平等機會委員會 截至二零一四年 三月三十一日止 財政年度的財務報表

獨立核數師報告 致平等機會委員會管治委員會 成員

(依據《性別歧視條例》在香港成立)

本核數師(以下簡稱「我們」)已審核列載於第107至第135頁平等機會委員會(「委員會」)的財務報表,此財務報表包括於二零一四年三月三十一日的資產負債表,截至該日止年度的收支結算表、全面收益表、資金變動表和現金流量表以及主要會計政策概要及其他附註解釋資料。

委員會就財務報表須承擔的 責任

委員會須負責根據香港會計師公會頒佈 的《香港財務報告準則》編製財務報表, 以令財務報表作出真實而公平的反映及 落實其認為編製財務報表所必要的內部 控制,以使財務報表不存在由於欺詐或 錯誤而導致的重大錯誤陳述。

核數師的責任

我們的責任是根據我們的審計對該等財務報表作出意見。我們是按照雙方同意的受聘條款,僅向委員會報告。除此之外,我們的報告不可用作其他用途。我們概不就本報告的內容,對任何其他人士負責或承擔法律責任。

我們已根據香港會計師公會頒佈的《香港審計準則》進行審計。該等準則要求我們遵守道德規範,並規劃及執行審計,以合理確定財務報表是否不存在任何重大錯誤陳述。

Equal Opportunities Commission Financial Statements for the year ended 31 March 2014

Independent auditor's report to the Commission Members of Equal Opportunities Commission

(Established in Hong Kong pursuant to the Sex Discrimination Ordinance)

We have audited the financial statements of Equal Opportunities Commission ("the Commission") set out on pages 107 to 135, which comprise the statement of assets and liabilities as at 31 March 2014, the statement of income and expenditure, statement of comprehensive income, statement of changes in funds and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information.

The Commission's responsibility for the financial statements

The Commission is responsible for the preparation of financial statements that give a true and fair view in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants and for such internal control as the Commission 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

Our responsibility is to express an opinion on these financial statements based on our audit. This report is made solely to you, as a body, in accordance with our agreed terms of engagement, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

我們相信,我們所獲得的審計憑證能充 足和適當地為我們的審計意見提供基礎。

意見

我們認為,該等財務報表已根據《香港財務報告準則》真實而公平地反映委員會於 二零一四年三月三十一日的事務狀況及 截至該日止年度的虧損及現金流量。 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 judgement, 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 the 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 Commission, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the Commission's affairs as at 31 March 2014 and of its deficit and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards.

畢馬威會計師事務所

執業會計師 香港中環 遮打道10號 太子大廈8樓 二零一四年九月十一日

KPMG

Certified Public Accountants 8th Floor, Prince's Building 10 Chater Road Central, Hong Kong 11 September 2014

收支結算表 截至二零一四年 三月三十一日止 財政年度

(所有數額均以港元為單位)

Statement of income and expenditure for the year ended 31 March 2014

(Expressed in Hong Kong dollars)

		附註 Note	2014	2013
收入	Income			
政府補助	Government subventions	3	94,631,325	95,436,630
法律訴訟費用的補償	Reimbursement of costs from legal litigation		_	1,490
其他收入	Other income		2,644,130	2,206,242
			97,275,455	97,644,362
支出	Expenditure			
職員薪酬	Staff salaries		57,339,189	49,531,051
職員約滿酬金、其他福利 及津貼	Staff gratuity, other benefits and allowances		19,372,102	17,481,997
強積金供款	Mandatory provident fund		19,372,102	17,401,997
	contributions		1,317,175	1,121,488
未使用年假的準備之增長	Increase in provision for unutilised annual leave		F7F 007	255 122
法律費用	Legal fees		575,087 1,273,340	255,123 911,931
宣傳及公眾教育支出	Publicity and public education		1,273,340	311,331
	expenses		4,203,005	10,822,355
研究計劃	Research projects		797,826	976,940
涉及辦公室物業的營運	Operating lease rentals in			
租賃租金	respect of office premises		12,096,794	12,112,862
折舊	Depreciation	4	833,774	720,673
職員本地及外訪、會議	Staff local and overseas visits,			
及培訓	conferences and training		669,292	555,090
核數師酬金	Auditor's remuneration		92,400	87,950
其他經營費用	Other operating expenses		2,676,870	2,698,848
			101,246,854	97,276,308
財政年度(虧損)/盈餘	(Deficit)/surplus for the year	10	(3,971,399)	368,054

第112至135頁之附註為本財務報表的一部分。

The notes on pages 112 to 135 form part of these financial statements.

全面收益表 截至二零一四年 三月三十一日止 財政年度

(所有數額均以港元為單位)

委員會於任一所呈列的年度期間,除「財政年度(虧損)/盈餘」以外便沒有全面收益的組成項目。因此,委員會於兩個年度期間均沒有分開呈列全面收益表,委員會的「全面收入總額」和「財政年度(虧損)/盈餘」相同。

Statement of comprehensive income for the year ended 31 March 2014

(Expressed in Hong Kong dollars)

The Commission had no components of comprehensive income other than "(deficit)/surplus for the year" in either of the years presented. Accordingly, no separate statement of comprehensive income is presented as the Commission's "total comprehensive income" was the same as the "(deficit)/surplus for the year" in both years.

