

**THE HONG KONG DOWN SYNDROME ASSOCIATION**  
**香港唐氏綜合症協會**

**(INCORPORATED IN HONG KONG AND LIMITED BY GUARANTEE)**

**ANNUAL FINANCIAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**FOR SUBMISSION TO THE SOCIAL WELFARE DEPARTMENT**

**REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT  
TO THE COMMITTEE OF  
THE HONG KONG DOWN SYNDROME ASSOCIATION**  
香港唐氏綜合症協會  
(incorporated in Hong Kong and limited by guarantee)

We have audited the financial statements of The Hong Kong Down Syndrome Association (“the Association”) for the year ended 31 March 2022 and have issued an unqualified auditor’s report thereon dated 27 October 2022.

We conducted our review of the attached Annual Financial Report on pages 2 to 9 of the Association for the year ended 31 March 2022 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 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 Provident Fund arrangements during the year ended 31 March 2022.

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.



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

27 October 2022

**ANNUAL FINANCIAL REPORT**

**NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION**

**香港唐氏綜合症協會**

**(1 APRIL 2021 TO 31 MARCH 2022)**

	Note	Total 2021-22 HK\$	Total 2020-21 HK\$
<b>A. INCOME</b>			
1. Lump Sum Grant		18,226,488.00	18,199,296.00
a. Lump Sum Grant (excluding Provident Fund)	1b	17,328,174.00	17,300,982.00
b. Provident Fund	1c	898,314.00	898,314.00
2. Fee Income	2	5,877.00	4,288.00
3. Central Items	3	--	--
4. Rent and Rates	4	747,881.00	748,457.00
5. Other Income	5	227,283.76	84,291.20
6. Interest Received		33,454.04	78,933.12
<b>TOTAL INCOME</b>		<b>19,240,983.80</b>	<b>19,115,265.32</b>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		15,006,301.19	14,801,160.90
b. Provident Fund	1c	936,337.66	794,755.76
c. Allowances		--	--
Sub-total	6	15,942,638.85	15,595,916.66
2. Other Charges	7	2,487,532.80	2,369,199.72
3. Central Items	3	3,000.00	--
4. Rent and Rates	4	734,310.60	733,031.20
<b>TOTAL EXPENDITURE</b>		<b>19,167,482.25</b>	<b>18,698,147.58</b>
<b>C. SURPLUS FOR THE YEAR</b>	8	<b>73,501.55</b>	<b>417,117.74</b>

The Annual Financial Report from pages 2 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



Chairman

Date: 27 October 2022

SIGNATURE



Director

Date: 27 October 2022

**NOTES ON THE ANNUAL FINANCIAL REPORT**

**NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會  
(1 APRIL 2021 TO 31 MARCH 2022)**

**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 (SWD) 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 (PF)**

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>	<b>Snapshot Staff</b> <b>HK\$</b>	<b>6.8% and Other Posts</b> <b>HK\$</b>	<b>Total</b> <b>HK\$</b>
Subvention Received	41,231.00	857,083.00	898,314.00
Provident Fund Contribution Paid during the Year	(37,131.30)	(899,206.36)	(936,337.66)
Surplus/(Deficit) for the Year	4,099.70	(42,123.36)	(38,023.66)
<u>Add: Surplus/(Deficit) b/f</u>	(802.80)	2,112,827.19	2,112,024.39
Additional subvention received for previous year(s)	--	402.00	402.00
<b>Surplus c/f</b>	<b>3,296.90</b>	<b>2,071,105.83</b>	<b>2,074,402.73</b>

**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.

## NOTES ON THE ANNUAL FINANCIAL REPORT

### NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會 (1 APRIL 2021 TO 31 MARCH 2022)

#### 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 PF 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:

	2021-22 HK\$	2020-21 HK\$
<b>a. Income</b>		
Financial Incentive Scheme for Mentors of Employees with Disabilities	--	--
<b>Total</b>	<u>          </u>	<u>          </u>
<b>b. Expenditure</b>		
Financial Incentive Scheme for Mentors of Employees with Disabilities	3,000.00	--
<b>Total</b>	<u>3,000.00</u>	<u>          </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 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 the 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:

