

## **HONG KONG FAMILY WELFARE SOCIETY**

### **Disclaimer**

The figures and financial information relating to the year ended 31 March 2017 included in the Annual Financial Report (Lump Sum Grant) are not the statutory annual financial statements of Hong Kong Family Welfare Society for that year. The Annual Financial Report (Lump Sum Grant) is prepared on cash basis, in accordance with the requirements set out in Lump Sum Grant Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region.

Hong Kong Family Welfare Society has delivered those annual financial statements to the Registrar of Companies as required by section 662(3) of, and Part 3 of Schedule 6 to, the Companies Ordinance.

Hong Kong Family Welfare Society's auditor has reported on those annual financial statements. The auditor's report was unqualified; did not include a reference to any matters to which the auditor drew attention by way of emphasis without qualifying its reports; and did not contain a statement under section 406(2), 407(2) or (3) of the Companies Ordinance.

**HONG KONG FAMILY WELFARE SOCIETY**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED**

**31ST MARCH 2017**



羅兵咸永道

**REVIEW REPORT TO THE EXECUTIVE COMMITTEE OF  
HONG KONG FAMILY WELFARE SOCIETY**

We have audited the financial statements of Hong Kong Family Welfare Society (the “Society”) for the year ended 31st March 2017 and have issued an unqualified auditor’s report thereon dated 18 October 2017.

We conducted our review of the attached Annual Financial Report (“AFR”) on pages 2 to 10 of the Society for the year ended 31st March 2017 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 AFR and performing procedures to satisfy ourselves that the AFR 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 2017:

- a. in our opinion the AFR 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 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 Hong Kong Special Administrative Region (the “HKSAR”);
  - iii. prepared the AFR in accordance with the format and requirements set out in the LSG Manual; and
  - iv. employed the staff quoted in Provident Fund arrangement during the year ended 31st March 2017.

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.

**PricewaterhouseCoopers**  
Certified Public Accountants

Hong Kong, 18 OCT 2017

**ANNUAL FINANCIAL REPORT**

**NGO: HONG KONG FAMILY WELFARE SOCIETY**

**1ST APRIL 2016 TO 31ST MARCH 2017**

	Notes	2016-17 HK\$	2015-16 HK\$
<b>A. INCOME</b>			
1 Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	213,841,205.00	204,064,801.00
b. Provident Fund	1c	20,307,827.00	19,756,957.00
2 Fee Income	2	3,111,439.10	3,030,950.30
3 Central Items	3	26,549,536.90	24,906,608.60
4 Rent and Rates	4	5,181,116.00	4,801,812.00
5 Back pay from SWD - Rent and Rates	8	-	101,112.00
6 Other Income	5	6,665,399.45	7,177,019.10
7 Interest Received		1,637.49	1,322.64
<b>TOTAL INCOME</b>		<u>275,658,160.94</u>	<u>263,840,582.64</u>
<b>B. EXPENDITURE</b>			
1 Personal Emoluments	6		
a. Salaries	1b	197,490,591.93	182,941,823.12
b. Provident Fund	1c	19,628,394.18	18,286,078.17
Sub-total		217,118,986.11	201,227,901.29
2 Other Charges	7	20,443,150.14	19,008,916.34
3 Central Items	3	22,844,813.87	22,641,702.07
4 Rent and Rates	4	5,766,597.37	5,361,888.81
<b>TOTAL EXPENDITURE</b>		<u>266,173,547.49</u>	<u>248,240,408.51</u>
<b>C. SURPLUS FOR THE YEAR</b>	8	<u>9,484,613.45</u>	<u>15,600,174.13</u>

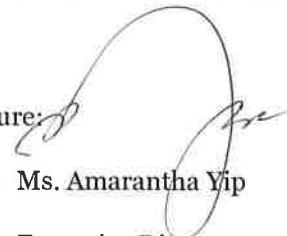
The Annual Financial Report from pages 2 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Signature: 

Name: Mr. Christopher Law

Title: Chairman

Date: 18 OCT 2017

Signature: 

Name: Ms. Amarantha Yip

Title: Executive Director

Date: 18 October 2017

**HONG KONG FAMILY WELFARE SOCIETY**  
**NOTES ON THE ANNUAL FINANCIAL REPORT**  
**1ST APRIL 2016 TO 31ST MARCH 2017**

**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 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 like 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 staffs are defined as those staff occupying recognised or holding against subvented posts as at 1st April 2000.

