

# **EMERGENCY RELIEF FUND**

## **ANNUAL REPORT**

**BY THE TRUSTEE**

**FOR THE YEAR ENDING**

**31 MARCH 2014**

# **Emergency Relief Fund**

## **Annual Report**

**by the Trustee**

**for the year ending**

**31 March 2014**

# **Emergency Relief Fund**

## **Annual Report by the Trustee for the Year Ending 31 March 2014**

### **The Fund**

The Emergency Relief Fund Ordinance, Chapter 1103 of the Laws of Hong Kong, provides for the establishment and administration of a trust fund known as the Emergency Relief Fund.

2. The Fund aims to provide prompt assistance to persons who are in need of urgent relief as a result of fire, flooding, tempest, landslide, typhoon or other natural disasters. Grants from the Fund are intended for relief rather than compensation.
3. The Fund consists of an annual allocation from the General Revenue and donations received from the public from time to time. It is vested in the Director of Social Welfare Incorporated as Trustee.

### **The Committee**

4. The Emergency Relief Fund Committee advises the Trustee on matters relating to the administration of the Fund. The Committee, as laid down in the Ordinance, comprises three ex-officio members and two or more non-official members appointed by the Chief Executive. Membership as at 31 March 2014 was as follows:

<b>Chairman</b>	Director of Social Welfare
-----------------	----------------------------

<b>Members</b>	Miss CHAN Chor-wa, Miranda
----------------	----------------------------

	Ms FUNG Sau-yim
--	-----------------

	Mr YEUNG Kwok-leung, Paul
--	---------------------------

	Director of Housing or his representative
--	---

	Director of Home Affairs or his representative
--	--

<b>Secretary</b>	Senior Social Security Officer (Accident Compensation), Social Welfare Department
------------------	--

5. During the year, eight committee papers were issued to members of the Committee for information or agreement. Major issues included:

- quarterly reports on payments made;
- the annual report by the Trustee for the year ending 31 March 2013;
- the revised investment policy;
- the annual revision of the payment rates; and
- the revised Emergency Relief Fund payment schedule.

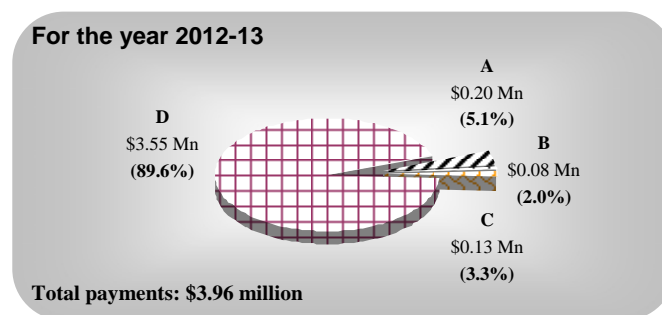
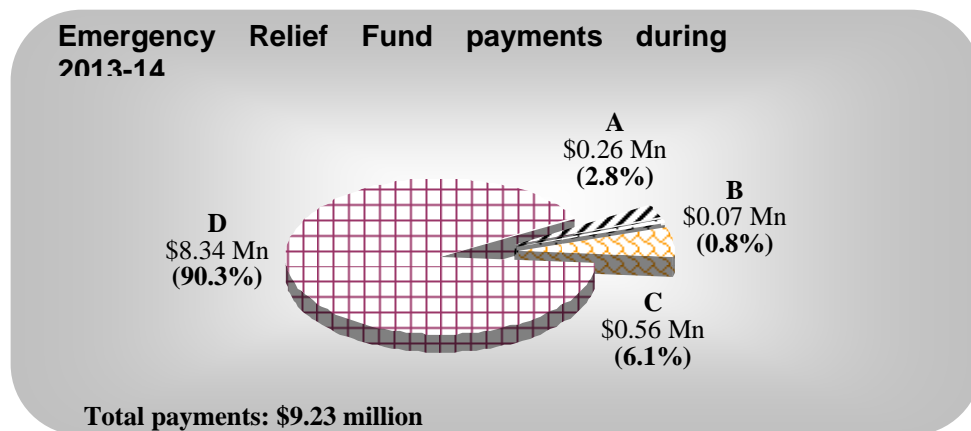
## **Payments**

6. There are five major types of grants under the Fund as detailed in Annex I of Appendix I. Payments of grants are made on the basis set out in the Emergency Relief Fund Payment Schedule, which is subject to periodic revision to reflect changes in prices and wages. The payment rates were last revised on 1 April 2013 as set out in Annex III of Appendix I.

7. The responsibility for approving grants and making payments in accordance with the Operational Guidelines set out in Appendix I is, in most cases, vested in the Agriculture, Fisheries and Conservation Department, the Marine Department, the Social Welfare Department and the Lands Department, while the Home Affairs Department is responsible for overall co-ordination at the district level.

8. As the Fund is meant for urgent relief, applications for various types of grants must be made within the respective time limits as laid down in Annex II of Appendix I.

9. During the year, payments totalling \$9.23 million were made from the Fund. A breakdown by type of grant is provided below (preceding year inset):



#### Section

- A** : Grants in respect of death or personal injury
- B** : Domestic re-accommodation, re-equipment, site formation & repair grants and grant for extensive damage to home appliances
- C** : Grants to repair or replace vessels and fishing gear
- D** : Primary producer grants
- E** : Special grants

## **Financial position**

10. Income for the year amounted to \$11.01 million, including \$10 million from the Government. On 31 March 2014, the Fund's general account stood at \$97.6 million. Details of the accounts are shown in Appendix II.

## **Acknowledgements**

11. As the Trustee of the Fund, I would like to express my appreciation for the continued support and assistance rendered by all government departments and other parties concerned. I also wish to extend my thanks to all members of the Committee for their contribution in the past year.

