

Ref.: T585(R)

**The Friends of Scouting
(A subsidiary of Scout Association of Hong Kong)**

**Annual Financial Report
for the year ended 31 March 2021**

**Auditor's review report to the Executive Committee of
The Friends of Scouting
(A subsidiary of Scout Association of Hong Kong)**

We have audited the financial statements of The Friends of Scouting (the "Entity") for the year ended 31 March 2021 and have issued an unqualified auditor's report thereon dated 29 June 2021.

We conducted our review of the attached Annual Financial Report on pages 3 to 13 of the Entity for the year ended 31 March 2021 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-government 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 Entity, on which the above audited financial statements of the Entity 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 Entity for the year ended 31 March 2021:

- (a) in our opinion the Annual Financial Report has been properly prepared from books and records of the Entity; and
- (b) no matters have come to our attention during the course of our review, which cause us to believe that the Entity has not:
 - (i) properly accounted for the receipt of the 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 (the "LSG Manual") published by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region;
 - (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 2021.

**Auditor's review report to the Executive Committee of
The Friends of Scouting (continued)
(A subsidiary of Scout Association of Hong Kong)**

This report is intended for filing with the Social Welfare Department of the Government of the Hong Kong Special Administrative Region and should not be used for any other purpose.



Baker Tilly Hong Kong Limited

Certified Public Accountants

Hong Kong, 18 October 2021

Tsang Yuen Yee, Janet

Practising certificate number P07125

ANNUAL FINANCIAL REPORT

NGO: SCOUT ASSOCIATION OF HONG KONG – THE FRIENDS OF SCOUTING

(1 April 2020 to 31 March 2021)

	Notes	2020-21 \$	2019-20 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	45,140,393.00	41,248,063.00
b. Provident Fund	1c	3,878,460.00	3,721,449.00
2. Fee Income	2	-	-
3. Central Items	3	211,572.00	197,100.00
4. Rent and Rates	4	1,360,279.00	1,355,219.00
5. Other Income	5	9,846,784.45	12,411,597.09
6. Interest Received		1,205.15	14,982.60
TOTAL INCOME		60,438,693.60	58,948,410.69
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		39,375,604.74	36,450,463.35
b. Provident Fund	1c	3,393,369.84	3,338,584.03
c. Allowances		-	-
Sub-total	6	42,768,974.58	39,789,047.38
2. Other Charges	7	11,978,945.77	14,986,648.12
3. Central Items	3	302,133.90	86,142.40
4. Rent and Rates	4	1,301,388.00	1,335,858.00
TOTAL EXPENDITURE		56,351,442.25	56,197,695.90
C. SURPLUS FOR THE YEAR	8	4,087,251.35	2,750,714.79

The Annual Financial Report from pages 3 to 13 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.



CHAIRMAN
SHUM Man-kwong
DATE: 18 October 2021



CHIEF SCOUT EXECUTIVE
LEE Sze-hang
DATE: 18 October 2021

NOTES ON THE ANNUAL FINANCIAL REPORT

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 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 Central 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	1,715,391.00	2,163,069.00	3,878,460.00
Provident Fund Contribution Paid during the Year	<u>(1,673,673.00)</u>	<u>(1,719,696.84)</u>	<u>(3,393,369.84)</u>
Surplus for the Year	41,718.00	443,372.16	485,090.16
Add: Surplus b/f	142,467.25	1,829,507.69	1,971,974.94
Additional subvention received for previous year(s)	89.00	-	89.00
Less: Refund to Government	-	-	-
Surplus c/f	<u>184,274.25</u>	<u>2,272,879.85</u>	<u>2,457,154.10</u>

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

	2020-21 \$	2019-20 \$
a. Income		
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
Dementia Supplement for Residential Elderly Services		
Infirmiry Care Supplement for Residential Elderly Services		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme–Fee Waiving Subsidy Scheme	211,572.00	197,100.00
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance and Enhanced Employment Service		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)		
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/Waiving		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
Enhanced After School Care Programme – Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost		
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
MOSTE – Annual Rent and Rates		
Child Care Training for Grand parents		
Special Grant on Manpower Support for Residential and Home-based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19		
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre		
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres		
Ethnic Minority District Ambassador Posts – Central Item (A) Salary and Mandatory Provident Fund		
Ethnic Minority District Ambassador Posts – Central Item (B) Other Charges		
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities – On-site Ventilation Assessment #		
Total	211,572.00	197,100.00