6.8% and other posts represent those staffs that are employed after 1st April 2000.

Please note that 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> HK\$	<u>6.8% and Other Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	10,531,420.00	9,776,407.00	20,307,827.00
Less: Provident Fund Contribution paid during the year	(9,823,075.86)	(9,805,318.32)	(19,628,394.18)
Surplus/(deficit) for the year	708,344.14	(28,911.32)	679,432.82
Add: Surplus b/f Additional subvention received for prior year's deficit	1,316,010.12	16,312,629.87	17,628,639.99
Less: Recovery of surplus for Provident Fund	-	238,794.00	238,794.00
	(485,728.00)	-	(485,728.00)
Surplus c/f	1,538,626.26	16,522,512.55	18,061,138.81

**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 Lump Sum Grant Manual.

**HONG KONG FAMILY WELFARE SOCIETY**  
**NOTES ON THE ANNUAL FINANCIAL REPORT**  
**1ST APRIL 2016 TO 31ST MARCH 2017**

**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 Society. 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 Lump Sum Grant Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

	<b>2016-17</b>	<b>2015-16</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>a. Income</b>		
Foster Care Allowance/Emergency		
Foster Care Allowance	23,191,892.00	22,362,802.00
After School Care Programme	189,000.00	177,750.00
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	540,000.00	-
Neighbourhood Support Child Care Project (NSCCP)		
- Contract Subsidy & Fee Income	2,628,644.90	2,366,056.60
- Subsidy for Fee Reduction/ Waiving	-	-
<b>Total</b>	<b>26,549,536.90</b>	<b>24,906,608.60</b>
<b>b. Expenditure</b>		
Foster Care Allowance/Emergency		
Foster Care Allowance	20,080,563.80	20,097,513.00
After School Care Programme	188,500.14	177,384.25
Neighbourhood Support Child Care Project (NSCCP)		
- Contract Subsidy	2,430,979.43	2,274,823.82
- Subsidy for Fee Reduction/ Waiving	144,770.50	91,981.00
<b>Total</b>	<b>22,844,813.87</b>	<b>22,641,702.07</b>

**4 Rent and Rates**

This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditures on rent and rates in respect of premises not recognised by SWD have not been included in the AFR.

**HONG KONG FAMILY WELFARE SOCIETY**  
**NOTES ON THE ANNUAL FINANCIAL REPORT**  
**1ST APRIL 2016 TO 31ST MARCH 2017**

- 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 (paragraph 2.29 of Lump Sum Grant Manual (October 2016)) is as follows:

	<b>2016-17</b>	<b>2015-16</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services	6,539,393.20	6,420,052.89
(b) Others	126,006.25	756,966.21
<b>Total</b>	<u>6,665,399.45</u>	<u>7,177,019.10</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 Lump Sum Grant is appended below:

<b>Analysis of Personal Emoluments paid under Lump Sum Grant</b>	<b>No. of Posts</b>	<b>HK\$</b>
HK\$700,001 - HK\$800,000 p.a.	6	4,365,115.00
HK\$800,001 - HK\$900,000 p.a.	10	8,819,078.00
HK\$900,001 - HK\$1,000,000 p.a.	1	921,226.00
HK\$1,000,001 - HK\$1,100,000 p.a.	1	1,012,079.00
HK\$1,100,001 - HK\$1,200,000 p.a.	2	2,201,336.00
>HK\$1,200,000 p.a.	1	1,309,799.00

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

	<b>2016-17</b>	<b>2015-16</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>Other Charges</b>		
(a) Utilities	1,641,582.44	1,700,636.55
(b) Food/Laundry Costs	5,405,946.36	5,344,489.15
(c) Administrative Expenses	2,418,653.54	2,295,616.66
(d) Stores and Equipment	1,399,016.92	984,376.76
(e) Repair and Maintenance	1,463,601.78	1,011,569.88
(f) Programme Expenses	2,112,254.66	2,277,122.72
(g) Nursing Care	1,418,300.40	1,533,765.65
(h) Medical Expenses	776,765.95	646,816.56
(i) Transportation and Travelling	1,145,085.73	1,169,702.45
(j) Insurance	1,920,165.38	1,642,911.00
(k) Course/Workshop/Training	88,620.00	89,640.00
(l) Miscellaneous	653,156.98	312,268.96
<b>Total</b>	<u>20,443,150.14</u>	<u>19,008,916.34</u>