Ms Carol YIP Man-kuen  
Director of Social Welfare Incorporated Trustee  
Emergency Relief Fund

# Emergency Relief Fund

## Operational Guidelines

### Types of Grants

There are five types of grants: death or personal injury grants; domestic re-accommodation, re-equipment, site formation and repair grants and grant for extensive damage to home appliances; repair or replacement of vessels and fishing gear grants; primary producer grants; and special grants. A table listing the types of grants and the government departments responsible for investigation and payment is at Annex I.

### Time Limits for Application

2. An application for Emergency Relief Fund must be made within the time limits from the date of incident for the respective types of grants as specified in Annex II.

### Definitions

#### 3. Dependent Family Members

“Dependent Family Members” should include -

- (a) those family members, however distantly related, who were living under the same family roof, functioning as one household and were financially dependent on the deceased (these “dependent” members may be wage earners themselves who have been partially dependent on the deceased, e.g. a working teenage distant cousin);
- (b) those family members, usually closely related family members not living under the same family roof, who have been financially dependent on the deceased and can show this to be so (that is, remittance receipts, letters and statutory declarations, and the financial dependency must be regular);
- (c) a conceived baby of the family members in (a) and (b) at the time of the victim’s death (the baby will be included as a dependent family member only if he is subsequently born alive and survives up to the time when payment is made); and

- (d) close family members include spouse, children, parents, grandparents, unmarried brothers and sisters, step-parents, grand-children, step-children, daughters-in-law, sisters-in-law and such persons whose relationship is created by any adoption recognised as valid by the laws of Hong Kong. In all other cases of less closely related family members not living under the same family roof but having been financially dependent on the deceased, discretion may be exercised to decide whether they should be included in the assessment of assistance payable.

## **General Criteria**

4.1 To be eligible for relief from the Fund, a person must be in need to an extent which merits relief as set out in Section 4 of Chapter 1103 of the Laws of Hong Kong. The agents of the Fund must constantly bear this requirement in mind.

4.2 Grants are intended for relief rather than compensation.

4.3 Grants may be made to a person who is legally staying in Hong Kong and who appears to be in need as a result of a natural disaster such as tempest, typhoon, rainstorm, landslide and flooding, which has caused suffering or loss to an extent which merits assistance. In addition, victims of fire, house collapse, boat capsize, shipwreck, explosion, eviction from a dangerous building or building affected by a Court Order as a result of natural disaster are also eligible for assistance.

4.4 No payment will be made in respect of any occurrence resulting from a criminal act (e.g. arson) or an act of deliberate negligence (e.g. breach of marine regulations).

4.5 Eligibility criteria relating to individual government departments are set out in paragraphs 5 to 6 below. The Payment Schedule is set out in Annex III.

4.6 The level and conditions of payment should be in accordance with the Payment Schedule in effect on the day when the natural disaster occurs.

4.7 Public donations specifically given for victims of a particular incident should be disbursed exclusively to the designated victims and paid in addition to any entitlement under the Payment Schedule, regardless of the purpose of the donation.



## **Eligibility Criteria Relating to Individual Departments in respect of Sections A – D of the Payment Schedule**

### Lands Department

- 5.1
- (a) Grants for emergency relief would be payable irrespective of whether the victims have any insurance coverage. The victims may be required to repay the amount of the grants received if they subsequently recover compensation for the structures or equipment damaged from the insurance companies.
  - (b) Cases due to piling in the neighbourhood or other occurrences resulting from human acts cannot qualify for assistance. Cases where a forced eviction takes place as a result of a house or private tenement being rendered uninhabitable by a natural occurrence may qualify for assistance provided that compensation has not been provided by the landlord.
  - (c) For damaged or evacuated (either moved to rental housing, interim housing or resited) unauthorized domestic structures including unsurveyed squatter structures, only re-equipment grant is payable where there is loss of property; re-accommodation grant, site formation grant or repair grant is not payable.

### Agriculture, Fisheries and Conservation Department

- 5.2
- (a) *Farmers*
    - (1) Generally, only genuine small full-time farmers should be considered and large-scale farmers or high income farmers will not be eligible except in unusual circumstances of extreme hardship.
    - (2) Where the source of half of the income of the applicant is not farming, the application should be rejected.
    - (3) If less than one-third of the whole farm is damaged, no grant should be given unless there are exceptional circumstances.
    - (4) For mixed farms, farmers are allowed to claim grants under the appropriate enterprises but subject to one applicable maximum whichever is the highest.
    - (5) If a farmer has received or will receive a grant as a result of a previous natural disaster which happened less than 7 days ago and no significant new damage occurred in the farm, no grant should be given except in unusual circumstances of extreme hardship.

(b) *Fishermen*

- (1) Only bona fide Hong Kong fishermen, and at least 50% of whose family income comes from fishing will be considered for relief.
- (2) Applicants must be the owners of the damaged/lost vessels which were used for fishing.
- (3) The damaged/lost vessel must be the subject of a valid fishing vessel licence issued by the Marine Department.
- (4) The damage/losses must have resulted from fire, strong wind, heavy rain, thick fog or other occurrence.
- (5) Application will not be considered if the damaged/lost vessel is owned by a fish trader or fishing company except in unusual circumstances of extreme hardship.
- (6) If the damaged/lost vessel has insurance coverage, the fisherman may be required to repay the amount of the grants received if he subsequently recovers compensation from the insurer.

(c) *Pond Fish Farmers*

- (1) Only genuine small-scale fish farmers will be considered; damage suffered by commercial farming concerns and comparatively high income fish farmers will not be considered except in unusual circumstances of extreme hardship.
- (2) Where the source of half of the family income of the applicant is not fish farming, the application will be rejected.
- (3) If less than one-third of the whole fish farm is damaged, no grant should be given unless there are exceptional circumstances.

(d) *Marine Fish Farmers*

- (1) Only licensed small-scale fish farmers with at least 50% of the family income coming from marine fish culture will be considered for relief.
- (2) Regarding loss or damage to rafts or cages, only those cases involving loss or damage of at least one-third of the rafts or

cages in use will be considered for relief unless there are exceptional circumstances.

