

**ANNUAL FINANCIAL REPORT**

**NGO : The Society For Community Organization Limited**

**1<sup>ST</sup> APRIL 2018 TO 31<sup>ST</sup> MARCH 2019**

<b>Statement No.</b>	<b>Description</b>
--	Auditors' Review Report
1	Annual Financial Report (with Annex 1 : Schedule for Central Items)
2	Schedule for Rent and Rates
3	Schedule for Investment
4	Use of the Social Welfare Development Fund (SWDF) Phase 1 funded by Lotteries Fund
5	Use of the Social Welfare Development Fund (SWDF) Phase 2 funded by Lotteries Fund
6	Details of the Use of Furniture and Equipment (F&E) Replenishment and Minor Works Block Grant (BG)

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真機話台三港  
：：大七上  
二二八八  
五五十一千  
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梁偉德會計師事務所  
香港會計師公會資深會員  
香港資深執業會計師

### REVIEW REPORT TO THE MANAGEMENT BOARD OF THE SOCIETY FOR COMMUNITY ORGANIZATION LIMITED (THE "COMPANY")

We have audited the financial statements of the Company for the year from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 and have issued an unqualified auditors' report thereon dated the same day as this report.

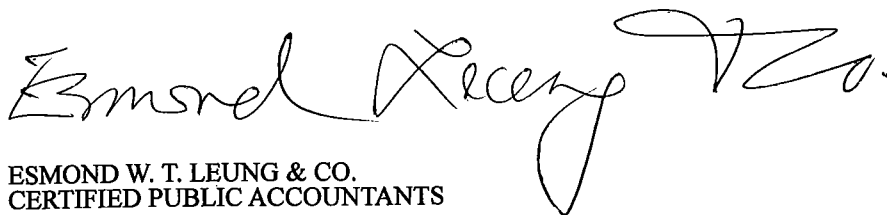
We conducted our review of the attached Annual Financial Report on pages 2 to 14 of the Company for the year from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" issued by the Hong 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 Company, on which the above audited financial statements of the Company 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 Company for the year from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019;

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Company; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Company has not :
  - i) properly accounted for the receipt of Lump Sum Grant, Provident Fund, Special One-off 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 Special One-off Grant and Provident Fund arrangements during the year ended 31<sup>st</sup> March 2019.

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.

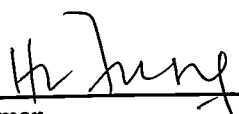


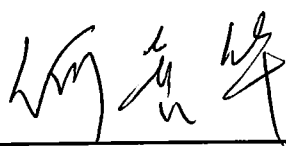
ESMOND W. T. LEUNG & CO.  
CERTIFIED PUBLIC ACCOUNTANTS  
HONG KONG, 25 OCT 2019

ANNUAL FINANCIAL REPORT  
NGO : THE SOCIETY FOR COMMUNITY ORGANIZATION LIMITED  
1<sup>ST</sup> APRIL 2018 TO 31<sup>ST</sup> MARCH 2019

	Note	2018-19 HK\$	2017-18 HK\$
<b>A. INCOME</b>			
1 Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b (A)	2,215,675.00	2,124,553.00
b. Provident Fund	1c (B)	140,554.00	134,490.00
2 Fee Income	2 (D)	-	-
3 Central Items	3 (E)	134,012.00	132,162.00
4 Rent and Rates	4 (F)	198,000.00	198,000.00
5 Other Income	5 (G)	-	-
6 Interest Received	(H)	124.88	16.71
<b>TOTAL INCOME</b>	(I)	<b>2,688,365.88</b>	<b>2,589,221.71</b>
<b>B. EXPENDITURE</b>			
1 Personal Emoluments			
a. Salaries	(J)	1,446,035.00	1,553,500.00
b. Provident Fund	1c (K)	175,494.00	174,982.00
c. Allowances	(L)	-	-
Sub-total	6 (M)	1,621,529.00	1,728,482.00
2 Other Charges	7 (N)	247,007.97	223,913.28
3 Central Items	3 (O)	215,674.80	239,607.10
4 Rent and Rates	4 (P)	322,800.00	279,600.00
<b>TOTAL EXPENDITURE</b>	(T)	<b>2,407,011.77</b>	<b>2,471,602.38</b>
<b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>	8 (U)	<b>281,354.11</b>	<b>117,619.33</b>

The Annual Financial Report from pages 2 to 14 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

  
Chairman

  
NGO Head / Head of Social Welfare Service

Date : 25 OCT 2019

Date : 25 OCT 2019

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.

Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff HK\$</u>	<u>6.8% and Other Posts HK\$</u>	<u>Total HK\$</u>
Subvention Received	-	140,554.00	140,554.00 (B)
Provident Fund Contribution Paid during the Year	-	(175,494.00)	(175,494.00) (K)
Surplus/(Deficit) for the Year	-	(34,940.00)	(34,940.00) (R)
Add : Surplus/(Deficit) b/f	28,680.00	-	28,680.00
Deficit absorbed by own resources	-	34,940.00	34,940.00
Less : Refund to Government	(28,680.00)	-	(28,680.00)
<b>Surplus/(Deficit) c/f</b>	<b>-</b>	<b>-</b>	<b>-</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.

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 income and expenditure of each of the Central Items are as follows:

	<u>2018-19 HK\$</u>	<u>2017-18 HK\$</u>
<b>a. Income</b>		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmiry Care Supplement for the Aged Blind Persons	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmiry Care Supplement for Residential Elderly Services	0.00	0.00
Dementia Supplement for Day Care Centres/Units for the Elderly	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Temporary Financial Aid	134,012.00	132,162.00
Emergency Fund	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users	0.00	0.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	0.00	0.00
Short-term Rental Assistance	0.00	0.00
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	0.00	0.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy	0.00	0.00
NSCCP – Subsidy for Fee Reduction/Waiving	0.00	0.00
NSCCP – Rent and Rates	0.00	0.00
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	0.00	0.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	0.00	0.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	0.00	0.00
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	0.00	0.00
Time-defined Subsidy Scheme for Occasional Child Care Service	0.00	0.00
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Operating Expenses	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Training Cost	0.00	0.00
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services	0.00	0.00
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly	0.00	0.00
One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities	0.00	0.00
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE)	0.00	0.00
<b>Total</b>	<b>(E) 134,012.00</b>	<b>132,162.00</b>

3. Central Items  
 (cont'd)

<u>b. Expenditure</u>	2018-19 HK\$	2017-18 HK\$
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmary Care Supplement for the Aged Blind Persons	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmary Care Supplement for Residential Elderly Services	0.00	0.00
Dementia Supplement for Day Care Centres/units for the Elderly	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Temporary Financial Aid	215,674.80	239,607.10
Emergency Fund	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users	0.00	0.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	0.00	0.00
Short-term Rental Assistance	0.00	0.00
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	0.00	0.00
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy	0.00	0.00
NSCCP – Subsidy for Fee Reduction/Waiving	0.00	0.00
NSCCP – Rent and Rates	0.00	0.00
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	0.00	0.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	0.00	0.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	0.00	0.00
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	0.00	0.00
Time-defined Subsidy Scheme for Occasional Child Care Service	0.00	0.00
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Operating Expenses	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Training Cost	0.00	0.00
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services	0.00	0.00
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly	0.00	0.00
One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities	0.00	0.00
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE)	0.00	0.00
<b>Total</b>	<b>(O) 215,674.80</b>	<b>239,607.10</b>

4. Rent and Rates

This represents the amount paid by SWD in respect of premises recognised by SWD.

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. However, treatment of fees and charges as specified under paragraphs 2.28 to 2.29 of the Manual remains unchanged (paragraph 3.9).

