

# 錫安社會服務處



2023-2024年報

# 51st

ANNIVERSARY

五十一週年



拓·展·視·野·

連·繫·他·人·

共·享·社·區·



社會福利署資助服務

Subsidised Service by  
the Social Welfare Department



# Contact us



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Integrated Children and Youth Service Centre

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## 跑跑錫安Line





# 員工培訓

## 613員工培訓 - 認識香港國安法



## 730員工培訓 - EM TRAINING



## 216員工團建活動





# 50週年大會回顧









# 目錄 Content

錫安使命及宣言 .....	P. 7
Mission & Declaration	
錫安宗旨及目標 .....	P. 8
Goals and Objectives	
主席報告 .....	P. 9
The Chairman's Report	
錫安社會服務處 2023-2024 年度組織架構圖 .....	P. 11
Zion Social Service Organizational Structure 2023-2024	
2023-2024 年度顧問、管理委員會及諮詢委員會名單 .....	P. 12
List Of Advisory , Members of Management Committee & Advisors Committee 2023-2024	
2023-2024 年度職員名單 .....	P. 13
List Of Staff Members 2023-2024	
總幹事報告 .....	P. 14
Executive Director's Report	
輔導及指導服務 .....	P. 16
Guidance and Counseling Service	
支援性服務 .....	P. 18
Supportive Service	
發展和社交活動 .....	P. 20
Development and Socialization Service	
社區參與活動 .....	P. 22
Community Engagement Service	
自修室服務、學校服務及偶到服務 .....	P. 28
Study Room Service & Service For Local Schools & Drop-In Service	
2023-2024 年度服務統計數字 .....	P. 29
Statistics 2023-2024	
2023-2024 年度綜合青少年服務中心財政報告 .....	P. 30
2023-2023 Integrated C&Y Service Centre Financial Report	
捐款回條 .....	P. 47
Donation Reply	





## 錫安使命 *Mission*

實踐耶穌基督服侍人的精神，回應社會不同階層的需要。

*Practising Jesus Christ's mission-to respond to different levels of societal needs , including individuals , family and community , in order to enhance the quality of lives.*



## 宣言 *Declaration*

透過提供多元化的全人服務，建立一個彼此無種族、年齡、性別及政見劃分的社會，使每一個人都生活在平等、和平、團結、寬容及互相尊重的環境中。

*Through the provision of diversified services , we seek the development of a just society regardless of races , age , sex and political beliefs. Everyone is eligible to live in an environment of equality , peace , unity , forgiveness and mutual respect .*





## 錫安宗旨及目標 *Goals and Objectives*

輔助兒童及青少年成長，啟發潛能，以達致德、智、體、羣、美多方面均衡的發展  
*To assist children and youth to grow , to stimulate their potentials directed towards a balanced development in moral, intellectual, physical , social , and artistic aspects.*

協助兒童及青少年面對學業、家庭、朋輩等各方面問題

*To help children and youth face the academic , family, peers, and other development problems.*

為高危青少年提供適當服務，加強他們的抗逆力，使之成為守法及有貢獻的公民  
*To provide those at-risk youth appropriate services and to strengthen their resiliency so that young people will become obedient and contributive citizens.*

鼓勵兒童及青少年關注及參與社會事務，培養社會意識及公民責任感

*To encourage children and youth to concern and participate in public affairs , and to develop their social consciousness as well as civil responsibilities.*

促進和諧的家庭生活及人際關係

*To promote family harmony and interpersonal relationships.*

拓展新服務，以適應社會不斷改變的需要

*To develop new services adjusting to the changing needs of the society.*





## 主席報告

邱榮光博士, J.P.

錫安青年中心於一九七三年創會，為配合服務發展，於二零零二年改名為錫安社會服務處，轄下有兩所服務中心：第一所錫安社會服務處綜合青少年服務中心乃屬社會福利署津助之單位；另一所乃屬平和基金津助的勵勵軒戒賭輔導中心，於二零零七年成功投標服務至今，預防青少年及社區人士陷入賭博沉溺，提供問題賭博輔導不遺餘力。

國家主席習近平分別在七一重要講話和二十大報告中特別強調，「青年強，則國家強」、「青年興，則香港興」、「青年發展，則香港發展」、「青年有未來，則香港有未來」。青少年是國家的先鋒和未來的棟樑，必須好好培育。孩童及青少年成長階段，正需要學習遵守紀律，培養正確的價值觀和道德品格，確立身份認同。他們透過發展機遇，啟發潛能和學習解決問題能力，強化個人的盛載力，能從逆境中迎難而上。

錫安的宗旨及目標一直致力輔助兒童及青少年成長發展，啟發潛能，協助面對學業、家庭、朋輩等各方面的問題，促進和諧家庭生活及人際關係，鼓勵關注及參與社會事務，培養公民意識和責任。這正正是配合行政長官在《施政報告》政綱中提到特區政府會制訂首份《青年發展藍圖》，總結及勾劃未來青年工作的方向及發展，強化國民身份認同及法治意識，提供多元教育，鼓勵探索，提升個人能力，促進向上流動的政策。為此，錫安社會服務處致力提供有利環境，營造多元的發展機會和擁抱環境，讓青少年探索自我，協助他們順利發展各項的成長任務，對未來抱有盼望，自強不息，盡展所長，貢獻香港、國家以至世界。

專業服務方面：為員工提供多樣性的專業培訓，提升員工的專業知識和技能，如危機處理、防止自殺處理、保護兒童、小組及個案工作模式等等。全體員工繼續集思廣益，精耕細作，全力以赴，以回應服務使用者複雜變化的需要。此外，策劃港粵兩地社會工作服務交流，認識祖國文化和了解社會福利服務的發展。





人力資源方面：近年面對人士流動變化，新進的註冊社工加入機構，為團隊增添活力，服務生生不息。鼓勵員工參與專業培訓和進修，裝備員工面對和處理複雜個案及連繫服務使用者的訴求。