(所有數額均以港元為單位)

Statement of assets and liabilities as at 31 March 2014

(Expressed in Hong Kong dollars)

		附註 Note	2014	2013
資產	ASSETS			
非流動資產	Non-current asset			
物業、機器及設備	Property, plant and equipment	4	776,879	1,347,560
流動資產	Current assets			
應收政府的未使用 年假補助	Unutilised annual leave subventions receivable from the Government		3,379,887	2,804,800
其他應收帳款、按金 及預付款項	Other receivables, deposits and prepayments	5	4,119,704	5,373,041
存款期超過3個月的	Bank deposits with original	J	, ,	, ,
銀行存款 現金及現金等價物	maturity over three months Cash and cash equivalents	6	21,216,938 25,523,903	21,000,000 21,626,623
<u> </u>	casii ana casii cquivaicine	-	54,240,432	50,804,464
總資產	Total assets	=	55,017,311	52,152,024
負債	LIABILITIES		33,017,311	32,132,024
非流動負債	Non-current liabilities			
職員約滿酬金的準備預收政府補助	Provision for staff gratuity Government subventions	7	4,999,384	7,879,168
327 0727(113 1113-73	received in advance	3	1,190,820	3,444,242
			6,190,204	11,323,410
流動負債	Current liabilities	_		
職員約滿酬金的準備 未使用年假的準備	Provision for staff gratuity Provision for unutilised annual	7	11,408,411	2,391,539
預收政府補助	leave Government subventions		3,379,887	2,804,800
	received in advance	3	9,999,405	7,603,221
其他應付帳項及應計費用	Other payables and accruals	8	5,245,540	5,263,791
		=	30,033,243	18,063,351
總負債	Total liabilities	_	36,223,447	29,386,761
基金	FUNDS			
儲備	Reserves	10	18,793,864	22,765,263
總基金	Total funds		18,793,864	22,765,263
總基金及負債	Total funds and liabilities		55,017,311	52,152,024

授權公布本財務報表。

於2014年9月11日批准並 Approved and authorised for issue on 11 September 2014 by

周一嶽醫生 Dr York CHOW Yat-ngok

委員會主席 Chairperson of the Commission

趙麗娟女士 Ms Susanna CHIU Lai-kuen 行政及財務專責小組召集人 Convenor of the Administration and Finance Committee

鄧伊珊小姐 **Miss Kerrie TENG** 會計師 Accountant

第112至135頁之附註為本財務報表的一 部分。

The notes on pages 112 to 135 form part of these financial statements.

資金變動表 截至二零一四年 三月三十一日止 財政年度

(所有數額均以港元為單位)

Statement of changes in funds for the year ended 31 March 2014

(Expressed in Hong Kong dollars)

検2012年4月1日之結餘 Balance at 1 April 2012 - 22,397,209 22,397,209 2012/2013年度 資金變動: 2012/2013: Surplus and total comprehensive income for the year (368,054) 368,054 - 368,0			收支結算表 Statement of income and expenditure	儲備 Reserves	總數 Total
2012/2013年度 資金變動:					
資金變動:2012/2013:財政年度盈餘及全面 收入總額 轉撥Surplus and total comprehensive income for the year Transfer368,054 (368,054)—368,054 368,054—於2013年3月31日及 2013年4月1日之結餘Balance at 31 March 2013 and 1 April 2013—22,765,26322,765,2632013/2014年度 資金變動:Changes in funds for 2013/2014: 資金變動:Update: (3,971,399) (3,971,399)—(3,971,399) (3,971,399)轉撥Deficit and total comprehensive income for the year Transfer(3,971,399) (3,971,399)—(3,971,399) (3,971,399)	於2012年4月1日之結餘	Balance at 1 April 2012	_	22,397,209	22,397,209
收入總額轉撥income for the year Transfer368,054 (368,054)—368,054 368,054—於2013年3月31日及 2013年4月1日之結餘Balance at 31 March 2013 and 1 April 2013—22,765,26322,765,2632013/2014年度 資金變動:Changes in funds for 2013/2014: income for the year income for the year—(3,971,399) (3,971,399)—(3,971,399) (3,971,399)轉撥Transfer3,971,399 (3,971,399)—		<u> </u>			
2013年4月1日之結餘and 1 April 2013— 22,765,26322,765,2632013/2014年度 資金變動:Changes in funds for 2013/2014:財政年度虧損及全面 收入總額 income for the year income for the year (3,971,399)— (3,971,399)轉撥Transfer3,971,399(3,971,399)—	收入總額	income for the year	· · · · · · · · · · · · · · · · · · ·	- 368,054	368,054 -
資金變動: Deficit and total comprehensive w入總額 income for the year income for the year (3,971,399) (3,971,399) - (3,9			-	22,765,263	22,765,263
收入總額 income for the year (3,971,399) - (3,971,399) 轉撥 Transfer 3,971,399 -		Changes in funds for 2013/2014:			
於 2014年3月31日之結餘 Balance at 31 March 2014 – 18,793,864 18,793,864	收入總額	income for the year		(3,971,399)	(3,971,399)
	於2014年3月31日之結餘	Balance at 31 March 2014	_	18,793,864	18,793,864

現金流量表 截至二零一四年 三月三十一日止 財政年度

(所有數額均以港元為單位)

Cash flow statement for the year ended 31 March 2014

(Expressed in Hong Kong dollars)

