# Report on the Administration of the Fire Services Department Welfare Fund (FSDWF) for the year ended 31 March 2014

# **Income and Expenditure**

The income of the Fund for the year under report amounted to \$1,330,277, a decrease of \$355,193 compared with the previous year's total of \$1,685,470. The income was derived from the following sources:-

Fees for Firemen's Services: Fire-fighting Training Course provided to non-Fire Services members	\$	863,598
Interests on loans and fixed deposits	\$	145,671
Donations received from the general public	\$	296,339
Profit on sales of souvenirs financed by FSDWF	\$	4,669
Civil Service Award	\$ \$	20,000 1,330,277

2. Expenditure increased from last year's figure of \$937,477 to \$992,160 and was incurred mainly on the following items: -

Subsidy to welfare functions and activities organized by FSD staff members	\$	804,985
Loan written off	\$	20,890
Stock written off	\$	13,885
Shaw Run Run Scholarship awarded to the winners	\$	71,400
Grants	\$_ \$	81,000
	Ψ_	772,100

## Loans

3. One member applied for and received General Loans amounting to \$25,000 which represents a decrease of \$87,000 over the previous year in dollar terms.

# Assets and Liabilities

4. The excess of income over expenditure for the year has increased the accumulated fund from \$27,688,389 in the previous year to the present level of \$28,026,506 (each of the two figures excludes \$2,000,000 of Capital for Frederick Watson Fund and CHENG Yu-tung Fund).

# General

5. The income under the General Account has decreased by \$353,407 in the year mainly due to a decrease in fees received for fire fighting training courses as compared with last year. The expenditure has decreased by \$37,702 mainly due to a decrease in written off of stock of souvenirs. As income exceeds expenditure, there is a surplus of \$470,640 for the General Account.

# Fire Services Department Welfare Fund

Financial statements for the year ended 31 March 2014

# Report of the Director of Audit



# **Independent Audit Report**

# To the Legislative Council

I certify that I have audited the financial statements of the Fire Services Department Welfare Fund set out on pages 3 to 21, which comprise the balance sheet as at 31 March 2014, and the income and expenditure account, statement of changes in equity and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

# Director of Fire Services Incorporated's responsibility for the financial statements

The Director of Fire Services Incorporated is responsible for the preparation of financial statements that give a true and fair view in accordance with section 10(1)(b) of the Fire Services Department (Welfare Fund) Regulation (Cap. 95 sub. leg. E) and Hong Kong Financial Reporting Standards, and for such internal control as the Director of Fire Services Incorporated determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

# Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with section 11(3) of the Fire Services Department (Welfare Fund) Regulation and the Audit Commission auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Director of Fire Services Incorporated, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

# **Opinion**

In my opinion, the financial statements give a true and fair view of the financial position of the Fire Services Department Welfare Fund as at 31 March 2014, and of its financial performance and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in accordance with section 10(1)(b) of the Fire Services Department (Welfare Fund) Regulation.



Frederick T C WONG Principal Auditor for Director of Audit

12 September 2014

Audit Commission
26th Floor
Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong

# Fire Services Department Welfare Fund Balance Sheet as at 31 March 2014

	Note	2014 HK\$	2013 HK\$ (restated)
GENERAL ACCOUNT			(100,00000)
NON-CURRENT ASSETS			
General loans	3(a)	<del></del>	20,300
CURRENT ASSETS			
Stock of souvenirs		282,835	330,559
General loans	3(a)	111,550	266,487
Account receivable on special service (Lock-out)		-	3,560
Accrued bank interest		41,665	25,888
Accrued loan interest		51	332
Bank deposits	2(1-)	4,756,114	4,737,160
Cash and cash equivalents	3(b)	17,933,118	17,328,007
		23,125,333	22,691,993
CURRENT LIABILITIES			
Fees collected in advance		-	57,600
		-	57,600
NET CURRENT ASSETS		23,125,333	22,634,393
		23,125,333	22,654,693
ACCUMULATED FUND			
Accumulated surplus		23,125,333	22,654,693

	Note	2014 HK\$	2013 HK\$
WIDOWS AND DEPENDANTS SCHEME	4		
CURRENT ASSETS			
Accrued bank interest Bank deposits Cash and cash equivalents	4(a)	236 958,373 1,603 960,212	236 957,894 1,603 959,733
ACCUMULATED FUND Accumulated surplus		960,212	959,733
FREDERICK WATSON FUND CURRENT ASSETS	5		
Accrued bank interest Cash and cash equivalents	5(a)	4,559 2,590,456 2,595,015	1,705 2,663,767 2,665,472
ACCUMULATED FUND			
Capital Accumulated surplus	-	1,000,000 1,595,015	1,000,000 1,665,472
	=	2,595,015	2,665,472

