

平等機會委員會 截至2009年3月31日止 財政年度的財務報表

獨立核數師報告
致平等機會委員會委員
(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70至第87頁平等機會委員會(「委員會」)的財務報表。此財務報表包括於二零零九年三月三十一日的資產負債表與截至該日止年度的收支結算表、資金變動表和現金流動表，以及主要會計政策概要及其他附註解釋。

委員會對財務報表的責任

委員會負責根據香港會計師公會頒布的香港財務報告準則，編製及真實而公平地列報該等財務報表。這責任包括設計、實施及維護與編製及真實而公平地列報財務報表相關的內部控制，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；選擇及應用適當的會計政策；以及按情況作出合理的會計估計。

核數師的責任

我們的責任是根據我們的審核對該等財務報表作出意見，並按照雙方同意的聘任條款，僅向委員會報告。除此之外，我們的報告不可用作其他用途。我們概不會就本報告書的內容，對任何其他人士負責或承擔法律責任。

Equal Opportunities Commission Financial Statements for the year ended 31 March 2009

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 70 to 87, which comprise the statement of assets and liabilities as at 31 March 2009, and the statement of income and expenditure, the statement of changes in funds and the cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

The Commission's responsibility for the financial statements

The Commission is responsible for the preparation and the true and fair presentation of these financial statements in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and the true and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

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, 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.

我們已按照香港會計師公會頒布的香港審計準則進行審核。這些準則要求我們須遵守道德規範，並規劃及執行審核，以合理確定此等財務報表是否不存有任何重大錯誤陳述。

審核涉及執行情序以獲取有關財務報表所載金額及所披露資料的審核憑證。所選定的程序取決於核數師的判斷，包括評估由於欺詐或錯誤而導致財務報表存有重大錯誤陳述的風險。在評估該等風險時，核數師考慮與有關機構在編製及真實而公平地列報財務報表時相關的內部控制，以設計適當的審核程序，但並非為對有關機構的內部控制的有效性發表意見。審核亦包括評價委員會所採用的會計政策的合適性及所作出的會計估計的合理性，以及評價財務報表的整體列報方式。

我們相信，我們所獲得的審核憑證是充足和適當地為我們的審核意見提供基礎。

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二零零九年三月三十一日的事務狀況，及委員會截至該日止年度的虧損及現金流量。

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
二零零九年九月十七日

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 as to 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 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 and true and fair presentation of the financial statements 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 affairs of the Commission as at 31 March 2009 and of the Commission's deficit and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards.

KPMG
Certified Public Accountants
8th Floor, Prince's Building
10 Chater Road
Central, Hong Kong
17 September 2009

財務報告 Financial Statements

收支結算表 截至2009年3月31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 2009 (Expressed in Hong Kong dollars)

	附註 Note	2009	2008
收入			
政府補助	3	77,687,880	69,049,333
法律訴訟費用的補償		1,890	400,000
利息收入		673,686	1,273,813
雜項收入		1,108,791	921,640
		<u>79,472,247</u>	<u>71,644,786</u>
支出			
職員薪酬		43,005,092	37,679,686
職員約滿酬金、其他福利及津貼		13,247,249	12,699,385
強積金供款		906,298	837,749
未使用年假的準備之增長		229,874	192,808
法律費用		2,836,731	1,128,984
宣傳及公眾教育支出		6,180,393	6,016,862
經費來自資本補助基金的宣傳及公眾教育支出	8	(73,120)	(619,848)
研究計劃及教材資料套		893,873	1,561,329
涉及辦公室物業的營運租賃租金		7,873,448	7,148,307
折舊		2,786,806	2,731,524
清理物業、機器及設備的虧損		5,424	953
外訪及會議		10,581	67,834
職員培訓		31,245	328,935
核數師酬金		77,240	72,250
維修及保養費用		276,317	469,561
經費來自資本補助基金的維修及保養費用	8	(13,965)	-
其他經營費用		2,387,006	2,471,778
		<u>80,660,492</u>	<u>72,788,097</u>
財政年度虧損	12	<u>(1,188,245)</u>	<u>(1,143,311)</u>

