Annual Financial Report of Social Welfare Services (Lump Sum Grant)

YAN OI TONG LIMITED

31 March 2014





Annual Financial Report of Social Welfare Services (Lump Sum Grant)

YAN OI TONG LIMITED

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Review report To the Board of Directors of Yan Oi Tong Limited

We have audited the financial statements of Yan Oi Tong Limited (the "Company") for the year ended 31 March 2014 and have issued an unqualified auditors' report thereon dated 27 October 2014.

We conducted our review of the attached Annual Financial Report on pages 2 to 9 of the Company for the year ended 31 March 2014 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Nongovernmental Organisations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the Company, on which the above audited financial statements of the Company are based.

Review conclusion

On the basis of the results of our review and having regard to the audit procedures performed by us in relation to the audit of the financial statements of the Company for the year ended 31 March 2014:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Company; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Company has not:
 - properly accounted for the receipt of Lump Sum Grant, Provident Fund and other social welfare subventions and expenditure in respect of Funding and Services Agreement activities and support services;
 - ii. kept separate Operating Income and Expenditure Account for each subvented service unit as required by the Lump Sum Grant Manual published by the Social Welfare Department of the Government of the HKSAR;
 - iii. prepared the Annual Financial Report in accordance with the format and requirements set out in the Lump Sum Grant Manual; and
 - iv. employed the staff quoted in the Provident Fund arrangements during the year ended 31 March 2014.

This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.

GA 288

Certified Public Accountants Hong Kong 27 October 2014

YAN OI TONG LIMITED

ANNUAL FINANCIAL REPORT SOCIAL WELFARE SERVICES (LUMP SUM GRANT) FOR THE YEAR ENDED 31 MARCH 2014

A.	INCOME	Notes	2014 HK\$	2013 HK\$
1	Lymna Sym Casat			
1.	Lump Sum Grant a. Lump Sum Grant (excluding	1b	65,258,137.00	62,234,146.00
	Provident Fund)	10	03,236,137.00	02,234,140.00
	b. Provident Fund	1c	6,923,252.00	6,595,106.00
2.	Special One-off Grant			-
3.	Fee Income	2	11,304,952.50	11,053,601.20
4	Central Items	3 & 9	11,319,171.50	7,523,725.00
5.	Rent and Rates	4 & 10	2,429,653.00	2,407,905.00
6.	Other Income	5	7,193,152.37	8,405,924.89
7.	Interest Received		10,923.73	36,970.66
ТО	TAL INCOME		104,439,242.10	98,257,378.75
В.	EXPENDITURE			
1.	Personal Emoluments			
	a. Salaries		66,950,249.71	64,686,599.84
	b. Provident Fund	1c	6,455,818.29	6,162,919.47
	c. Allowances			=
	Sub-total	6	73,406,068.00	70,849,519.31
2.	Other Charges	7	18,972,831.48	18,904,205.31
3.	Central Items	3 & 9	12,225,183.39	8,812,745.76
4.	Rent and Rates	4 & 10	2,325,906.28	2,124,308.84
5.	Special One-off Grant Payments		-	
ТО	TAL EXPENDITURE		106,929,989.15	100,690,779.22
C.	DEFICIT FOR THE YEAR	11	(2,490,747.05)	(2,433,400.47)

CHAIRMAN 27 October 2014 CHIEF EXECUTIVE OFFICER

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27 October 2014

1. Lump Sum Grant ("LSG")

a. Basis of preparation

The Annual Financial Report ("AFR") of Yan Oi Tong Limited (the "Comapny") 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 like depreciation, provisions and accruals have not been included in the AFR.

b. Lump Sum Grant (excluding Provident Fund("PF"))

Balance represents LSG (excluding PF) received for the year.

c. Provident Fund

Balance represents PF received and contributed during the year.

