



# COPY

ANNUAL FINANCIAL REPORT

OF

藍如溪盛成皿教育基金有限公司  
ALICE LAN AND VERA SHEN EDUCATION FUND LIMITED

LUMP SUM GRANT

FOR THE YEAR ENDED 31ST MARCH 2025

(EXPRESSED IN HONG KONG DOLLARS)

葉梁會計師事務所  
**YIP, LEUNG & CO.**  
Certified Public Accountants

**INDEPENDENT AUDITOR'S ASSURANCE REPORT TO THE MANAGEMENT BOARD OF  
ALICE LAN & VERA SHEN EDUCATION FUND LIMITED ("THE NGO")**

We have audited the financial statements of the NGO for the year ended 31st March 2025 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants ("HKIPCA"), and have issued an unqualified auditor's report thereon dated 25th September 2025.

Pursuant to the Lump Sum Grant ("LSG") Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to issue this assurance report in connection with the Annual Financial Report ("AFR") of the NGO for the year ended 31st March 2025.

**Responsibilities of the Management Board**

In relation to this report, the Management Board are responsible for ensuring the AFR of the NGO for the year ended 31st March 2025 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD, and the use of the funds from the LSG by the NGO has complied with the purposes as specified in the LSG Manual and other Instructions issued by the SWD.

**Our Independence and Quality Management**

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the HKIPCA, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

**Auditors' Responsibility**

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised), Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKIPCA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respect, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the NGO being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relation to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

**Conclusion**

1. In our opinion, the AFR of the NGO for the year ended 31st March 2025 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the NGO has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

**Intended Users and Purpose**

This report is intended solely for submission by the NGO to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.

Yip, Leung & Co.  
Certified Public Accountants

Unit D, 12/F., Tak Lee Commercial Building,  
113-7 Wan Chai Road, Wanchai, Hong Kong  
Hong Kong, 25 SEP 2025

**ANNUAL FINANCIAL REPORT**

**NGO: 020 ALICE LAN & VERA SHEN EDUCATION FUND LIMITED**

**(1 April 2024 to 31 March 2025)**

	Notes	2024-25 \$	2023-24 \$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	2,391,417.00	2,324,761.00
b. Provident Fund	1c	182,862.00	177,532.00
2. Fee Income	2	5,881.00	6,052.00
3. Central Items	3	16,182.00	16,183.00
4. Rent and Rates	4	-	-
5. Other Income	5	58.50	448.50
6. Interest Received		5,697.00	6,994.30
<b>TOTAL INCOME</b>		<b>2,602,097.50</b>	<b>2,531,970.80</b>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		1,475,529.00	1,527,989.80
b. Provident Fund	1c	104,448.76	111,169.13
c. Allowances		-	-
Sub-total	6	1,579,977.76	1,639,158.93
2. Other Charges	7	144,255.30	114,684.25
3. Central Items	3	-	-
4. Rent and Rates	4	-	-
<b>TOTAL EXPENDITURE</b>		<b>1,724,233.06</b>	<b>1,753,843.18</b>
<b>C. SURPLUS FOR THE YEAR</b>	8	<b>877,864.44</b>	<b>778,127.62</b>

The Annual Financial Report from pages 2 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Subvention Manual.

SIGNATURE

SIGNATURE

DATE :    2 5 SEP 2025

DATE :    2 5 SEP 2025



# NOTES ON THE ANNUAL FINANCIAL REPORT COPY

## 1. Lump Sum Grant (LSG)

### a. Basis of preparation

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 or Donations for Designated Purposes. 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 **Note 3 and 8**. Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u>	<u>Other Posts</u>	<u>Total</u>
	\$	\$	\$
Subvention Received	73,116.00	109,746.00	182,862.00
Provident Fund Contribution			
Paid during the Year	(71,160.00)	(33,288.76)	(104,448.76)
Surplus for the Year	1,956.00	76,457.24	78,413.24
<b>Add</b> : Surplus/(Deficit) b/f	(9,586.50)	1,193,083.29	1,183,496.79
Additional subvention received for previous year(s)	6,317.00	-	6,317.00
<b>Surplus/(Deficit) c/f</b>	<b>(1,313.50)</b>	<b>1,269,540.53</b>	<b>1,268,227.03</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 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 the LSG Subvention Manual). The income and expenditure of each of the Central Items are as follows:

# NOTES ON THE ANNUAL FINANCIAL REPORT COPY

<b>a. Income</b>	<b>2024-25</b>	<b>2023-24</b>
	\$	\$
Subsidy Scheme for Extended Hours Service Users	5,688.00	5,689.00
Time-defined Subsidy Scheme for Occasional Child Care Service	10,494.00	10,494.00
<b>Total</b>	<b>16,182.00</b>	<b>16,183.00</b>

<b>b. Expenditure</b>	<b>2024-25</b>	<b>2023-24</b>
	\$	\$
Subsidy Scheme for Extended Hours Service Users	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**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 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:

<b>Other Income</b>	<b>2024-25</b>	<b>2023-24</b>
	\$	\$
(a) Miscellaneous income	58.50	448.50
<b>Total</b>	<b>58.50</b>	<b>448.50</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 \$1,000,000 each paid under LSG is appended below:

<b>Analysis of Personal Emoluments paid under LSG</b>	<b>No of Posts</b>	<b>\$</b>
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.	-	-
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:

<b>Other Charges</b>	<b>2024-25</b>	<b>2023-24</b>
	\$	\$
(a) Administrative Expenses	37,980.00	40,480.00
(b) Stores and Equipment	3,800.00	159.00
(c) Programme Expenses	70,408.90	38,733.10
(d) Miscellaneous	14,761.00	20,693.40
(e) Printing and stationery	17,305.40	14,618.75
<b>Total</b>	<b>144,255.30</b>	<b>114,684.25</b>



# NOTES ON THE ANNUAL FINANCIAL REPORT

COPY

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

	Lump Sum Grant (LSG)	Holding Account (HA)	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$
<b>Income</b>					
Lump Sum Grant	2,574,279.00	-	-	-	2,574,279.00
Fee Income	5,881.00	-	-	-	5,881.00
Other Income	58.50	-	-	-	58.50
Interest Received (Note (1))	5,697.00	-	-	-	5,679.00
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	16,182.00	16,182.00
<b>Total Income (a)</b>	<b>2,585,915.50</b>	<b>-</b>	<b>-</b>	<b>16,182.00</b>	<b>2,602,097.50</b>
<b>Expenditure</b>					
Personal Emoluments	1,579,977.76	-	-	-	1,579,977.76
Other Charges	144,255.30	-	-	-	144,255.30
Rent and Rates	-	-	-	-	-
Central Items	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>1,724,233.06</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,724,233.06</b>
<b>Surplus for the Year (a) - (b)</b>	<b>861,682.44</b>	<b>-</b>	<b>-</b>	<b>16,182.00</b>	<b>877,864.44</b>
<u>Less</u> : Surplus of Provident Fund	78,413.24	-	-	-	78,413.24
Surplus for the Year (excl. PF)	783,269.20	-	-	16,182.00	799,451.20
<b>Surplus b/f (Note (2))</b>	<b>1,089,201.96</b>	<b>695,750.12</b>	<b>-</b>	<b>16,183.00</b>	<b>1,801,135.08</b>
	1,872,471.16	695,750.12	-	32,365.00	2,600,586.28
<u>Less</u> : Refund to Government	(339,266.00)	-	-	(16,183.00)	(355,449.00)
<b>Surplus c/f (Note (4))</b>	<b>1,533,205.16</b>	<b>695,750.12</b>	<b>-</b>	<b>16,182.00</b>	<b>2,245,137.28</b>

### Notes :

- (1) Interest received on LSG (including HA) 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 all interest received in previous years (see (1) above), the balance of HA and balance of Other Funds or Donations for Designated Purposes should be separately reported.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K)) for the year.