The breakdown on Other Income (paragraph 2.29) is as follows

Other Income	2018-19 HK\$	2017-18 HK\$
(a) Fees and charges for services incidental to the operation of subvented services	0.00	0.00
(b) Others	0.00	0.00
<b>Total</b>	<b>(G) 0.00</b>	<b>0.00</b>

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

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No. of Posts</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	1	729,788
HK\$800,001 - HK\$900,000 p.a.	1	805,164
HK\$900,001 - HK\$1,000,000 p.a.	0	0
HK\$1,000,001 - HK\$1,100,000 p.a.	0	0
HK\$1,100,001 - HK\$1,200,000 p.a.	0	0
>HK\$1,200,000 p.a.	0	0

**7. Other Charges**

The breakdown on Other Charges is as follows:

	2018 - 19	2017-18
<u>Other Charges</u>	HK\$	HK\$
(a) Utilities	24,711.50	22,273.20
(b) Food	0.00	0.00
(c) Administrative Expenses	49,522.00	56,729.54
(d) Stores and Equipment	54,056.81	47,920.12
(e) Repair and Maintenance	0.00	7,740.00
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	63,742.80	38,688.22
(h) Transportation and Travelling	16,631.50	17,537.10
(i) Insurance	3,875.60	5,506.10
(j) Miscellaneous	34,467.76	27,519.00
<b>Total</b>	<b>(N) 247,007.97</b>	<b>223,913.28</b>

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

	Lump Sum Grant (LSG) HK\$	Rent and Rates HK\$	Central Items HK\$	Total HK\$
<b>Income</b>				
Lump Sum Grant	2,356,229.00 (A+B)	0.00	0.00	2,356,229.00 (A+B)
Fee Income	0.00 (D)	0.00	0.00	0.00 (D)
Other Income	0.00 (G)	0.00	0.00	0.00 (G)
Interest Received [note (1)]	124.88 (H)	0.00	0.00	124.88 (H)
Rent and Rates	0.00	198,000.00 (F)	0.00	198,000.00 (F)
Central Items	0.00	0.00	134,012.00 (E)	134,012.00 (E)
<b>Total Income (a)</b>	<b>2,356,353.88</b>	<b>198,000.00</b>	<b>134,012.00</b>	<b>2,688,365.88 (I)</b>
<b>Expenditure</b>				
Personal Emoluments	1,621,529.00 (M)	0.00	0.00	1,621,529.00 (M)
Other Charges	247,007.97 (N)	0.00	0.00	247,007.97 (N)
Rent and Rates	0.00	322,800.00 (P)	0.00	322,800.00 (P)
Central Items	0.00	0.00	215,674.80 (O)	215,674.80 (O)
<b>Total Expenditure (b)</b>	<b>1,868,536.97</b>	<b>322,800.00</b>	<b>215,674.80</b>	<b>2,407,011.77 (T)</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>487,816.91</b>	<b>(124,800.00)</b>	<b>(81,662.80)</b>	<b>281,354.11 (U)</b>
<b>Less: Surplus/(Deficit) of Provident Fund</b>	<b>(34,940.00) (R)</b>	<b>0.00</b>	<b>0.00</b>	<b>(34,940.00) (R)</b>
<b>Surplus/(Deficit) b/f [note (2)]</b>	<b>522,756.91</b>	<b>(124,800.00)</b>	<b>(81,662.80)</b>	<b>316,294.11</b>
	<b>695,628.76</b>	<b>(489,121.00)</b>	<b>150,250.73</b>	<b>356,758.49</b>
<b>Add: Refund from Government</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Less: Refund to Government</b>	<b>(167,354.37)</b>	<b>0.00</b>	<b>0.00</b>	<b>(167,354.37)</b>
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement [note (3)]	0.00	0.00	0.00	0.00
<b>Surplus/(Deficit) c/f [note (4)]</b>	<b>1,051,031.30 (S)</b>	<b>(613,921.00)</b>	<b>68,587.93</b>	<b>505,698.23 (X)</b>

Notes :

- (1) Interest received on LSG and Provident Fund reserves, rent and rates, central items, Special One-off Grant 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 are 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 of Central Items.
- (4) The level of LSG cumulative reserves (i.e. S), 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.

$$S \text{ cannot exceed } [25\% \times (M+N - \text{PF expenditure})] = 25\% \times (1,621,529.00 + 247,007.97 - 175,494.00) = 423,260.74$$

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**  
**Name of NGO : The Society For Community Organization Limited**