- (3) Regarding loss of fish, only those cases involving a loss of at least one-third of the total fish stock by value will be considered for relief unless there are exceptional circumstances.
- (4) For both (2) & (3) above, the amount of grant in respect of the rafts, cages or fish stock should not exceed the value of the actual losses in the respective items.
- (5) Commercial farming concerns and large-scale farms will not be considered except in unusual circumstances of extreme hardship.
- (6) If the fish stock/rafts have insurance coverage, the fish farmer may be required to repay the amount of the grants received if he subsequently recovers compensation from the insurer.

#### Marine Department (for working boats)

- 5.3
- (a) Payment will only be made to the owner of a working boat that has been certificated and licensed under the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation Cap. 548D, irrespective of whether the owner has effective insurance coverage. However, the victim may be required to repay the amount of the grants received if he subsequently recovers compensation for the damage to his working boat(s) from the insurance company.
  - (b) The licence of the working boat must be valid when the natural disaster occurs.
  - (c) The working boat must be certificated and licensed in the name of the owner in person. For avoidance of doubt, no payment will be made if the owner of the working boat is a company, unless under exceptional circumstances.
  - (d) No payment will be made to the owner of a working boat if he owns more than one working boat and only one is damaged, unless under exceptional circumstances.

#### Social Welfare Department

- 5.4
- (a) If burial expenses were paid either in full or in part by the Government (such as under the Comprehensive Social Security Assistance Scheme) or by any charitable fund, the amount of burial grant shall be reduced by the amount of such payment.

- (b) Payment of a burial grant is made to the person who is responsible for the funeral expenses or to a relative of the deceased, as considered appropriate by the Department.

### **Eligibility Criteria Relating to all Departments Concerned in respect of Section E of the Payment Schedule**

- 6.
  - (a) The level of grant stipulated under Section E of the Payment Schedule refers to the total sum of payments for an event of natural disaster and not the payment for a victim.
  - (b) Ex-gratia grants may be payable to victims of natural disasters who are not covered by the standard grants but in need of some financial assistance. Therefore, grants are only payable to victims who cannot benefit from the provisions under Sections A - D of the Payment Schedule. Ex-gratia grants should not be paid in addition to any of the entitlements as listed under Sections A - D.
  - (c) The general criteria and eligibility criteria relating to Sections A - D of the Payment Schedule (set out in paragraphs 4.1 to 5.4 above) should not be violated.

### **Payment Schedule and Administrative Procedures**

- 7. These are laid down in detail in Annexes I to III and they must be complied with accordingly.

## Emergency Relief Fund

### Types of Grants and the Departmental Officers Responsible for the Various Procedures

Type of Grants	Department Responsible for Investigation and Payment	Officer Responsible for Reporting, Verification, Test Check and Approval
<p>A. Grants in respect of death or <u>personal injury</u></p> <p>1. Burial grant</p> <p>2. Death grant</p> <p style="padding-left: 40px;">(a) Loss of the sole wage earner where there are dependants</p> <p style="padding-left: 40px;">(b) Loss of a wage earner where there are dependants and another wage earner remaining in the family</p> <p style="padding-left: 40px;">(c) Loss of a parent who was not a wage earner but there are children under 15 years of age</p> <p>3. Disability grant</p> <p>4. Injury grant</p> <p>5. Interim maintenance grant</p>	<p>Social Welfare Department</p>	<p>Reporting by Social Security Officer II/Senior Social Security Assistant/Social Security Assistant; co-ordination, supervision and recommendation by Supervisor of Social Security Field Units; approval by District Social Welfare Officer/ Senior Social Security Officer and test check by staff of the Internal Audit Section, Social Welfare Department.</p>

Type of Grants	Department Responsible for Investigation and Payment	Officer Responsible for Reporting, Verification, Test Check and Approval
<p>B. Domestic re-accommodation, re-equipment, site formation and repair grants and grant for extensive damage to home appliances *</p> <hr/> <p>1. Domestic structures rendered uninhabitable - victims moving to Housing Authority permanent rental housing or multi-storey interim housing or private housing</p> <p>2. Domestic structures rendered uninhabitable - victims resited and allowed to rebuild, or victims rebuild in situ</p> <p>3. Domestic structures damaged - victims repair in situ - structures substantially damaged/ structures not substantially damaged but warrant some assistance</p> <p>4. Domestic structures (undamaged) to be permanently evacuated - victims moving to Housing Authority permanent rental housing or multi-storey interim housing or private housing/ victims resited</p>	<p>Lands Department</p>	<p>Reporting and investigation by Clearance Officers; verification by Assistant Manager; test check and recommendation by Manager; approval by Senior Manager.</p> <p>(Note: The Clearance Unit, Lands Department is responsible for applications relating to Section B1)</p> <p>Reporting and investigation by Squatter Control Officer; verification by Assistant Manager, test check and recommendation by Manager, approval by Senior Estate Surveyor or Principal Land Executive.</p> <p>(Note: The Squatter Control Unit, Lands Department is responsible for applications relating to Section B2)</p> <p>Same as Section B2</p> <p>Same as Section B1</p>

Type of Grants	Department Responsible for Investigation and Payment	Officer Responsible for Reporting, Verification, Test Check and Approval
<p>5. Domestic structures not substantially damaged but victims suffer from damage or extensive loss to their home appliances, furniture and other personal belongings</p>	<p>In the case of dwelling vessels, investigation and verification by Marine Department and payment by Lands Department</p>	<p>Same as Section B2</p> <p>For investigation and verification in respect of dwelling vessels, by Marine Inspector II or above.</p>