資產負債表 於2009年3月31日

(所有數額均以港元為單位)

	附註 Note	2009	2008
資產			
非流動資產			
物業、機器及設備	4	6,276,010	7,883,707
流動資產			
應收政府的未使用年假補助		2,425,985	2,196,111
應收政府的約滿酬金補助	5	376,244	384,319
其他應收帳款、按金及預付款項	6	3,747,750	2,086,800
現金及現金等價物	7	37,826,826	38,834,232
		<u>44,376,805</u>	<u>43,501,462</u>
總資產		<u>50,652,815</u>	<u>51,385,169</u>
負債			
非流動負債			
資本補助基金	8	398,000	1,500
職員約滿酬金的準備	9	3,786,651	2,665,294
		<u>4,184,651</u>	<u>2,666,794</u>
流動負債			
職員約滿酬金的準備	9	4,212,710	9,394,094
未使用年假的準備		2,425,985	2,196,111
預收政府補助	3	11,594,483	7,871,564
其他應付帳項及應計費用	10	4,557,375	4,390,750
		<u>22,790,553</u>	<u>23,852,519</u>
總負債		<u>26,975,204</u>	<u>26,519,313</u>
基金			
儲備	12	23,677,611	24,865,856
收支結算表		-	-
總基金		<u>23,677,611</u>	<u>24,865,856</u>
總基金及負債		<u>50,652,815</u>	<u>51,385,169</u>

於2009年9月17日批准並授權公布本財務報表。

鄧爾邦先生
Mr. Raymond TANG Yee-bong
委員會主席
Chairperson of the Commission

Approved and authorised for issue on 17 September 2009 by

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

財務報告 Financial Statements

資金變動表 Statement of changes in funds 截至2009年3月31日止 for the year ended 31 March 2009 財政年度 (Expressed in Hong Kong dollars)

(所有數額均以港元為單位)

		收支結算表 Statement of income and expenditure	儲備 (附註 12) Reserves (Note 12)	總數 Total
於2007年4月1日	At 1 April 2007	-	26,009,167	26,009,167
財政年度虧損 轉撥	Deficit for the year Transfer	(1,143,311) 1,143,311	- (1,143,311)	(1,143,311) -
於2008年3月31日	At 31 March 2008	-	24,865,856	24,865,856
於2008年4月1日	At 1 April 2008	-	24,865,856	24,865,856
財政年度虧損 轉撥	Deficit for the year Transfer	(1,188,245) 1,188,245	- (1,188,245)	(1,188,245) -
於2009年3月31日	At 31 March 2009	-	23,677,611	23,677,611

現金流動表 Cash flow statement 截至2009年3月31日止 for the year ended 31 March 2009 財政年度 (Expressed in Hong Kong dollars)

(所有數額均以港元為單位)

	附註 Note	2009	2008
營運活動			
財政年度虧損		(1,188,245)	(1,143,311)
調整：			
- 折舊		2,786,806	2,731,524
- 清理物業、機器及設備的虧損		5,424	953
- 利息收入		(673,686)	(1,273,813)
營運資金變動前經營盈餘		930,299	315,353
應收政府的約滿酬金補助之減少		8,075	574,370
應收政府的未使用年假補助之增加		(229,874)	(192,808)
其他應收帳款、按金及預付款項之 (增加)/減少		(1,722,114)	419,028
其他應付帳項及應計費用之增加/(減少)		166,625	(2,013,872)
職員約滿酬金的準備之(減少)/增加		(4,060,027)	3,165,518
未使用年假的準備之增加		229,874	192,808
預收政府補助之增加		3,722,919	3,040,105
資本補助基金之增加		396,500	1,500
營運(耗用)/所得的現金淨額		(557,723)	5,502,002
投資活動			
已收利息		734,850	1,252,218
購置物業、機器及設備		(1,184,533)	(1,338,910)
清理物業、機器及設備所得款項		-	1,245
投資活動所耗用之現金淨額		(449,683)	(85,447)
現金及現金等價物之(減少)/增加		(1,007,406)	5,416,555
年初之現金及現金等價物		38,834,232	33,417,677
年末之現金及現金等價物	7	37,826,826	38,834,232