		附註 Note	2014	2013
營運活動	Operating activities			
財政年度(虧損)/盈餘	(Deficit)/surplus for the year		(3,971,399)	368,054
調整: 折舊 利息收入	Adjustments for: Depreciation Interest income		833,774 (388,628)	720,673 (563,072)
營運資金變動前 經營(虧損)/盈餘	Operating (deficit)/surplus before changes in working capital		(3,526,253)	525,655
應收政府的未使用年假補助 之增加 其他應收帳款、按金及預付	Increase in unutilised annual leave subventions receivable from the Government Decrease/(increase) in other		(575,087)	(255,123)
款項之減少/(増加)	receivables, deposits and prepayments (Decrease)/increase in other		1,265,501	(880,693)
其他應付帳項及應計費用之 (減少)/增加 職員約滿酬金的準備之增加	payables and accruals Increase in provision for staff		(192,111)	850,702
	gratuity		6,137,088	2,322,084
未使用年假的準備之增加	Increase in provision for unutilised annual leave		575,087	255,123
預收政府補助之 增加/(減少)	Increase/(decrease) in Government subventions received in advance		142,762	(1,838,507)
營運所得的現金淨額	Net cash generated from operating activities		3,826,987	979,241
投資活動	Investing activities			
已收利息 存放存款期超過3個月的 銀行存款	Interest received Placement of bank deposits with original maturity over three		376,464	609,163
支用存款期超過3個月的 銀行存款	months Release of bank deposits with		(21,216,938)	(21,000,000)
	original maturity over three months		21,000,000	23,301,664
購置物業、機器及設備	Payment for the purchase of property, plant and equipment		(89,233)	(408,226)
投資活動所產生之現金淨額	Net cash generated from investing activities		70,293	2,502,601
現金及現金等價物之增加	Increase in cash and cash equivalents		3,897,280	3,481,842
年初之現金及現金等價物	Cash and cash equivalents at beginning of the year		21,626,623	18,144,781
年末之現金及現金等價物	Cash and cash equivalents at end of the year	6	25,523,903	21,626,623

第112至135頁之附註為本財務報表的一部分。

The notes on pages 112 to 135 form part of these financial statements.

財務報表附註

(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

1 背景

委員會是按法例在香港成立,辦事 處註冊地址為香港太古城太古灣道 14號太古城中心三座19樓。

2 主要會計政策

(a) 遵例聲明

本財務報表乃根據香港會計師公會頒佈所有適用的《香港財務報告準則》(此統稱包括適用的個別《香港財務報告準則》、《香港會計準則》及詮釋),以及香港公認會計原則而編製。委員會採納的主要會計政策概述如下。

Background

Equal Opportunities Commission ("the Commission") is a statutory body set up in 1996 to implement the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. The Commission works towards the elimination of discrimination on the grounds of sex, marital status, pregnancy, disability, family status and race. The Commission also aims to eliminate sexual harassment, and harassment and vilification on the grounds of disability and race, and promote equality of opportunities between men and women, between persons with and without a disability and irrespective of family status and race.

The Commission is established by statute in Hong Kong. The address of its registered office is 19/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

Significant accounting policies

(a) Statement of compliance

These financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards ("HKFRSs"), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards ("HKASs") and Interpretations issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and accounting principles generally accepted in Hong Kong. A summary of the significant accounting policies adopted by the Commission is set out below.

2 主要會計政策(續)

(a) 遵例聲明(續)

香港會計師公會已頒佈數項新增及經修訂的《香港財務報告準則》,並於本年度委員會計期間首次生效。採納該新訂及修訂的財務報告準則則對發員會的財務報表未有重大影響。委員會於本會計期間並無採用任何尚未生效的新訂準則或詮釋(參見附註16)。

(b) 財務報表編製基準

本財務報表是以歷史成本作為計量基準而編製的。

管理層會不斷修訂各項估計及 相關假設。如果會計估計的修 訂僅影響某一期間,則該修訂 會在該期間內確認入帳,或如 果會計估計的修訂同時影響由 前及未來期間,則該修訂會在 修訂期間及未來期間內確認入 帳。

Significant accounting policies (continued)

(a) Statement of compliance (continued)

The HKICPA has issued certain new and revised HKFRSs that are first effective for the current accounting period of the Commission. The adoption of these new and revised HKFRSs did not have material impact on the Commission's financial statements and the Commission has not applied any new standard or interpretation that is not yet effective for the current accounting period (see note 16).

(b) Basis of preparation of the financial statements

The measurement basis used in the preparation of the financial statements is the historical cost basis.

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 historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about 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.

財務報表附註

(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 主要會計政策(續)

(c) 物業、機器及設備與折舊

物業、機器及設備是以成本減去累計折舊及減值虧損後列 帳。

折舊是在扣減物業、機器及設備的預計剩餘價值(如有)後,按預計可用年限以直線法沖銷 其成本,計算方法如下:

一租賃物業	租賃期或六年
裝修	(以較短者準)

一辦公室傢俬 分別為五年 及設備 及三年

- 汽車 七年

-電腦軟件 三年

-電腦硬件 四年

六年

一即時傳譯及

擴音系統

資產的可使用年限及其剩餘價 值(如有)會每年檢討。

Significant accounting policies (continued)

(c) Property, plant and equipment and depreciation

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses.

Depreciation is calculated to write off the cost of items of property, plant and equipment, less their estimated residual value, if any, using the straight-line method over their estimated useful lives as follows:

 Leasehold improvements 	The shorter of the lease term
	and 6 years

Office furniture and 5 and 3 yearsequipment respectively

Motor vehicles7 years

- Computer software 3 years

Computer hardware4 years

Simultaneous 6 yearsinterpretation andpublic addressequipment

Both the useful life of an asset and its residual value, if any, are reviewed annually.

2 主要會計政策(續)

(c) 物業、機器及設備與折舊 (續)

委員會在每個匯報期間終結時 審閱物業、機器及設備的帳面 金額,以確定有否減值跡象。 減值虧損只限於當資產或所附 屬的現金產生單位的帳面金額 超過可收回金額時在收支結算 表內確認。資產或所附屬的現 金產生單位的可收回金額是其 公允價值減清理費用與使用值 兩者中的較高額。在評估使用 值時,估計未來現金流量會按 折讓率折讓至現值,而該折讓 率應反映市場當時所評估的貨 幣時間價值和該資產的獨有風 險。假如用以釐定可收回數額 的估計基準出現利好的變化, 有關的減值虧損便會撥回。

報廢或出售任何物業、機器及 設備所產生的損益以出售所得 淨額與資產的帳面金額之間的 差額釐定,並於報廢或出售日 在收支結算表內確認入帳。

Significant accounting policies (continued)

(c) Property, plant and equipment and depreciation (continued)

The carrying amounts of property, plant and equipment are reviewed for indications of impairment at the end of each reporting period. An impairment loss is recognised in the statement of income and expenditure if the carrying amount of an asset, or the cash-generating unit to which it belongs, exceed its recoverable amount. The recoverable amount of an asset, or of the cash-generating unit to which it belongs, is the greater of its fair value less costs of disposal and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the assets. An impairment loss is reversed if there has been a favourable change in the estimates used to determine the recoverable amount.