Type of Grants	Department Responsible for Investigation and Payment	Officer Responsible for Reporting, Verification, Test Check and Approval
<p><b>D. <u>Primary producer grants</u></b></p> <p>1. Stock houses and farm buildings destroyed or severely damaged *</p> <p>2. Rehabilitation grants for loss of crops or livestock and fish **</p> <p>(a) vegetables and other crops</p> <p>(b) livestock</p> <p>(c) mushroom</p> <p>(d) pond fish</p> <p>(e) silting</p> <p>(f) mariculture fish</p> <p>(g) fish rafts/cages</p> <p>(h) bund damage</p>	<p>Lands Department</p> <p>Agriculture, Fisheries and Conservation Department</p>	<p>Same as Section B2</p> <p>Reporting by Field Officers or Field Assistants; verification by Field Officers; approval by Senior Field Officers or Agricultural Officers; test check by Agricultural Officers; approval of exceptional hardship cases by Senior Agricultural Officers.</p> <p>Same as (a).</p> <p>Same as (a).</p> <p>Reporting by Fisheries Supervisor I/II; verification and test check by Senior Fisheries Supervisor or Fisheries Officer and approval by Senior Fisheries Officer.</p> <p>Same as (a).</p> <p>Same as (d).</p> <p>Same as (d).</p> <p>Same as (d).</p>

Type of Grants	Department Responsible for Investigation and Payment	Officer Responsible for Reporting, Verification, Test Check and Approval
<p>E. <u>Special grants</u></p> <p>Ex-gratia grant</p>	<p>Operating department(s) concerned [The operating department has to provide details and justifications, including the total estimated amount of the ex-gratia grants, when seeking the approval of the Emergency Relief Fund Committee (where the amount is above the level of grant stipulated under Section E of the Payment Schedule) or the Director of Social Welfare for the release of the ex-gratia grant.]</p>	<p>Same as Sections A to D.</p>

### Notes

\* *Sections B & D1*

Cases due to piling in the neighbourhood or other occurrences resulting from human acts cannot qualify for assistance. Cases where a forced eviction takes place as a result of a house or a private tenement being rendered uninhabitable by a natural occurrence may qualify for assistance provided that compensation has not been provided by the landlord.

\*\* *Section D2*

The captioned grant is issued on a household basis, and hence each household can only submit one application per incident.

## Time Limits for Application for Emergency Relief Fund

Section	Type of Grants	Time Limit for Application #
A	Grants in respect of death or personal injury	6 months
B	Domestic re-accommodation, re-equipment, site formation and repair grants and grant for extensive damage to home appliances	6 months  30 working days
C	Grants to repair or replace vessels and fishing gear	30 working days
D	Primary producer grants  (i) Stock houses and farm buildings destroyed or severely damaged  (ii) Rehabilitation grants for loss of crops or livestock and fish	30 working days  7 working days
E	Special grants	According to the time limits for individual items under Sections A to D depending on the nature of the event of disaster

### Notes

# Application for the Emergency Relief Fund must be made within the respective time limit.

In reckoning the time limit for application, the day on which the incident takes place is excluded. If the last day of the time limit is a public holiday, a gale or rainstorm warning day (i.e. Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm Warning Signal is issued), the period shall include the next normal working day.

## Emergency Relief Fund Chapter 1103 of the Laws of Hong Kong Payment Schedule

(Effective from 1.4.2013)

Payment of grants included in this Payment Schedule  
is governed by the definitions and criteria set out in the Operational Guidelines

Type of Payment	Level of Grant	Condition of Grant
<b>A. Grants in respect of death or personal injury</b>		
1. Burial grant	\$12,560 per person.	If the burial expenses were paid either in full or in part by Government (such as under the Comprehensive Social Security Assistance Scheme) or by any charitable fund, the amount of grant shall be reduced by the amount of such payment.
2. Death grant		
(a) Loss of the sole wage earner where there are dependants	\$118,800 for one dependent family member plus \$9,900 for each additional dependent family member, up to a maximum of \$168,300.	If the beneficiary is an adult who is mentally unsound or found unconscious or is a minor without surviving parent or legal guardian, payments will be made on the advice of the Social Welfare Department.
(b) Loss of a wage earner where there are dependants and another wage earner remaining in the family	\$59,400 for one dependent family member plus \$9,900 for each additional dependent family member, up to a maximum of \$108,900.	
(c) Loss of a parent who was not a wage earner but there are children under 15 years of age	\$59,400 for one child under 15 plus \$9,900 for each additional child under 15, up to a maximum of \$108,900.	

Type of Payment	Level of Grant	Condition of Grant
3. Disability grant	Up to a maximum of \$142,560, abated to 2/3 for persons aged 60 and over, discounted on account of degree of disability as provided for under the Employees' Compensation Ordinance (see Assessment Table attached).	
4. Injury grant	\$601 up to a maximum of \$50,040 depending on gravity of injury (see Assessment Table attached).	<p>For cases where the injury period is 7 days or more before death -</p> <p>(a) injury grant is payable;</p> <p>(b) it is payable to the victim or to his family after his death as appropriate.</p> <p>Injury grant should cease from the date on which the victim becomes eligible for the disability grant, or upon the death of the victim.</p>
5. Interim maintenance grant	Up to \$9,900 per month for a maximum of six months (one month is regarded as 30 days) (see Assessment Table attached).	<p>In case of incapacity of a wage earner or a non-wage-earning parent where there are children under 15 years of age.</p> <p>Payment of this grant should cease upon the death of the victim.</p>

Type of Payment	Level of Grant	Condition of Grant
<p>B. Domestic re-accommodation, re-equipment, site formation and repair grants and grant for extensive damage to home appliances *</p> <hr/> <p>1. Domestic structures rendered uninhabitable</p> <p>Victims moving to Housing Authority permanent rental housing or multi-storey interim housing with improved facilities comparable in quality to permanent rental housing or private housing</p>	<p>(i) Re-equipment grant of \$1,820 for a single person, \$2,710 for a family of 2 persons, and \$900 for each additional family member where there is loss of property.</p> <p>(ii) Re-accommodation grant of -</p> <p>(a) \$4,137 for a single person;</p> <p>(b) \$9,134 for a family of 2 to 3 persons;</p> <p>(c) \$11,884 for a family of 4 to 5 persons;</p> <p>(d) \$15,091 for a family of 6 persons and above.</p>	<p>(a) An “unborn baby” which is medically certified to be not less than 16 weeks of pregnancy at the time of rehousing should be eligible for assistance under Section B of the Payment Schedule.</p> <p>(b) Grants payable under Section B of the Payment Schedule can be used for appropriate purposes at the discretion of the victims.</p>
<p>2. Domestic structures rendered uninhabitable - victims resited and allowed to rebuild, or victims rebuild in situ</p>	<p>(i) Re-equipment grant of \$1,820 for a single person, \$2,710 for a family of 2 persons, and \$900 for each additional family member where there is loss of property.</p>	<p>Same as B1</p>