	2021-22 HK\$	2020-21 HK\$
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services	99,177.50	74,791.20
(b) Others	<u>128,106.26</u>	<u>9,500.00</u>
<b>Total</b>	<u>227,283.76</u>	<u>84,291.20</u>

NOTES ON THE ANNUAL FINANCIAL REPORT

NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會  
(1 APRIL 2021 TO 31 MARCH 2022)

- 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:

Analysis of Personal Emoluments paid under LSG	No. of Posts	HK\$
HK\$700,001 - HK\$800,000 p.a.	--	--
HK\$800,001 - HK\$900,000 p.a.	1	830,580.00
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.	--	--

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

Other Charges	2021-22 HK\$	2020-21 HK\$
(a) Utilities	216,350.05	97,455.95
(b) Food	6,450.00	81.50
(c) Administrative Expenses	220,776.76	192,360.60
(d) Stores and Equipment	356,721.21	555,433.79
(e) Repair and Maintenance	130,322.89	198,921.15
(f) Special Allowances	778,826.68	756,779.54
(g) Programme Expenses	356,197.60	232,958.95
(h) Transportation and Travelling	44,134.98	36,460.94
(i) Insurance	239,090.23	201,401.50
(f) Miscellaneous	138,662.40	97,345.80
<b>Total:</b>	<b>2,487,532.80</b>	<b>2,369,199.72</b>

NOTES ON THE ANNUAL FINANCIAL REPORT

NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會  
(1 APRIL 2021 TO 31 MARCH 2022)

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

	Lump Sum Grant (LSG)	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$
<b>Income</b>				
Lump Sum Grant	18,226,488.00	--	--	18,226,488.00
Fee Income	5,877.00	--	--	5,877.00
Other Income	227,283.76	--	--	227,283.76
Interest Received (Note (1))	33,454.04	--	--	33,454.04
Rent and Rates	--	747,881.00	--	747,881.00
Central Items	--	--	--	--
<b>Total Income (a)</b>	<b>18,493,102.80</b>	<b>747,881.00</b>	<b>--</b>	<b>19,240,983.80</b>
<b>Expenditure</b>				
Personal Emoluments	15,942,638.85	--	--	15,942,638.85
Other Charges	2,487,532.80	--	--	2,487,532.80
Rent and Rates	--	734,310.60	--	734,310.60
Central Items	--	--	3,000.00	3,000.00
<b>Total Expenditure (b)</b>	<b>18,430,171.65</b>	<b>734,310.60</b>	<b>3,000.00</b>	<b>19,167,482.25</b>
<b>Surplus/(Deficit) for the Year (a)-(b)</b>	<b>62,931.15</b>	<b>13,570.40</b>	<b>(3,000.00)</b>	<b>73,501.55</b>
Less: Surplus/(Deficit) of Provident Fund	(38,023.66)	--	--	(38,023.66)
	100,954.81	13,570.40	(3,000.00)	111,525.21
<b>Surplus b/f (Note (2))</b>	<b>5,550,861.70</b>	<b>19,053.80</b>	<b>220,500.00</b>	<b>5,790,415.50</b>
	5,651,816.51	32,624.20	217,500.00	5,901,940.71
<u>Add: Adjustment for overstated staff salaries in 2020-21</u>	22,059.40	--	--	22,059.40
<u>Less: Refund to Government</u>				
Clawback of surplus for 2019-20	--	(4,363.00)	--	(4,363.00)
Clawback of surplus for 2020-21 (provisional)	--	(31,829.80)	--	(31,829.80)
<b>Surplus/(Deficit) c/f (Note (3))</b>	<b>5,673,875.91</b>	<b>(3,568.60)</b>	<b>217,500.00</b>	<b>5,887,807.31</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 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) The level of LSG cumulative reserve (i.e. HK\$5,673,875.91), less LSG Reserve kept in the holding account, will be capped at the level of the NGO's operating expenditure (excluding Provident Fund expenditure) for the year.