Gains or losses arising from the retirement or disposal of an item of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the item and are recognised in the statement of income and expenditure on the date of retirement or disposal.

財務報表附註

(所有數額均以港元為單位)

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(Expressed in Hong Kong dollars)

2 主要會計政策(續)

(d) 營運租賃

凡擁有權所涉及的風險及利益, 大部分由租賃人承擔的租赁, 均作為營運租賃入帳。根據營 運租賃所支付的費用,在扣除 收到租賃人提供的任何優惠之 後,以直線法按租賃期在會計 期間在收支結算表中進行攤 銷。

(e) 其他應收帳款

其他應收帳款初值按公允價值確認及隨後採用實際利率法人實施。 攤銷成本減呆帳減值作出物。 備列帳,惟在貼現的影響項出於有關的應收款項由於有關的應收款項固定 結關連人士的貸款以無法計,應 還年期的,在此情況下,應 帳款按成本減呆帳減值列帳。

呆壞帳的減值虧損於有客觀因 素導致有減值證據時確認 意內帳面價值與(若 現的影響重大)根據預之間 有實際利率貼現的預期。 金流值證據包括委員之 的減值證據預計未來 報 影響資產的 數事件,如債務人出 數 務困難的可觀察數據。

Significant accounting policies (continued)

(d) Operating leases

Leases where substantially all the risks and rewards of ownership of assets remain with the lessor are accounted for as operating leases. Payments made under operating leases net of any incentives received from the lessor are charged to the statement of income and expenditure on a straight-line basis over the accounting periods covered by the lease term.

(e) Other receivables

Other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method, less allowance for impairment of doubtful debts, except where the receivables are interest-free loans made to related parties without any fixed repayment terms or the effect of discounting would be immaterial. In such cases, the receivables are stated at cost less allowance for impairment of doubtful debts.

Impairment losses for bad and doubtful debts are recognised when there is objective evidence of impairment and are measured as the difference between the carrying amount of the financial asset and the estimated future cash flows, discounted at the asset's original effective interest rate where the effect of discounting is material. Objective evidence of impairment includes observable data that come to the attention of the Commission about events that have an impact on the asset's estimated future cash flows such as significant financial difficulty of the debtor.

2 主要會計政策(續)

(e) 其他應收帳款(續)

(f) 其他應付帳項及應計費用

其他應付帳項及應計費用初值 按公允價值確認,其後按攤銷 成本列帳;除非在貼現的影響 非常微小時,則按成本列帳。

(g) 現金及現金等價物

現金及現金等價物包括銀行存款及現金、存放於銀行及其他財務機構的活期存款,及短期和高流動性的投資,此等投資可隨時換算為已知的、價值變動方面的風險不大,及於購入後三個月內到期的現金額。

Significant accounting policies (continued)

(e) Other receivables (continued)

Impairment losses for other receivables whose recovery is considered doubtful but not remote are recorded using an allowance account. When the Commission is satisfied that recovery is remote, the amount considered irrecoverable is written off against the receivable directly and any amounts held in the allowance account relating to that debt are reversed. Subsequent recoveries of amounts previously charged to the allowance account and subsequent recoveries of amounts previously written off directly are recognised in the statement of income and expenditure.

(f) Other payables and accruals

Other payables and accruals are initially recognised at fair value and subsequently stated at amortised cost unless the effect of discounting would be immaterial, in which case they are stated at cost.

(g) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other financial institutions, and short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value, having been within three months of maturity at acquisition.

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(所有數額均以港元為單位)

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(Expressed in Hong Kong dollars)

2 主要會計政策(續)

(h) 僱員福利

(i) 僱員假期及約滿酬金享 有權

> 僱員應享有的年假及約滿 酬金於確立時確認。截至 年結日止,因僱員已提供 服務而產生的未放年假及 約滿酬金已撥出準備。

> 僱員應享有的病假、分娩 假及侍產假於放假時才確 認。

(ii) 退休金責任

Significant accounting policies (continued)

(h) Employee benefits

(i) Employee leave and gratuity entitlements

Employee entitlements to annual leave and gratuities are recognised when they accrue to employees. A provision is made for the estimated liability for untaken annual leave and gratuities as a result of services rendered by employees up to the year end date.

Employee entitlements to sick leave, maternity leave and paternity leave are not recognised until the time of leave.

(ii) Pension obligations

The Commission has established a mandatory provident fund scheme ("MPF Scheme") in Hong Kong. The assets of the MPF Scheme are held in separate trustee-administered funds. The Commission has no further payment obligations once the contributions have been paid. The contributions are recognised as employee benefit expense when they are due. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

2 主要會計政策(續)

(i) 準備及或有負債

假如委員會須就已發生的事件 承擔法律或推定義務,而履行 該義務預期會導致含有經濟效 益的資源外流,並且可作可數 的估計,便會就該時間或數果 的估計,便會就該時間或果 下定的負債計提準備。如果會 幣時間價值重大,則準備會接 預計履行義務所需資源的現值 列帳。

Significant accounting policies (continued)

(i) Provisions and contingent liabilities

Provisions are recognised for liabilities of uncertain timing or amount when the Commission has a legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. When the time value of money is material, provisions are stated at the present value of the expenditure expected to settle the obligation.