Type of Payment	Level of Grant	Condition of Grant
3. Domestic structures damaged – victims repair in situ  (a) Structures substantially damaged	(ii) Re-accommodation grant of -  (a) \$5,950 for a single person;  (b) \$11,170 for a family of 2 persons;  (c) \$12,040 for a family of 3 persons;  (d) \$13,710 for a family of 4 persons;  (e) \$15,710 for a family of 5 persons;  (f) \$17,950 for a family of 6 persons and above.  (iii) Site formation grant of \$1,150 per structure.	Same as B1
	(i) Repair grant of -  (a) \$2,820 for a single person;  (b) \$5,600 for a family of 2 persons;  (c) \$6,030 for a family of 3 persons;  (d) \$6,880 for a family of 4 persons;  (e) \$7,860 for a family of 5 persons;  (f) \$9,000 for a family of 6 persons and above.	

Type of Payment	Level of Grant	Condition of Grant
<p>(b) Structures not substantially damaged, but warrant some assistance</p> <p>4. Domestic structures (undamaged) to be permanently evacuated</p> <p>(a) Victims moving to Housing Authority permanent rental housing or multi-storey interim housing with improved facilities comparable in quality to permanent rental housing or private housing</p>	<p>(ii) Re-equipment grant of \$1,820 for a single person, \$2,710 for a family of 2 persons, and \$900 for each additional family member where there is loss of property.</p> <p>Repair grant of \$3,370 per family irrespective of size.</p> <p>(i) Re-accommodation grant of -</p> <p>(a) \$4,137 for a single person;</p> <p>(b) \$9,134 for a family of 2 to 3 persons;</p> <p>(c) \$11,884 for a family of 4 to 5 persons;</p> <p>(d) \$15,091 for a family of 6 persons and above.</p> <p>(ii) Re-equipment grant of \$1,820 for a single person, \$2,710 for a family of 2 persons, and \$900 for each additional family member where there is loss of property.</p>	<p>Same as B1</p>



Type of Payment	Level of Grant	Condition of Grant
(b) Victims resited	<p>(i) Re-accommodation grant of -</p> <p>(a) \$5,950 for a single person;</p> <p>(b) \$11,170 for a family of 2 persons;</p> <p>(c) \$12,040 for a family of 3 persons;</p> <p>(d) \$13,710 for a family of 4 persons;</p> <p>(e) \$15,710 for a family of 5 persons;</p> <p>(f) \$17,950 for a family of 6 persons and above.</p> <p>(ii) Re-equipment grant of \$1,820 for a single person, \$2,710 for a family of 2 persons, and \$900 for each additional family member where there is loss of property.</p> <p>(iii) Site formation grant of \$1,150 per structure.</p>	
5. Domestic structures not substantially damaged but victims suffer from damage or extensive loss to their home appliances, furniture and other personal belongings	<p>(a) \$2,760 for a single person;</p> <p>(b) \$4,580 for a family of 2 persons;</p> <p>(c) \$5,620 for a family of 3 persons;</p> <p>(d) \$6,800 for a family of 4 persons;</p> <p>(e) \$8,030 for a family of 5 persons;</p> <p>(f) \$9,310 for a family of 6 persons and above.</p>	Same as B1

Type of Payment	Level of Grant	Condition of Grant
<p><b>C. Grants to repair or replace vessels and fishing gear</b></p> <p>1. Fishing gear or fishing or working boats lost or damaged beyond economic repair</p>	<p>(a) 50% of the cost of replacement up to a maximum of \$155,740 for non-mechanised vessels.</p> <p>(b) 50% of the cost of replacement up to a maximum of \$208,210 for mechanised vessels.</p> <p>(c) 50% of the cost of replacement up to a maximum of \$21,390 for gear lost or damaged beyond economic repair.</p>	<p>Applicants must be owners (excluding companies or fish-dealers) of the damaged/lost vessels. If the damaged/lost vessel has insurance coverage, the applicant may be required to repay the amount of the grants received if he subsequently recovers compensation from the insurer.</p>
<p>2. Fishing gear or fishing or working boats damaged but not beyond economic repair</p>	<p>(a) 50% of the cost of minimum repairs up to a maximum of \$77,870 for non-mechanised vessels.</p> <p>(b) 50% of the cost of minimum repairs up to a maximum of \$104,110 for mechanised vessels.</p> <p>(c) 50% of the cost of replacement up to a maximum of \$10,700 for gear partially damaged.</p>	<p>Same as C1</p>
<p>3. Licensed dwelling vessels</p>	<p>Total destruction same as B1</p> <p>Severe damage same as B2</p>	<p>Same as B1</p> <p>Same as B1</p>

Type of Payment	Level of Grant	Condition of Grant
<b>D. <u>Primary producer grants</u></b>		
1. Stock houses and farm buildings destroyed or severely damaged *	Assessment is to be made on the basis of 50% of cost of replacement, up to a maximum of \$24,870.	Grants only payable to those who claim or appear to earn livelihood by farming.
2. Rehabilitation grants for loss of crops or livestock and fish **	<p>(a) Vegetables and other crops - \$1,810 per dau chung (including cost of \$214 and \$378 for soil conditioner and extra labour respectively) up to a maximum of \$10,860 for 6 dau chung.</p> <p>1 dau chung is equal to 674.5m<sup>2</sup> or 7 260 ft<sup>2</sup>.</p> <p>(b) Livestock -</p> <p>(i) \$761 per pig plus \$378 cost for extra labour per farm up to a maximum of \$7,990 for 10 pigs;</p> <p>(ii) \$12 per bird plus \$378 cost for extra labour per farm up to a maximum of \$5,180 for 400 birds;</p> <p>(iii) \$9,160 per working cattle-calf/heifer to a maximum of \$9,160.</p> <p>(c) Mushroom - \$7.8 per m<sup>2</sup> of damaged bedding area plus \$378 cost for extra labour per farm up to a maximum of \$2,640.</p>	Generally, only genuine small full-time farmers adversely affected by a natural disaster could be eligible for consideration.