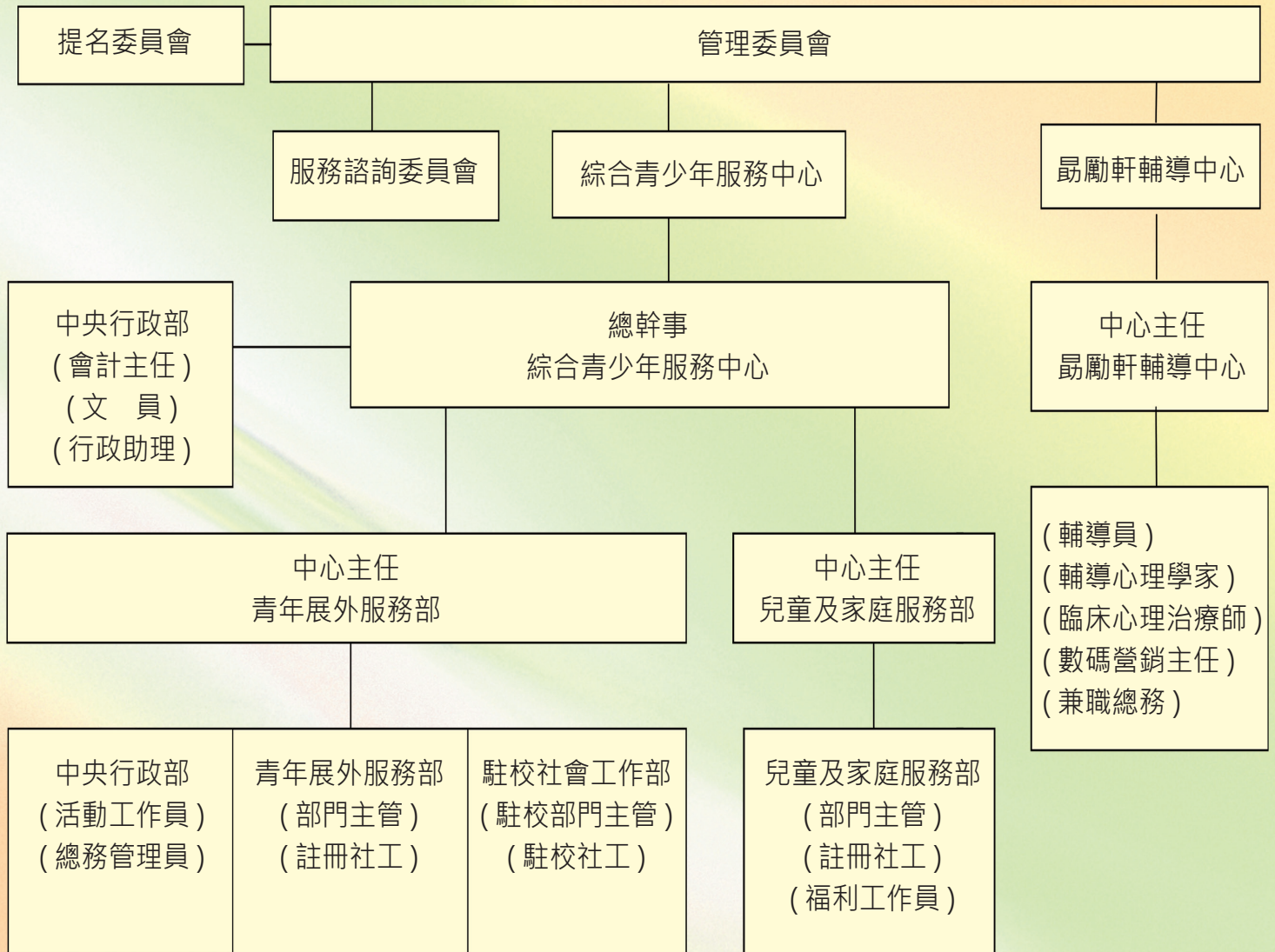
服務監察及管理方面：機構獲社會福利署整筆過撥款資津助至今，由管理委員會監督，並由會員及社區人士代表組成之的服務諮詢委員會，提供寶貴的意見，促進服務發展和維持良好的專業水平。為貫徹『一國兩制』維護國家安全，機構有責任監管各級員工履行相關的社會福利協約條款和責任，適時提供《香港國安法》的講座，讓各職級員工正確認識及遵守有關法律，並教育服務使用者遵守有關法律。機構與社會福利署訂定服務協約已達到超標的表現水平，同時在社會福利署服務表現監察制度進行評估探訪，肯定對機構十六項的服務質素標準能成功落實執行，並獲得服務使用者的正面評價。

在此我代表機構感謝社會各界的支持，管理委員會委員和全體員工眾志成城，服務社群，繼續拓展新服務。





錫安社會服務處 2023-2024 年度  
組織架構圖  
Zion Social Service  
Organizational Structure 2023-2024







## 2023 - 2024 年度顧問、管理委員會、 服務諮詢委員會及提名委員會名單

List Of Advisors, Members of Management Committee,  
Service Advisory Committee &  
Nominating Committee 2023-2024



機構創辦人：楊達年牧師

Founder : Rev. Samuel F.N. Yang

義務法律顧問：黃汝仲律師

Hon. Legal Advisor : Mr. Eric Wong Yue-chung

核數師 Auditor (ICYSC) : HK KCBC CPA LTD

核數師 Auditor (YLH) : CWK CPA LIMITED

主 席：邱榮光博士, J.P.

Chairman : Dr. Yau Wing-kwong, J.P.

副主席：張致堦先生

Vice-Chairman : Mr. Cheung Chi-kai

義務秘書：黃冠元醫生

Dr. Wong Koon-yuen

義務司庫：蔡捷成先生

Hon. Treasurer : Mr. Choy Chit-shing

委 員：孫吉昌先生

Members : Mr. Sun Kat-cheong

李榮恩牧師

Rev. Lee Wing-yan

李恩恩醫生

Dr. Lee Yan-yan

符瑋博士

Dr. Fu Wai

周華達先生

Mr. Chow Wah-tat Kenneth

黃淑賢小姐

Ms. Wong Suk-yin Jenny



主 席：張國東先生 (勵勵軒會員代表)

副主席：楊梓浩先生 (社區人士代表)

秘 書：黃俊達先生 (機構員工代表)

委 員：張致堦先生 (機構管理委員會代表)

嚴廷玲小姐 (勵勵軒員工代表)

莫巧詩小姐 (ICYSC 青年代表)

林偉權先生 (ICYSC 青年代表)

陳惠如女士 (ICYSC 家長代表)

邱冠聰先生 (勵勵軒會員代表)



主 席：蔡捷成先生

委 員：邱榮光博士, J.P.

張致堦先生

黃冠元醫生

張國東先生

楊梓浩先生







# 錫安社會服務處綜合青少年服務中心 2023 - 2024 年度職員名單 *List Of Staff Members*

總幹事：黃玉明小姐 李焯仁博士 (至 2023 年 10 月)  
Executive Director : Ms. Wong Yuk-ming Mr. Li Cheuk-yan

中心主任 (展外社會工作服務)：黃玉明小姐 (至 2023 年 10 月)  
Centre Incharge (Reaching Out Social Service): Ms. Wong Yuk-ming

中心主任 (兒童及家庭服務)：黃俊達先生  
Centre Incharge (Children & Family Service): Mr. Wong Chun-tat

## 中央行政 Central Administration

會計主任：莊明莉小姐 文員：劉翠華小姐  
Account Officer : Ms. Chong Ming-li Clerical Assistant : Ms. Lau Chui-wa Delaine

