

ANNUAL FINANCIAL REPORT
NGO: Zion Social Service Ltd
1 April 2025 TO 31 March 2026

Appendix A

	Notes	2025-2026	2024-2025
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	9,650,367.00	9,632,234.00
b. Provident Fund	1c	809,743.00	932,520.00
2. Fee Income	2	125.00	150.00
3. Central Items	3	152,076.00	149,112.00
4. Rent and Rates	4	144,120.00	104,199.00
5. Other Income - Subvention	5	228,407.00	233,798.00
Other Income - sundry income	5	11.00	0.00
Other Income - Funding	5	946,624.62	1,190,487.80
6. Interest Received		15,329.29	44,101.42
7. LSG Reserved Fund to cover		0.00	0.00
TOTAL INCOME		11,946,802.91	12,286,602.22
B. EXPENDITURE			
1. Personal Emoluments			
a: Salaries		8,052,515.63	7,357,583.14
b: Provident Fund	1c	800,293.73	585,135.75
c. Allowances			
Sub-total	6	8,852,809.36	7,942,718.89
2. Other Charges	7	2,479,526.31	2,731,477.99
3. Central Items	3	191,083.90	150,283.50
4. Rent and Rates	4	143,120.00	142,120.00
TOTAL EXPENDITURE		11,666,539.57	10,966,600.38
C. SURPLUS / (DEFICIT) FOR THE YEAR	8	280,263.34	1,320,001.84

The Annual Financial Report from pages [1] to [6] has been prepared in accordance with the requirements as set out in the Lump Sum Grant Subvention Manual.

SIGNATURECHAIRMAN

DATE:

13 MAY 2026

SIGNATURENGO HEAD

DATE:

13 MAY 2026

NOTES ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant (LSG)

- a. **Basis of preparation** (i) 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 Subvention System and also FSA services/ FSA-related activities funded by Other Funds of Donations for Designated Purpose. If NGOs receive specified funds or subsidy schemes from other government bureaux/departments to implement services/projects, they are not required to include these in the AFR and they are not required to apportion the costs of operating such services/projects, regardless of whether LSG resources are deployed or whether the services/projects are FSA services or FSA-related activities. Relevant specified funds or subsidy schemes from other government bureaux/departments are listed on SWD's website. 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>	Snapshot Staff \$	Other Posts \$	Total \$
Subvention Received	285,931.00	523,812.00	809,743.00
Provident Fund Contribution Paid during the Year	285,931.41	514,362.32	800,293.73
Surplus/ (Deficit) for the Year 2025/2026	(0.41)	9,449.68	9,449.27
2023-2024 Surplus	70,592.01	783,593.49	854,185.50
2024-2025 Surplus	168,074.32	179,309.93	347,384.25
Add: Surplus/(Deficit) b/f @1/4/2025	238,666.33	962,903.42	1,201,569.75
Adj. 2024-2025 MPF Reserve to PF Reserve	5,950.69	(5,950.69)	0.00
	244,617.02	956,952.73	1,201,569.75
Less: Refund to Government 2023-24	(70,592.00)		(70,592.00)
Add: Backpay from Government 2023-24		19,340.00	19,340.00
Add: Adjustment Apportionment of provident fund between Funding Service Agreement (FSA) & non-FSA activities for 黃玉明 1/1/2007-31/12/2017 & 李焯仁 1/1/2007-31/3/2021 (ref: SWD 0075-0010-0040-0030-0005- 0025-0005-P001 dated 21 July 2025)	35,559.61 14,708.95		35,559.61 14,708.95
Add: Surplus/(Deficit) b/f @31/10/2025	224,293.58	976,292.73	1,200,586.31
Surplus/(Deficit) c/f @31/3/2026	224,293.17	985,742.41	1,210,035.58

- 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.
- 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 LSG Subvention Manual). The income and expenditure of each of the Central Items are as follows:

	2025-2026	2024-2025
	\$	\$
a. Income		
Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Persons		
Infirmity Care Supplement for Residential Elderly Services		
Foster Care Allowance/ One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance		
After School Care Programme - Fee Waiving Subsidy Scheme	152,076.00	149,112.00
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy		
NSCCP - Subsidy for Fee Reduction/Waiving		
NSCCP - Subsidy for Incentive Payment		
NSCCP - Subsidy for Training Allowance		
NSCCP - Rent & Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Total	152,076.00	149,112.00
	2025-2026	2024-2025
	\$	\$
b. Expenditure		
Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Persons		
Infirmity Care Supplement for Residential Elderly Services		
Foster Care Allowance/ One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance		
After School Care Programme - fee Waiving Subsidy Scheme	191,083.90	150,283.50
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy		
NSCCP - Subsidy for Fee Reduction/Waiving		
NSCCP - Subsidy for Incentive Payment		
NSCCP - Subsidy for Training Allowance		
NSCCP - Rent & Rates		
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes		
Total	191,083.90	150,283.50

- 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 subvention 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 as reflected in the AFR.

The breakdown on Other Income is as follows:-

	2025-2026	2024-2025
Other Income	\$	\$
(a) Programme income	228,407.00	233,798.00
(b) Production income		
(C) Other Funds or Donations for Designated Purposes	946,624.62	1,190,487.80
(b) Utilised allocation under Central Items (CI):		
After School Care Programme (ASCP)	152,076.00	119,028.00
/ Enhanced ASCP / ASCP (PC) - Fee Waiving Subsidy Scheme (FWSS)* which forms as part of Other Income		
(e) Reimbursement of Maternity Leave Pay from Labour Department		
(f) Subsidy received for Abolition of MPF Offsetting Arrangement from Labour Department		
(g) Miscellaneous income (e.g. general donations, photocopying charges, etc)	11.00	0.00
Sub-Total	1,327,118.62	1,543,313.80
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income	(152,076.00)	(119,028.00)
Toal:	1,175,042.62	1,424,285.80

* For those programmes which are regarded as FSA services 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 \$1,000,000 each paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No of Posts	\$
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.	1	1,256,754.50
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:

<u>Other Charges</u>	<u>2025-2026</u> \$	<u>2024-2025</u> \$
(a) Utilities	75,832.50	76,567.00
(b) Food (including food for service users)	0.00	0.00
(c) Administrative Expenses	151,000.50	92,279.37
(d) Stores and Equipment	69,173.63	118,665.56
(e) Repair and Maintenance	762,822.00	670,265.00
Minor Purchases	98,258.00	241,080.70
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	996,858.76	1,283,660.67
(h) Transportation and Travelling	4,776.40	7,367.30
(i) Insurance	136,629.42	126,572.99
(j) Miscellaneous		
- Sundry	3,629.50	5,324.00
- Training Course	121,107.60	99,596.40
- Staff Welfare	7,938.00	10,099.00
- Staff Encouragement	51,500.00	0.00
(k) Utilised allocation under CI - ASCP	152,076.00	119,028.00
Sub-Total	2,631,602.31	2,850,505.99
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS* which forms as part of Other Income	(152,076.00)	(119,028.00)
Total	2,479,526.31	2,731,477.99