**HONG KONG FAMILY WELFARE SOCIETY**  
**NOTES ON THE ANNUAL FINANCIAL REPORT**  
**1ST APRIL 2016 TO 31ST MARCH 2017**

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

	<b>Lump Sum Grant HK\$</b>	<b>Rent and Rates HK\$</b>	<b>Central Items HK\$</b>	<b>Total HK\$</b>
<b>Income</b>				
Lump Sum Grant	234,149,032.00	-	-	234,149,032.00
Fee Income	3,111,439.10	-	-	3,111,439.10
Other Income	6,665,399.45	-	-	6,665,399.45
Interest Received	1,637.49	-	-	1,637.49
Rent and Rates	-	5,181,116.00	-	5,181,116.00
Central Items	-	-	26,549,536.90	26,549,536.90
<b>Total Income (a)</b>	<b>243,927,508.04</b>	<b>5,181,116.00</b>	<b>26,549,536.90</b>	<b>275,658,160.94</b>
<b>Expenditure</b>				
Personal Emoluments	217,118,986.11	-	-	217,118,986.11
Other Charges	20,443,150.14	-	-	20,443,150.14
Rent & Rates	-	5,766,597.37	-	5,766,597.37
Central Items	-	-	22,844,813.87	22,844,813.87
<b>Total Expenditure (b)</b>	<b>237,562,136.25</b>	<b>5,766,597.37</b>	<b>22,844,813.87</b>	<b>266,173,547.49</b>
<b>Surplus/(Deficit) for the year (a) – (b)</b>	<b>6,365,371.79</b>	<b>(585,481.37)</b>	<b>3,704,723.03</b>	<b>9,484,613.45</b>
Less: Surplus of Provident Fund	(679,432.82)	-	-	(679,432.82)
	5,685,938.97	(585,481.37)	3,704,723.03	8,805,180.63
<b>Surplus/(Deficit) b/f</b>	<b>72,866,728.28</b>	<b>(1,151,862.92)</b>	<b>5,880,015.58</b>	<b>77,594,880.94</b>
	78,552,667.25	(1,737,344.29)	9,584,738.61	86,400,061.57
Add: Backpayment from SWD for prior years' deficit	-	524,333.00	-	524,333.00
Less: Recovery of Surplus for Rent and Rates	-	(1.26)	-	(1.26)
Less: Recovery of Surplus for Foster Care Allowance, Care Assistants and Programme Assistants	-	-	(1,716,160.93)	(1,716,160.93)
<b>Surplus/(Deficit) c/f</b>	<b>78,552,667.25</b>	<b>(1,213,012.55)</b>	<b>7,868,577.68</b>	<b>85,208,232.38</b>



**Schedule for Central Items  
Analysis of Subvention and Expenditure for the Year from 1st April 2016 to 31st March 2017**

**HONG KONG FAMILY WELFARE SOCIETY**

Unit Code and Name (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3)	Deficit (Note 3)	Deficit transferred to LSG (Note 4)	Adjusted Deficit (d)=(b)-(c)	Surplus/(deficit) b/f (Note 5 & 8)	Surplus/(deficit) c/f (Note 6)
		(a)	(b)	(c)	(d)	(e)	(f)=(a)+(d)+(e)		
		HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
2795, 2797, 2799, 2841 & 3993	Foster Care Allowance Less: Recovery of surplus for 2014/15	20,338,592.00	17,284,877.10	3,053,714.90	-	-	-	3,309,840.70	5,295,043.30
2809, 2821 & 4248	Emergency Foster Care Allowance Less: Recovery of surplus for 2014/15	2,853,300.00	2,795,686.70	57,613.30	-	-	-	187,193.80	81,573.90
320S	Programme Assistants/ Care Assistants (Time-limited) Less: Recovery of surplus for 2014/15	-	-	-	-	-	-	484,415.43	-
3040	After School Care Programme Less: Recovery of surplus for 2014/15	189,000.00	188,500.14	499.86	-	-	-	365.75	-
6675	Training Sponsorship Scheme For Two-Year MOT/MPT Programme of PolyU	540,000.00	-	540,000.00	-	-	-	365.75	865.61
6417 & 6418	Neighbourhood Support Child Care Project (NSCCP)	2,628,644.90	2,430,979.43	197,665.47	-	-	-	1,041,531.20	1,239,196.67
	Contract Subsidy & Fee Income Subsidy for Fee Reduction/ Waiving	-	144,770.50	-	(144,770.50)	-	(144,770.50)	856,668.70	711,898.20
	<b>Total</b>	<b>26,549,536.90</b>	<b>22,844,813.87</b>	<b>3,849,493.53</b>	<b>(144,770.50)</b>	<b>-</b>	<b>(144,770.50)</b>	<b>4,163,854.65</b>	<b>7,868,577.68</b>