總務管理員：羅名慧小姐  
Worker : Ms. Lo Ming-wai

活動工作員：袁美婷小姐  
Programme Worker : Ms. Yuen Mei-ting

行政助理：劉惠珊小姐 馮貽達先生  
Administrative Assistant : Ms. Lau Wai-shan Mr. Fung Yi-tat

## 學校社會工作服務 School Social Service

部門主管：冼炳釗先生  
Department Head : Mr. Sin Bing-chiu

駐校註冊社工：蘇嘉駿先生  
Register Social Worker : Mr. So Ka-chun

## 展外社會工作服務 Reaching Out Social Service

部門主管：黃錦明先生  
Department Head : Mr. Wong Kam-ming

註冊社工：劉亦旗先生 譚海軍先生 (至 2023 年 5 月) 蘇昊賢先生 (至 2023 年 12 月)  
Register Social Worker : Mr. Lau Yik-kei Mr. Tam Hoi-kwan Mr. So Ho-yin

## 兒童及家庭服務 Children & Family Service

部門主管：黃盛傑先生  
Department Head : Mr. Wong Shing-kit

註冊社工：林靖芯小姐 何美曉小姐  
Register Social Worker : Ms. Lam Ching-sum Ms. Ho Mei-hiu

福利工作員：劉羨程先生  
Welfare Worker : Mr. Lau Sin-ching





## 總幹事報告

### 黃玉明小姐

創辦人楊逢年牧師創辦錫安社會服務處，屹立於觀塘區服務至今已踏入五十一年，回望過去五十載，機構上下一心秉承楊牧師的創會使命。根據觀塘區福利辦事處提出的社會指標反映觀塘區為五多的社區特性現象：老年人口多、貧窮人口多、公共屋邨多、低收入基層家庭多、弱勢社群多，而青少年較多身處於單親、貧窮、低收入的家庭，新來港聚居人士亦有增無減。機構在 2023-2026 這未來三年訂下「拓展視野·連繫他人·共享社區」為服務發展方向。目標提昇青少年的效能感，生活的樂觀感和對社區的歸屬感，強化他們的抗逆力去克服成長中帶來不同的挑戰，為未來的生涯規劃作好準備，從預防性、發展性及補救性三方面做好介入策略。

我們努力營造多元的發展機會和環境，為培育青少年成長發展奠定良好的基礎，創造更多機會。我們為弱勢社群的青少年因不受貧窮限制發展機會，探索社會資源，申請不同的撥款增潤籌劃活動的經費，讓青少年以低廉費用或免費享有參與不同類型活動的機會，拓展視野，使能和發展個人的潛能。機構一直響應和配合觀塘區青少年地區活動計劃方針，關注青少年精神健康、支援弱勢青少年發展需要、培育青少年發揮正能量，舉行「ChatBGV—桌遊設計義工計劃」，推行「共里一起」聯合活動等加強社區人士對觀塘區社會服務資源的認識和了解，促進他們與社區連結及人際網絡發展，達致連繫他人，共享社區的目標方向。

此外，獲得觀塘民政事務處撥款資助 192,995 元推行各種多元智能的暑期活動及全年計劃項目，如「青少年成長探索營」、「水陸暢玩遊香港」、「解難遊樂場」、「逃出密室」、「槍王之王」、「地壺球同樂日」等等，鼓勵青少年探索互動。義工計劃有「錫家 TEEN HOME 義同行」，「雜藝隊遊觀塘」等，服務社區長者及少數族裔人士；另有職涯體驗的「職職復職職」等等，讓青少年體驗職場不同行業，提升個人能力。關顧新來港莘莘學子的適應，獲得地區為本融入社區計劃 (2023-2024) 撥款資助 242,926 元舉辦「錫安伴你同行港適生活計劃」，為內地新來港人士舉辦一連串融合適應活動，結集新來港人士參與的力量，深化關愛



互助，加強支援網絡。為強化和諧家庭關係生活和親子管教功能，尤其對特殊學習需要學童的指導和關顧，「飛越界限」及「課餘託管服務」都是針對照顧者的支援服務。機構與地區不同青少年工作服務單位聯盟，如健康和諧校園獎勵計劃基金有限公司、觀塘區區議員、關愛隊等保持聯繫交流，攜手合作推行社會工作服務，以回應社區急速變化的需要。

錫安社會服務處綜合青少年服務中心在未來的發展道路上繼續秉承錫安使命，實踐耶穌基督服侍人的精神，回應社會不同階層的需要。將申請社會福利署推出的專項基金為員工提供深化的專業培訓，回應青少年精神健康發展和特殊需要兒童及青少年的輔導工作，一方面鞏固中心為本的基地服務，另方面機動展外到社區、學校層面的支援，運用多元整合的手法提供服務，同時改善資訊科技系統和網絡媒體的通訊設備，與時並進。



## 錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

## 輔導及指導服務

輔導及指導服務是錫安社會服務處四個核心服務範疇的其中之一，目的是為青少年提供全面性的輔導和指導服務。由於兒童及青少年在成長中需要面對各種生理上和心理上的轉變，這些轉變容易令他們感到迷失，對前路的方向及自身充滿著疑問和困惑。加上香港社會正在經濟轉型當中，在智識型的經濟發展和全球一體化帶來的衝擊下，使他們需要面對更激烈的競爭和壓力，而適當和及時的輔導和指導卻有助兒童及青少年適應社會上的各種不同的蛻變，以預防一些行為上的問題，例如「問題賭博」、「上網成癮」、「過度消費」、「校園欺凌」、「濫用藥物」、「吸煙」等。錫安社會服務處為配合不同兒童和青少年需要，舉辦了各類型的輔導和指導計劃：「癮爾為誠」、「成長的天空計劃」、「Let's Grow 全人發展計劃」等，矯正少年不正確價值觀，加強他們分辨社會不同歪風的能力。

## 精神健康推廣計劃

近年社會出現不少學童自殺的個案，其中的原因十分複雜，涉及多方面的因素互相影響。事實上，高中學生，除了要適應學校生活、面對學習壓力、朋輩關係問題及家庭關係外，精神健康心理健康亦十分重要，因此本機構特意舉辦學生講座及正向小組，讓學生認識壓力來源、學習減壓方法、增加對精神及心理健康的認識及推廣正向心理，促進學生積極面對困難。







## 上網成癮及預防網絡欺凌

錫安社會服務處曾於過往向多間學校進行上網成癮的問卷調查，調查結果顯示青少年使用互聯網的情況非常普遍，每日平均上網時間約 2 - 3 小時，部份學生的上網時間超過 5 小時以上，無疑這直接影響了青少年的日常生活、與家人的關係和與朋輩的社交關係。本機構為了讓學生及家長了解上網成癮帶來的影響，到訪不同學校進行預防上網成癮學生講座、家長研討會；對於受上網影響的學生，本機構的社工特別到訪學校，進行上網成癮治療小組，讓學生瞭解和改善其上網習慣。