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

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

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	Lump Sum Grant (LSG)	Holding Account (HA)	Other Funds or Donations for Designated Purposes	Adjustment for Utilised allocation under ASCP / Enhanced ASCP (PC)-FWSS	Rent and Rates	Central Item (CI)	Total
Income							
Lump Sum Grant	\$ 10,460,110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,460,110.00
Fee Income	125.00	-	-	-	-	-	125.00
Other Income - Subvention	380,483.00	-	-	(152,076.00)	-	-	228,407.00
Other Income - sundry income	11.00	-	-	-	-	-	11.00
Other Income - Funding	946,624.62	-	-	-	-	-	946,624.62
Interest Received (Note (1))	15,329.29	-	-	-	-	-	15,329.29
LSG Reserved Fund to cover	-	-	-	-	-	-	-
Rent and Rates	-	-	-	-	144,120.00	-	144,120.00
Central Items	-	-	-	-	-	152,076.00	152,076.00
Total Income (a)	11,802,682.91	0.00	0.00	(152,076.00)	144,120.00	152,076.00	11,946,802.91
Expenditure							
Personal Emoluments	8,852,809.36	-	-	-	-	-	8,852,809.36
Other Charges	2,631,602.31	-	-	(152,076.00)	-	-	2,479,526.31
Rent and Rates	-	-	-	-	143,120.00	-	143,120.00
Central Items	-	-	-	-	-	191,083.90	191,083.90
Total Expenditure (b)	11,484,411.67	0.00	0.00	(152,076.00)	143,120.00	191,083.90	11,666,539.57
Surplus/(Deficit) for the Year (a)-(b)	318,271.24	-	-	0.00	1,000.00	(39,007.90)	280,263.34
Less: Surplus/(Deficit) of Provident Fund	9,449.27	0.00	0.00	0.00	-	-	9,449.27
	308,821.97	0.00	0.00	0.00	1,000.00	(39,007.90)	270,814.07
Surplus/(Deficit) b/f (Note (2)) @1/4/2025	3,617,132.20	958,605.08	0.00	0.00	(37,921.00)	261,323.16	4,799,139.44
Add: Refund from Government Rent & Rate 2024-2025	3,925,954.17	958,605.08	0.00	0.00	(36,921.00)	222,315.26	5,069,953.51
Less: Refund to Government (2023-2024)	0.00	0.00	0.00	0.00	37,921.00	0.00	37,921.00
Add: Adjustment Apportionment of rent & administrative cost between Funding Service Agreement (FSA) & non-FSA activities for 2007-08 & 2010-11 (ref: SWD 0075-0010-0040-0030-0005-0025-0005-P001 dated 21 July 2025)	29,731.44	0.00	0.00	0.00	0.00	0.00	29,731.44
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from Other Funds / (to) LSG Reserve							
Adjustment for Utilised allocation under Enhanced ASCP - FWSS* (over-estimated) / under-estimated in previous year(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Surplus/(Deficit) c/f (Notes 4) @31/3/2026	3,955,685.61	958,605.08	0.00	0.00	1,000.00	222,315.26	5,137,605.95
						(Notes A)	

Notes:

Including an amount SZ being the utilised allocation under CI-ASCP / Enhanced ASCP - FWSS*

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

Balance generated from those completed FSA services/FSA-related activities which are funded by Other Funds or Donations for Designated Purposes.

- 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.
- Accumulated balance of Lump Sum Grant 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.
- 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.
- 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.

(A) The 2025/26 Schedule for Central Items all surplus is \$222,315.26

SWD will not claw back the central items of After School Care (4/2002-3/2026) surplus is HK\$222,315.26

Bank Deposit and Schedule for Investment
Analysis of Investment as at 31 March 2026

Annex 1

Name of NGO (Code) Zion Social Service Ltd (852)

	2025/2026 HK\$	2024/2025 HK\$
Total Reserves as at 31 March	3,955,685.61	3,617,132.20
i. Lump Sum Grant	0.00	0.00
ii. Provident Fund	958,605.08	958,605.08
iii. Holding Account	<u>4,914,290.69</u>	<u>4,575,737.28</u>

Represented by:

Bank Deposits and Schedule for Investment	4,414,290.69	4,075,737.28
a. HKD Bank Account Balances A/C #352-9-040853	0.00	0.00
b. HKD 24-hour Call Deposits	500,000.00	500,000.00
c. HKD Fixed Deposits A/C #352-9-040853	0.00	0.00
d. HKD Certificate of Deposits	0.00	0.00
e. HKD Bonds (see Annex 5.4 (2 of 2) for breakdown)	<u>4,914,290.69</u>	<u>4,575,737.28</u>

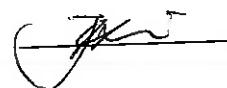
Notes: The investments should be reported at historical cost.

Confirmed by:

Signature :



Signature :



Chairperson: Yau Wing Kwong

NGO Head/
Head of Social
Welfare
Services:

Wong Yuk Ming

Date:

27 MAY 2026

Date:

27 MAY 2026

Schedule for Central Items
Analysis of Subvention and Expenditure for the period from 1 April 2025 to 31 March 2026

Name of NGO (code) Zion Social Service Ltd (852)