Unit Code and Names (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit (Note 3) (b)	Deficit for the year		Adjusted Deficit (d) = (b)-(c) HK\$	Surplus b/f (Note 5) (e) HK\$	Refund to Government (f)	Surplus c/f (Note 6) (g) = (e)+(a)-(f)- HK\$
						Deficit transferred to LSG (Note 4) (c) HK\$	Deficit (Note 3) (b) HK\$				
mmmm - xxxxxxxxxxxxxxxx	Dementia Supplement for Elderly with Disabilities										
mmmm - xxxxxxxxxxxxxxxx	Infirmary Care Supplement for the Aged Blind Persons										
mmmm - xxxxxxxxxxxxxxxx	Dementia Supplement for Residential Elderly Services										
mmmm - xxxxxxxxxxxxxxxx	Infirmary Care Supplement for Residential Elderly Services										
mmmm - xxxxxxxxxxxxxxxx	Dementia Supplement for Day Care Centres/Units for the Elderly										
mmmm - xxxxxxxxxxxxxxxx	Foster Care Allowance / Emergency Factor Care Allowance										
mmmm - xxxxxxxxxxxxxxxx	After School Care Programme - Fee Waiving Subsidy Scheme										
mmmm - xxxxxxxxxxxxxxxx	Temporary Financial Aid										
5779 - Care and Support Networking Team		134,012.00	215,674.80	0.00	81,662.80	N.A.		81,662.80	150,250.73	0.00	68,587.93
mmmm - xxxxxxxxxxxxxxxx	Emergency Fund										
mmmm - xxxxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Extended Hours Service Users										
mmmm - xxxxxxxxxxxxxxxx	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services										
mmmm - xxxxxxxxxxxxxxxx	Short-term Rental Assistance										
mmmm - xxxxxxxxxxxxxxxx	Overnight On-site-on-call Allowance										
mmmm - xxxxxxxxxxxxxxxx	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy										
mmmm - xxxxxxxxxxxxxxxx	NSCCP - Subsidy for Fee Reduction/Waiving										
mmmm - xxxxxxxxxxxxxxxx	NSCCP - Rent and Rates										
mmmm - xxxxxxxxxxxxxxxx	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy Programmes										
mmmm - xxxxxxxxxxxxxxxx	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services										
mmmm - xxxxxxxxxxxxxxxx	Financial Incentive Scheme for Mentors of Employees with Disabilities										
mmmm - xxxxxxxxxxxxxxxx	Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities										
mmmm - xxxxxxxxxxxxxxxx	Time-defined Subsidy Scheme for Occasional Child Care Service										
mmmm - xxxxxxxxxxxxxxxx	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme										
mmmm - xxxxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Operating Expenses										
mmmm - xxxxxxxxxxxxxxxx	Navigation Scheme for Young Persons in Care Services - Training Cost										
mmmm - xxxxxxxxxxxxxxxx	Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services										
mmmm - xxxxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly										
mmmm - xxxxxxxxxxxxxxxx	One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities										
<b>TOTAL</b>		134,012.00	215,674.80	0.00	81,662.80	0.00		81,662.80	150,250.73	0.00	68,587.93

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**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

**Name of NGO : The Society For Community Organization Limited**

**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 are transferred to the Lump Sum Grant Reserve as stated in the relevant letter issued by SWD.
  - (i) Dementia Supplement for Elderly with Disabilities
  - (ii) Infirmity Care Supplement for the Aged Blind Persons
  - (iii) Dementia Supplement for Residential Elderly Services
  - (iv) Infirmity Care Supplement for Residential Elderly Services
- 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 less refund to Government plus surplus, if any, arising from operations in current year.
- 7 Unit code and name are extracted from the payroll from SWD.
- 8 The central items as listed above may not be exhaustive and any relevant details of central items released and/or expended during the year, where appropriate, should also be included.