Type of Payment	Level of Grant	Condition of Grant
	<p>(d) Pond fish - \$1.7 per m<sup>2</sup> for cost of basic material inputs up to a maximum of \$11,460 for 6 740 m<sup>2</sup> plus \$0.1 per m<sup>2</sup> for cost of extra labour up to a maximum of \$2,360.</p> <p>(e) Silting - \$10 per cubic metre or \$2,050 per dau chung paid according to actual damage up to a maximum of \$6,150.</p> <p>(f) Mariculture fish - \$495 per m<sup>2</sup> for cost of basic material inputs up to a maximum of \$9,900 for 20 m<sup>2</sup> plus \$2.7 per m<sup>2</sup> for cost of extra labour up to a maximum of \$540.</p> <p>(g) Fish rafts/cages - 50% of the cost of minimum repairs or replacement if beyond economic repair to a maximum of - rafts : \$10,810 cages : \$3,560.</p> <p>(h) Bund damage - 50% of the cost of minimum repairs to a maximum of \$2,170.</p>	<p>If the fish stock/rafts have insurance coverage, the mariculturist may be required to repay the amount of the grants received if he subsequently recovers compensation from the insurer.</p> <p>If the fish stock/rafts have insurance coverage, the mariculturist may be required to repay the amount of the grants received if he subsequently recovers compensation from the insurer.</p>

Type of Payment	Level of Grant	Condition of Grant
<p>E. <u>Special grants</u></p> <p>Ex-gratia grant</p>	<p>Amounts above \$30,000 to be at the discretion of the Committee; others to be decided by the Trustee.</p>	

### Notes

\* *Sections B & D1*

Cases due to piling in the neighbourhood or other occurrences resulting from human acts cannot qualify for assistance. Cases where a forced eviction takes place as a result of a house or a private tenement being rendered uninhabitable by a natural occurrence may qualify for assistance provided that compensation has not been provided by the landlord.

\*\* *Section D2*

The captioned grant is issued on a household basis, and hence each household can only submit one application per incident.

## Assessment Table for Disability Grant

(For injuries sustained on or after 1.4.2013)

Loss of Earning Capacity %	Payment (\$)	Loss of Earning Capacity %	Payment (\$)
0.1	143		
0.5	713		
1	1,426	51	72,706
2	2,851	52	74,131
3	4,277	53	75,557
4	5,702	54	76,982
5	7,128	55	78,408
6	8,554	56	79,834
7	9,979	57	81,259
8	11,405	58	82,685
9	12,830	59	84,110
10	14,256	60	85,536
11	15,682	61	86,962
12	17,107	62	88,387
13	18,533	63	89,813
14	19,958	64	91,238
15	21,384	65	92,664
16	22,810	66	94,090
17	24,235	67	95,515
18	25,661	68	96,941
19	27,086	69	98,366
20	28,512	70	99,792
21	29,938	71	101,218
22	31,363	72	102,643
23	32,789	73	104,069
24	34,214	74	105,494
25	35,640	75	106,920
26	37,066	76	108,346
27	38,491	77	109,771
28	39,917	78	111,197
29	41,342	79	112,622
30	42,768	80	114,048
31	44,194	81	115,474
32	45,619	82	116,899
33	47,045	83	118,325
34	48,470	84	119,750
35	49,896	85	121,176
36	51,322	86	122,602
37	52,747	87	124,027
38	54,173	88	125,453
39	55,598	89	126,878
40	57,024	90	128,304
41	58,450	91	129,730
42	59,875	92	131,155
43	61,301	93	132,581
44	62,726	94	134,006
45	64,152	95	135,432
46	65,578	96	136,858
47	67,003	97	138,283
48	68,429	98	139,709
49	69,854	99	141,134
50	71,280	100	142,560

### Note

(a) According to percentage of a maximum of \$142,560.

(b) Abated to 2/3 for victims aged 60 and over.

## Assessment Table for Injury Grant

(For injuries sustained on or after 1.4.2013)

