平等機會委員會 截至2010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86至第107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 一零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、全面收益表、 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。

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

Equal Opportunities Commission Financial Statements for the year ended 31 March 2010

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 the Equal Opportunities Commission ("the Commission") set out on pages 86 to 107, which comprise the statement of assets and liabilities as at 31 March 2010, the statement of income and expenditure, the statement of comprehensive income, 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.

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 確定此等財務報表是否不存有任何重大錯 誤陳述。

審核涉及執行程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 一零年三月三十一日的事務狀況,及委員 會截至該日止年度的盈餘及現金流量。

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 二零一零年八月四日

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 2010 and of the Commission's surplus 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 4 August 2010

收支結算表 截至2010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 2010

(Expressed in Hong Kong dollars)

		附註 Note	2010	2009
收入	Income			
政府補助	Government subventions	3	84,649,411	77,687,880
法律訴訟費用的補償	Reimbursement of cost from legal litigation		1,219,027	1,890
其他收入	Other income		1,566,359	1,782,477
			87,434,797	79,472,247
支出	Expenditure			
職員薪酬	Staff salaries		43,562,984	43,005,092
職員約滿酬金、其他福利及津貼	Staff gratuity, other benefits and allowances		14,720,509	13,247,249
強積金供款	Mandatory provident fund contributions		951,161	906,298
未使用年假的準備之增長	Increase in provision for unutilised annual leave		95,602	229,874
法律費用	Legal fees		5,381,706	2,836,731
宣傳及公眾教育支出	Publicity and public education expenses		7,725,546	6,180,393
經費來自資本補助基金的宣傳及 公眾教育支出	Publicity and public education expenses financed by capital subvention fund	8	(278,600)	(73,120)
研究計劃及教材資料套	Research projects and training modules		262,017	893,873
涉及辦公室物業的營運租賃租金	Operating lease rentals in respect of office premises		9,515,295	7,892,160
折舊	Depreciation		2,564,308	2,786,806
清理物業、機器及設備的虧損	Loss on disposal of property, plant and equipment		_	5,424
外訪、會議及職員培訓	Overseas visits, conferences and staff training		26,223	41,826
核數師酬金	Auditor's remuneration		78,130	77,240
其他經營費用	Other operating expense		2,820,773	2,630,646
		:	87,425,654	80,660,492
財政年度盈餘/(虧損)	Surplus / (Deficit) for the year	12	9,143	(1,188,245)

第91至107頁之附註為本財務報表的一部分。The notes on pages 91 to 107 form part of these financial statements.



全面收益表 截至2010年3月31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 「財政年度盈餘/(虧損)」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「財政年度盈餘/ (虧損)|相同。

Statement of comprehensive income for the year ended 31 March 2010

(Expressed in Hong Kong dollars)

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

資產負債表 於2010年3月31日

(所有數額均以港元為單位)

Statement of assets and liabilities as at 31 March 2010

(Expressed in Hong Kong dollars)

		附註 Note	2010	2009
資產	Assets			
非流動資產	Non-current assets			
物業、機器及設備	Property, plant and equipment	4	3,920,391	6,276,010
流動資產	Current assets			
應收政府的未使用年假補助	Unutilised annual leave subvention receivable from Government	e	2,521,587	2,425,985
應收政府的約滿酬金補助	Gratuity subvention receivable from Government	5	67,562	376,244
其他應收帳款、按金及預付款項	Other receivables, deposits and prepayments		4,321,374	3,747,750
現金及現金等價物	Cash and cash equivalents	7	37,559,123	37,826,826
- 70 ar 1/2 //3			44,469,646	44,376,805
總資產	Total assets	:	48,390,037	50,652,815
負債	Liabilities			
非流動負債	Non-current liabilities			
資本補助基金	Capital subvention fund	8	119,400	398,000
職員約滿酬金的準備	Provision for staff gratuity	9	7,444,709	3,786,651
			7,564,109	4,184,651
流動負債	Current liabilities			
職員約滿酬金的準備	Provision for staff gratuity	9	2,559,174	4,212,710
未使用年假的準備	Provision for unutilised annual leave		2,521,587	2,425,985
預收政府補助	Government subvention received in advance	3	6,894,696	11,594,483
其他應付帳項及應計費用	Other payables and accruals	10	5,163,717	4,557,375
應付政府的補助盈餘帳	Subvention surplus account payable to			
	Government	12	21,362	_
		:	17,160,536	22,790,553
總負債	Total liabilities		24,724,645	26,975,204
基金	Funds			
儲備	Reserves	12	23,665,392	23,677,611
總基金	Total funds		23,665,392	23,677,611
總基金及負債	Total funds and liabilities	:	48,390,037	50,652,815
於2010年8月4日批准 並授權公布本財務報表。	Approved and authorised for issue on 8 August 2010			
林煥光先生	趙麗娟女士		鄧伊3	冊小姐
Mr LAM Woon-kwong	Ms Susanna CHIU Lai-kuen			rie TENG
委員會主席	行政及財務專責小組召集人		會計	計師
Chairperson of the Commission	Convenor of the Administration and Finance (Committee		untant