**Schedule for Rent and Rates**  
**Analysis of Subvention and Expenditure for the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

**Name of NGO : THE SOCIETY FOR COMMUNITY ORGANIZATION LIMITED**

<b>Unit code and name</b>	<b>Subvented Element</b>	<b>Subvention Released (Note 1) HK\$</b>	<b>Actual Expenditure HK\$</b>	<b>Surplus (Note 2) HK\$</b>	<b>Deficit (Note 2) HK\$</b>
Unit 5779	Private Rental (Note 3)	198,000	322,800	0	124,800
Care and Support Networking Team	Rates	0	0	0	0
	Total	198,000	322,800	0	124,800

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 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<sup>st</sup> March 2019**

**Name of NGO : THE SOCIETY FOR COMMUNITY ORGANIZATION LIMITED**

	2018-19 HK\$	2017-18 HK\$
<b>LSG Reserve as at 31<sup>st</sup> March [per note 21(a) of audited account]</b>	<b>1,051,031.30 (1)</b> <hr style="width: 100%;"/>	<b>724,308.76 (1)</b> <hr style="width: 100%;"/>
	<b>(BB)</b>	<b>(AA)</b>


**Represented by :**

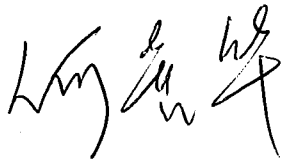
**Investments**

a. HKD Bank Account Balances (per note 19 of audited account)	73,509.93	240,781.79
b. HKD 24-hour Call Deposits	0.00	0.00
c. HKD Fixed Deposits	0.00	0.00
d. HKD Certificate of Deposits	0.00	0.00
e. HKD Bonds [see statement 3 (Page 2) for breakdown]	0.00	0.00
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	<b>73,509.93</b>	<b>240,781.79</b>
	<b>(BB)</b>	<b>(AA)</b>

Note : The investments should be reported at historical cost.

Confirmed by : -

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
NGO Head /  
Head of Social Welfare Services

Date : 25 OCT 2019

Date : 25 OCT 2019

**Schedule for Investment**  
**Detailed Analysis of Bonds/Notes as at 31<sup>st</sup> March 2019**

**Name of NGO : THE SOCIETY FOR COMMUNITY ORGANIZATION LIMITED**

**Investment in HK\$ Bonds/Notes**

	<b>Issuer</b>	<b>Nominal Amount</b>	<b>Cost of Acquisition HK\$ (Note)</b>	<b>Maturity Date</b>	<b>Coupon % p.a.</b>	<b>Effective Yield % p.a.</b>	<b>Credit Rating</b>	<b>Custodian Bank</b>
<b>1.</b>		- 0 -	- 0 -					
<b>2.</b>		- 0 -	- 0 -					
<b>3.</b>		- 0 -	- 0 -					
	<b>Total</b>	- 0 -	- 0 - (CC)					

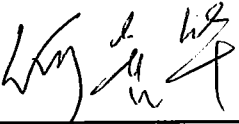

Note : The amount will be reduced in accordance with the proportion of the disposal of the investment.

## Disclosure in NGO's Audited Financial Statements

Use of the Social Welfare Development Fund (SWDF) Phase 1 funded by Lotteries Fund  
for the Financial Year 2018-19Name of NGO and Code: The Society For Community Organization Limited (637)Amount of SWDF approved for the year: \$0

Particulars		HK\$	HK\$
I.	Balance of SWDF brought forward (a):		0
II	Allocation from SWDF during the year (b):		0
III.	Interest received during the year (c):		0
IV.	Expenditure under SWDF during the year:		
	1. Expenditure for projects under scope A	0	
	2. Expenditure for projects under scope B	0	
	3. Expenditure for projects under scope C	0	
	Total expenditure during the year (d):		0
V.	Contribution from NGO to cover the deficit (e) :		0
VI.	Surplus recovery by SWD (f) :		0
VII.	Balance carried forward to the next financial year (g): (g) = (a) + (b) + (c) - (d) + (e) - (f)		0

We confirm that the above expenditure under SWDF has been incurred in accordance with the provisions and conditions stipulated in SWD's letter dated 14<sup>th</sup> January 2010 including the SWDF Guidance Notes for Application.

