



名仕會計師事務所有限公司

Douglas CPA (Practising) Limited Certified Public Accountants

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REVIEW REPORT TO THE BOARD OF DIRECTORS OF

CHINA PENIEL MISSIONARY SOCIETY, INC.

We have audited the financial statements of China Peniel Missionary Society, Inc. (the “Society”) for the year ended 31st March, 2022 and have issued an unqualified auditors’ report thereon dated 22nd October, 2022.

We conducted our review of the attached Annual Financial Report on pages 3 to 6 of the Society for the year ended 31st March, 2022 in accordance with Practice Note 851 “Review of the Annual Financial Reports of Non-governmental Organizations” 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 Society, on which the above audited financial statements of the Society 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 Society for the year ended 31st March, 2022:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Society; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Society has not:
 - i. properly accounted for the receipt of Lump Sum Grant, Provident Fund, Tide-over Grant 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 Tide-over Grant and Provident Fund arrangements during the year ended 31st March, 2022.



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REVIEW REPORT TO THE BOARD OF DIRECTORS OF
CHINA PENIEL MISSIONARY SOCIETY, INC.

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.

Douglas CPA (Practising) Limited
Certified Public Accountants

Hong Kong : 22nd October, 2022

Tsang Kwong Yip
Practising Certificate No.: P04076

ANNUAL FINANCIAL REPORT
NGO: CHINA PENIEL MISSIONARY SOCIETY, INC.
1 APRIL 2021 to 31 MARCH 2022

	Notes	2021-22 \$	2020-21 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	5,205,346.00	5,201,312.00
b. Provident Fund	1c	322,902.00	322,902.00
2. Fee Income	2	16,762.50	17,000.00
3. Central Items	3	-	-
4. Rent and Rates	4	126,696.00	127,140.00
5. Other Income	5	34,448.00	(18,632.50)
6. Interest Received		65.69	68.77
TOTAL INCOME		<u>5,706,220.19</u>	<u>5,649,790.27</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		3,766,737.15	3,379,381.40
b. Provident Fund	1c	232,917.23	215,491.24
c. Allowances		-	-
Sub-total	6	<u>3,999,654.38</u>	<u>3,594,872.64</u>
2. Other Charges	7	1,391,294.65	1,047,550.32
3. Central Items	3	-	-
4. Rent and Rates	4	<u>119,396.00</u>	<u>114,696.00</u>
TOTAL EXPENDITURE		<u>5,510,345.03</u>	<u>4,757,118.96</u>
C. SURPLUS FOR THE YEAR	8	<u>195,875.16</u>	<u>892,671.31</u>

The Annual Financial Report from pages 3 to 6 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE

SIGNATURE



 CHAIRMAN

DATE: 22nd October, 2022



 NGO HEAD

DATE: 22nd October, 2022

NOTES ON THE ANNUAL FINANCIAL REPORT
NGO: CHINA PENIEL MISSIONARY SOCIETY, INC.
1 APRIL 2021 to 31 MARCH 2022

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 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. 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 Centre Items have been shown under **Note 3**. Details are analysed below :

<u>Provident Fund Contribution</u>	Snapshot Staff \$	6.8% and Other Posts \$	Total \$
Subvention Received	-	322,902.00	322,902.00
Provident Fund Contribution	-	(232,917.23)	(232,917.23)
Paid during the Year			
Surplus/ (Deficit) for the Year	-	89,984.77	89,984.77
Add : Surplus/(Deficit) b/f	-	759,215.07	759,215.07
Additional subvention received for previous years	-	-	-
	-	849,199.84	849,199.84
Less : Refund to Government	-	-	-
Surplus/(Deficit) c/f	-	849,199.84	849,199.84

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 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 the LSG Manual (October 2016)). There are no income and expenditure of the Central Items during the year.

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.