財務報表附註

(所有數額均以港元為單位)

1 背景

平等機會委員會(「委員會」)是一個法定機構，於一九九六年成立，負責執行《性別歧視條例》、《殘疾歧視條例》及《家庭崗位歧視條例》。委員會致力消除基於性別、婚姻狀況、懷孕、殘疾及家庭崗位而產生的歧視。此外，委員會亦致力消除性騷擾及基於殘疾的騷擾及中傷行為，並促進男女之間、傷健之間及不同家庭崗位人士之間的平等機會。

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布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)，以及香港公認會計準則而編製。委員會採納的主要會計政策概述如下。

香港會計師公會已頒布一系列新訂及修訂的財務報告準則。這些準則在委員會當前的會計期間首次生效或可供提早採納。採納新訂及修訂的財務報告準則沒有對所呈列年度的財務報表委員會所應用的會計政策構成重大變動。

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17)。

(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。

Notes to the financial statements

(Expressed in Hong Kong dollars)

1 Background

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

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.

2 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"), accounting principles generally accepted in Hong Kong. A summary of the significant accounting policies adopted by the Commission is set out below.

The HKICPA has issued a number of new and revised HKFRSs that are first effective or available for early adoption for the current accounting period of the Commission. The adoption of the new and revised HKFRSs did not result in significant changes to the Commission's accounting policies applied in these financial statements for the years presented.

The Commission has not applied any new standard or interpretation that is not yet effective for the current accounting period (see note 17).

(b) Basis of preparation of the financial statements

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

財務報表附註

(所有數額均以港元為單位)

2 主要會計政策(續)

(b) 財務報表編製基準(續)

在編製符合香港財務報告準則的財務報表時，管理層需要作出影響會計政策的應用及資產、負債、收入和支出的呈報數額的判斷、估計和假設。這些估計和相關假設是根據過往經驗及管理層因應當時情況下乃屬合理的各項其他因素為基礎而作出，所得結果乃構成管理層就目前未能從其他資料來源即時得知資產及負債帳面值時所作出判斷的基礎。實際的結果可能與這些估計有差異。

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當前及未來期間，則該修訂會在修訂期間及未來期間內確認入帳。

(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記入資產負債表內。

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：

租賃物業裝修	六年
固定裝置及裝修	六年
辦公室傢俬及設備	三或五年
汽車	七年
電腦器材	三或四年
即時傳譯及擴音系統	六年

資產的可使用年限及其剩餘價值(如有)會每年檢討。

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 Significant accounting policies(continued)

(b) Basis of preparation of the financial statements(continued)

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.

(c) Property, plant and equipment and depreciation

Property, plant and equipment are stated in the balance sheet 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	6 years
Fixtures and fittings	6 years
Office furniture and equipment	3 or 5 years
Motor vehicles	7 years
Computer equipment	3 or 4 years
Simultaneous interpretation and public address equipment	6 years

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

財務報表附註

(所有數額均以港元為單位)

2 主要會計政策(續)

(c) 物業、機器及設備與折舊(續)

委員會在每個結算日審閱物業、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確認。資產或所附屬的現金產生單位的可收回金額是出售淨值及使用價值兩者中的較高者。在評估使用價值時，估計未來現金流量會按除稅前折讓率折讓至現值，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。

(d) 其他應收帳款

其他應收帳款初值按公允價值確認及隨後按攤銷成本法減呆帳減值作出的撥備列帳，惟在貼現的影響不重大或由於有關的應收款項為借給關連人士的免息及無固定償還年期的貸款以致無法計算貼現時除外，在此情況下，應收帳款按成本減呆帳減值列帳。

呆壞帳的減值虧損以金融資產的帳面金額與(如果貼現會造成重大的影響則需貼現)預計未來現金流量之間的差額計量。

(e) 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。

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 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 each balance sheet date. An impairment loss is recognised to the extent that the carrying amount of an asset, or the cash-generating unit to which it belongs, is more than its recoverable amount. The recoverable amount of an asset, or of the cash generating unit to which it belongs, is the greater of its net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of time value of money and the risks specific to the assets. An impairment loss is reversed if there has been a favourable change in 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.