## 為受壓力、情緒及精神困擾學生提供疏導

以「及早識別」和「及早介入」為主要服務策略，讓受壓力、情緒、社交及精神困擾學生提供輔導服務，協助他們再次看見、認識及認定自己的特質（strengths）與內在資源（inner resources），促使他們能從生命裡面更了解自己，欣賞和感恩身邊的人和事，找到解難出路。本機構提供不同類型的活動給兒童、教師及家長，例如義工服務、情緒管理、溝通小組、自我照顧小組、領袖訓練等，提升他們的心理健康。我們深信人本主義心理學羅哲斯（Carl Roger）提出人有能力去成長，所以人能夠突破自己、突破界限。此計劃透過不同的服務，突破個人、社交、家庭及社區四個範疇，當中包括獨立、情緒、溝通及助人自助的元素。





## 錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

### 支援性服務

#### 支援性服務

錫安社會服務處致力提供高質素的支援服務，以協助青少年和家長解決各種生活上的困難。特別是青少年在學習的過程中經常會遇到困難，故本機構希望借助一些支援服務協助他們；另一方面，在職的父母和單親家庭在香港甚為普遍，提供課餘託管服務能夠令家長可以在照顧子女上得到適當的支援，特別是對一些學習障礙兒童的父母，更需要特別支援。中心支援性的服務包括：「課餘託管」、「特殊學習需要支援服務」、錫家 Teen Home（錫家展外服務隊）等等。

#### 特殊教育學習需要服務

有鑑於社區上越來越多有特殊教育學習需要的兒童，例如專注力不足及過渡活躍症、自閉症、亞氏保加症、讀寫障礙等，本機構為了回應社區的需求，開始於中心發展不同類型的小組，針對特殊教育需要兒童，例如專注力小組、社交小組、情緒小組及讀寫小組。藉著不同的訓練，協助學童克服困難，並發揮長處。

中心近年亦開設特殊學習需要課後支援服務 - 飛越界限，為有特殊學習需要的學童於提供課後支援服務。服務時間為星期一至星期五，下午四時正至七時正，由導師教授學生完成功課及溫習，希望藉此減輕家長教授子女學習時所遇到的壓力。

學校方面，本機構透過到校服務，推行讀寫小組、專注力、情緒及社交小組，為學童提供行為、學習動機、自信心及情緒上支援，從而減低他們在學習和社交上困難。







## 錫家 Teen Home（錫家展外工作隊）

錫家 Teen Home（錫家展外服務隊）自二零零三年四月成立，支援流連街頭的青少年，由展外社工主動到他們聚集的地方，了解及關懷他們的需要，為他們提供個人或小組輔導，讓他們得到全面發展。為了提升青少年解難和抗逆能力，本機構舉辦富挑戰性的活動，啟發青少年面對和處理危機或困難的能力。另外，本機構亦定期舉辦適切的小組，例如樂器、舞蹈、表演藝術及烹飪等等體驗課程，發展青少年個人潛能，從而找尋自我價值和建立自信心。在青少年就業方面，本機構籌辦了剪髮、Set 頭、化妝、表演藝術、蛋糕及甜品製作等小組，讓他們認識個人的興趣，幫助他們發揮所長，增強能力感和與人相處的技巧，提高他們尋找工作機會：其次幫助青少年嘗試經營小賣部或甜品店，讓他們體驗創業的準備和實況。

為關注到地區上身處歧路邊緣青少年的需要，本機構與社會福利署青少年服務地方委員會及觀塘區展外工作服務協調委員會各單位合辦計劃，讓青少年發展多方面的興趣及技能，我們並期望能根據青少年的獨特性，協助發展其不同的成長需要，內容主要集中在三部份。第一部份是：透過提供體藝技能培訓或創作，鼓勵身處逆境／邊緣青少年發展正規興趣，並以正確途徑去表達感受；第二部份：推動年青人發掘自己不同的興趣，藉此協助將來發展成為創業或謀生的工具；最後，第三部份：透過合作大型活動，讓年青人有空間及機會總結自己的經驗，分享成果，使年青人及社區人士交流，提升其自信，並顯示出邊緣青少年積極的一面。





## 錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

### 發展和社交活動

錫安社會服務處注重青少年及兒童的發展性及社教化服務，發展性當中以個人品格和個人潛能發掘為重，因此本機構舉辦了不同類型的活動、小組、訓練計劃等。

在品格發展方面，本機構致力發展服務對象的德育培訓，舉辦了各種範疇的活動以達致德、智、體、群、美多方面的均衡發展。同時本機構向服務對象提供定期的義工訓練，並希望透過這些訓練培養服務對象關心社會和無私奉獻的精神。

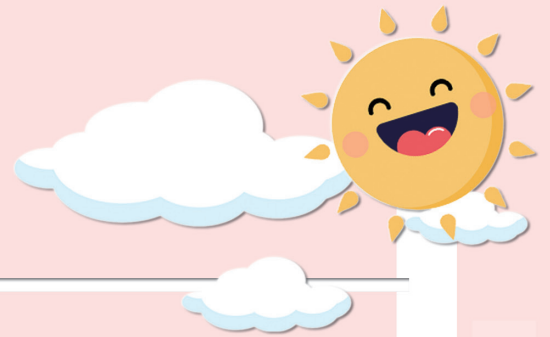
在個人潛能方面，為協助服務對象適應智識型的經濟轉變和發掘他們個人的潛能，增強他們的抗逆能力和發展個人興趣，錫安社會服務處於本年度中舉辦了不少相關的活動，錫安運動小組、桌遊小組，錫安雜耍隊、跳舞小組、戶外行山及宿營活動等。

在社教化當中提供了多元化的服務，以促進社會和諧作為服務的宗旨。服務對象在成長過程中，容易對自我形象及自信心感到困惑，透過參與群體活動，服務對象能學習與人相處及溝通技巧，以加深對自己的瞭解，從而肯定自我價值，提升個人自信心。除此以外，讓服務對象接觸不同的生活層面，從而擴闊他們的個人視野和了解社會上不同情況也是社教化服務的另一個服務目標。有見及此，本機構的社教化服務包括：「成長的天空計劃」、親子活動、性教育講座、社交小組、禮儀小組等。

## 家庭日營 - 親子遊戲







## 抗逆先鋒計劃

抗逆先鋒計劃主要是訓練學生的抗逆力，當中包括增強他們的「效能感」、「歸屬感」及「樂觀感」，工作員透過悉心設計的活動，讓參加者從中體驗及反思，配以工作員的講解，從而提升參加者的自信心、人際關係、情緒控制及解難能力等。當中亦會舉行親子溝通及培養良好親子關係。



Development and Socialization Service



# 錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

## 社區參與活動

錫安社會服務處注重青少年個人品格的發展和個人潛能的發掘，舉辦了不同類型的公眾宣傳及教育活動，本機構致力發展青少年德育培訓。

本年度亦重點宣揚正向生命，帶領義工到區內進行公眾宣傳及公眾教育等。

## 文理書院義工計劃



## 錫安伴你同行港適生活 —— 適應小組(家長組)



## 錫安伴你同行港適生活 —— 茶聚講座





# 2023 共里你一起



Community Engagement Service



錫安社會服務處綜合青少年服務中心  
Zion Social Service  
Integrated Children and Youth Service Centre

