

**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 2025**  
**FOR SUBMISSION TO THE SOCIAL WELFARE DEPARTMENT**

**INDEPENDENT AUDITOR'S ASSURANCE REPORT ON  
THE ANNUAL FINANCIAL REPORT  
TO THE COMMITTEE MEMBERS 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 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 24 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 association for the year ended 31 March 2025.

**Responsibilities of the Committee Members**

In relation to this report, the committee members are responsible for ensuring the AFR of the association 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 association 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 association 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 association 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 association 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 association 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.



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

24 October 2025

**ANNUAL FINANCIAL REPORT**

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

香港唐氏綜合症協會

(1 APRIL 2024 TO 31 MARCH 2025)

	Note	2024-25 HK\$	2023-24 HK\$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	18,808,576.00	18,260,238.00
b. Provident Fund	1c	953,095.00	948,340.00
2. Fee Income	2	7,539.00	6,888.00
3. Central Items	3	---	---
4. Rent and Rates	4	780,882.00	780,882.00
5. Other Income	5	764,641.35	1,101,366.17
6. Interest Received		218,279.14	188,910.72
<b>TOTAL INCOME</b>		<u>21,533,012.49</u>	<u>21,286,624.89</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		16,677,732.93	15,855,377.88
b. Provident Fund	1c	928,840.45	839,462.91
c. Allowances		---	---
Sub-total	6	17,606,573.38	16,694,840.79
2. Other Charges	7	3,071,263.95	3,502,481.12
3. Central Items	3	---	---
4. Rent and Rates	4	883,053.20	794,739.60
<b>TOTAL EXPENDITURE</b>		<u>21,560,890.53</u>	<u>20,992,061.51</u>
<b>C. (DEFICIT) / SURPLUS FOR THE YEAR</b>	8	<u>(27,878.04)</u>	<u>294,563.38</u>

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.

SIGNATURE



Chairman

Date: 24 October 2025



NGO HEAD

Date: 24 October 2025

## NOTES ON THE ANNUAL FINANCIAL REPORT

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

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#### 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>	<u>Snapshot staff</u> HK\$	<u>Other Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	---	953,095.00	953,095.00
Provident Fund Contribution Paid during the Year	---	(928,840.45)	(928,840.45)
Surplus for the Year	---	24,254.55	24,254.55
<b>Add:</b> Surplus b/f	8,216.00	2,286,918.63	2,295,134.63
Additional subvention received for previous year(s)	227.00	---	227.00
<b>Less:</b> Refund to Government	---	---	---
<b>Surplus c/f</b>	<b>8,443.00</b>	<b>2,311,173.18</b>	<b>2,319,616.18</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 Subvention Manual.

## NOTES ON THE ANNUAL FINANCIAL REPORT

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

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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\$
<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	---	---
<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. 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:

	2024-25 HK\$	2023-24 HK\$
<b>Other Income</b>		
(a) Programme income	377,279.30	316,153.70
(b) Production income	343,183.67	365,916.93
(c) Other Funds or Donations for Designated Purposes	---	---
(d) Miscellaneous income	44,178.38	419,295.54
<b>Total</b>	<u>764,641.35</u>	<u>1,101,366.17</u>

## NOTES ON THE ANNUAL FINANCIAL REPORT

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

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**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:

<b>Analysis of Personal Emoluments paid under LSG</b>	<b>No of Posts</b>	<b>HK\$</b>
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:

<b>Other Charges</b>	<b>2024-25 HK\$</b>	<b>2023-24 HK\$</b>
(a) Utilities	168,878.00	257,173.50
(b) Food (including food for service users)	2,588.50	5,774.80
(c) Administrative Expenses	165,187.04	202,137.72
(d) Stores and Equipment	136,802.15	238,090.56
(e) Minor repair and Maintenance	150,615.31	338,333.81
(f) Special Allowances	993,583.86	919,373.90
(g) Programme Expenses	798,686.55	987,336.62
(h) Transportation and Travelling	39,318.91	56,984.21
(i) Insurance	371,365.44	323,934.85
(j) Miscellaneous	244,238.19	173,341.15
<b>Total</b>	<b><u>3,071,263.95</u></b>	<b><u>3,502,481.12</u></b>

NOTES ON THE ANNUAL FINANCIAL REPORT

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

	Lump Sum Grant (LSG)	Holding Account (HA)	Other Funds or Donations for Designated Purposes	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
<b>Income</b>						
Lump Sum Grant	19,761,671.00	---	---	---	---	19,761,671.00
Fee Income	7,539.00	---	---	---	---	7,539.00
Other Income	764,641.35	---	---	---	---	764,641.35
Interest Received (Note (1))	218,279.14	---	---	---	---	218,279.14
Rent and Rates	---	---	---	780,882.00	---	780,882.00
Central items	---	---	---	---	---	---
<b>Total Income (a)</b>	<b>20,752,130.49</b>	---	---	<b>780,882.00</b>	---	<b>21,533,012.49</b>
<b>Expenditure</b>						
Personal Emoluments	17,606,573.38	---	---	---	---	17,606,573.38
Other Charges	3,071,263.95	---	---	---	---	3,071,263.95
Rent and Rates	---	---	---	883,053.20	---	883,053.20
Central items	---	---	---	---	---	---
<b>Total Expenditure (b)</b>	<b>20,677,837.33</b>	---	---	<b>883,053.20</b>	---	<b>21,560,890.53</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>74,293.16</b>	---	---	<b>(102,171.20)</b>	---	<b>(27,878.04)</b>
Less: Surplus of Provident Fund	(24,254.55)	---	---	---	---	(24,254.55)
<b>Surplus/(Deficit) for the Year (excl. PF)</b>	<b>50,038.61</b>	---	---	<b>(102,171.20)</b>	---	<b>(52,132.59)</b>
<b>Surplus/(Deficit) b/f (Note (2))</b>	<b>4,706,094.73</b>	<b>1,357,909.00</b>	---	<b>(28,698.64)</b>	<b>217,500.00</b>	<b>6,252,805.09</b>
	<b>4,756,133.34</b>	<b>1,357,909.00</b>	---	<b>(130,869.84)</b>	<b>217,500.00</b>	<b>6,200,672.50</b>
Less: Refund to Government	---	---	---	---	---	---
- clawback of surplus 2024	(358,149.00)	---	---	---	---	(358,149.00)
- clawback of surplus of rent and rate 2024	---	---	---	(4,934.60)	---	(4,934.60)
<b>Surplus c/f (Note (4))</b>	<b>4,397,984.34</b>	<b>1,357,909.00</b>	---	<b>(135,804.44)</b>	<b>217,500.00</b>	<b>5,837,588.90</b>

**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 Infirmity Care Supplement, if any, as per Schedule for Central Items.
- (4) 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 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.
  - (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 will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) 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 will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) 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 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.