(d) Other receivables

Other receivables are initially recognised at fair value and thereafter stated at amortised cost 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 measured as the difference between the carrying amount of the financial asset and the estimated future cash flows, discounted where the effect of discounting is material.

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on 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.

財務報表附註

(所有數額均以港元為單位)

2 主要會計政策(續)

(f) 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。

僱員應享有的病假及分娩假或陪產假於放假時才確認。

(ii) 退休金責任

委員會已在香港成立一個強制性公積金計劃(「計劃」)。該計劃之資產分開存放於信託人管理之基金內。委員會支付供款後便沒有進一步的付款責任。當供款到期時確認為僱員福利。只有能確定現金退款或將來付款的減少時，預繳的供款才可確認為資產。

(g) 營運租賃

凡擁有權所涉及的風險及利益大部分由租用人承擔的租賃，均作為營運租賃入帳。根據營運租賃所支付的費用，在扣除收到租用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。

(h) 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，並且可作可靠的估計，便會就該時間或數額不定的負債計提準備。如果貨幣時間價值重大，則準備會按預計履行義務所需資源的現值列帳。

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 Significant accounting policies(continued)

(f) 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 and maternity or 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.

(g) 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.

(h) 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.

財務報表附註

(所有數額均以港元為單位)

2 主要會計政策(續)

(h) 準備及或有負債(續)

假如含有經濟效益的資源外流的可能性較低，或是無法對有關數額作出可靠的估計，該義務便會披露為或有負債，但如果資源外流的可能性極低則除外。須視乎會否發生某宗或多宗未來事件才能確定存在與否的義務，亦會披露為或有負債，但如果資源外流的可能性極低則除外。

(i) 收入的確認

(i) 政府補助

如能合理確定補助將收到，且委員會將遵照附帶條件，按公平價值確認政府補助。

與特定計劃有關的政府補助已包括在資本補助基金內，並在配合補助打算補償成本需要的期間遞延及確認在收支結算表上。

與購置物業、機器及設備有關的政府補助已包括在資本補助基金內，並以直線法按有關資產的估計年期記入收支結算表上。

(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確認。

(iv) 雜項收入

雜項收入是以應計制確認。

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 Significant accounting policies(continued)

(h) Provisions and Contingent Liabilities(continued)

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.

(i) Income recognition

(i) Government subventions

Grants from the government are recognised at their fair value where there is a reasonable assurance that the grant will be received and the Commission will comply with all attached conditions.

Government subventions relating to specific projects are included in the capital subvention fund and are deferred and recognised in the statement of income and expenditure over the period necessary to match them with the costs that they are intended to compensate.

Government subventions relating to the purchase of property, plant and equipment are included in the capital subvention fund and are credited to the statement of income and expenditure on a straight-line basis over the expected lives of the related assets.

(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 using the effective interest method.

(iv) Sundry income

Sundry income is recognised on an accrual basis.