Movement of PF for the year is analysed below:

Provident Fund Contribution		Snapshot Staff	6.8% and Other Posts	Total
	Notes	(A) HK\$	(B) HK\$	HK\$
Subvention Received		4,091,872.00	2,831,380.00	6,923,252.00
Less: PF contribution paid during the year		(3,727,345.00)	(2,728,473.29)	(6,455,818.29) <note 8(a)=""></note>
Surplus for the Year (Note 8)		364,527.00	102,906.71	467,433.71
Add : Surplus b/f		3,201,721.00	3,154,339.78	6,356,060.78
Surplus c/f		3,566,248.00	3,257,246.49	6,823,494,49
	_			<note 29="" of<br="">audited financial statements of the Company ></note>

- (A) Snapshot staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000.
- (B) 6.8% and other posts represent those staffs that are employed after 1 April 2000.

PF received and contributed for staffs under the Central Items have been shown under note 3, and therefore that portion of PF is not included in above balances (LSG Circular No.1/2001).

2. Fee Income

Balance 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 Manual.

3. Central Items

Balance represents subvented service activities which are not included in LSG and are subject to their own procedures as set out in other papers and correspondence of the Social Welfare Department ("SWD") with the Company. The PF received and contributed for staff under the Central Items are separately included as part of the income and expenditure of the relevant items paragrah 3.13 of LSG Manual. The income and expenditure of each of the Central Items are as follows:

	<u>2014</u> HK\$	2013 HK\$
a. <u>Income</u>		
Care Assistants & Programme Assistants	2,115,311.00	2,011,870.00
Care Asst & Prog Asst for Eld (Permanent)	185,856.00	174,577.00
After school care programme	56,250.00	67,500.00
Programme worker	2,973,312.00	3,144,192.00
DS & ICS for Residential Care Homes for the Elderly	1,960,989.00	1,746,835.00
Three-year Subsidy Scheme for EHS (Time-limited)	74,880.00	74,880.00
Subsidy under the Home Environment Improvement Scheme for the Elderly Dementia Supplement for Day Care Centre	28,275.00	-
Training Subsidy under Training Scheme for Child Care Supervisors and	244,585.00	223,996.00
Special Child Care Workers in Pre-school Rehabilitation Services		(0,000,00
Training Subsidy Scheme for Standalone Child Care Centre(CCC),	**	60,000.00
KG-cum-CCC and Residential CCC		19,875.00
Neighbourhood Support Child Care Project (2012/13)	1,974,011.50	19,673.00
Neighbourhood Support Child Care Project (2013/14)	1,705,702.00	
Total (Note 9)	11,319,171.50	7,523,725.00
(11,515,111.50	1,023,723.00
b. Expenditure		
Care Assistants & Programme Assistants	2,169,879.95	2,312,536.00
Care Asst & Prog Asst for Eld (Permanent)	129,611.23	141,137.33
After school care programme	83,805.80	44,315.69
DS & ICS for Residential Care Homes for the Elderly	2,327,708.00	1,727,586.38
Three-year Subsidy Scheme for EHS (Time-limited)	17,550.00	13,500.00
Home Environment Improvement Scheme for the Elderly	131,141.00	574,306.50
Dementia Supplement for Day Care Centre	244,585.00	223,996.00
Training Subsidy Scheme for Child Care Supervisors and		
Special Child Care Workers in Pre-school Rehabilitation Services	29,100.00	29,375.00
Training Subsidy Scheme for Standalone Child Care Centre (CCC)		
KG-cum-CCC and Residential CCC	68,000.00	(4)
Neighbourhood Support Child Care Project (2012/13)	2,681,706.99	<u>-</u>
Neighbourhood Support Child Care Project (2013/14)	2,243,973.42	
Total (Note 9)	12,225,183.39	8,812,745.76

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 is not 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 donations received are not be included as Other Income in AFR. However, treatment of fees and charges governed under para.2.29 to 2.30 of the Manual remains unchanged (LSG Circular No.1/2001).