Where it is not probable that an outflow of economic benefits will be required, or the amount cannot be estimated reliably, the obligation is disclosed as a contingent liability, unless the probability of outflow of economic benefits is remote. Possible obligations, whose existence will only be confirmed by the occurrence or non-occurrence of one or more future events are also disclosed as contingent liabilities unless the probability of outflow of economic benefits is remote.

財務報表附註

(所有數額均以港元為單位)

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(Expressed in Hong Kong dollars)

2 主要會計政策(續)

(j) 收入的確認

收入按已收取或應收的報酬的 公允價值計算。倘若有經濟效 益的資源可能流入至委員會, 而收入及支出(如適用)能夠作 可靠的計算時,有關收入將在 收支結算表內確認為:

(i) 政府補助

如能合理確定政府補助將 收到、且委員會將遵照附 帶條件時,於收支結算表 內初始確認政府補助。補 償委員會開支的政府補助,會在開支產生同期有 系統的在收支結算表內確認為收入。

(ii) 法律訴訟費用的補償

法律訴訟費用的補償是以確立收款的權利時確認。

(iii) 利息收入

利息收入按照實際利率法 累計確認。

(iv) 雜項收入

雜項收入是以應計制確 認。

Significant accounting policies (continued)

(j) Income recognition

Income is measured at the fair value of the consideration received or receivable. Provided it is probable that the economic benefits will flow to the Commission and the income and expenditure, if applicable, can be measured reliably, income is recognised in the statement of income and expenditure as follows:

(i) Government subventions

Government subventions are recognised initially when there is reasonable assurance that they will be received and that the Commission will comply with the conditions attaching to them. Government subventions that compensate the Commission for expenses incurred are recognised as income in the statement of income and expenditure on a systematic basis in the same periods in which the expenses are incurred.

(ii) Reimbursement of costs from legal litigation

Reimbursement of costs from legal litigation is recognised when the right to receive payment is established.

(iii) Interest income

Interest income is recognised as it accrues using the effective interest method.

(iv) Sundry income

Sundry income is recognised on an accruals basis.

2 主要會計政策(續)

(k) 關聯人士

- (a) 個人或該個人之近親家庭 成員,如該個人在以下情 況下視為與委員會有關 聯:
 - (i) 可控制或共同控制 委員會;
 - (ii) 對委員會有重大影響力;或
 - (iii) 是委員會或委員會 之母公司的主要管 理人員之成員。
- (b) 在以下任何情况下一實體 會視為與委員會有關聯:
 - (i) 該實體及委員會皆 是同一集團成員(即 每一間母公司、附 屬公司及同系附 屬公司與其他有關 聯)。
 - (ii) 一實體是另一實體 的聯營公司或合營 公司(或該聯營公司 或合營公司與該另 一實體均屬同一集 團)。

Significant accounting policies (continued)

(k) Related parties

- (a) A person, or a close member of that person's family, is related to the Commission if that person:
 - (i) has control or joint control over the Commission;
 - (ii) has significant influence over the Commission; or
 - (iii) is a member of the key management personnel of the Commission.
- (b) An entity is related to the Commission if any of the following conditions applies:
 - (i) The entity and the Commission are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).

財務報表附註

(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 主要會計政策(續)

(k) 關聯人士(續)

- (b) 在以下任何情況下一實體 會視為與委員會有關聯: (續)
 - (iii) 兩個實體是同一第 三者的合營公司。
 - (iv) 一實體是一第三者 的合營公司而另一 實體則是該第三者 的聯營公司。
 - (v) 該實體是提供福利 予委員會或與委員 會有關聯之實體的 僱員離職後之福利 計劃。
 - (vi) 該實體受在(k)(a)項中所辨別的個人所控制或共同控制。
 - (vii) 在(k)(a)(i)項中所辨別的個人而該個人對該實體有重大影響力,或該個人是該實體(或是該實體的母公司)的主要管理人員之成員。

個人的近親家庭成員指可影響,或受該個人影響,他們與 該實體交易的家庭成員。

Significant accounting policies (continued)

(k) Related parties (continued)

- (b) An entity is related to the Commission if any of the following conditions applies: (continued)
 - (iii) Both entities are joint ventures of the same third party.
 - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - (v) The entity is a post-employment benefit plan for the benefit of employees of either the Commission or an entity related to the Commission.
 - (vi) The entity is controlled or jointly-controlled by a person identified in (k)(a).
 - (vii) A person identified in (k)(a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity.

3 政府補助及預收政府補助

政府補助代表政府撥款予委員會提 供服務的資金。預收政府補助是有 關於年結日後才提供的各項服務而 預收的款項。

財政年度獲批的政府補助與在收支 結算表內確認的政府補助對帳表:

Government subventions represent the funds granted by the Government for the Commission's services. Government subventions are received in advance in connection with various services to be provided after year end.

Government subventions and Government

Reconciliation between Government subventions granted for the year and Government subventions recognised in the statement of income and expenditure:

		2014	2013
財政年度獲批的政府補助	Government subventions granted for the year	94,199,000	93,343,000
調整:	Adjustments for:		
未使用年假之增加	Increase in provision for unutilised annual leave	575,087	255,123
預收政府補助之(增加)/減少	(Increase)/decrease in Government subventions	,	,
	received in advance	(142,762)	1,838,507
在收支結算表內確認的政府補助	Government subventions recognised in the statement		
	of income and expenditure	94,631,325	95,436,630

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(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