財務報表附註

(所有數額均以港元為單位)

2 主要會計政策(續)

(j) 關聯人士

就本財務報表而言，在下述情況下，另一方人士會被視為委員會的關聯人士：

(i) 另一方人士有能力直接或間接透過一個或多個中介人，控制或共同控制委員會，或對委員會的財務及營運決策發揮重大影響力；

(ii) 委員會及另一方人士受到共同的控制；

(iii) 另一方人士是委員會的主要管理層成員；或另一方人士的直系親屬；或受該人士控制或共同控制，或對該人士有重大影響力的實體；

(iv) 該另一方人士是第(i)項所述人士的直系親屬；或受該人士控制或共同控制，或對該人士有重大影響力的實體；或

(v) 另一方人士為終止受僱後福利計劃，而該計劃是為委員會的僱員或任何作為委員會關聯人士的實體而設立的。

一位人士的直系親屬，概指在該人士與實體交易的過程中，會影響該人士或受該人士影響的家庭成員。

3 政府補助/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。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。

Notes to the financial statements

(Expressed in Hong Kong dollars)

2 Significant accounting policies(continued)

(j) Related parties

For the purposes of these financial statements, a party is considered to be related to the Commission if:

(i) the party has the ability, directly or indirectly through one or more intermediaries, to control the Commission or exercise significant influence over the Commission in making financial and operating policy decisions, or has joint control over the Commission;

(ii) the Commission and the party are subject to common control;

(iii) the party is a member of key management personnel of the Commission, or a close family member of such an individual, or is an entity under the control, joint control or significant influence of such individuals;

(iv) the party is a close family member of a party referred to in (i) or is an entity under the control, joint control or significant influence of such individuals; or

(v) the party is a post-employment benefit plan which is for the benefit of employees of the Commission or of any entity that is a related party of the Commission.

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

3 Government subvention/Government subvention received in advance

Government subvention represents the funds granted by the Government for the Commission's services. Government subvention is received in advance in connection with various services to be provided after year end.

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)

4 物業、機器及設備

4 Property, plant and equipment

		租賃 物業裝修	辦公室傢俬 及設備	汽車	電腦器材	即時傳譯及 擴音系統	總數
		Leasehold improvements	Office furniture and equipment	Motor vehicles	Computer equipment	Simultaneous interpretation and public address equipment	Total
成本：	Cost:						
於2007年4月1日	At 1 April 2007	6,187,826	4,070,970	819,601	5,129,167	469,123	16,676,687
增置	Additions	718,521	222,513	-	1,035,370	-	1,976,404
減少	Disposals	-	(89,558)	-	(1,182,565)	-	(1,272,123)
於2008年3月31日	At 31 March 2008	6,906,347	4,203,925	819,601	4,981,972	469,123	17,380,968
於2008年4月1日	At 1 April 2008	6,906,347	4,203,925	819,601	4,981,972	469,123	17,380,968
增置	Additions	231,454	260,458	-	692,621	-	1,184,533
減少	Disposals	-	(24,212)	-	(261,576)	-	(285,788)
於2009年3月31日	At 31 March 2009	7,137,801	4,440,171	819,601	5,413,017	469,123	18,279,713
累積折舊：	Accumulated depreciation:						
於2007年4月1日	At 1 April 2007	1,051,980	2,696,459	87,839	3,890,187	309,197	8,035,662
年度折舊	Charge for the year	1,284,400	587,591	117,086	709,359	33,088	2,731,524
減少時撥回	Written back on disposals	-	(89,558)	-	(1,180,367)	-	(1,269,925)
於2008年3月31日	At 31 March 2008	2,336,380	3,194,492	204,925	3,419,179	342,285	9,497,261
於2008年4月1日	At 1 April 2008	2,336,380	3,194,492	204,925	3,419,179	342,285	9,497,261
年度折舊	Charge for the year	1,173,149	611,587	117,086	851,896	33,088	2,786,806
減少時撥回	Written back on disposals	-	(22,109)	-	(258,255)	-	(280,364)
於2009年3月31日	At 31 March 2009	3,509,529	3,783,970	322,011	4,012,820	375,373	12,003,703
帳面淨值：	Net book value:						
於2009年3月31日	At 31 March 2009	3,628,272	656,201	497,590	1,400,197	93,750	6,276,010
於2008年3月31日	At 31 March 2008	4,569,967	1,009,433	614,676	1,562,793	126,838	7,883,707

財務報表附註

(所有數額均以港元為單位)