	Note	2014 HK\$	2013 HK\$
CHENG YU-TUNG FUND	6		
CURRENT ASSETS			
Accrued bank interest Bank deposits Cash and cash equivalents	6(a) <u> </u>	4,473 2,696,700 6,173 2,707,346	6,365 2,685,953 6,173 2,698,491
ACCUMULATED FUND			
Capital Accumulated surplus	-	1,000,000 1,707,346	1,000,000 1,698,491
	_	2,707,346	2,698,491

	Note	2014 HK\$	2013 HK\$
SHAW RUN RUN FUND	7		
CURRENT ASSETS			
Cash and cash equivalents	7(a) _	638,600	710,000
ACCUMULATED FUND			
Accumulated surplus	=	638,600	710,000

The accompanying notes 1 to 10 form part of these financial statements.

(LAI Man-hin)
Director of Fire Services Incorporated
12 September 2014

# Fire Services Department Welfare Fund Income and Expenditure Account for the year ended 31 March 2014

	Note	2014 HK\$	2013 HK\$
GENERAL ACCOUNT			
INCOME			
Fees for firemen's services		863,598	1,456,860
Profit on sales of souvenirs		4,669	7,186
Bank interest		124,807	94,770
Loan interest	2(e)	987	1,999
Donations		296,339	102,992
Civil Service Award	_	20,000	
		1,310,400	1,663,807
EXPENDITURE			
Entertainment and social gathering		467,563	451,882
Other staff welfare		337,422	323,274
Loan written off		20,890	6,352
Stock written off	-	13,885	95,954
	-	839,760	877,462
SURPLUS FOR THE YEAR		470,640	786,345
Other comprehensive income	-	<u>-</u>	
TOTAL COMPREHENSIVE INCOME			
FOR THE YEAR	_	470,640	786,345

WIDOWS AND DEPENDANTS SCHEME	2014 HK\$	2013 HK\$
INCOME		
Bank interest	479	478
EXPENDITURE		
SURPLUS FOR THE YEAR	479	478
Other comprehensive income		
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	479	478
FREDERICK WATSON FUND		
INCOME		
Bank interest	10,543	7,905
EXPENDITURE Grants Bank services charge	81,000	15
(DEFICIT)/SURPLUS FOR THE YEAR	(70,457)	7,890
Other comprehensive income		
TOTAL COMPREHENSIVE (EXPENSE)/INCOME FOR THE YEAR	(70,457)	7,890

	2014 HK\$	2013 HK\$
CHENG YU-TUNG FUND	·	·
INCOME		
Bank interest	8,855	13,280
EXPENDITURE	<u> </u>	
SURPLUS FOR THE YEAR	8,855	13,280
Other comprehensive income		
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	8,855	13,280
	2014 HK\$	2013 HK\$
SHAW RUN RUN FUND		
INCOME	-	-
EXPENDITURE		
Scholarship	71,400	60,000
DEFICIT FOR THE YEAR	(71,400)	(60,000)
Other comprehensive income		
TOTAL COMPREHENSIVE EXPENSE FOR THE YEAR	(71,400)	(60,000)

The accompanying notes 1 to 10 form part of these financial statements.

