00)	-	-	3,686,038.24
Interest Received **(Note (1))**	1,150,459.42	-	-	-	-	-	1,150,459.42
Rent and Rates	-	-	-	-	5,585,831.00	-	5,585,831.00
Central Items	-	-	-	-	-	15,691,400.00	15,691,400.00
Total Income (a)	255,647,673.86	-	1,080,000.00	(661,344.00)	5,585,831.00	15,691,400.00	277,343,560.86
Expenditure							
Personal Emoluments	168,857,026.69	91,147.00	883,027.77	-	-	-	169,831,201.46
Other Charges	66,218,670.76	449,184.65	247,631.65	(661,344.00)	-	-	66,254,143.06
Rent and Rates	-	-	-	-	6,619,879.12	-	6,619,879.12
Central Items	-	-	-	-	-	4,133,629.23	4,133,629.23
Total expenditure (b)	235,075,697.45	540,331.65	1,130,659.42	(661,344.00)	6,619,879.12	4,133,629.23	246,838,852.87
	T1	T2	T3				
Surplus/(Deficit) for the year (a) - (b)	20,571,976.41	(540,331.65)	(50,659.42)	-	(1,034,048.12)	11,557,770.77	30,504,707.99
Less: Surplus of Provident Fund	2,352,731.88	-	-	-	-	-	2,352,731.88
Surplus/(Deficit) for the year (excl. PF)	18,219,244.53	(540,331.65)	(50,659.42)	-	(1,034,048.12)	11,557,770.77	28,151,976.11
Surplus/(Deficit) b/f as previously stated	42,642,587.23	8,309,948.39	-	-	(2,598,763.41)	20,414,444.02	68,768,216.23
Being deficit of FSA service brought forward from previous year	-	-	(19,354.50)	-	-	-	(19,354.50)
Surplus/(Deficit) b/f as restated (Note (2))	42,642,587.23	8,309,948.39	(19,354.50)	-	(2,598,763.41)	20,414,444.02	68,748,861.73
Add: Refund from Government	-	-	-	-	2,116,663.00	-	2,116,663.00
Less: Refund to Government	-	-	-	-	(317,876.94)	(1,930,066.60)	(2,247,943.54)
Transfer from LSG Reserve to cover the salary adjustment for Infirmary Care Supplement (Note (3))	-	-	-	-	-	-	-
Transfer from Other Funds / (to) LSG Reserve^	-	-	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP / ASCP(PC) - FWSS* (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-	-	-
Surplus / (deficit) c/f (Note (4))	60,861,831.76	7,769,616.74	(70,013.92)	-	(1,834,025.47)	30,042,148.19	96,769,557.30
	S1	S2	S3				

Notes:

(1) Interest received on LSG (including 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 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 HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K1)) for the year.
For NGOs with HA, with effect from 2022-23, the calculation of the annual claw-back is as follows:
(i) With Snapshot Staff (SS) [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year was greater than zero]
The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K1)) for the year.
(ii) Without SS [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year (which is regarded as Year 0) was zero
For the next three years (Year 1 to Year 3), the level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K)) for the year.
From the fourth financial year (Year 4) onwards, the level of LSG cumulative reserve and HA reserve will be counted altogether and the combined reserve amount (i.e. S1+S2) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+ T2) excluding Provident Fund Contribution (K1)) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.
[For details of (4)(i) and (4)(ii) above, please also refer to SWD's letter under reference (11) in SWD/S/109/1/10 of 4 April 2022.]

(5) As a facilitating measure for the implementation of the Productivity Enhancement Programme, the claw-back arrangement of LSG cumulative reseve 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.

11. COMPARATIVE FIGURES

Certain comparative figures in the 2024 financial statements have been reclassified to conform with current year's presentation.

12. APPROVAL OF ANNUAL FINANCIAL REPORT

The annual financial report of the Agency for the year ended 31 March 2025 was approved and authorized for issue by the board members and the Chief Executive Officer on 16 October 2025.