5 應收政府的約滿酬金補助

Notes to the financial statements

(Expressed in Hong Kong dollars)

5 Gratuity subvention receivable from government

	2009	2008	
於4月1日	At 1 April	384,319	958,689
年度內確認的補助	Subvention recognised for the year	8,457,925	7,444,630
已收政府約滿酬金補助	Gratuity subvention received from Government	(8,466,000)	(8,019,000)
於3月31日	At 31 March	376,244	384,319

這代表政府將會補償予委員會職員約滿酬金方面的資金。

This represents funds to be reimbursed by the Government in respect of gratuity payments to staff of the Commission.

6 其他應收帳款、按金及預付款項

6 Other receivables, deposits and prepayments

	2009	2008	
按金及預付款項	Deposits and prepayments	3,629,849	1,950,325
其他應收帳款	Other receivable	117,901	136,475
		3,747,750	2,086,800

於2009年3月31日及2008年3月31日，其他應收帳款、按金及預付款項均沒有重大呆帳減值的準備入帳。

As at 31 March 2009 and 2008, no material allowance for impairment of doubtful debts was recorded in respect of other receivables, deposits and prepayments.

7 現金及現金等價物

7 Cash and cash equivalents

	2009	2008	
銀行結存及現金	Bank balances and cash	8,545,401	4,557,046
原本存款期不超過3個月的短期 銀行存款	Short-term bank deposits with original maturity not more than 3 months	29,281,425	34,277,186
現金及現金等價物	Cash and cash equivalents	37,826,826	38,834,232

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)

8 資本補助基金

8 Capital subvention fund

	為不同界別 製作的 教材資料	「同值同酬」 研究及教育 計劃	總數
	Sector targeted training materials	Research and educational projects on equal pay for work of equal value	Total
於2007年4月1日	-	-	-
已收政府補助	94,616	532,982	627,598
應收政府補助	-	(6,250)	(6,250)
轉至收支結算表作為收入以 配合：			
- 宣傳及公眾教育支出	(93,116)	(526,732)	(619,848)
於2008年3月31日	<u>1,500</u>	<u>-</u>	<u>1,500</u>
於2008年4月1日	1,500	-	1,500
已收政府補助	483,585	-	483,585
轉至收支結算表作為收入以 配合：			
- 宣傳及公眾教育支出	(73,120)	-	(73,120)
- 維修及保養費用	(13,965)	-	(13,965)
於2009年3月31日	<u>398,000</u>	<u>-</u>	<u>398,000</u>

資本補助基金指就特定計劃已收取但仍未使用的非經常性政府資本補助結餘。此項基金轉至收支結算表作為收入，以配合有關成本。

The capital subvention fund represents the unutilised balance of non-current Government capital subvention received for special projects. The funds are released to the statement of income and expenditure as income to match with the related costs.

9 職員約滿酬金的準備

9 Provision for staff gratuity

		2009	2008
於4月1日	At 1 April	12,059,388	8,893,870
撥出準備	Provisions made	7,669,937	7,536,475
沒收	Forfeitures	-	(91,845)
財政年度已支付之金額	Amount paid during the year	<u>(11,729,964)</u>	<u>(4,279,112)</u>
於3月31日	At 31 March	7,999,361	12,059,388
減：流動部份	Less: Current portion	<u>(4,212,710)</u>	<u>(9,394,094)</u>
非流動部份	Non-current portion	<u>3,786,651</u>	<u>2,665,294</u>

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.

財務報表附註

(所有數額均以港元為單位)

10 其他應付帳項及應計費用

Notes to the financial statements

(Expressed in Hong Kong dollars)

10 Other payables and accruals

	2009	2008
其他應付帳項	3,604,861	3,158,943
應計費用	872,418	1,179,841
預收款項	80,096	51,966
	<u>4,557,375</u>	<u>4,390,750</u>

11 法律費用的準備

11 Provision for legal fees

	2009	2008
於4月1日	-	104,000
撥出準備	2,836,731	1,128,984
財政年度已支付之金額	<u>(2,836,731)</u>	<u>(1,232,984)</u>
於3月31日	<u>-</u>	<u>-</u>

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.