4 物業、機器及設備

Property, plant and equipment

		租賃物業 装修 Leasehold improvements	辦公室傢俬 及設備 Office furniture and equipment	汽車 Motor vehicles	電腦軟件 Computer software	電腦硬件 Computer hardware	即時傳譯及 擴音系統 Simultaneous interpretation and public address equipment	總數 Total
成本: Cost:								
增置 Addit	April 2012 ions stment in relation to	8,684,439 224,140	4,501,689 73,286	819,601 -	3,152,860 1,950	2,375,597 108,850	481,043 -	20,015,229 408,226
,	nstatement costs	(173,860)	- (12,417)	- -	- -	- -	-	(173,860) (12,417)
於2013年3月31日 At 31	March 2013	8,734,719	4,562,558	819,601	3,154,810	2,484,447	481,043	20,237,178
增置 Addit	April 2013 ions stment in relation to	8,734,719 23,501	4,562,558 61,532	819,601 -	3,154,810 –	2,484,447 4,200	481,043 -	20,237,178 89,233
調整 rein 減少 Dispo	nstatement costs osals	173,860 -	- (430,180)	-	- (1,173,570)	(33,109)	-	173,860 (1,636,859)
於2014年3月31日 At 31	March 2014	8,932,080	4,193,910	819,601	1,981,240	2,455,538	481,043	18,863,412
累積折舊: Accul	mulated depreciation:							
年度折舊 Charg	April 2012 ge for the year en back on disposals	7,138,315 551,919 –	4,452,415 37,179 (12,417)	673,269 79,817 -	3,098,921 23,688 -	2,344,023 26,083	474,419 1,987 -	18,181,362 720,673 (12,417)
於2013年3月31日 At 31	March 2013	7,690,234	4,477,177	753,086	3,122,609	2,370,106	476,406	18,889,618
年度折舊 Charg	April 2013 ge for the year en back on disposals	7,690,234 657,072 –	4,477,177 51,245 (430,180)	753,086 66,515 -	3,122,609 23,455 (1,173,570)	2,370,106 33,500 (33,109)	476,406 1,987 -	18,889,618 833,774 (1,636,859)
於2014年3月31日 At 31	March 2014	8,347,306	4,098,242	819,601	1,972,494	2,370,497	478,393	18,086,533
帳面淨值: Net b	ook value:							
於2014年3月31日 At 31	March 2014	584,774	95,668	-	8,746	85,041	2,650	776,879
於2013年3月31日 At 31	March 2013	1,044,485	85,381	66,515	32,201	114,341	4,637	1,347,560

5 其他應收帳款、按金及預 Other receivables, deposits and prepayments 付款項

		2014	2013
按金及預付款項	Deposits and prepayments	3,940,648	5,201,289
其他應收帳款 減:呆帳準備	Other receivables Less: Allowance for doubtful	946,733	939,429
	debts	(767,677)	(767,677)
		179,056	171,752
		4,119,704	5,373,041

除按金無(2013年:2,846,976元) 預期於一年以上收回外,所有其他 應收帳款、按金及預付款項預期於 一年內收回或確認為支出。

(a) 帳齡分析

未被視為個別或整體減值的其他應收帳款的帳齡分析如下:

All of the other receivables, deposits and prepayments are expected to be recovered or recognised as expense within one year except for deposits of \$Nil (2013: \$2,846,976) which are expected to be recovered after more than one year.

(a) Ageing analysis

The ageing analysis of other receivables that are neither individually nor collectively considered to be impaired are as follows:

		2014	2013
未逾期或減值	Neither past due nor impaired	179,056	171,752
	ппрапец	179,030	1/1,/32

未逾期或減值的應收帳項涉及 第三方,該等第三方最近均沒 有拖欠記錄。 Receivables that were neither past due nor impaired relate to third parties for whom there was no recent history of default.

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5 其他應收帳款、按金及預 付款項(續)

(b) 其他應收帳項減值

委員會採用準備帳來記錄其 他應收帳項的減值虧損,但 在委員會認為收回的可能性極 低時,則會將減值虧損的數額 直接沖銷其他應收帳項(附註 2(e))。

於2014年3月31日,委員會已個別釐定為減值的其他應收帳項為767,677元(2013年:767,677元)。個別減值的應收帳項與第三方遇上財政困難的關,據管理層評估,金額不能夠收回。因此,委員會已金額不能對年確認呆帳特定準備沒有變動。

Other receivables, deposits and prepayments (continued)

(b) Impairment of other receivables

Impairment losses in respect of other receivables are recorded using allowance account unless the Commission is satisfied that recovery of that amount is remote, in which case the impairment loss is written off against other receivables directly (see note 2(e)).

At 31 March 2014, the Commission's other receivables of \$767,677 (2013: \$767,677) were individually determined to be impaired. The individually impaired receivables related to a third party for which the recoverability as assessed by management is uncertain. Consequently, specific allowances for doubtful debts of \$767,677 were recognised in previous years. There were no movements in the allowance for doubtful debts during the year.

6 現金及現金等價物

Cash and cash equivalents

	2014	2013
Bank balances and cash Short-term bank deposits with original maturity not	3,347,381	2,586,507
more than three months	22,176,522	19,040,116
Cash and cash equivalents	25,523,903	21,626,623
	Short-term bank deposits with original maturity not more than three months	Short-term bank deposits with original maturity not more than three months 22,176,522

7 職員約滿酬金的準備

Provision for staff gratuity

		2014	2013
於2013/2012年4月1日	At 1 April 2013/2012	10,270,707	7,948,623
撥出準備	Provisions made	10,270,760	9,413,867
取消	Forfeitures	(13,042)	(238,423)
財政年度已支付之金額	Amounts paid during		
	the year	(4,120,630)	(6,853,360)
於3月31日	At 31 March	16,407,795	10,270,707
減:流動部份	Less: Current portion	(11,408,411)	(2,391,539)
非流動部份	Non-current portion	4,999,384	7,879,168

職員約滿酬金的準備是為了支付由 受僱日期起計已完成三年合約之委 員會僱員的約滿酬金而設立的。 Provision for staff gratuity is set up for the gratuity payments which will be payable to employees of the Commission who complete their three-year contracts commencing from the date of their employment.