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1a)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b) #	Actual Expenditure (Note 2a) (a2)	Actual Expenditure incurred under RMLP Scheme (Note 2b) #	Surplus (Note 3) (a)-(a1)-(a2)	Deficit for the year		Surplus b/f (Note 5) (e)	Refund from (to) Government (f)	Adjustment (Note 8) (g)	Surplus b/f (Note 6) (h)= (e)+(a)-(d)- (f)+(g)
							Deficit	Adjusted Lump Sum Grant LSG (Note 4) (c)				
		(a1)	\$	\$	\$	\$	(b)-(a1)-(a2)	(d)-(b)-(c)	\$	\$	\$	\$
	Please list the Central Items individually, for example											
XXX1 - xxxxx	Infirmary Care Supplement for Subvented/Subsidised Residential Elderly Services											
XXX2 - xxxxx	Foster Care Allowance/Emergency Foster Care Allowance											
XXX3 - xxxxx	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services											
XXX4 - xxxxx												
3236 - xxxxx	After School Care Programme - Fee Waiving Subsidy Scheme	152,076.00		191,083.90		(39,007.90)	(39,007.90)	0.00	261,323.16	0.00	0.00	261,323.16

Any difference arising from the RMLP Scheme reimbursement received (see Note 1b below) and the corresponding expenditure under RMLP Scheme (see Note 2b below) will be assessed separately

Notes:

- 1a. The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury of allocation letter(s) issued by Social Welfare Department of the financial year.
- 1b. This amount represents any reimbursement received from The RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvention element (see Note 2b below)
- 2a. Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off (i) programme income and (ii) expenditure under RMLP Scheme mentioned in Note 2b below, if any
- 2b. This amount represents the additional four weeks' MLP (i.e. the 11th to 14th weeks) paid to the employee out of the corresponding allocation
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) Infirmary Care Supplement for the Aged Blind Person
 - (ii) Infirmary Care Supplement for Subvented/Subsidised Residential Elderly services
5. For items other than those listed above, please insert "N/A".
6. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years
7. "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current years
7. Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively
8. 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.
9. 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

The 2002/26 Schedule for Central Items all surplus is 261,323.16-39,007.90 = \$222,315.26
SWD will not claw back Central Item for After School Care surplus was \$222,315.26

[illegible]

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. If the amount of the subvented element has been changed due to contract renewal or other contract variation, NGOs should inform Social Welfare Department (SWD) and provide relevant supporting documents as soon as possible, so that SWD can timely update the allocations of rent and rates to the NGO.

3. Rent includes all kinds of rent such as Public Housing Estate rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.

Schedule for the Utilisation of Reserve in Holding Account for 2025-26 and the Plan of Utilisation of Holding Account Reserve for 2026-27

Name of NGO (Code) : Zion Social Service Ltd (852)

Please submit this schedule together with the Annual Financial Report (AFR) to the Finance Branch of Social Welfare Department on or before 31 October 2026.

(A) Utilisation of Holding Account (HA) Reserve (2025-26)

		\$
(1)	Balance as at 31 March 2025 brought forward	(a) 958,605.08
(2)	Actual Expenditure	
	(i) Meeting contractual commitments towards Snapshot Staff	(b) 0.00
	(ii) Enhancing human resources arrangements (please specify:)	(c) 0.00
	(iii) Others (please specify:)	(d) 0.00
	Total = (b) + (c) + (d)	(e) 0.00
(3)	Transfer from HA Reserve for use in the same areas as Lump Sum Grant Reserve	(f) 0.00
(4)	Balance as at 31 March 2026 carried forward [i.e. = (a) – (e) – (f)]	(g) 958,605.08
(5)	No. of Snapshot Staff (as at 1 September 2025)	3

(B) Plan of Utilisation of HA Reserve (2026-27) [not applicable to NGOs without Snapshot Staff since 1 September 2022]

		\$
(1)	Balance as at 31 March 2026 brought forward [i.e. (g) of Part (A)]	(a) 958,605.08
(2)	Estimated Expenditure	
	(i) Meeting contractual commitments towards Snapshot Staff	(b) 0.00
	(ii) Enhancing human resources arrangements (please specify:)	(c) 0.00
	(iii) Others (please specify:)	(d) 0.00
	Total = (b) + (c) + (d)	(e) 0.00
(3)	Estimated transfer from HA Reserve for use in the same areas as Lump Sum Grant Reserve	(f) 0.00
(4)	Estimated balance as at 31 March 2027 carried forward [i.e. = (a) – (e) – (f)]	(g) 958,605.08
(5)	Estimated no. of Snapshot Staff (by 1 September 2026)	3