#### Fire Services Department Welfare Fund Statement of Changes in Equity for the year ended 31 March 2014

GENERAL WIDOWS AND DEPENDANTS SCHEME

FREDERICK WATSON FUND

CHENG YU-TUNG FUND

SHAW RUN RUN FUND TOTAL

	ACCUMULATED SURPLUS HK\$	ACCUMULATED SURPLUS HK\$	CAPITAL HK\$	ACCUMULATED SURPLUS HK\$	TOTAL HK\$	CAPITAL HK\$	ACCUMULATED SURPLUS HK\$	TOTAL HK\$	ACCUMULATED SURPLUS HK\$	HK\$
Balance at 1.4.2012	21,858,748	959,255	1,000,000	1,657,582	2,657,582	1,000,000	1,685,211	2,685,211	770,000	28,930,796
Total comprehensive income/(expense) for 2012-2013		478_		7,890	7,890		13,280	13,280	(60,000)	747,993
Balance at 31.3.2013 as previously stated	22,645,093	959,733	1,000,000	1,665,472	2,665,472	1,000,000	1,698,491	2,698,491	710,000	29,678,789
Prior year adjustment (Note 2(i))	9,600									9,600
Balance at 31.3.2013 as restated	22,654,693	959,733	1,000,000	1,665,472	2,665,472	1,000,000	1,698,491	2,698,491	710,000	29,688,389
Balance at 1.4.2013 as restated	22,654,693	959,733	1,000,000	1,665,472	2,665,472	1,000,000	1,698,491	2,698,491	710,000	29,688,389
Total comprehensive income/(expense) for 2013-2014		479		(70,457)	(70,457)		8,855	8,855	(71,400)	338,117
Balance at 31.3.2014	23,125,333	960,212	1,000,000	1,595,015	2,595,015	1,000,000	1,707,346	2,707,346	638,600	30,026,506

The accompanying notes 1 to 10 form part of these financial statements.

# Fire Services Department Welfare Fund Statement of Cash Flows for the year ended 31 March 2014

	2014	2013
	HK\$	HK\$
GENERAL ACCOUNT		
Cash flows from operating activities		
Surplus for the year	470,640	786,345
Bank interest	(124,807)	(94,770)
Loan interest	(987)	(1,999)
Bad debts expenses	20,890	6,352
Decrease in stock of souvenirs	47,724	109,667
Decrease in general loans	154,550	67,166
Decrease/(Increase) in account receivable on		
special service (Lock-out)	3,560	(3,560)
(Decrease)/Increase in fees collected in advance	(57,600)	57,600
Net cash from operating activities	513,970	926,801
Cash flows from investing activities		
Bank interest received	109,030	94,293
Loan interest received	1,065	2,178
Net (increase)/decrease in bank deposits with maturity		
over three months	(18,954)	2,156,497
Net cash from investing activities	91,141	2,252,968
Net increase in cash and cash equivalents	605,111	3,179,769
Cash and cash equivalents at beginning of year	17,328,007	14,148,238
Cash and cash equivalents at end of year	17,933,118	17,328,007

WIDOWS AND DEPENDANTS SCHEME	2014 HK\$	2013 HK\$
Cash flows from operating activities		
Surplus for the year Bank interest	479 (479)	478 (478)
Net cash from operating activities		
Cash flows from investing activities		
Bank interest received  Net increase in bank deposits with maturity over	479	245
three months	(479)	(245)
Net cash from investing activities		
Net increase in cash and cash equivalents	-	-
Cash and cash equivalents at beginning of year	1,603	1,603
Cash and cash equivalents at end of year	1,603	1,603

	2014 HK\$	2013 HK\$
FREDERICK WATSON FUND		
Cash flows from operating activities		
(Deficit)/surplus for the year Bank interest	(70,457) (10,543)	7,890 (7,905)
Net cash used in operating activities	(81,000)	(15)
Cash flows from investing activities		
Bank interest received	7,689	8,009
Net cash from investing activities	7,689	8,009
Net (decrease)/increase in cash and cash equivalents	(73,311)	7,994
Cash and cash equivalents at beginning of year	2,663,767	2,655,773
Cash and cash equivalents at end of year	2,590,456	2,663,767

	2014 HK\$	2013 HK\$
CHENG YU-TUNG FUND		
Cash flows from operating activities		
Surplus for the year Bank interest	8,855 (8,855)	13,280 (13,280)
Net cash from operating activities		
Cash flows from investing activities		
Bank interest received	10,747	10,806
Net increase in bank deposits with maturity over three months	(10,747)	(10,806)
Net cash from investing activities		
Net increase in cash and cash equivalents	-	-
Cash and cash equivalents at beginning of year	6,173	6,173
Cash and cash equivalents at end of year	6,173	6,173

SHAW RUN FUND	2014 HK\$	2013 HK\$
Cash flows from operating activities		
Deficit for the year	(71,400)	(60,000)
Net cash used in operating activities	(71,400)	(60,000)
Net decrease in cash and cash equivalents	(71,400)	(60,000)
Cash and cash equivalents at beginning of year	710,000	770,000
Cash and cash equivalents at end of year	638,600	710,000

The accompanying notes 1 to 10 form part of these financial statements.