	2020-21 \$	2019-20 \$
b. Expenditure		
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Persons		
Dementia Supplement for Residential Elderly Services		
Infirmiry Care Supplement for Residential Elderly Services		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme–Fee Waiving Subsidy Scheme	302,133.90	86,142.40
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance and Enhanced Employment Service		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)		
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/Waiving		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Rent and Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services		
Financial Incentive Scheme for Mentors of Employees with Disabilities		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
Enhanced After School Care Programme–Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services - Operating Expenses		
Navigation Scheme for Young Persons in Care Services - Training Cost		
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
MOSTE – Annual Rent and Rates		
Child Care Training for Grandparents		
Special Grant on Manpower Support for Residential and Home-based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19		
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre		
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres		
Ethnic Minority District Ambassador Posts – Central Item (A) Salary and Mandatory Provident Fund		
Ethnic Minority District Ambassador Posts – Central Item (B) Other Charges		
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities – On-site Ventilation Assessment #		
Total	302,133.90	86,142.40

For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHes, RCHDs as well as contract homes operated by private operators only.

- 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 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:

	2020-21 \$	2019-20 \$
Other Income		
(a) Fees and charges for services incidental to the operation of subvented services	9,701,784.45	12,277,597.09
(b) Subsidy from Central Items (CI) – After School Care Programme (ASCP) / Enhanced ASCP – Fee Waiving Subsidy Scheme (FWSS)*	198,877.00	-
(c) Others	145,000.00	134,000.00
Sub-Total	<u>10,045,661.45</u>	<u>12,411,597.09</u>
<u>Less:</u> Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income*	<u>(198,877.00)</u>	<u>-</u>
Total	<u>9,846,784.45</u>	<u>12,411,597.09</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.	5	3,606,188.00
HK\$800,001 - HK\$900,000 p.a.	2	1,747,160.00
HK\$900,001 - HK\$1,000,000 p.a.	4	3,629,964.00
HK\$1,000,001 - HK\$1,100,000 p.a.	11	11,199,015.00
HK\$1,100,001 - HK\$1,200,000 p.a.	0	-
>HK\$1,200,000 p.a.	2	2,479,728.00

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

Other Charges	2020-21	2019-20
	\$	\$
(a) Utilities	134,752.30	300,723.90
(b) Food	-	-
(c) Administrative Expenses	288,424.14	273,638.40
(d) Stores and Equipment	210,225.84	159,273.70
(e) Repair and Maintenance	395,490.80	277,254.00
(f) Special Allowances	-	-
(g) Programme Expenses	10,302,034.29	13,194,829.22
(h) Transportation and Travelling	70,836.20	60,333.90
(i) Insurance	553,473.00	463,114.72
(j) Miscellaneous	222,586.20	257,480.28
Sub-Total	12,177,822.77	14,986,648.12
<u>Less:</u> Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	<u>(198,877.00)</u>	<u>-</u>
Total	11,978,945.77	14,986,648.12

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

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 (CI)	Total
	\$	\$	\$	\$	\$
Income					
Lump Sum Grant	49,018,853.00	-	-	-	49,018,853.00
Fee Income	-	-	-	-	-
Other Income	10,045,661.45	(198,877.00)	-	-	9,846,784.45
Interest Received (Note (1))	1,205.15	-	-	-	1,205.15
Rent and Rates	-	-	1,360,279.00	-	1,360,279.00
Central Items	-	-	-	211,572.00	211,572.00
Total Income (a)	59,065,719.60	(198,877.00)	1,360,279.00	211,572.00	60,438,693.60
Expenditure					
Personal Emoluments	42,768,974.58	-	-	-	42,768,974.58
Other Charges	12,177,822.77	(198,877.00)	-	-	11,978,945.77
Rent and Rates	-	-	1,301,388.00	-	1,301,388.00
Central Items	-	-	-	302,133.90	302,133.90
Total Expenditure (b)	54,946,797.35	(198,877.00)	1,301,388.00	302,133.90	56,351,442.25
Surplus/(Deficit) for the Year (a) - (b)	4,118,922.25	-	58,891.00	(90,561.90)	4,087,251.35
Less: Surplus/ (Deficit) of Provident Fund	485,090.16	-	-	-	485,090.16
	3,633,832.09	-	58,891.00	(90,561.90)	3,602,161.19
Surplus/(Deficit) b/f (Note (2))	12,542,987.19	-	19,362.20	107,470.75	12,669,820.14
16,176,819.28	-	-	78,253.20	16,908.85	16,271,981.33
Add: Refund from Government	-	-	573.00	-	573.00
Less: Refund to Government	-	-	(19,934.00)	-	(19,934.00)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP – FWSS (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-
Add: Adjustment (Note (5))	-	-	-	3,486.85	3,486.85
Surplus/(Deficit) c/f (Note (4))	16,176,819.28	-	58,892.20	20,395.70	16,256,107.18
	S				

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

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) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) The level of LSG cumulative reserve (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.
- (5) Central Items Reserve adjustment reported in 2019/20 Annual Financial Report.