6. Personal Emoluments

Personal Emoluments include salary, provident fund and salary-related allowances. Number of posts with annual Personal Emoluments over \$500,000 each is analysed as follows:

Analysis of Personal Emoluments	No. of Posts	HK\$
HK\$500,001-HK\$600,000 p.a.	4	2,094,688.00
HK\$600,001-HK\$700,000 p.a.	7	4,635,210.00
HK\$700,001-HK\$800,000 p.a.	4	2,943,231.00
HK\$800,001-HK\$900,000 p.a.	1	867,028.00
HK\$900,001-HK\$1,000,000 p.a.	0	-
>HK\$1,000,000 p.a.	0	-
7. Other Charges		
Other Charges is analysed as follows:	2014 HK\$	2013 HK\$
 (a) Utilities (b) Food (c) Administrative Expenses (d) Stores and Equipment (e) Repair and Maintenance (f) Course Fee Expenses (g) Programme Expenses (h) Transportation and Travelling (i) Insurance (j) Miscellaneous Total 	2,601,926.57 4,086,576.73 3,141,445.10 177,822.30 428,390.67 3,035,919.00 4,278,119.61 663,964.82 145,545.50 413,121.18 18,972,831.48	2,478,164.34 4,265,289.29 2,894,383.87 198,291.14 345,850.50 3,007,748.00 4,470,870.47 725,427.08 135,020.97 383,159.65 18,904,205.31

8. Analysis of Reserve Fund (excluding Provident Fund)

	Analysis of Reserve Fund							
	Lump Sum	Special One-off	Rent and	Central	Total			
	Grant	Grant (SOG)	Rates	Items				
	(LSG)							
	HK\$	HK\$	HK\$	HK\$	HK\$			
Income								
Lump Sum Grant	72,181,389.00	-	-	-	72,181,389.00			
Special One-off Grant	-	· =	-	-	-			
Fee Income	11,304,952.50	1-	-	-	11,304,952.50			
Other Income	7,193,152.37	-	-	-	7,193,152.37			
Interest Received (Note (1))	10,923.73	-	-	-	10,923.73			
Rent and Rates	· ·	-	2,160,076.00	-	2,160,076.00			
Central Items		-	-	11,319,171.50	11,319,171.50			
Total Income (a)	90,690,417.60		2,160,076.00	11,319,171.50	104,169,665.10			
Expenditures								
Personal Emoluments	73,406,068.00		_	_	73,406,068.00			
Other Charges	18,972,831.48	- 1	_	_	18,972,831.48			
Rent and Rates		_	2,325,906.28	_	2,325,906.28			
Central Items	_	- 1	-	12,225,183.39	12,225,183.39			
Special One-off Grant Payments	_	-	-	-	-			
Total Expenditure (Note A) (b)	92,378,899.48	-	2,325,906.28	12,225,183.39	106,929,989.15			
Surplus/(Deficit) for the Year (a)-(b)	(1,688,481.88)		(165,830.28)	(906,011.89)	(2,760,324.05)			
Less: Surplus of Provident Fund (note 1b)	467,433.71	-	-	-	467,433.71			
Total surplus/(deficit)	(2,155,915.59)	-	(165,830.28)	(906,011.89)	(3,227,757.76)			
2012/13 Rent & rates subvention released during the year for receivable related to prior years' rent & rates	-	-	269,577.00	-	-			
Surplus b/f	1,497,738.42	•	(768,273.35)	813,596.46	1,543,061.53			
(Deficit) c/f (Note B)	(658,177.17)	-	(664,526.63)	(92,415.43)	(1,415,119.23)			

Notes: (A) Total Expenditure of LSG excluding PF contribution

= \$92,378,899.48 - \$6,455,818.29 (Note 1c)

= \$85,923,081.19

HK\$

(B) Total Surplus c/f of LSG and interest received (Note B) (658,177.71)

Rounding difference (0.83)

Total Surplus c/f of LSG and interest received as per Note 29 of Audited F/S of the Company (658,178.54)

Central Items

Analysis of Subvention and Expenditure for the period from 1 April 2013 to 31 March 2014