社區參與活動

錫安伴你同行港適生活 嘉年華





# 錫家 Teen Home 義同行 video



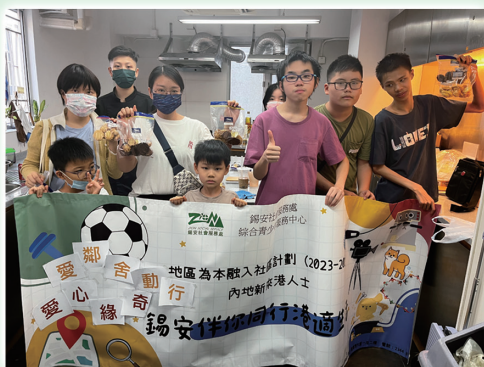
Community Engagement Service



★錫安伴你同行港適生活——  
★愛鄰舍行動——「愛心曲奇」







Community Engagement Service



## 錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

### 自修室服務、學校服務及偶到服務

#### 學校服務及偶到服務

香港出生率雖然下降，但新來港的學童卻不斷增加，我們對新來港青少年的發展所需亦不敢怠慢，機構與區內中、小學合作，提供學校適切的服務，包括：為新來港兒童提供學業、適應、溝通、親子的支援、領袖培訓、抗逆力訓練等。本機構按不同學校及學生的需要，提供適切的小組、活動、講座及展覽，務求協助學生得到全人發展。此外，無論是否新來港或本土出生的學生，中心於平日開放時間會為會員提供偶到服務，會員可以借用玩具、康樂用品、電腦等。

#### 自修室服務

錫安社會服務處為讓會員能夠在寧靜的地方溫習或工作，中心為他們提供自修室服務。為配合需要應付公開試的會員，在觀塘區提供臨時自修室設施，中心在公開考試期間加長自修室開放時間，為各會員提供一個理想的溫習環境去應付公開試。



Study Room Service & Service For  
Local Schools & Drop-In Service







## 2023-2024全年會員人數、核心服務及中心資料統計

### 1. 會員統計

類別	合計
兒童 (6-14 歲)	1,065
青少年 (15-24 歲)	992
附屬會員 (25 歲或以上)	542
會員總數	2,599

### 2. 核心服務節數統計

類別	合計
指導及輔導	915
支援服務	925
發展和社交活動	1,314
社區參與活動	132
服務總節數	3,286

### 3. 核心服務參與人次統計

類別	合計
指導及輔導	9,039
支援服務	7,795
發展和社交活動	15,081
社區參與活動	5,458
服務總人次	37,373

### 4. 中心資料統計

類別	合計
開放日數	275
開放節數	576
偶到服務人次	14,676
非核心服務節數	186



錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

錫安財政報告

*Zion Social Service Limited*

錫安社會服務處有限公司

*(Limited by Guarantee)*

*Directors' Report*

*Audited Financial Statements*

*For the year ended 31 March 2024*

**HK KCBC CPA Limited**

*Certified Public Accountants (Practising)*

Hong Kong



**Zion Social Service Limited**  
**錫安社會服務處有限公司**  
**(Limited by Guarantee)**

For the year ended 31 March 2024

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<b>Contents</b>	<b>Pages</b>
Directors' Report	1 - 2
Independent Auditor's Report	3 - 5
Statement of Financial Position	6
Income and Expenditure Account	7
Accounting Policies and Explanatory Notes to the Financial Statements	8 - 13
Disclosure Movement of the F&E Replenishment and Minor Works Block Grant Reserve - Appendix A	14
Disclosure the use of Social Welfare Development Fund Phase 3	15



錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

錫安財政報告

**Zion Social Service Limited**

錫安社會服務處有限公司  
(Limited by Guarantee)

**Directors' Report**

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The directors have pleasure in submitting their annual report and the audited financial statements for the year ended 31 March 2024.

**Principal place of business**

Zion Social Service Limited ("the Agency") is a company incorporated and domiciled in Hong Kong and principal place of business is located at 1/F. & 2/F., Bo Yan Building, 1 Horse Shoe Lane, Ngau Tau Kok Road, Kwun Tong, Kowloon, Hong Kong.

**Principal activities**

The Agency continued to provide counselling, training, community education and healthy interest group activities to 6 to 24 years old young people and their significant others.

**Business review**

In accordance with section 388(3)(a) of the Hong Kong Companies Ordinance (Cap. 622), the Agency falls within the reporting exemption for the financial year and therefore it is exempted from preparing a business review.

**Results**

The results of the Agency for the year ended 31 March 2024 and the state of affairs of the Agency are set out in the financial statements on page 6 to 15.

**Reserve funds**

Movements in reserve funds of the Agency during the year are set out in the statement of financial position on page 5.

**Directors**

The directors of the Agency during the year and up to the date of this report were:

CHEUNG Chi Kai	
CHOY Chit Shing	
CHOW Wah Tat, Kenneth	
FU Wai	
LEE Wing Yan	
LEE Yan Yan	
LEUNG Fu Wing	(resigned on 2 December 2023)
SUN Kat Cheong	
WONG Koon Yuen	
WONG Suk Yin Jenny	(appointed on 2 December 2023)
YAU Wing Kwong	

In accordance with the Article 25 and Article 26 of the Agency's Articles of Association, one-third of the number of members of the Committee, not including the Chairman, Vice-Chairman and Hon. Treasurer, to retire in every year shall be those who have been longest in office since their last election but as between persons who become members of the Committee on the same day those to retire shall (unless otherwise agreed among themselves) be determined by vote. A retiring member of the Committee shall be eligible for re-election.



**Zion Social Service Limited**  
錫安社會服務處有限公司  
(Limited by Guarantee)

**Directors' Report**

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**Permitted indemnity provisions**

At no time during the year and up to the date of this directors' report, there was or is, any permitted indemnity provision being in force for the benefit of any of the directors of the Agency.

**Auditor**

A resolution will be submitted to the annual general meeting to re-appoint Messrs. HK KCBC CPA Limited, Certified Public Accountants (Practising).

On behalf of the Board

  
YAU Wing Kwong  
Chairman

Hong Kong, 27 AUG 2024



錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre



HK KCBC CPA LIMITED

Certified Public Accountants (Practising)

8/F., Linkchart Centre, 2 Tai Yip Street, Kwun Tong, Kowloon, Hong Kong

Tel: +852 3746 9765 Fax: +852 2311 1390

#### Independent Auditor's Report

To the Members of

**Zion Social Service Limited**

錫安社會服務處有限公司

(incorporated in Hong Kong with limited by guarantee)

#### Report on the Audit of the Financial Statements

##### Opinion

We have audited the financial statements of Zion Social Service Limited ("the Agency") set out on pages 6 to 15, which comprise the statement of financial position as at 31 March 2024 and the income and expenditure account for the year then ended, and a summary of significant accounting policies and other explanatory notes.