#### Fire Services Department Welfare Fund

#### **Notes to the Financial Statements**

#### 1. General

The Fire Services Department Welfare Fund (the Fund) was established for the purposes of providing and maintaining amenities for the use and enjoyment of, and making loans, grants, allowances and gifts to beneficiaries including Fire Services employees, former Fire Services employees, dependants of deceased Fire Services employees and dependants of deceased former Fire Services employees in accordance with section 19D of the Fire Services Ordinance (Cap. 95).

The address of the Fund's principal place of business is 11<sup>th</sup> Floor, Fire Services Headquarters Building, No. 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.

# 2. Significant accounting policies

# (a) Statement of compliance

The financial statements have been prepared in accordance with section 10(1)(b) of the Fire Services Department (Welfare Fund) Regulation (Cap. 95 sub. leg. E) and all applicable Hong Kong Financial Reporting Standards (HKFRSs) issued by the Hong Kong Institute of Certified Public Accountants.

# (b) Basis of preparation

The financial statements have been prepared on an accrual basis and under the historical cost convention.

The preparation of financial statements in conformity with HKFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenditure. The estimates and associated assumptions are based on experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgements about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no critical accounting judgements involved in the application of the Fund's accounting policies. There are neither key assumptions concerning the future nor other key sources of estimation uncertainty at the balance sheet date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the next year.

# (c) Adoption of new/revised HKFRSs

The Fund has adopted all new/revised HKFRSs which are effective and relevant to the Fund for the current accounting period.

The Fund has not early adopted any amendments, new standards and interpretations which are not yet effective for the current accounting period. The Fund is in the process of making an assessment of what the impact of these amendments, new standards and interpretations is expected to be in the period of initial adoption. So far, it has concluded that the adoption of them is unlikely to have a significant impact on the Fund's results of operations and financial position.

#### (d) Valuation of souvenir stock

The cost of souvenir stock is calculated on a first-in-first-out basis. Souvenir stock is stated at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated selling expenses. Obsolete stock is written off.

#### (e) Loan interest

- (i) At the discretion of the Director of Fire Services Incorporated, loans on General Account were subject to the payment of interest at the rate of 1.674% per annum from 1 April 2013 to 30 September 2013 and 1.395% per annum from 1 October 2013 to 31 March 2014 (2013: 1.674% from 1 April 2012 to 31 March 2013), calculated monthly on the balance outstanding at the end of each month until the loan was repaid in full. The interest was payable within one month after the date on which the previous instalment became payable.
- (ii) Loans on Bulk Purchase Scheme are interest-free.

# (f) Revenue recognition

- (i) Fees for firemen's services are recognised when services are provided.
- (ii) Revenue from sales of souvenirs is recognised on an accrual basis.
- (iii) Interest income from bank deposits is recognised as it accrues using the effective interest method. The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating the interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset or, when appropriate, a shorter period to the net carrying amount of the financial asset.
- (iv) Interest income from loans is recognised in accordance with the terms set out in the individual loan agreements.

## (g) Loans and receivables

Loans and receivables are stated at cost. Where the repayment of a debt becomes doubtful, a provision is made and charged to the income and expenditure account.

## (h) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of changes in value, having been within three months of maturity when acquired.

# (i) Prior year adjustment

In current year, it came to the attention of the Director of Fire Services Incorporated that souvenir stock of \$9,600 was not recorded in the prior year's financial statements due to accounting errors. As a result, the closing stock of souvenirs and the accumulated surplus as at 31 March 2013 were both understated by \$9,600. Accordingly, a prior year adjustment has been made in these financial statements and the financial impact is summarised below:

	HK\$
As at 31 March 2013	
Increase in stock	9,600
Increase in accumulated surplus	9,600

3.	Gen	neral Account	2014 HK\$	2013 HK\$
	(a)	General loans		
		Balance at beginning of year	286,787	353,953
		Add: Loans made during the year	25,000	112,000
		•	311,787	465,953
		Less: Loans repaid during the year	179,550	179,166
		Less: Loan written off during the year	20,687	-
		Balance at end of year	111,550	286,787
		Loans repayable :		
		- after 1 year (non-current assets)	-	20,300
		- within 1 year (current assets)	111,550	266,487
		•	111,550	286,787

## (b) Cash and cash equivalents

Bank deposits with original maturity within		
three months	16,706,912	14,116,836
Cash with the Director of Accounting		
Services	940,771	425,736
Cash at bank	285,435	285,435
Cheque on hand		2,500,000
	17,933,118	17,328,007

# 4. Widows and Dependants Scheme

The Scheme was created in October 1979 to make regular grants in the form of supplementary pension to the widows and dependants of Fire Services employees killed/disabled as a result of active duty at emergency incidents.