							Deficit for the year	ı		[
Ref.	Unit code and name	Subvented Element	Subvention Released	Actual Expenditure	Surplus	Deficit	Deficit transferred to LSG	Adjusted Deficit	Refund to/	6 1 146	
COT.	(Note G)	Subvened Element	(Note A)	(Note B)	(Note C)	(Note C)	(Note D)	Dencit	(from) SWD	Surplus b/f (Note E)	Surplus c/f (Note F)
					(a)	(b)	(c)	(d) = (b) - (c)	(c)	(d)	(e)=(d)+(a)-(b)-(c)
			HK\$	HK\$	HK\$	HK\$			HK\$	HKS	HK\$
910	3229	After school care programme	56,250.00	83,805.80	-	27,555.80		27,555.80	121	1,013,704.00	986,148.20
920	6403	Care Asst & Prog Asst for Eld (Permanent)	185,856.00	129,611.23	56,244.77	-	-		140	(328,604.62)	(272,359.85
56		Peer counsellors (Time-limited)		-	-	-			-	(1,184.25)	(1,184.2
)30	5663	Infirmary Care Supplement for Residential Elderly Services	1,622.397.00	2,005,248.90		382,851.90		382,851.90	-	(284,073.89)	(666,925.79
930	5664	Dementia Supplement for Residential Elderly Services	338,592.00	322,459.10	16,132.90	. 20	-	-	-	71,357.51	87,490.41
932	6800	Lung siu Nga Day Care Centre for the Elderly (DS)	244,585.00	244,585.00	2	- 2	-		-		
940	5917	Lau Wong Fat Nursery -Three-year Subsidy Scheme for EHS (Time-limited)	18,720.00	4,387.50	14,332.50	10.			3-	26,165.00	40,497.50
940	5918	Tin Ka Ping Nursery -Three-year Subsidy Scheme for EHS (Time-limited)	18,720.00	4,387.50	14,332.50	. 4	-		-	24,615.00	38,947.50
940	5919	Mrs Augusta Cheung Nursery -Three-year Subsidy Scheme for EHS (Time-limited)	18,720.00	4,387.50	14,332.50		1-0		(*)	34,065.00	48,397.50
940	5920	Tin Yiu Nursery -Three-year Subsidy Scheme for EHS (Time-limited)	18,720.00	4,387.50	14,332.50		15.0		10 m2	28,665.00	42,997.50
941	6374	Subsidy Scheme for Occasional Child Care Service (Time-defined 31/3/2014)		-	-	el .	-	-	-	19,875.00	19,875.00
156		Care Assistants, Programme Assistants, Peer Counsellors & Youth Ambassadors (2007-08)	•			7.	101		-	56,931.00	56,931.00
156	824S	Care Assistants/Programme Assistants (2009-10)			-	-	-	-	-	(28,099,39)	(28,099.39
56	824S	Care Assistants/Programme Assistants (2010-11)		-		•	-		-		
920	824S	Care Assistants/Programme Assistants (2011-12)		-	-	2	-	-	-	226,732,40	226,732.40
920	824S	Care Assistants/Programme Assistants (2012-13)	2	-	-	2		-	2	(300,666.00)	(300,666.00
920	824S	Care Assistants/Programme Assistants (2013-14)	2.115,311.00	2,169,879.95	-	54,568.95	-	54,568.95	-	-	(54,568.95
921	824P	Programme Worker posts extended (1.4.2011 - 31,3.2014)	2,973,312.00	2,098,122.00	875,190.00	2	-			(971,554.21)	(96,364.21
931		Subsidy under the Home Environment Improvement Scheme for the Elderly	28.275.00	131,141.00		102,866.00		102,866.00	=	1,026,921.91	924,055.91
932		Dementia Supplement for Day Care Centre	•	*	-	-	-		=		2
950	6048	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-echool Rehabilitation Services	×	29,100.00	-	29,100.00	-	29,100.00	÷	103,090.00	73,990.00
951		Training Subsidy Scheme for Standalone Child Care Centre(CCC), KG-cum-CCC and Residential CCC	8	68,000.00	5	68,000.00	-	68,000.00	ą	95,657.00	27,657.01
310		Neighbourhood Support Child Care Project (2012/13)	1,974,011.50	2,681,706.99	-	707,695.49		707,695.49	¥	-	(707,695.49
310		Neighbourhood Support Child Care Project (2013/14)	1,705,702.00	2,243,973.42	-	538,271.42	-2	538,271.42	Ü		(538,271.4
OTAL			11,319,171.50 (Note 3)	12,225,183.39 (Note 3)	1,004,897.67	1,910,909.56		1,910,909.56	5	813,596.46	(92,415.4