No. of Days of Sick Leave	Payment (\$)	No. of Days of Sick Leave	Payment (\$)	No. of Days of Sick Leave	Payment (\$)
1	601	61	19,219	121	34,759
2	1,202	62	19,478	122	35,018
3	1,803	63	19,737	123	35,277
4	2,404	64	19,996	124	35,536
5	3,005	65	20,255	125	35,795
6	3,606	66	20,514	126	36,054
7	4,207	67	20,773	127	36,313
8	4,808	68	21,032	128	36,572
9	5,409	69	21,291	129	36,831
10	6,010	70	21,550	130	37,090
11	6,269	71	21,809	131	37,349
12	6,528	72	22,068	132	37,608
13	6,787	73	22,327	133	37,867
14	7,046	74	22,586	134	38,126
15	7,305	75	22,845	135	38,385
16	7,564	76	23,104	136	38,644
17	7,823	77	23,363	137	38,903
18	8,082	78	23,622	138	39,162
19	8,341	79	23,881	139	39,421
20	8,600	80	24,140	140	39,680
21	8,859	81	24,399	141	39,939
22	9,118	82	24,658	142	40,198
23	9,377	83	24,917	143	40,457
24	9,636	84	25,176	144	40,716
25	9,895	85	25,435	145	40,975
26	10,154	86	25,694	146	41,234
27	10,413	87	25,953	147	41,493
28	10,672	88	26,212	148	41,752
29	10,931	89	26,471	149	42,011
30	11,190	90	26,730	150	42,270
31	11,449	91	26,989	151	42,529
32	11,708	92	27,248	152	42,788
33	11,967	93	27,507	153	43,047
34	12,226	94	27,766	154	43,306
35	12,485	95	28,025	155	43,565
36	12,744	96	28,284	156	43,824
37	13,003	97	28,543	157	44,083
38	13,262	98	28,802	158	44,342
39	13,521	99	29,061	159	44,601
40	13,780	100	29,320	160	44,860
41	14,039	101	29,579	161	45,119
42	14,298	102	29,838	162	45,378
43	14,557	103	30,097	163	45,637
44	14,816	104	30,356	164	45,896
45	15,075	105	30,615	165	46,155
46	15,334	106	30,874	166	46,414
47	15,593	107	31,133	167	46,673
48	15,852	108	31,392	168	46,932
49	16,111	109	31,651	169	47,191
50	16,370	110	31,910	170	47,450
51	16,629	111	32,169	171	47,709
52	16,888	112	32,428	172	47,968
53	17,147	113	32,687	173	48,227
54	17,406	114	32,946	174	48,486
55	17,665	115	33,205	175	48,745
56	17,924	116	33,464	176	49,004
57	18,183	117	33,723	177	49,263
58	18,442	118	33,982	178	49,522
59	18,701	119	34,241	179	49,781
60	18,960	120	34,500	180	50,040

### Note

- (a) \$601 is used as the base for the scale and rate of payment per day for the first 10 days.
- (b) The payment rate for the 11th day onwards is 1/170 of the difference between the maximum grant and the grant per day for the first 10 days, i.e. \$ (50,040 – 6,010) / 170 to be rounded up or down as appropriate.

### Assessment Table for Interim Maintenance Grant

(For injuries sustained on or after 1.4.2013)

No. of Days of Loss of Earnings	Scale of Payment (\$)
1	330
2	660
3	990
4	1,320
5	1,650
6	1,980
7	2,310
8	2,640
9	2,970
10	3,300
11	3,630
12	3,960
13	4,290
14	4,620
15	4,950
16	5,280
17	5,610
18	5,940
19	6,270
20	6,600
21	6,930
22	7,260
23	7,590
24	7,920
25	8,250
26	8,580
27	8,910
28	9,240
29	9,570
30	9,900



## Emergency Relief Fund

Financial Statements for the year ended 31 March 2014

# *Report of the Director of Audit*



**Audit Commission**

**The Government of the Hong Kong Special Administrative Region**

## **Independent Audit Report**

### **To the Legislative Council**

I certify that I have audited the financial statements of the Emergency Relief Fund set out on pages 3 to 11, 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 Social Welfare Incorporated's Responsibility for the Financial Statements**

The Director of Social Welfare Incorporated is responsible for the preparation of financial statements that give a true and fair view in accordance with section 10(1) of the Emergency Relief Fund Ordinance (Cap. 1103) and Hong Kong Financial Reporting Standards, and for such internal control as the Director of Social Welfare 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 10(2) of the Emergency Relief Fund Ordinance 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 Social Welfare 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 Emergency Relief 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) of the Emergency Relief Fund Ordinance.

Frederick T C WONG  
Principal Auditor  
for Director of Audit

1 September 2014

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

## Emergency Relief Fund

### Balance Sheet as at 31 March 2014

	Note	2014 HK\$	2013 HK\$
<b>CURRENT ASSETS</b>			
Interest receivable		241,412	23,701
Account receivable	3	-	-
Deposits with banks		96,232,613	94,820,690
Cash with another government department	4	20,000	20,000
Cash at bank		<u>1,099,946</u> <u>97,593,971</u>	<u>1,075,443</u> <u>95,939,834</u>
<b>Representing:</b>			
<b>ACCUMULATED FUND</b>		<u>97,593,971</u>	<u>95,939,834</u>

The accompanying notes 1 to 8 form part of these financial statements.

(Ms Carol Yip Man-kuen)  
Director of Social Welfare Incorporated  
Trustee of the Emergency Relief Fund  
1 September 2014

## Emergency Relief Fund

### Income and Expenditure Account for the year ended 31 March 2014

	<b>2014 HK\$</b>	<b>2013 HK\$</b>
<b>INCOME</b>		
Grant from the Government	10,000,000	10,000,000
Refund of grants for previous year	-	898
Interest	1,005,871	873,643
	<u>11,005,871</u>	<u>10,874,541</u>
<b>EXPENDITURE</b>		
Death and personal injury grants	(256,629)	(197,959)
Domestic re-accommodation, re-equipment, site formation and repair grants and grants for extensive damage to home appliances	(73,225)	(81,290)
Grants to repair or replace vessels and fishing gear	(556,640)	(133,130)
Primary producer grants	(8,339,338)	(3,545,059)
Provision for doubtful debt	-	(3,920)
Exchange difference	(125,902)	-
	<u>(9,351,734)</u>	<u>(3,961,358)</u>
<b>SURPLUS FOR THE YEAR</b>	1,654,137	6,913,183
Other comprehensive income	-	-
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>	<u><u>1,654,137</u></u>	<u><u>6,913,183</u></u>

The accompanying notes 1 to 8 form part of these financial statements.

## **Emergency Relief Fund**

### **Statement of Changes in Equity for the year ended 31 March 2014**

<b>ACCUMULATED FUND</b>	<b>2014 HK\$</b>	<b>2013 HK\$</b>
Balance at beginning of year	95,939,834	89,026,651
Total comprehensive income for the year	1,654,137	6,913,183
Balance at end of year	<u>97,593,971</u>	<u>95,939,834</u>

The accompanying notes 1 to 8 form part of these financial statements.