第91至107頁之附註為本財務報表的一部分。The notes on pages 91 to 107 form part of these financial statements.



資金變動表 截至2010年3月31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 2010

(Expressed in Hong Kong dollars)

		收支結算表 Statement of income and expenditure	儲備 (附註 12) Reserves (Note 12)	總數 Total
於2008年4月1日	At 1 April 2008	-	24,865,856	24,865,856
財政年度虧損及全面收入總額	Deficit and total comprehensive income for the year	(1,188,245)	-	(1,188,245)
轉撥	Transfer	1,188,245	(1,188,245)	
於2009年3月31日	At 31 March 2009	_	23,677,611	23,677,611
於2009年4月1日	At 1 April 2009	-	23,677,611	23,677,611
財政年度盈餘及全面收入總額	Surplus and total comprehensive income for the year	9,143	-	9,143
轉撥	Transfer	(9,143)	9,143	-
轉至應付政府的補助盈餘帳	Transfer to subvention surplus account payable to Government	-	(21,362)	(21,362)
於2010年3月31日	At 31 March 2010	-	23,665,392	23,665,392

現金流動表 截至2010年3月31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 2010

(Expressed in Hong Kong dollars)

	P	付註 Note	2010	2009
營運活動	Operating activities			
財政年度盈餘/(虧損)	Surplus / (Deficit) for the year		9,143	(1,188,245)
調整:	Adjustments for:			
- 折舊	- Depreciation		2,564,308	2,786,806
- 清理物業、機器及設備的虧損	- Loss on disposals of property, plant and equipment		_	5,424
- 利息收入	- Interest income	_	(109,187)	(673,686)
營運資金變動前經營盈餘	Operating surplus before changes in working capital		2,464,264	930,299
應收政府的約滿酬金補助之減少	Decrease in gratuity subvention receivable from government		308,682	8,075
應收政府的未使用年假補助之增加	Increase in unutilised annual leave subvention receivable from government		(95,602)	(229,874)
其他應收帳款、按金及預付款項之 增加	Increase in other receivable, deposits and prepayments		(598,469)	(1,722,114)
其他應付帳項及應計費用之增加	Increase in other payables and accruals		606,342	166,625
職員約滿酬金的準備之增加/ (減少)	Increase / (decrease) in provision for staff gratuity		2,004,522	(4,060,027)
未使用年假的準備之增加	Increase in provision for unutilised annual leave		95,602	229,874
預收政府補助之(減少)/增加	(Decrease) / increase in Government subvention received in advance		(4,699,787)	3,722,919
資本補助基金之(減少)/增加	(Decrease) / increase in capital subvention fund		(278,600)	396,500
營運耗用的現金淨額	Net cash used in operations	-	(193,046)	(557,723)
投資活動	Investing activities			
已收利息	Interest received		134,032	734,850
購置物業、機器及設備	Purchases of property, plant and equipment	_	(208,689)	(1,184,533)
投資活動所耗用之現金淨額	Net cash used in investing activities	=	(74,657)	(449,683)
現金及現金等價物之減少	Decrease in cash and cash equivalents		(267,703)	(1,007,406)
年初之現金及現金等價物	Cash and cash equivalents at beginning of the year		37,826,826	38,834,232
年末之現金及現金等價物	Cash and cash equivalents at end of the year	7	37,559,123	37,826,826

第91至107頁之附註為本財務報表的一部分。The notes on pages 91 to 107 form part of these financial statements.

