

Financial Year From:

2008-10-01

To: 2009-09-30

Financial statement(s)

Audited

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Details of Income and Expenditure	Amount (HK\$)	Percentage
Government Recurrent Subvention	0.00	0.00 %
Government Project Fund	0.00	0.00 %
Administered Fund	0.00	0.00 %
Community Chest	0.00	0.00 %
HK Jockey Club Charities Trust	0.00	0.00 %
Donation and Fundraising (remark)	5,433,531.00	99.96 %
Service Charge (remark)	0.00	0.00 %
Investment and Interest (remark)	2,098.00	0.04 %
Other Income (remark)	0.00	0.00 %

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Total Income	5,435,629.00	100%
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Breakdown of Expenses	Amount (HK\$)	Percentage
Service / Program Expenses (remark)	4,456,206.00	91.96 %
Fundraising Costs (remark)	6,769.00	0.14 %
Administrative Costs (remark)	382,701.00	7.90 %
Other Expenses (remark)	0.00	0.00 %

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Total Expenses	4,845,676.00	100%
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(Source: WiseGiving 惠施網)

<http://www.wisegiving.org.hk/en/donation/search/ngodetails.aspx?ID=49&page=finance>

(Remarks)

- Donations and fundraising income: Income received through private donations from individuals, corporations, and other non-charitable organisations.
- Service Charge: Income generated from beneficiaries who received service provided by your organization.
- Investment and Interest: Incoming resources from investment assets, including dividends, interest from bank and rents received from investment property.
- Other income: Incoming resources which are not listed above, including sundry income, programme registration fee and membership fee, etc.

**Elaboration on Expenditure:**

- Service/programme expenses: The spending on service, programme, or advocacy related activities. It includes salaries of frontline and professional supervisory staff.
- Fundraising costs: All costs involved in fundraising, including compensation for fundraisers, agents, volunteers and expenses on fundraising activities, materials, promotions, etc.
- Administrative costs: In the Hong Kong Accounting Standards, there are no set rules governing the classifications of administrative cost. However, modified by the "Hong Kong GAAP - A Practical Guide to Generally Accepted Accounting Practice" by Stephen Taylor and Norma Hall, we recommend that the following items be included as administration cost:
  1. Salary as well as welfare and fringe benefits of administrative and management staff. Administrative and management grade staff includes accountants, HR, PR, IT, business development and general administrative staff. However, the salaries of professional supervisors should be counted as programme cost. If your agency head and supervisors are also responsible for governing and supervising front line services, their salaries should be apportioned between administrative and programme costs;
  2. Rent and rate of administrative building and head office of charities, building management fee, insurance, payment of water, electronic and gas supplies, maintenance fee of property and depreciation. Others costs which are related to the provision of direct services should be included as programme / activities cost;
  3. Professional fees on auditing, architecture, legal and construction planning;
  4. Other costs which are not related to the provision of direct services, such as research and development.

- Other expenses (if any): In case there is other expenses, e.g. loss/deficit from investment and sales, that shown in the expenditure on your Income & Expenditure Statement, please fill in this amount.