In our opinion, the financial statements of the Agency are prepared, in all material respects, in accordance with the Hong Kong Small and Medium-Sized Entity Financial Reporting Standard ("SME-FRS") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

##### Basis for Opinion

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSA") and with reference to PN 900 (Revised) Audit of Financial Statements Prepared in Accordance with the SME-FRS issued by the HKICPA. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Agency in accordance with the HKICPA's Code of Ethics for Professional Accountants ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### Information Other than the Financial Statements and Auditor's Report Thereon

The directors are responsible for the other information. The other information comprises the directors' report, but does not include the financial statements and our auditor's report thereon, which we obtained prior to the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.





HK KCBC CPA LIMITED

Certified Public Accountants (Practising)

8/F., Linkchart Centre, 2 Tai Yip Street, Kwun Tong, Kowloon, Hong Kong

Tel: +852 3746 9765 Fax: +852 2311 1390

#### **Independent Auditor's Report**

To the Members of

**Zion Social Service Limited**

錫安社會服務處有限公司

*(incorporated in Hong Kong with limited by guarantee)*

#### **Information Other than the Financial Statements and Auditor's Report Thereon (continued)**

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Responsibilities of Directors and Those Charged with Governance for the Financial Statements**

The directors are responsible for the preparation of the financial statements in accordance with the SME-FRS issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Agency's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Agency or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Agency's financial reporting process.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. This report is made solely to you, as a body, in accordance with section 405 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSA's will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSA's, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, where due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

錫安財政報告



HK KCBC CPA LIMITED

Certified Public Accountants (Practising)

8/F., Linkchart Centre, 2 Tai Yip Street, Kwun Tong, Kowloon, Hong Kong

Tel: +852 3746 9765 Fax: +852 2311 1390

**Independent Auditor's Report**

To the Members of

**Zion Social Service Limited**

錫安社會服務處有限公司

(incorporated in Hong Kong with limited by guarantee)

**Auditor's Responsibilities for the Audit of the Financial Statements (Continued)**

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Agency's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Agency to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*HK KCBC CPA Limited*

HK KCBC CPA Limited

Certified Public Accountants (Practising)

Hong Kong, 852 3746 9765

TSO Yin Yee

Practising Certificate Number : P07651



**Zion Social Service Limited**  
錫安社會服務處有限公司  
(Limited by Guarantee)

**Statement of Financial Position**  
As at 31 March 2024

	<i>Note</i>	<i>2024 HK\$</i>	<i>2023 HK\$</i>
<b>Non-current asset</b>			
Property, plant and equipment	2	6.00	6.00
<b>Current assets</b>			
Trade receivables		-	140,703.00
Utility and rental deposits		6,800.00	6,800.00
Bank balances and cash		5,583,466.91	5,996,300.46
		<u>5,590,266.91</u>	<u>6,143,803.46</u>
<b>Less: Current liabilities</b>			
Accrued charges		(306,192.02)	(305,911.91)
		<u>(306,192.02)</u>	<u>(305,911.91)</u>
<b>Net current assets</b>		<u>5,284,074.89</u>	<u>5,837,891.55</u>
<b>Net assets</b>		<u><u>5,284,080.89</u></u>	<u><u>5,837,897.55</u></u>
Represented by:			
<b>Reserve funds</b>			
Accumulated General Fund	3	122,251.58	241,418.28
Development Fund	4	254,322.25	188,339.92
Reserve funds	6	4,685,639.70	5,187,759.29
Flag Day Fund	7	221,867.36	220,380.06
		<u>5,284,080.89</u>	<u>5,837,897.55</u>

The financial statements on pages 6 to 15 have been approved by  
The Board of Committee Members on 27 APR 2024

  
YAU Wing Kwong  
Chairman

  
CHOY Chit Shing  
Treasurer

The accompanying Accounting Policies and Explanatory Notes form an integral part of, and should be read in conjunction with, these financial statements.



# 錫安社會服務處綜合青少年服務中心

## Zion Social Service

## Integrated Children and Youth Service Centre

### 錫安財政報告

#### Zion Social Service Limited 錫安社會服務處有限公司 (Limited by Guarantee)

#### Income and Expenditure Account For the year ended 31 March 2024

	Note	2024 HK\$	2023 HK\$
<b>Income</b>			
Social Welfare Subventions		10,500,981.00	10,076,390.00
Programme and activities income		1,136,515.60	1,186,237.00
Membership fees		250.00	25.00
Flag day income	8	1,487.30	20,206.77
Bank interest		45,666.42	8,749.70
Lotteries Fund - Block Grant	5	150,000.00	147,000.00
Lump Sum Grant Reserve - Holding Account (HA)	6	390,000.00	-
SWD - Financial Planning		100,000.00	-
Office of the Government Chief Information Officer - WIFI Subsidy Scheme	9	-	23,240.00
Sundry income		524.00	-
		<u>12,325,424.32</u>	<u>11,461,848.47</u>
<b>Expenditure</b>			
Advertising		(13,461.60)	(4,260.00)
Anti-epidemic supplies		-	(261.00)
Auditor's remuneration		(6,000.00)	(6,000.00)
Bank charges		(1,450.50)	(4,800.00)
Cleaning		(56,698.20)	(15,937.90)
Electricity, gas and water		(87,846.90)	(76,502.50)
Government rent, management fee and rates		(189,381.00)	(132,531.00)
HKCSS Subscription		(3,640.00)	(3,500.00)
Insurance		(98,787.24)	(46,614.65)
Internet fee		(110,407.99)	(55,981.03)
Long service payment		(390,000.00)	-
Lotteries Fund - F&E Replenishment and Minor Works Block Grant	5	(175,100.00)	(147,000.00)
Maintenance and minor purchases		(314,036.00)	(320,562.40)
MPF exemption fee		(1,800.00)	(1,800.00)
Office of the Government Chief Information Officer - WIFI Subsidy Scheme	9	(17,400.00)	(23,240.00)
Postage		(1,251.20)	(5,631.00)
Printing and stationery		(66,285.06)	(41,649.58)
Programme and activities expenses		(1,534,376.76)	(997,474.47)
Provident fund		(804,377.07)	(830,969.19)
Provident fund administrative expense		(11,542.08)	(12,754.75)
Provident fund audit fee		(1,500.00)	(1,500.00)
Salaries and allowances		(7,705,970.02)	(7,556,983.30)
Secretarial and professional fee		(1,905.00)	(1,805.00)
Staff welfare		(9,055.00)	(14,658.90)
Storage rental		-	(20,040.00)
Sundry expenses		(4,604.10)	(2,491.90)
SWD - Financial Planning		(130,000.00)	-
Telephone		(8,776.00)	(7,588.00)
Training course		(41,552.29)	(23,352.60)
Travelling		(6,559.20)	(3,146.10)
		<u>(11,793,763.21)</u>	<u>(10,359,035.27)</u>
<b>Surplus for the year</b>		<u>531,661.11</u>	<u>1,102,813.20</u>



**Zion Social Service Limited**  
錫安社會服務處有限公司  
(Limited by Guarantee)

**Accounting Policies and Explanatory Notes to the Financial Statements**  
For the year ended 31 March 2024

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**Reporting entity**

Zion Social Service Limited ("the Agency") is a company incorporated in Hong Kong with limited liability. The Company's registered office is located at 1/F. & 2/F., Bo Yan Building, 1 Horse Shoe Lane, Ngau Tau Kok Road, Kwun Tong, Kowloon, Hong Kong. The Company continued to provide counselling, training, community education and healthy interest group activities to 6 to 24 years old young people and their significant others.