Schedule for Central Items
Analysis of Subvention and Expenditure for the Period from 1 April 2020 to 31 March 2021

Name of NGO : Scout Association of Hong Kong - The Friends of Scouting

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3)	Deficit for the Year			Surplus b/f (Note 5)	Refund to Government (f)	Adjustment (Note 9)	Surplus c/f (Note 6) (h)=(e)+(a)-(d)-(f)+/(g)	
					Deficit (Note 3)	Deficit transferred to LSG (Note 4)	Adjusted Deficit (d) = (b) - (c)					
		\$	\$	\$	\$	\$	\$	(e)	(f)	(g)	(h)	
3068 - After School Care Programme - Late Afternoon Session	Dementia Supplement for Elderly with Disabilities							-	-	-	-	
	Infirmiry Care Supplement for the Aged Blind Persons							-	-	-	-	
	Dementia Supplement for Residential Elderly Services							-	-	-	-	
	Infirmiry Care Supplement for Residential Elderly Services							-	-	-	-	
	Foster Care Allowance / Emergency Foster Care Allowance							-	-	-	-	
	After School Care Programme - Fee Waiving Subsidy Scheme	211,572.00	302,133.90		90,561.90	N.A.	90,561.90	110,957.60				20,395.70
	Temporary Financial Aid											
	Emergency Fund											
	Time-defined Subsidy Scheme for Extended Hours Service Users											
	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services											
	Short-term Rental Assistance and Enhanced Employment Service											
	Overnight On-site-on-call Allowance											
	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy											
	NSCCP - Subsidy for Fee Reduction/Waiving											
	NSCCP - Subsidy for Incentive Payment											
	NSCCP - Rent and Rates				N.A.	N.A.						
	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes											
	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services											
	Financial Incentive Scheme for Mentors of Employees with Disabilities											
	Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities											
	Time-defined Subsidy Scheme for Occasional Child Care Service											
	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme											
	Navigation Scheme for Young Persons in Care Services - Operating Expenses											
	Navigation Scheme for Young Persons in Care Services - Training Cost											
	Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) - Annual Funding Allocation											
	MOSTE - Annual Rent and Rates											
	Project on Child Care Training for Grandparents - Contract Subsidy											
	Project on Child Care Training for Grandparents - Subsidy for Fee Reduction/Waiving											
	Special Grant on Manpower Support for Residential and Home-based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent											
	Special Allowance for Staff of Subvented Residential Care Service Units in respect of COVID-19											
	Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre											
	Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres											
Ethnic Minority District Ambassador Posts - Central Item (A) Salary and Mandatory Provident Fund												
Ethnic Minority District Ambassador Posts - Central Item (B) Other Charges												
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities-On-site Ventilation Assessment (Note 10)												
TOTAL		211,572.00	302,133.90		90,561.90		90,561.90	110,957.60			20,395.70	

Schedule for Central Items
Analysis of Subvention and Expenditure for the Period from 1 April 2020 to 31 March 2021

Notes :

1. The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department 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 SWD's letter ref. (33) in SWD/S/104/2 Pt. 18 dated 4 March 2020.
 - (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 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 / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
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.
9. For ASCP/ Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD's allocation letter(s), if any.
10. For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHEs, RCHDs as well as contract homes operated by private operators only.

Schedule for Rent and Rates
Analysis of Subvention and Expenditure for the Period from 1 April 2020 to 31 March 2021

Name of NGO : Scout Association of Hong Kong - The Friends of Scouting

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
4916 Kai Yip Integrated Team		\$	\$	\$	\$
	Rent (Note 3)	629,412.00	629,412.00	-	-
	Rates	73,342.00	38,600.00	34,742.00	-
	Total	702,754.00	668,012.00	34,742.00	-
4900 Long Ping Integrated Team		\$	\$	\$	\$
	Rent	474,360.00	474,360.00	-	-
	Rates	36,968.00	20,200.00	16,768.00	-
	Government Rent	24,418.00	24,120.00	298.00	-
	Total	535,746.00	518,680.00	17,066.00	-
4901 School Social Work		\$	\$	\$	\$
	Rent	114,696.00	114,696.00	-	-
	Rates	7,083.00	-	7,083.00	-
	Total	121,779.00	114,696.00	7,083.00	-
	Grand Total	1,360,279.00	1,301,388.00	58,891.00	-

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.