Remark: Total sum of Contract Subsidy received for unit code - 6417 Neighbourhood Support Child Care Project (NSCCP) was HK\$1,620,050.

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Year from 1st April 2016 to 31st March 2017**

**HONG KONG FAMILY WELFARE SOCIETY**

**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 in respect of the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (9) in SWD/S/104/2 Pt. 16 dated 20 July 2016.
  - (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
5. "Surplus/(deficit) brought forward (b/f)" means surplus, if any, arising from operations in previous years.
6. "Surplus/(deficit) carried forward (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.
7. Unit code and name are extracted from the payroll from SWD.
8. "Surplus/(deficit) brought forward (b/f)" also takes account of the recovery of surplus for previous years.

**Schedule for Rent and Rates**  
**Analysis of Subvention and Expenditure for the Year Ended 31st March 2017**

**HONG KONG FAMILY WELFARE SOCIETY**

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		HK\$	HK\$	HK\$	HK\$
2780 - Central Administration	Rent (Note 3)	68,562.00	68,563.31	-	(1.31)
	Rates	52,919.00	54,804.96	-	(1,885.96)
	Total	121,481.00	123,368.27	-	(1,887.27)
7509 - Clinical Psychological Service	Rent (Note 3)	9,314.00	11,951.86	-	(2,637.86)
	Rates	7,190.00	7,445.20	-	(255.20)
	Total	16,504.00	19,397.06	-	(2,893.06)
2796 - IFSC – East Kowloon Centre (Yau Tong)	Rent (Note 3)	445,476.00	593,562.40	-	(148,086.40)
	Rates	26,258.00	23,300.00	2,958.00	-
	Total	471,734.00	616,862.40	2,958.00	(148,086.40)
1242 - IFSC - Hong Kong Eastern Centre (North Point)	Rent (Note 3)	534,684.00	614,388.00	-	(79,704.00)
	Rates	37,435.00	40,296.00	-	(2,861.00)
	Total	572,119.00	654,684.00	-	(82,565.00)
1243 - IFSC - Kwai Chung Centre (Kwai Chung (South))	Rent (Note 3)	380,820.00	380,820.00	-	-
	Rates	34,336.00	31,726.92	2,609.08	-
	Total	415,156.00	412,546.92	2,609.08	-
1244 - IFSC - Kwun Tong Centre (Shun Lee)	Rent (Note 3)	10,308.00	9,012.00	1,296.00	-
	Rates	25,868.00	25,000.00	868.00	-
	Total	36,176.00	34,012.00	2,164.00	-
1245 - IFSC - Tseung Kwan O Centre - Tseung Kwan O (South)	Rent (Note 3)	376,200.00	376,200.00	-	-
	Rates	41,493.00	41,600.00	-	(107.00)
	Total	417,693.00	417,800.00	-	(107.00)
1246 - IFSC - West Kowloon Centre - Sham Shui Po(West)	Rent (Note 3)	311,688.00	327,672.00	-	(15,984.00)
	Rates	43,856.00	63,800.00	-	(19,944.00)
	Total	355,544.00	391,472.00	-	(35,928.00)
2860 - School Social Work	Rent (Note 3)	336,571.00	343,286.32	-	(6,715.32)
	Rates	25,067.00	28,786.07	-	(3,719.07)
	Total	361,638.00	372,072.39	-	(10,434.39)
2815 - IHCS - HK Western Centre	Rent (Note 3)	286,251.00	354,872.28	-	(68,621.28)
	Rates	23,593.00	19,391.57	4,201.43	-
	Total	309,844.00	374,263.85	4,201.43	(68,621.28)
2810 - IHCS - Hong Kong Western (Oi Tung) Centre	Rent (Note 3)	176,160.00	201,420.00	-	(25,260.00)
	Rates	18,477.00	19,700.00	-	(1,223.00)
	Total	194,637.00	221,120.00	-	(26,483.00)
2825 - IHCS - West Kowloon (Lai Kok) Centre	Rent (Note 3)	134,940.00	134,765.00	175.00	-
	Rates	10,536.00	9,700.00	836.00	-
	Total	145,476.00	144,465.00	1,011.00	-
2855 - IHCS - East Kowloon (Ngau Tau Kok) Centre	Rent (Note 3)	105,660.00	108,660.00	-	(3,000.00)
	Rates	4,868.00	9,636.40	-	(4,768.40)
	Total	110,528.00	118,296.40	-	(7,768.40)