## Emergency Relief Fund

### Statement of Cash Flows for the year ended 31 March 2014

	<b>2014</b>	<b>2013</b>
	<b>HK\$</b>	<b>HK\$</b>
<b>Cash flows from operating activities</b>		
Surplus for the year	1,654,137	6,913,183
Interest income	(1,005,871)	(873,643)
Provision for doubtful debt	-	3,920
Decrease in accounts payable	-	(35,181)
Exchange difference	125,902	-
<b>Net cash from operating activities</b>	<u>774,168</u>	<u>6,008,279</u>
<b>Cash flows from investing activities</b>		
Interest received	788,160	880,428
Net increase in deposits with banks with original maturity over 3 months	(65,513,520)	-
<b>Net cash (used in)/from investing activities</b>	<u>(64,725,360)</u>	<u>880,428</u>
<b>Net (decrease)/increase in cash and cash equivalents</b>	(63,951,192)	6,888,707
<b>Cash and cash equivalents at beginning of year</b>	<u>95,916,133</u>	<u>89,027,426</u>
<b>Cash and cash equivalents at end of year</b>	<u><u>31,964,941</u></u>	<u><u>95,916,133</u></u>
<b>Analysis of the balances of cash and cash equivalents</b>		
Deposits with banks with original maturity within 3 months	30,844,995	94,820,690
Cash with another government department	20,000	20,000
Cash at bank	1,099,946	1,075,443
	<u><u>31,964,941</u></u>	<u><u>95,916,133</u></u>

The accompanying notes 1 to 8 form part of these financial statements.

# **Emergency Relief Fund**

## **Notes to the Financial Statements**

### **1. General**

The Emergency Relief Fund (the Fund) was established for the purpose of making grants and loans and providing material assistance to persons who are in need thereof as a result of fire, flood, tempest, typhoon or other occurrence which has caused suffering or loss in accordance with section 4 of the Emergency Relief Fund Ordinance (Cap. 1103).

The address of the Fund's principal place of business is Unit A-D, 8/F, China Overseas Building, 139 Hennessy Road, Wanchai, Hong Kong.

### **2. Significant accounting policies**

#### **(a) Statement of compliance**

The financial statements have been prepared in accordance with section 10(1) of the Emergency Relief Fund Ordinance 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 new 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) Revenue recognition**

- (i) Grant from the Government is recognised in the income and expenditure account when there is reasonable assurance that it will be received and that the Fund will comply with the conditions attaching to it.
- (ii) Interest income from deposits with banks 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.

**(e) Account receivable**

Account receivable is stated at cost, less provision for doubtful debt.

**(f) Cash and cash equivalents**

For the purpose of the statement of cash flows, cash and cash equivalents comprise cash on hand, deposits with banks, 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.

**(g) Foreign currency translation**

Hong Kong dollar is the currency of the primary economic environment in which the Fund operates. Foreign currency transactions during the year are translated into Hong Kong dollars at the exchange rates ruling at the transaction dates. Monetary assets and liabilities denominated in foreign currencies are translated into Hong Kong dollars at the exchange rates ruling at the balance sheet date. Exchange gains and losses are dealt with in the income and expenditure account.

### 3. Account receivable

	<b>2014</b>	<b>2013</b>
	<b>HK\$</b>	<b>HK\$</b>
Balance at 31 March	3,920	3,920
Provision for doubtful debt	(3,920)	(3,920)
	<u>-</u>	<u>-</u>

### 4. Cash with another government department

HK\$20,000 (2013: HK\$20,000), being the balance of an imprest account, was held by the Agriculture, Fisheries and Conservation Department at the balance sheet date.

### 5. Financial risk management

The Fund's major financial instruments include deposits with banks and cash with another government department. The major risks associated with these financial instruments are set out below.

#### (a) Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

The Fund's maximum exposure to credit risk 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 banks with high credit ratings in Hong Kong. The credit risk in respect of cash with another government department is considered minimal.

#### (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's exposure to cash flow interest rate risk is small as it has no major 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 maturity dates, is shown below:

	<b>Up to 3 months</b>	<b>Over 3 months to 1 year</b>	<b>Total</b>
	<b>HK\$</b>	<b>HK\$</b>	<b>HK\$</b>
<b>2014</b>			
Deposits with banks	<u>38,212,980</u>	<u>58,019,633</u>	<u>96,232,613</u>
<b>2013</b>			
Deposits with banks	<u>94,820,690</u>	<u>-</u>	<u>94,820,690</u>

**(c) Foreign currency risk**

**(i) Exposure to currency risk**

The Fund maintained net financial instruments denominated in Renminbi at a total of CNY3,451,412 (2013: Nil) at the balance sheet date. Since no foreign currency rate hedging is made by the Fund, the carrying amounts of the financial instruments in Renminbi represent the maximum exposure of the Fund to foreign currency risk in respect of Renminbi.

**(ii) Sensitivity analysis**

It was estimated that as at 31 March 2014, should the Renminbi strengthen/weaken by 5% (2013: Nil) against the Hong Kong dollar, with all other variables being held constant, the surplus of the Fund would increase/decrease by HK\$216,000 (2013: Nil).

The above sensitivity analysis has been determined assuming that the change in foreign exchange rate had occurred at the balance sheet date and for financial instruments in existence at that date. The 5% (2013: Nil) strengthening/weakening in Renminbi represents the assessment by the Fund of a reasonably possible change in foreign exchange rate over the period until the end of next year.

**(d) Liquidity risk**

In the management of liquidity risk, the Fund maintains the level of cash and cash equivalents that is considered adequate to finance its operations.

## **6. Capital management**

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

- (a) to comply with the Emergency Relief Fund Ordinance; and
- (b) to maintain a capital base for carrying out the purpose of the Fund as stated in note 1 above.

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

## **7. Cost of administration of the Fund**

The cost of administration of the Fund has been borne by the Government of the Hong Kong Special Administrative Region in accordance with section 11 of the Emergency Relief Fund Ordinance.

## **8. Fair values of financial assets and liabilities**

All financial assets and liabilities are stated in the balance sheet at amounts equal to or not materially different from their fair values.