**1 Basis of preparation and accounting policies**

The Agency qualifies for the reporting exemption as a small private company under section 359(1)(a) of the Hong Kong Companies Ordinance (Cap. 622) and is therefore entitled to prepare and present its financial statements in accordance with the Small and Medium-sized Entity Financial Reporting Standard (SME-FRS) issued by the Hong Kong Institute of Certified Public Accountants.

These financial statements comply with the SME-FRS and have been prepared under the accrual basis of accounting and on the basis that the Agency is a going concern.

The measurement base adopted is the historical cost convention.

The following are the specific accounting policies that are necessary for a proper understanding of the financial statements:

**(a) Revenue recognised**

Income received are recognised when the income is received.

Interest income is recognised on a time proportion basis taking into account the principal outstanding and the interest applicable.

**(b) Taxation**

The Agency is an approved charitable institution exempted from Hong Kong Profits Tax under section 88 of the Inland Revenue Ordinance.

**(c) Property, plant and equipment**

The Agency follows a policy to write off the cost of property, plant and equipment from revenue in the year of acquisition, leaving a nominal value of HK\$6 in the books of accounts.

**(d) Employee benefits**

Salaries, annual bonuses, paid annual leave, leave passage and the cost to the Agency of non-monetary are accrued in the year in which the associated services are rendered by employees of the Agency. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present value.



**Zion Social Service Limited**  
錫安社會服務處有限公司  
(Limited by Guarantee)

**Accounting Policies and Explanatory Notes to the Financial Statements**  
For the year ended 31 March 2024

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**1 Basis of preparation and accounting policies (continued)**

(d) Employee benefits (continued)

Contributions to Mandatory Provident Funds and Provident Funds are required under the Hong Kong Mandatory Provident Fund Schemes Ordinance, are recognised as an expense in the income and expenditure account as incurred.

(e) Trade and other receivables

Trade and other receivables are stated at estimated realisable value after each debt has been considered individually. Where the payment of a debt becomes doubtful a provision is made and charged to the income statement.

(f) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand and short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts that are repayable on demand and form an integral part of the Agency's cash management are also included as a component of cash and cash equivalents for the purpose of the cash flow statement.

(g) Related party

A related party is a person or entity that is related to the entity that is preparing its financial statements (the 'reporting entity')

1 A person or a close member of that person's family is related to a reporting entity if that person:

- (i) has control or joint control over the reporting entity;
- (ii) has significant influence over the reporting entity; or
- (iii) is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.



**Zion Social Service Limited**  
**錫安社會服務處有限公司**  
**(Limited by Guarantee)**

**Accounting Policies and Explanatory Notes to the Financial Statements**  
For the year ended 31 March 2024

**1 Basis of preparation and accounting policies (continued)**

(g) Related party (continued)

2 An entity is related to a reporting entity if any of the following conditions applies:

- (i) The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- (iii) Both entities are joint ventures of the same third party.
- (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third party.
- (v) The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- (vi) The entity is controlled or jointly controlled by a person identified in 1.
- (vii) A person identified in 1(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

**2 Property, plant and equipment**

	<i>Furniture and fixtures HK\$</i>	<i>Recreational equipment HK\$</i>	<i>Total HK\$</i>
Net book value brought forward and carried forward	<u>3.00</u>	<u>3.00</u>	<u>6.00</u>

**3 Accumulated General Fund**

	<i>2024 HK\$</i>	<i>2023 HK\$</i>
Balance brought forward	241,418.28	275,256.21
SWD back payment rent and rate	45,882.00	21,251.00
SWD claw-back rent and rate	(17,550.00)	(17,550.00)
Transfer to provident fund / MPF	(101,035.93)	(49,466.81)
Transfer to lump sum grant fund	(576,636.58)	(1,070,678.55)
Transfer to flag day fund	(1,487.30)	(20,206.77)
Surplus for the year	531,661.11	1,102,813.20
<b>Balance carried forward</b>	<u><b>122,251.58</b></u>	<u><b>241,418.28</b></u>



# 錫安社會服務處綜合青少年服務中心

## Zion Social Service

## Integrated Children and Youth Service Centre

### 錫安財政報告

#### Zion Social Service Limited

錫安社會服務處有限公司  
(Limited by Guarantee)

#### Accounting Policies and Explanatory Notes to the Financial Statements

For the year ended 31 March 2024

#### 4 Development Fund

	2024 HK\$	2023 HK\$
Balance brought forward	188,339.92	164,245.07
Add: Donation	47,500.00	20,000.00
Speaker's income	16,379.31	4,800.00
Interest income	1,599.26	363.63
Sundry income	1,140.00	22.00
Less: Exchange difference	(636.24)	(1,090.78)
<b>Balance carried forward</b>	<b>254,322.25</b>	<b>188,339.92</b>

#### 5 Lotteries Fund

	2024 HK\$	2023 HK\$
Add: Block Grant Received	150,000.00	147,000.00
Less: Expenditure during the year	(175,100.00)	(147,000.00)
Add: Contribution from NGO cover the deficit	25,100.00	-
<b>Balance carried forward</b>	<b>-</b>	<b>-</b>

\* Refer to pages 14

#### 6 Reserve funds

	Lump Sum Grant Fund HK\$	Holding Account (HA) HK\$	Provident Fund HK\$	Mandatory Provident Fund HK\$	Total HK\$
Balance brought forward	4,422,297.72	-	18,262.69	747,198.88	5,187,759.29
Transfer from					
Lump Sum Grant Fund to Holding Account (HA)	(1,348,605.08)	1,348,605.08			-
Transfer from					
Holding Account (HA)	-	(390,000.00)	-	-	(390,000.00)
Transfer from General Fund	576,636.58	-	70,592.01	30,443.92	677,672.51
SWD recovery of surplus	(789,792.10)	-	-	-	(789,792.10)
<b>Balance carried forward</b>	<b>2,860,537.12</b>	<b>958,605.08</b>	<b>88,854.70</b>	<b>777,642.80</b>	<b>4,685,639.70</b>