9. Analysis of Income and Expenditure by Programmed Area and Funding and Service Agreements (1-4-2024 to 31-3-2025)

	INCOME					EXPENDITURES					Surplus / (Deficit) (1) - (2)	Remarks
	Lump Sum Grant	Fee Income	Central Items	Rent and Rates	Other Income	Total Income (1)	Personal Emoluments	Other Charges	Central Items	Rent & Rates	Total Expenditures (2)	
Service Unit = 0020 (Alice Lan & Vera Shen Education Fund Limited)	436,605.29	-	10,494.00	-	-	447,099.29	-	-	-	-	-	447,099.29
Service Unit = 1204 (Gordon Pei Nursery Kindergarten)	674,334.00	-	-	-	-	674,334.00	723,426.81	32,016.90	-	-	755,443.71	(81,109.71)
Service Unit = 1204 (Gordon Pei Nursery Kindergarten - Occasional Child Care Service)	110,424.00	80.00	-	-	19.50	110,523.50	71,918.92	8,215.00	-	-	80,133.92	30,389.58
Service Unit = 1204 (Gordon Pei Nursery Kindergarten - Extended Hours Service in Child Care)	326,751.00	5,148.00	2,844.00	-	-	334,743.00	59,392.50	67,548.10	-	-	126,940.60	207,802.40
Service Unit = 1205 (Delia Pei Nursery Kindergarten)	677,804.71	-	-	-	-	677,804.71	607,686.03	29,975.30	-	-	637,661.33	40,143.38
Service Unit = 1205 (Delia Pei Nursery Kindergarten - Occasional Child Care Service)	110,286.00	224.00	-	-	39.00	110,549.00	48,036.00	3,500.00	-	-	51,536.00	59,013.00
Service Unit = 1205 (Delia Pei Nursery Kindergarten - Extended Hours Service in Child Care)	238,074.00	429.00	2,844.00	-	-	241,347.00	69,517.50	3,000.00	-	-	72,517.50	168,829.50
Sub-total	2,574,279.00	5,381.00	16,182.00	-	58.50	2,596,400.50	1,579,977.76	144,255.30	-	-	1,724,233.06	872,167.44
Interest Received	5,697.00	-	-	-	-	5,697.00	-	-	-	-	-	5,697.00
Total	2,579,976.00	5,381.00	16,182.00	-	58.50	2,602,097.50	1,579,977.76	144,255.30	-	-	1,724,233.06	877,864.44

**Schedule for Central Items**  
**Analysis of Subvention and Expenditure for the Period from 1-4-2024 to 31-3-2025**

COPY

Name of Agency : 020 ALICE LAN &amp; VERA SHEN EDUCATION FUND LIMITED

Unit Code and Name / Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1a) (a1)	Actual Expenditure (Note 2a) (a2)	Surplus (Note 3) (a) = (a1) - (a2)	Deficit for the Year			Surplus b/f (Note 5) (e)	Refund to Government (f)	Surplus c/f (Note 6) (g) = (e) + (a) - (d) - (f)
					Deficit (Note 3) (b) = (a1) - (a2)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)			
1204 - AL & VSEF - Gordon Pei Nursery	Subsidy Scheme For Extended Hours Service Users	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
1205 - AL & VSEF - Delia Pei Nursery	Time-defined Subsidy Scheme For Occasional Child Care Service	-	-	-	-	N.A.	-	-	-	-
W020 - AL & VSEF Limited	Subsidy Scheme For Extended Hours Service (EHS) Users	5,688.00	-	5,688.00	-	N.A.	-	5,689.00	5,689.00	-
6375 - AL & VSEF Limited	Time-defined Subsidy Scheme For Occasional Child Care Service	10,494.00	-	10,494.00	-	-	-	10,494.00	10,494.00	5,688.00
<b>TOTAL</b>		16,182.00	-	16,182.00	-	-	-	16,183.00	16,183.00	10,494.00
										16,182.00

**Notes :**

- 1(a). 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.
- 1(b). This amount represents any reimbursement received from the RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvented element (see Note 2(b) below).
- 2(a). 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 2(b) below, if any.
- 2(b). 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 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) 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. Allocation mode was changed to LSG in Sept 2024.
11. Allocation mode was changed to LSG in Aug 2024.



### Disclosure in NGO's Audited Financial Statements

#### Movement of the F&E Replenishment and Minor Works Block Grant Reserve

	\$	\$
Balance of Block Grant reserve brought forward from previous financial year		4,202.84
Add: Block Grant received during the year	-	
Interest income received	-	-
	<hr/>	
Less: Expenditure during the year -		
Minor Works Projects	-	
Furniture & Equipment	-	-
	<hr/>	<hr/>
		4,202.84
Contribution from NGO to cover the deficit		-
		<hr/>
Balance of Block Grant reserve carried forward to the next financial year		<u>4,202.84</u>

#### Capital Commitments

As at **31 March 2025**, there are no outstanding commitments in respect of F&E Replenishment and Minor Works Grant.