12 儲備

12 Reserves

	2009	2008
於4月1日	24,865,856	26,009,167
由收支結算表轉入	<u>(1,188,245)</u>	<u>(1,143,311)</u>
於3月31日	<u>23,677,611</u>	<u>24,865,856</u>

委員會界定儲備為總資金。委員會在管理資金時，基本目的是確保委員會的財政持續穩健。財政年度終結時的儲備可作一般用途，委員會有權自行運用上限內的儲備。此上限分別為委員會下個財政年度及當前的財政年度每年的經常性資助的25%。

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 reserve at the end of the financial year is available for general use and can be spent at the discretion of the Commission within the reserve ceiling, which is capped at 25% of the Commission's annual recurrent subvention of the next and current financial year respectively.

13 主要管理報酬

13 Key management compensation

	2009	2008
短期職員福利	9,917,148	9,543,864
聘用期結束後福利	2,133,410	1,939,937
	<u>12,050,558</u>	<u>11,483,801</u>

財務報表附註

(所有數額均以港元為單位)

14 所得稅支出

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

15 承擔

(a) 資本性承擔

於結算日物業、機器及設備未在財務報表內提撥準備於2009年3月31日的資本性承擔如下：

已簽約但未提撥準備

(b) 營運租賃承擔

於三月三十一日計算，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：

於1年內繳付
在1年至5年內繳付

16 金融工具

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资方式。

Notes to the financial statements

(Expressed in Hong Kong dollars)

14 Income tax expense

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).

15 Commitments

(a) Capital commitments

Capital commitments outstanding at 31 March 2009, in respect of property, plant and equipment at the balance sheet date not provided for in the financial statements were as follows:

	2009	2008
Contracted but not provided for	130,321	941,860

(b) Operating lease commitments

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

	2009	2008
Within 1 year	7,418,112	5,563,584
After 1 year but within 5 years	12,672,608	15,068,040
	<u>20,090,720</u>	<u>20,631,624</u>

16 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.

財務報表附註

(所有數額均以港元為單位)

16 金融工具(續)

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。至於利率風險，除按固定利率計算利息的短期銀行存款外，委員會並無其他重大計息資產及負債。因此，委員會的收入及營運現金流量大部分都不受市場利率變動的影響，須面對的現金流量及公允價值利率風險亦較低。

(a) 信貸風險

政府於二零零八年十月十四日宣布，即時運用外匯基金為存放在香港特別行政區（「香港特區」）所有認可機構的所有客戶存款提供償還擔保（「存款擔保」），有效期至二零一零年年底。存款擔保依照存款保障計劃的原則運作，適用於所有香港特區的持牌銀行及海外機構在香港特區設立的分行。委員會的銀行結餘存放於上述認可機構，故受到上述存款擔保計劃的保障。

(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結算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：

Notes to the financial statements

(Expressed in Hong Kong dollars)

16 Financial instruments(continued)

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

On 14 October 2008, the Government announced the use of the Exchange Fund to immediately guarantee repayment of all customer deposits held with authorised institutions in Hong Kong Special Administrative Region ("HKSAR") (which cover licensed banks in HKSAR, among others, and include HKSAR branches of overseas institutions) following the principles of the Deposit Protection Scheme, until the end of 2010. The bank balances of the Commission are kept in the said authorised institutions and are therefore protected under the said scheme.