**Zion Social Service Limited**  
**錫安社會服務處有限公司**  
**(Limited by Guarantee)**

**Accounting Policies and Explanatory Notes to the Financial Statements**  
For the year ended 31 March 2024

**7 Flag Day Fund**

	<i>2024</i> <i>HK\$</i>	<i>2023</i> <i>HK\$</i>
Balance brought forward	220,380.06	200,173.29
Add: Bank interest income	1,487.30	166.77
Sundry income	-	20,040.00
<b>Balance carried forward</b>	<b>221,867.36</b>	<b>220,380.06</b>

**8 Flag day income**

	<i>2024</i> <i>HK\$</i>	<i>2023</i> <i>HK\$</i>
Bank interest income	1,487.30	166.77
Sundry income	-	20,040.00
<b>Surplus for the year</b>	<b>1,487.30</b>	<b>20,206.77</b>

**9 Office of the Government Chief Information Officer - WIFI Subsidy Scheme**

	<i>2024</i> <i>HK\$</i>	<i>2023</i> <i>HK\$</i>
Income	-	23,240.00
Less: Expenditure during the year	(17,400.00)	(23,240.00)
<b>Deficit for the year</b>	<b>(17,400.00)</b>	<b>-</b>



錫安社會服務處綜合青少年服務中心

Zion Social Service

Integrated Children and Youth Service Centre

**Zion Social Service Limited**  
錫安社會服務處有限公司  
(Limited by Guarantee)

**Accounting Policies and Explanatory Notes to the Financial Statements**

For the year ended 31 March 2024

**10 Remuneration to Management Committee Members**

Remuneration to Management Committee Members disclosed pursuant to section 383(1) to the Hong Kong Companies Ordinance are HK\$nil. (2023: HK\$nil)

**11 Commitments**

The Agency had no significant commitments as at 31 March 2024.

**12 Contingent liabilities**

The Agency had no significant contingent liabilities as at 31 March 2024.

**13 Approval of financial statements**

These financial statements were authorised for issue by the Agency's Board of Committee Members on 27/03/2024



## Appendix A

### Disclosure in NGO's Audited Financial Statements

#### Movement of the Furniture & Equipment Replenishment and Minor Works Block Grant Reserve

		\$	\$
Balance of Bolck Grant Reserve brought forward from previous financial year			0.00
Add:	Block Grant received during the year	150,000.00	
	Interest income received	0.00	
	Other income	<u>0.00</u>	
			150,000.00
Less:	Expenditure during the year (Note) -		
	Minor Works Projects	175,100.00	
	Furniture & Equipment	0.00	
	Vehicle Overhauling	<u>0.00</u>	
			<u>175,100.00</u>
			(25,100.00)
Contribution from NGO to cover the deficit (if any)			<u>25,100.00</u>
Balance of Block Grant Reserve carried forward to the next financial year			<u><u>0.00</u></u>

#### Capital Commitments

As at 31 March 2024, the outstanding commitments in respect of Furniture and Equipment Replenishment and Minor Works Grant were as follows:

	\$
Contracted for but not provided in the financial statements	0.00
Authorized but not contracted for	<u>0.00</u>
	<u><u>0.00</u></u>

#### Note:

Expenditure charged to Block Grant during the year should be full expenditure amount, i.e. the actual expenditure incurred in 2023-2024.



Disclosure in NGO's Audited Financial Statements

Use of the Social Welfare Development Fund (SWDF) Phase 3 funded by Lotteries Fund for the Financial Year (2023-2024)

Name of NGO: Zion Social Service Ltd

Code of NGO: 852

	Particulars	\$	\$
(a)	Balance of SWDF brought forward :		(a)305,911.91
(b)	Allocation from SWDF during the financial year :		(b)0.00
(c)	Interest received during the financial year :		(c)280.11
(d)	Expenditure under SWDF during the year:		
	1. Expenditure for projects under scope A	0.00	
	2. Expenditure for projects under scope B(non-IT)	0.00	
	3. Expenditure for projects under scope B(IT)	0.00	
	4. Expenditure for projects under scope C	0.00	
	5. Expenditure for administrative support	0.00	
	Total expenditure during the financial year :		(d)0.00
(e)	Balance carried forward to the next financial year : (e) = (a) + (b) + (c) -(d)		(e)306,192.02

The above expenditures under the SWDF have been incurred in accordance with the requirements stipulated in SWDF Guidance Notes for Application, SWD's approval letter(s) and the procurement of projects and services are in line with the procedures specified in the Lotteries Fund Manual.

Notes:

1. The above information should be audited by external auditors and included as part of the notes to the Agency's audited financial statements submitted to SWD.
2. After completion of external audit, the above information together with the Auditors' Report 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).



# 捐款回條

感謝支持！

本人 / 本機構願意捐港幣 \_\_\_\_\_ 元予錫安社會服務處支持機構各項服務。

可直接入賬恒生銀行戶口：352-9-038774 或以劃線支票：抬頭請寫「錫安社會服務處有限公司」，請將存根傳真 (852-27901111) 回本機構或寄回香港九龍牛頭角道馬蹄徑一號寶恩大廈一樓 錫安社會服務處收。

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\* 凡捐獻港幣壹百元以上之捐款將獲發收據作申請減免稅務之用，敬請填妥本捐款回條個人資料及通信地址。

捐款人姓名：\_\_\_\_\_

聯絡人姓名：\_\_\_\_\_ 電郵：\_\_\_\_\_

聯絡人電話：\_\_\_\_\_ 傳真：\_\_\_\_\_

通信地址：\_\_\_\_\_

收據編號：\_\_\_\_\_ (由中心職員填寫)

閣下所提供之資料只用於簽發收據及本中心內部行政用途

如有垂詢歡迎致電話：852-23448989 與會計部聯絡。

電郵地址：info@zss.org.hk

網址：www.zss.org.hk



# Donation Reply Slip

Thank you for your generous support

I / My agency would like to donate HK\$\_\_\_\_\_ to Zion Social Service Limited to support agency's social services.

Hang Seng Bank Account No.:352-9-038774 or cross cheque payable to " Zion Social Service Limited". Please return the bank statement to our agency "Zion Social Service" via fax (852-27901111) or by mail (Address: 1/F, Bo Yan Building, No.1, Horse Shoe Lane, Ngau Tau Kok Road, Kwun Tong)

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\*Donation of \$100 or more, the receipt can be used as a claim for charitable donation for tax deduction.  
Please fill in the following for correspondence purpose.

Name of Donation Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone No. of Contact person: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ (Agency Staff Only)

Personal information will be kept for administration only

Enquiry: 852-23448989 (Account Office)

E-mail: [info@zss.org.hk](mailto:info@zss.org.hk)

Website: [www.zss.org.hk](http://www.zss.org.hk)



# 錫安社會服務處



. 拓 . 展 . 視 . 野 .  
. 連 . 繫 . 他 . 人 .  
. 共 . 享 . 社 . 區 .  
. . . .

日期：2024年11月16日

督印人：黃玉明女士

印刷數量：100本