**SCHEDULE FOR CENTRAL ITEMS  
ANALYSIS OF SUBVENTION AND EXPENDITURE  
FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022**

**NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會**

Unit Code and Name (Note 7)	Subvented Element	Subventions Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the year			Surplus b/f (Note 5) (e) HK\$	Surplus c/f (Note 6) (f)=(e)+(a)-(d) HK\$
					Deficit (Note 3) (b) HK\$	Deficit transferred to LSG (Note 4) (c) HK\$	Adjusted Deficit (d) = (b) - (c) HK\$		
6455	Financial Incentive Scheme for Mentors of Employees with Disabilities	--	3,000.00	--	(3,000.00)	N.A.	(3,000.00)	220,500.00	217,500.00
<b>Total</b>		--	3,000.00	--	(3,000.00)	N.A.	(3,000.00)	220,500.00	217,500.00

**Notes:**

1. The figures for the whole financial year are extracted from the payroll for March (Final) of the financial year.
2. Actual expenditure represents the total expenditure incurred including provident 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.r.o. the following central items arising from salary adjustment can be transferred to the Lump Sum Grant Reserve as stated in the relevant letter issued by SWD.
  - (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
 For items other than those listed above, please insert "N/A".
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 plus surplus, if any, arising from operations in current year.
7. Unit code and names assigned by SWD should be filled, if available.
8. 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.



**SCHEDULE FOR RENT AND RATES  
ANALYSIS OF SUBVENTION AND EXPENDITURE  
FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022**

**NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會**

<b>Unit Code and Name</b>	<b>Subvented Element</b>	<b>Subvention Released (Note 1)</b>	<b>Actual Expenditure</b>	<b>Surplus (Note 2)</b>	<b>Deficit (Note 2)</b>
		<b>HK\$</b>	<b>HK\$</b>	<b>HK\$</b>	<b>HK\$</b>
Unit 2271 Bradbury Parents Resource Centre	Rent (Note 3)	131,208.00	129,877.00	1,331.00	--
	Rates	13,136.00	7,903.00	5,233.00	--
	<i>Total</i>	144,344.00	137,780.00	6,564.00	--
Unit 2272 Supported Employment Programme	Rent (Note 3)	66,114.00	65,537.00	577.00	--
	Rates	1,286.00	793.60	492.40	--
	<i>Total</i>	67,400.00	66,330.60	1,069.40	--
Unit 2771 Tiptop Training Centre	Rent (Note 3)				
	- PHE rental	467,280.00	467,280.00	--	--
	- Carpark rent	30,630.00	39,720.00	--	(9,090.00)
	Rates	38,227.00	23,200.00	15,027.00	--
	<i>Total</i>	536,137.00	530,200.00	15,027.00	(9,090.00)
	<b>Grand Total</b>	<b>747,881.00</b>	<b>734,310.60</b>	<b>22,660.40</b>	<b>(9,090.00)</b>

**Notes:**

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year. Reimbursement for rent and rate relating to previous financial year(s) (i.e. back payments) should not be included.
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.

**SCHEDULE FOR INVESTMENT  
ANALYSIS OF INVESTMENT AS AT 31 MARCH 2022**


**NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會**

	<b>2022 HK\$'000</b>	<b>2021 HK\$'000</b>
<b>LSG Reserve as at 31 March</b>	5,674	5,550
Represented by:		
Investments		
a. HKD Bank Account Balances	360	269
b. HKD 24-hour Call Deposits	--	--
c. HKD Fixed Deposits	5,314	5,281
d. HKD Certificate of Deposits	--	--
e. HKD Bonds	--	--
	5,674	5,550

Note: The investments should be reported at historical cost.

**Confirmed by:-**

  
\_\_\_\_\_  
Chairman  
Date: 27 October 2022

  
\_\_\_\_\_  
Director  
Date: 27 October 2022