8 其他應付帳項及應計費用

Other payables and accruals

		2014	2013
其他應付帳項 應計費用 預收款項	Other payables Accrued expenses Receipts in advance	2,899,810 2,306,280 39,450	2,965,287 2,213,701 84,803
		5,245,540	5,263,791

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(所有數額均以港元為單位)

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9 法律費用的準備

Provision for legal fees

		2014	2013
於2013/2012年4月1日	At 1 April 2013/2012	_	_
撥出準備 財政年度已支付之金額	Provisions made Amounts paid during	1,273,340	911,931
	the year	(1,273,340)	(911,931)
於3月31日	At 31 March		-

法律費用的準備是因應由委員會提 出或向委員會提出的法律訴訟所涉 及的法律開支而設立,其使用的時 間及金額將取決於個別法律訴訟的 進展。 Provision for legal fees is set up for legal expenses to be incurred in respect of litigation raised by or against the Commission. The timing and amount to be utilised will depend on the progress of the respective litigation.

10 儲備

Reserves

		2014	2013
於2013/2012年4月1日 由收支結算表轉入	At 1 April 2013/2012 Transfer from statement of	22,765,263	22,397,209
	income and expenditure	(3,971,399)	368,054
於3月31日	At 31 March	18,793,864	22,765,263

10 儲備(續)

11 主要管理層報酬

Reserves (continued)

The Commission defines reserves as Total Funds. The Commission's primary objectives when managing its funds are to safeguard the Commission's ability to continue as a going concern. The reserves at the end of the financial year are capped at 25% of the Commission's annual recurrent subvention of the next financial year, plus the net book value of property, plant and equipment less accrued reinstatement cost ("the reserve ceiling"). The reserves are available for general use and can be spent at the discretion of the Commission within the reserve ceiling, exceeding which would need to be returned to the Government, except with the approval of the Permanent Secretary for Constitutional and Mainland Affairs ("PSCMA") or the reserve ceiling is raised by PSCMA following consultation with the Secretary for Financial Services and the Treasury.

Key management compensation

		2014	2013
職員福利 聘用期結束後福利	Employee benefits Post-employment benefits	12,360,269 2,242,704	11,974,094 2,166,893
		14,602,973	14,140,987

12 所得税支出

委員會是政府補助機構,可根據《税 務條例》(香港法例第112章)豁免繳 交税務局之一切徵税。

Taxation

The Commission is a Government subvented body exempted from payment of all taxes administered by the Inland Revenue Department by virtue of the Inland Revenue Ordinance (Chapter 112).

財務報表附註

(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

13 承擔

(a) 資本性承擔

物業、機器及設備未在財務報 表內提撥準備於2014年3月31 日的資本性承擔如下:

Commitments

(a) Capital commitments

Capital commitments outstanding at 31 March 2014 in respect of property, plant and equipment not provided for in the financial statements were as follows:

		2014	2013
已簽約 已核准但未簽約	Contracted for Authorised but not	32,000	88,184
	contracted for	400,000	300,000
		432,000	388,184

(b) 營運租賃承擔

於2014年3月31日計算,按照辦公室樓宇不可撤銷之營運租賃合約應繳付的最低租賃付款總額如下:

(b) Operating lease commitments

At 31 March 2014, the total future aggregate minimum lease payments under non-cancellable operating leases in respect of office premises are payable as follows:

		2014	2013
於1年內繳付 在1年後至5年內繳付	Within 1 year After 1 year but within 5	6,883,440	9,736,272
	years		6,883,440
		6,883,440	16,619,712

14 財務風險管理及金融工具 的公允價值

風險管理由財務部根據委員會的行政及財務專責小組核准的程序指導方針執行。財務部鑑別和評估財務 風險,就整體的風險管理訂定程序 指導方針,例如利率風險、金融工 具的運用,以及額外流動資金的投 資方式。

委員會的運作,並不涉及外匯風險、信貸風險及資金周轉風險。 於利率風險,除按固定利率國際, 息的短期銀行存款外,委員會 其他重大計息資營運現金 其他會的大及營運現的是 委員不受市場利率變動的是 面對的現金流量及公允價值利率 險亦較低。

(a) 信貸風險

委員會的信貸風險主要來自銀行存款、現金及現金等價物。 委員會在信貸評級良好的金融 機構存放現金,以盡量減低信 貸風險。鑒於他們的信貸評級 良好,委員會預期沒有任何這 些金融機構不能履行責任。

委員會所承受的信貸風險上限 為資產負債表中每項金融資產 的帳面金額。委員會沒有提供 任何可引致委員會承受信貸風 險的擔保。

Financial risk management and fair value of financial instruments

Risk management is carried out by the finance department under the procedural guidelines approved by the Members of the Administration and Finance Committee of the Commission. The finance department identifies and evaluates financial risks and provides procedural guidelines for overall risk management such as interest-rate risk, use of financial instruments and investing excess liquidity.

The Commission's activities do not expose it to foreign exchange risk, credit risk and liquidity risk. For interest-rate risk, except for the short-term bank deposits which bear interest at market rates, the Commission has no other significant interest-bearing assets and liabilities. Accordingly, the Commission's income and operating cash flows are substantially independent of changes in market interest rates and the exposure to cash flow and fair value interest rate risk is low.

(a) Credit risk

The Commission's credit risk is primarily attributable to bank deposits and cash and cash equivalents. Cash is deposited with financial institutions with sound credit ratings to minimise credit exposure. Given their high credit ratings, the Commission does not expect any of these financial institutions will fail to meet their obligations.