(b) Liquidity risk

The Commission's policy is to regularly monitor 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 balance sheet 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:

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)

16 金融工具(續)

(b) 資金周轉風險(續)

		2009				
		未貼現 合約現金流 總計	一年以下 或即時到期	一年以上 但兩年以下	兩年以上 但五年以下	
帳面值		Total	Within	More than	More than	
Carrying amount		contractual undiscounted cash flow	1 year or on demand	1 year but less than 2 years	2 years but less than 5 years	
職員約滿酬金的準備	Provision for staff gratuity	7,999,361	(7,999,361)	(4,212,710)	(1,718,231)	(2,068,420)
未使用年假的準備	Provision for unutilised annual leave	2,425,985	(2,425,985)	-	-	-
預收政府補助	Government subvention received in advance	11,594,483	(11,594,483)	-	-	-
其他應付帳項及應計費用	Other payables and accruals	4,557,375	(4,557,375)	-	-	-
		<u>26,577,204</u>	<u>(26,577,204)</u>	<u>(22,790,553)</u>	<u>(1,718,231)</u>	<u>(2,068,420)</u>
		2008				
		未貼現 合約現金流 總計	一年以下 或即時到期	一年以上 但兩年以下	兩年以上 但五年以下	
帳面值		Total	Within	More than	More than	
Carrying amount		contractual undiscounted cash flow	1 year or on demand	1 year but less than 2 years	2 years but less than 5 years	
職員約滿酬金的準備	Provision for staff gratuity	12,059,389	(12,059,389)	(9,394,094)	(2,113,851)	(551,444)
未使用年假的準備	Provision for unutilised annual leave	2,196,111	(2,196,111)	-	-	-
預收政府補助	Government subvention received in advance	7,871,564	(7,871,564)	-	-	-
其他應付帳項及應計費用	Other payables and accruals	4,390,750	(4,390,750)	-	-	-
		<u>26,517,814</u>	<u>(26,517,814)</u>	<u>(23,852,519)</u>	<u>(2,113,851)</u>	<u>(551,444)</u>

財務報表附註

(所有數額均以港元為單位)

16 金融工具(續)

(c) 對利率風險的敏感度分析

估計假若利率整體上升/下跌100個基點，而其他變數均維持不變，則委員會的收入及累計資金於二零零九年三月三十一日便會增加/減少約334,000元(二零零八年: 343,000元)。

上述敏感度分析乃假設利率的變動於結算日出現並已用於計算該日存在的財務金融工具及非財務金融工具的利率風險。100點子的增加或減少幅度，是管理層評估直至下一個年度的結算日期間有可能出現的合理性利率變動。2008年的分析亦是根據上述基準進行。

(d) 所有金融工具的數額與其於二零零八年及二零零九年三月三十一日的公允價值並無重大差異。

17 截至二零零九年三月三十一日止年度會計期間已頒布但尚未生效的修訂、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多項修訂、新準則及詮釋，惟於截至二零零九年三月三十一日止年度尚未生效，本財務報表亦沒有採納該等新準則。

委員會現正評估該等新準則及新詮釋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新準則及新詮釋可能構成新訂或修訂的披露，但不大可能對委員會的營運及財政狀況構成重大影響。

Notes to the financial statements

(Expressed in Hong Kong dollars)

16 Financial instruments(continued)

(c) Sensitivity analysis on interest rate risk

At 31 March 2009, it is estimated that a general increase/decrease of 100 basis points in interest rates, with all other variables held constant, would increase/decrease the Commission's income and funds by approximately \$334,000 (2008: \$343,000).

The sensitivity analysis above has been determined assuming that the change in interest rates had occurred at the balance sheet date and had been applied to the exposure to interest rate risk for both derivative and non-derivative financial instruments in existence at that date. The 100 basis point increase or decrease represents management's assessment of a reasonably possible change in interest rates over the period until the next annual balance sheet date. The analysis is performed on the same basis for 2008.

(d) All financial instruments are carried at amounts not materially different from their fair values as at 31 March 2009 and 2008.

17 Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2009

Up to the date of issue of these financial statements, the HKICPA has issued a number of amendments, new standards and interpretations which are not yet effective for the year ended 31 March 2009 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, new standards and new interpretations is expected to be in the period of initial application. So far it has concluded that the adoption of them may result in new or amended disclosures, it is unlikely to have a significant impact on the Commission's results of operations and financial position.