Notes: (A) (B) (C) (D)

The figures for the whole financial year can be extracted from the paylist for March (Final) of the financial year.

Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.

Surplus/Deficit for each element respresents the difference between subvention released and actual expenditure.

Deficit i.r.o. the following central items arising from salary adjustment can be transferred to the Lump Sum Grant Reserve as stated in our letter (23) in SWD/S/104/2 Pt.4 dated 16 July 2008.

(i) Dementia Supplement for Elderly with Disabilities

(ii) Infirmary Care Supplement for Residential Elderly Services

(iv) Infirmary Care Supplement for Residential Elderly Services

(v) Programme Assistants(PA) / Care Assistants (CA) allocated vide our letter re. (17) in SWD/S/203/1 Pt.8 dated 17 March 2007

"Surplus forward (c/f)" means surplus, if any, arising from operations in previous years.

"Surplus carried forwared (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.

Unit codes and names assigned by SWD should be filled. if available.

As the above schedule may not be exhausive in content, any relevant details in respect of central items released and / or expended during the year may also be included, where appropriate.

⁽E)

⁽F) (G) (H)

Schedule for Rent and Rates Analysis of Subvention and Expenditure for the period from 1 April 2013 to 31 March 2014

.ef	f Unit code and name		Subvented Element	Total Subvention Released during the year	Subvention Released for prior years	Subvention Released for current year	Actual Expenditure	Surplus for the year	Deficit for the year
				(Note I) (A)	(B)	(C) = (A) - (B)	(D)	(Note II) (E) = (C) - (D) if	(Note II) (F) = (C) - (D) if
				HK\$	HK\$	HK\$	HK\$	(C) - (D) > 0) HK\$	(C) - (D) < 0) HK\$
110	5625	YOT COMMUNITY CENTRE	Rent (Note III)	22,628.00	-	22,628.00	26,127.36	2	(3,499.36
			Rates	37,714.00	-	37,714.00	42,573.60	-	(4,859.60
			Total	60,342.00	-	60,342.00	68,700.96	-	(8,358.96
120	5647	YOT TIN KA PING INTEGRATED C&Y SERVICES CENTRE	Rent (Note III)	-	-		-	-	
			Rates	38,955.00		38,955.00	46,680.32	-	(7,725.32
			Total	38,955.00	-	38,955.00	46,680.32	-	(7,725.32
130	5620	YOT TSC RURAL COMMUNITY SERVICES CTR. NLCDP	Rent (Note III)	84,000.00	-	84,000.00	92,000.00	-	(8,000.00
- 1			Rates	3,600.00	-	3,600.00	-	3,600.00	
			Total	87,600.00	-	87,600.00	92,000.00	3,600.00	(8,000.00
210	5630	YOT WOO CHUNG DISTRICT ELDERLY COMMUNITY CENTRE	Rent (Note III)	6,287.00	-	6,287.00	6,902.76	-	(615.76
			Rates	10,478.00	-	10,478.00	11,247.84	-	(769.84
			Total	16,765.00	-	16,765.00	18,150.60		(1,385.60
310	5635	YOT YUEN MUN LIONS CLUB INTEGRATED HOME CARE SERVICE CENTRE	Rent (Note III)	76,356.00	-	76,356.00	84,060.00	-	(7,704 00
- 1			Rates	6,060.00	-	6,060.00	1,800.00	4,260.00	-
			Total	82,416.00	-	82,416.00	85,860.00	4,260.00	(7,704.00
340	5631	YOT TIN KA PING YUEN LONG INTEGRATED HOME CARE SERVICE CTR.	Rent (Note III)	24,000.00		24,000.00	4,800.00	19,200.00	