The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the statement of assets and liabilities. The Commission does not provide any guarantees which would expose the Commission to credit risk.

財務報表附註

(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

14 財務風險管理及金融工具的公允價值(續)

(b) 資金周轉風險

委員會的政策是定期監察現時 及預計的資金周轉需要,以確 保維持足夠現金儲備應付短期 及較長期的資金周轉需要。

下表詳述委員會金融負債在財政年度結算日當日之剩餘合約 年期,乃根據未貼現合約現金 流及委員會可能被要求付款之 最早日期編製:

Financial risk management and fair value of financial instruments (continued)

(b) Liquidity risk

The Commission's policy is to regularly monitor its current and expected liquidity requirements to ensure that it maintains sufficient reserves of cash to meet its liquidity requirements in the short and longer term.

The following table details the remaining contractual maturities at the financial year end date of the Commission's financial liabilities, which are based on contractual undiscounted cash flows and the earliest date the Commission can be required to pay:

2014 未貼現合約現金流 Contractual undiscounted cash outflow

		一年以下或 即時到期 Within 1 year or on demand	一年以上但 兩年以下 More than 1 year but less than 2 years	兩年以上但 五年以下 More than 2 years but less than 5 years	總計 Total	帳面金額 Carrying amount
職員約滿酬金的準備	Provision for staff gratuity	11,408,411	4,395,926	603,458	16,407,795	16,407,795
未使用年假的準備 預收政府補助	Provision for unutilised annual leave Government subventions received	3,379,887	-	-	3,379,887	3,379,887
	in advance	9,999,405	1,073,355	117,465	11,190,225	11,190,225
其他應付帳項及應計費用	Other payables and accruals	5,245,540	-		5,245,540	5,245,540
		30,033,243	5,469,281	720,923	36,223,447	36,223,447

14 財務風險管理及金融工具的公允價值(續)

Financial risk management and fair values of financial instruments (continued)

(b) 資金周轉風險(續)

(b) Liquidity risk (continued)

2013 未貼現合約現金流 Contractual undiscounted cash outflow

		一年以下或 即時到期 Within 1 year or on demand	一年以上但 兩年以下 More than 1 year but less than 2 years	兩年以上但 五年以下 More than 2 years but less than 5 years	總計 Total	帳面金額 Carrying amount
職員約滿酬金的準備	Provision for staff gratuity	2,391,539	6,620,595	1,258,573	10,270,707	10,270,707
未使用年假的準備 預收政府補助	Provision for unutilised annual leave Government subventions received	2,804,800	-	-	2,804,800	2,804,800
	in advance	7,603,221	3,444,242	-	11,047,463	11,047,463
其他應付帳項及應計費用	Other payables and accruals	5,263,791	_	-	5,263,791	5,263,791
		18,063,351	10,064,837	1,258,573	29,386,761	29,386,761

財務報表附註

(所有數額均以港元為單位)

Notes to the financial statements

(Expressed in Hong Kong dollars)

14 財務風險管理及金融工具的公允價值(續)

(c) 利率風險

敏感度分析

估計假若利率整體上升/下調 100(2013年:100)個基點, 而其他變數均維持不變,不預 期對委員會的(虧損)/盈餘及 儲備於2014年3月31日有重大 影響。

上述敏感度分析乃假設利率的變動於財政年度結算日當知日期並已用於計算該日引致五日的致力率風險的金融工學的對了的增加或減少是管理層評估直至下一個軍門。 是管理層評估直至下一個間間可能出現的合理性利率變動可能出現的合理性利率變動型 2013年的分析亦是根據上述基準進行。

(d) 貨幣風險

委員會所有的交易均以港元計 價,委員會因而沒有承受貨幣 風險。

(e) 公允價值

委員會的金融工具按成本或攤銷成本列帳的帳面金額與其於2014年及2013年3月31日的公允價值並無重大差異。

Financial risk management and fair values of financial instruments (continued)

(c) Interest rate risk

Sensitivity analysis

At 31 March 2014, it is estimated that a general increase/decrease of 100 (2013: 100) basis points in interest rates, with all other variables held constant, the impact on the Commission's (deficit)/surplus and reserves is not expected to be material.

The sensitivity analysis above has been determined assuming that the change in interest rates had occurred at the financial year end date and had been applied to the financial instruments which expose the Commission to interest rate risk at that date. The 100 basis points increase or decrease represents management's assessment of a reasonably possible change in interest rates over the period until the next annual financial year end date. The analysis is performed on the same basis for 2013.

(d) Currency risk

The Commission has no exposure to currency risk as all of the Commission's transactions are denominated in Hong Kong dollars.

(e) Fair values

The carrying amounts of the Commission's financial instruments carried at cost or amortised cost are not materially different from their fair values as at 31 March 2014 and 2013.

15 比較數字

若干比較數字已作出調整,以配合 本年度的列報方式。

16 截至2014年3月31日止年度 會計期間已頒佈但尚未生 效的修訂、新準則及詮釋 可能帶來的影響

截至本財務報表公布日期止,香港會計師公會已頒布數項修訂及新準則,惟於截至2014年3月31日止年度尚未生效,本財務報表亦沒有採納該等新準則。

委員會現正評估該等修訂及新準則 對首次應用期間所造成的影響。至 目前為止,委員會認為採納該等修 訂不大可能對委員會的財務報表構 成重大影響。

Comparative figures

Certain comparative figures have been adjusted to conform to current year's presentation.

Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2014

Up to the date of issue of these financial statements, the HKICPA has issued a few amendments and new standards which are not yet effective for the year ended 31 March 2014 and which have not been adopted in these financial statements.

The Commission is in the process of making an assessment of what the impact of these amendments and new standards is expected to be in the period of initial application. So far it has concluded that the adoption of them is unlikely to have a significant impact on the Commission's financial statements.