**Schedule for Rent and Rates**  
**Analysis of Subvention and Expenditure for the Year Ended 31st March 2017**

**HONG KONG FAMILY WELFARE SOCIETY**

Unit Code and Name	Subvented Element	Subvention Released	Actual Expenditure	Surplus	Deficit
		(Note 1)		(Note 2)	(Note 2)
		HK\$	HK\$	HK\$	HK\$
2858 - IHCS - East Kowloon (Shun On) Centre	Rent (Note 3)	223,480.00	228,240.00	-	(4,760.00)
	Rates	18,154.00	21,200.00	-	(3,046.00)
	Total	241,634.00	249,440.00	-	(7,806.00)
2818 - IHCS - (Tseung Kwan O) Centre	Rent (Note 3)	100,200.00	106,900.00	-	(6,700.00)
	Rates	6,483.00	5,625.00	858.00	-
	Total	106,683.00	112,525.00	858.00	(6,700.00)
2840 - IHCS - NT (Kwai Fong) Centre	Rent (Note 3)	22,200.00	157,910.00	-	(135,710.00)
	Rates	-	7,753.08	-	(7,753.08)
	Total	22,200.00	165,663.08	-	(143,463.08)
2835 - IHCS - NT (Cheung Shan) Centre	Rent (Note 3)	146,040.00	149,070.00	-	(3,030.00)
	Rates	9,077.00	8,265.00	812.00	-
	Total	155,117.00	157,335.00	812.00	(3,030.00)
2784 - IHCS - NT (Cheung Hang) Centre	Rent (Note 3)	118,200.00	123,940.00	-	(5,740.00)
	Rates	8,591.00	8,780.00	-	(189.00)
	Total	126,791.00	132,720.00	-	(5,929.00)
7698 - IHCS - NT (Tsing Yi) Centre	Rent (Note 3)	186,108.00	226,750.00	-	(40,642.00)
	Rates	11,508.00	12,198.00	-	(690.00)
	Total	197,616.00	238,948.00	-	(41,332.00)
2827 - ATAA Youth Square	Rent (Note 3)	517,740.00	519,180.00	-	(1,440.00)
	Rates	48,946.00	50,600.00	-	(1,654.00)
	Total	566,686.00	569,780.00	-	(3,094.00)
2798 - Neighbourhood Elderly Centre (Re-engineering)	Rent (Note 3)	71,184.00	69,961.50	1,222.50	-
	Rates	20,746.00	24,200.50	-	(3,454.50)
	Total	91,930.00	94,162.00	1,222.50	(3,454.50)
2795 - Foster Care	Rent (Note 3)	134,928.00	135,324.00	-	(396.00)
	Rates	9,001.00	10,340.00	-	(1,339.00)
	Total	143,929.00	145,664.00	-	(1,735.00)
<b>Grand Total</b>		<b>5,181,116.00</b>	<b>5,766,597.37</b>	<b>15,836.01</b>	<b>(601,317.38)</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 rates relating to previous financial year(s) (i.e. back payments) should not be included.
2. Surplus/(deficit) for each element represents the difference between the 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.