			Rates	13,950.00	-	13,950.00	22,200.00	-	(8,250.00
			Total	37,950.00	-	37,950.00	27,000.00	19,200.00	(8,250.00
350	5622	YOT TIN KA PING TUEN MUN INTEGRATED HOME CARE SERVICE CENTRE	Rent (Note III)	554,636.00	20,762.00	533,874.00	626,220.00		(92,346.00
- 1			Rates	70,800.00	-	70,800.00	16,800.00	54,000.00	-
			Total	625,436.00	20,762.00	604,674.00	643,020.00	54,000.00	(92,346.00
320	5627	YOT TIN KA PING HOME HELP SERVICE CTR.	Rent (Note III)	109,500.00	2,880.00	106,620.00	112,560.00	-	(5,940.00
			Rates	18,600.00	-	18,600.00	22,500.00		(3,900.00
			Total	128,100.00	2,880.00	125,220.00	135,060.00	-	(9,840.00
330	5626	YOT PANG HUNG CHEUNG YUEN LONG INTEGRATED HOME CARE SERVICE CTR.	Rent (Note III)	94,380.00	-	94,380.00	78,204.00	16,176.00	
			Rates	6,300.00	-	6,300.00	2,550.00	3,750.00	-
- 1			Total	100,680.00	-	100,680.00	80,754.00	19,926.00	-
360	5662	YOT LUNG SIU NGA DAY CARE CENTRE FOR THE ELDERLY	Rent (Note III)	248,040.00	1,680.00	246,360.00	210,504.00	35,856.00	-
			Rates	15,600.00		15,600.00	15,300.00	300.00	
			Total	263,640.00	1,680.00	261,960.00	225,804.00	36,156.00	
230, 240,	5921	NEIGHBOURHOOD ELDERLY CENTRE	Rent (Note III)	942,459.00	247,8 : 9 00	694,640.00	849,144.00	-	(154,504.00
250,			Rates	45,310.00	(3,564 00)	48,874,00	53,732.40		(4,858.40
260			Total	987,769.00	244,255.00	743,514.00	902,876.40		(159,362.40
					211,222.00		202,070.70		(139,302.40
		' 	0 17 1	2 420 662 00	269,577.00	2,160,076.00	2,325,906.28 Net denote of rent	127.140.00	
			Grand Total:	2,429,653.00	209,377.00	2,160,076.00	Z,3Z3.9U6./X	137,142.00	(302,972.28

Notes

The figures are to be extracted from the paylist for March plus subvention released in late March of the financial year.

Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.

Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent. (II) (III)

11. Surplus adjustment

Reconciliation from audited financial statements to annual financial report

to annual financial report		
•	2014	2013
Deficit as per audited F/S note 29 of the Company	(1,244,780.14)	(2,833,703.80)
Program classified under educational services in audited F/S Deficit of Neightbourhood Support Child Care Project (2012/13) Deficit of Neightbourhood Support Child Care Project (2013/14)	(707,695.49) (538,271.42)	-
Add: Refund to(from) SWD in respect of prior years	Ξ.	400,303.33
Deficit as per AFR	(2,490,747.05)	(2,433,400.47)

12. Schedule for Investment Analysis of Investment as at 31 March 2014

Agency:	Yan	Oi Tong Limited		
			Year 2014 HK\$'000	Year 2013 HK\$'000
LSG Reserve as a	at 31 N	March	(658)	1,498
Represented by:				
	Inv	estments		
	a.	HKD Bank Account Balances	-	-
	b.	HKD 24-hour Call Deposits	-	
	c.	HKD Fixed Deposits	•	1,498
	d.	HKD Certificated of Deposits	-	
	e.	HKD Bonds	-	2 -
			-	1,498

Note: As the amount of LSG Reserve as at 31 March 2014 is negative, no investment was made.