Signature	:		
Name in Block Letter	:	<u>HO HEI WAH</u>	<u>FUNG HO CUP</u>
Title	:	<u>NGO Head</u>	<u>Board Chairperson</u>
Date	:	<u>25 OCT 2019</u>	<u>25 OCT 2019</u>

## Notes:

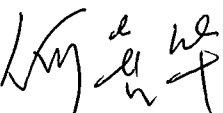
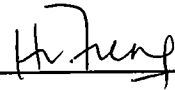
1. The Board Chairman and NGO Head should both sign on this page. If additional sheets are required, the NGO Head should initial at the bottom of each page.
2. This Form should be submitted to SWD's Finance Branch (8/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong) and copied to Subventions Section (38/F., 248 Queen's Road East, Wanchai, Hong Kong).

## Disclosure in NGO's Audited Financial Statements

Use of the Social Welfare Development Fund (SWDF) Phase 2 funded by Lotteries Fund  
for the Financial Year 2018-19Name of NGO and Code: The Society For Community Organization Limited (637)Amount of SWDF approved for the year: \$0

Particulars		HK\$	HK\$
I.	Balance of SWDF brought forward (a):		23,740
II	Allocation from SWDF during the year (b):		0
III.	Interest received during the year (c):		0
IV.	Expenditure under SWDF during the year:		
	1. Expenditure for projects under scope A	0	
	2. Expenditure for projects under scope B	0	
	3. Expenditure for projects under scope C	(3,000)	
	Administrative support	0	
	Total expenditure during the year (d):		3,000
	Contribution from NGO to cover the deficit (e) :		0
V.	Balance carried forward to the next financial year (f): (f) = (a) + (b) + (c) - (d) + (e)		26,740

We confirm that the above expenditure under SWDF has been incurred in accordance with the provisions and conditions stipulated in SWD's letter dated 25 January 2013 including the SWDF Guidance Notes for Application.

Signature :  

Name in Block Letter : HO HUI WAH FUNG HO LUP

Title : NGO Head Board Chairperson

Date : 25 OCT 2019 25 OCT 2019

## Notes:

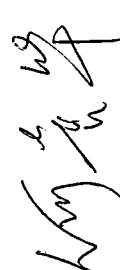
1. The Board Chairman and NGO Head should both sign on this page. If additional sheets are required, the NGO Head should initial at the bottom of each page.
2. This Form should be submitted to SWD's Finance Branch (8/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong) and copied to Subventions Section (38/F., 248 Queen's Road East, Wanchai, Hong Kong).

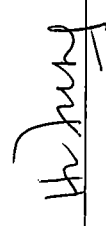
**Name of NGO : The Society For Community Organization Limited**

**Details of the Use of Furniture and Equipment (F&E) Replenishment and Minor Works Block Grant (BG)**

Item No.	Name of the SWD-subvented Unit (Note 1)	Service Nature (e.g. Sheltered Workshop)	(a) Expenditure in 2018-19				(b) Outstanding Commitments as at 31 <sup>st</sup> March 2019 - Contracted for but not Provided under the Expenditure Column			
			F&E (Note 2)	Minor Works	Vehicle Overhauling (With Registration No.)	Total Expenditure	F&E	Minor Works	Vehicle Overhauling	Total Outstanding Commitment
(1)	Care and Support Networking Team	1 HP ProBook 450G5 Notebook+Microsoft Office Standard Charity	7,180.00 (\$)	- (\$)	- (\$)	7,180.00 (\$)	- (\$)	- (\$)	- (\$)	
Total (Note 4) :			7,180.00	-	-	7,180.00	-	-	-	

In pursuance of paragraph 4.4.4 of the Lotteries Fund (LF) Manual, we forward herewith the schedule showing the use of F&E Replenishment and Minor Works BG. We also confirm that expenditure from the BG has been incurred in accordance with the provisions of the LF Manual.

(  )  
 Head of NGO

(  )  
 Chairman of NGO

Note :

1. Each premises-tied SWD-subvented unit should not appear more than once in the schedule.
2. Each F&E item should not exceed \$50,000.
3. The Head of NGO should initial at the left bottom of each and every page except for the final page which should be signed by both the Head of NGO and the Chairman of the Board of NGO.
4. The total figures should tally with those disclosed in the NGO's audited financial statements under paragraph 4.4.3 of the LF Manual.