		2014 HK\$	2013 HK\$
(a)	Cash and cash equivalents		
	Cash at bank	1,603	1,603
		1,603	1,603

# 5. Frederick Watson Fund

The Fund was created in August 1983 in recognition of the services of the former Director, Mr. F. M. Watson. The interest yielded from the Fund is used for the welfare of Fire Services employees, former Fire Services employees who have retired on pension, or dependants of deceased Fire Services employees or former Fire Services employees as the Director of Fire Services Incorporated sees fit.

(a)	Cash and cash equivalents	2014 HK\$	2013 HK\$
	Bank deposits with original maturity within three months Cash at bank	2,567,791 22,665 2,590,456	2,560,102 103,665 2,663,767

## 6. **CHENG Yu-tung Fund**

The Fund was created in December 1985. The interest yielded from the Fund is used as the Director of Fire Services Incorporated sees fit in accordance with section 19D of the Fire Services Ordinance.

		2014 HK\$	2013 HK\$
(a)	Cash and cash equivalents		
	Cash at bank	6,173	6,173
		6,173	6,173

#### 7. Shaw Run Run Fund

In appreciation of the dedication and commitment of the uniformed, civilian and contract members of the Fire Services Department in their provision of firefighting, rescue and ambulance services to Hong Kong, Mr. Shaw Run Run donated an amount of HK\$1,000,000 to the Welfare Fund on 10 October 2008 as a scholarship fund for the dependants of the members of the Fire Services Department who have achieved outstanding academic results. Similarly, personal excellence through school records and involvement in extra-curricular activities or community services would also be taken into account.

(a)	Cash and cash equivalents	2014 HK\$	2013 HK\$
	Cash with the Director of Accounting Services	638,600 638,600	710,000

## 8. Capital management

The capital structure of the Fund consists of capital and accumulated surplus. The Fund's objectives when managing capital are:

- (a) to comply with the Fire Services Department (Welfare Fund) Regulation; and
- (b) to maintain a capital base for carrying out the purposes of the Fund as stated in note 1 above.

The Fund manages capital to ensure that its level is adequate to fund future issue of loans and expenditure, taking into account its projected cash flow requirements, future financial obligations and commitments.

## 9. Financial risk management

The Fund's major financial instruments include bank deposits and cash with the Director of Accounting Services. The risks associated with these financial instruments are set out below.

#### (a) Credit risk

The Fund's maximum exposure to credit risk as at the balance sheet date in relation to each class of financial assets is the carrying amount of those assets as

stated in the balance sheet. The Fund limits its exposure to credit risk by transacting with reputable banks in Hong Kong and places its surplus funds in short-term bank deposits. The credit risk in respect of cash with the Director of Accounting Services is considered minimal. For loan receivables, the Fund considers that adequate provision has been made against all amounts owing to the Fund which are known or expected to be irrecoverable.

# (b) Interest rate risk

Interest rate risk is the risk of loss arising from changes in market interest rates. This can be further classified into fair value interest rate risk and cash flow interest rate risk.

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate because of changes in market interest rates. Since the Fund's bank deposits bear interest at fixed rates, their fair value will fall when market interest rates increase. As they are stated at amortised cost, changes in market interest rates will not affect their carrying amounts and the Fund's surplus and equity.

Cash flow interest rate risk is the risk that future cash flow of a financial instrument will fluctuate because of changes in market interest rates. The Fund is not exposed to cash flow interest rate risk as it has no financial instruments bearing interest at floating rates.

The Fund's exposure to interest rate risk, based on the major interest bearing assets stated at carrying amounts at the balance sheet date and categorised by the earlier of contractual repricing dates or maturity dates, is shown below:

	2014	2013
	HK\$	HK\$
Deposits with banks		
Repricing Period -		
- up to 3 months	27,685,891	25,057,945

## (c) Liquidity risk

In the management of liquidity risk, the Fund maintains a level of cash and cash equivalents that is considered adequate to finance its operations and mitigate the effect of fluctuations in cash flows.

#### 10. Fair values of financial assets and liabilities

The fair values of the Fund's financial assets and liabilities approximate their carrying amounts at the balance sheet date.