NOTES ON THE ANNUAL FINANCIAL REPORT
NGO: CHINA PENIEL MISSIONARY SOCIETY, INC.
1 APRIL 2021 to 31 MARCH 2022

- 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:

Other Income	2021-22	2020-21
	\$	\$
(a) Fees and charges for services incidental to the operation of subvented services	27,337.00	2,801.00
(b) Utilised allocation under Central Items (CI) - After School Care Programme (ASCP) / Enhanced ASCP - Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income*	-	-
(c) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	-	-
(d) Others	7,111.00	3,922.00
Sub-Total	<u>34,448.00</u>	<u>6,723.00</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income *	-	-
Refund of programme income received in 2019/20 which activities cancelled due to COVID-19	-	(25,355.50)
Total	<u><u>34,448.00</u></u>	<u><u>(18,632.50)</u></u>

* For those programmes which are regarded as FSA-related activities 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 \$700,000 each paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No of Posts	\$
HK\$700,001 - HK\$800,000 p.a.	N/A	N/A
HK\$800,001 - HK\$900,000 p.a.	N/A	N/A
HK\$900,001 - HK\$1,000,000 p.a.	N/A	N/A
HK\$1,000,001 - HK\$1,100,000 p.a.	N/A	N/A
HK\$1,100,001 - HK\$1,200,000 p.a.	N/A	N/A
>HK\$1,200,000 p.a.	N/A	N/A

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

Other Charges	2021-22	2020-21
	\$	\$
(a) Utilities	36,287.50	15,737.80
(b) Food	-	-
(c) Administrative Expenses	212,680.00	68,960.07
(d) Stores and Equipment	246,901.72	346,537.40
(e) Repair and Maintenance	77,436.00	44,139.00
(f) Special Allowances	-	-
(g) Programme Expenses	690,452.62	461,806.63
(h) Transportation and Travelling	4,348.40	1,524.20
(i) Insurance	105,711.41	92,555.82
(j) Miscellaneous	17,477.00	16,289.40
Sub-Total	<u>1,391,294.65</u>	<u>1,047,550.32</u>
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income to fund the operating expenses of FSA-related activities *	-	-
Total	<u><u>1,391,294.65</u></u>	<u><u>1,047,550.32</u></u>

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

NOTES ON THE ANNUAL FINANCIAL REPORT
NGO: CHINA PENIEL MISSIONARY SOCIETY, INC.
1 APRIL 2021 to 31 MARCH 2022

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

	Lump Sum Grant (LSG)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates	Central Items	Total
	\$	\$	\$	\$	\$
Income					
Lump Sum Grant	5,528,248.00	-	-	-	5,528,248.00
Fee Income	16,762.50	-	-	-	16,762.50
Other Income	34,448.00	-	-	-	34,448.00
Interest Received (Note (1))	65.69	-	-	-	65.69
Rent and Rates	-	-	126,696.00	-	126,696.00
Central Items	-	-	-	-	-
Total Income (a)	5,579,524.19	-	126,696.00	-	5,706,220.19
Expenditure					
Personal Emoluments	3,999,654.38	-	-	-	3,999,654.38
Other Charges	1,391,294.65	-	-	-	1,391,294.65
Rent and Rates	-	-	119,396.00	-	119,396.00
Central Items	-	-	-	-	-
Total Expenditure (b)	5,390,949.03	-	119,396.00	-	5,510,345.03
Surplus/(Deficit) for the Year (a) - (b)	188,575.16	-	7,300.00	-	195,875.16
<u>Less</u> : Surplus/(Deficit) of Provident Fund	89,984.77	-	-	-	89,984.77
	98,590.39	-	7,300.00	-	105,890.39
Surplus/(Deficit) b/f (Note (2))	2,013,213.87	-	(18,606.66)	(3,749.00)	1,990,858.21
	2,111,804.26	-	(11,306.66)	(3,749.00)	2,096,748.60
<u>Add</u> : Refund from Government	-	-	26,371.00	-	26,371.00
<u>Less</u> : Refund to Government	(724,170.51)	-	(12,444.00)	-	(736,614.51)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplementary (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP - FWSS * (over-estimate) / under-estimated in previous year(s)	-	-	-	-	-
Surplus/(Deficit) c/f (Note (4))	1,387,633.75	-	2,620.34	(3,749.00)	1,386,505.09

Notes:

- # Including an amount \$Z being the utilised allocation under CI - ASCP / Enhanced ASCP - FESS*
* For those programmes which are regarded as FSA-related activities only

- (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 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 Infirmity 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.