財務報表附註

(所有數額均以港元為單位)

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》、《家庭崗位歧視條例》及《種 族歧視條例》。委員會致力消除基於 性別、婚姻狀況、懷孕、殘疾、種族 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、不同種族人士之 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 太古城中心三座19樓。

主要會計政策 2

(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。

Notes to the financial statements

(Expressed in Hong Kong dollars)

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, 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, race 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, between people of different races 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.

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.

財務報表附註

(所有數額均以港元為單位)

主要會計政策(續)

(a) 遵例聲明(續)

香港會計師公會頒佈一項新增的 《香港財務報告準則》,並對《香 港財務報告準則》作出了若干修 訂及予以新的詮釋,此等變動在 委員會當前的會計期間首次生 效。當中《香港會計準則第1號》 (2007年修訂)-「財務報表之呈 報」與委員會的財務報表相關。 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。

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。

Notes to the financial statements

(Expressed in Hong Kong dollars)

Significant accounting policies (continued)

(a) Statement of compliance (continued)

The HKICPA has issued one new HKFRS, a number of amendments to HKFRSs and new Interpretations that are first effective for the current accounting period of the Commission. Of these, HKAS 1 (revised 2007), Presentation of financial statements is relevant to the Commission's financial statements. 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.

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.

主要會計政策(續)

(b) 財務報表編製基準(續)

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 租賃期或六年 (以較短者為準)

辦公室傢俬及設備 分別為五年

及三年 汽車 十年

電腦軟件及硬件 分別為三年

及四年

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。

Significant accounting policies (continued)

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

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 Shorter of lease term or 6 years

Office furniture and equipment 5 and 3 years respectively

Motor vehicles 7 years

Computer software and hardware 3 and 4 years respectively

Simultaneous interpretation 6 years and public address equipment

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

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(所有數額均以港元為單位)

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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 用值兩者中的較高者。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。

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 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.

主要會計政策(續)

(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。

(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 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。

Significant accounting policies (continued)

(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.

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 leave are not recognised until the time of leave.

Pension obligations (ii)

The Commission has established a mandatory provident fund scheme ("MPF Scheme") in Hong Kong. The assets of the MPF Scheme are held in separate trusteeadministered 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.

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(所有數額均以港元為單位)

主要會計政策(續)

(g) 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。

(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。

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。

收入的確認 (i)

(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。

Notes to the financial statements

(Expressed in Hong Kong dollars)

Significant accounting policies (continued)

(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.

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.

Income recognition

Government subventions (i)

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

主要會計政策(續)

(i) 收入的確認(續)

(i) 政府補助(續)

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。

(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。

(i) 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:

- 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;

Significant accounting policies (continued)

(i) Income recognition (continued)

(i) Government subventions (continued)

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.

Reimbursement of costs from legal litigation (ii)

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.

Sundry income (iv)

Sundry income is recognised on an accrual basis.

(j) Related parties

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

- the party has the ability, directly or indirectly through (i) 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;
- the Commission and the party are subject to common (ii) 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;

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主要會計政策(續)

- (i) 關聯人士(續)
 - (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。

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。

Significant accounting policies (continued)

- (j) Related parties (continued)
 - 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
 - the party is a post-employment benefit plan which is for (v) 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.

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.

4 物業、機器及設備

Property, plant and equipment

		租賃 物業裝修 Leasehold improvements	辦公室傢俬 及設備 Office furniture and equipment	汽車 Motor vehicles	電腦軟件 及硬件 Computer software and hardware	即時傳譯及 擴音系統 Simultaneous interpretation and public address equipment	總數 Total
成本:	Cost:						
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
於2009年4月1日	At 1 April 2009	7,137,801	4,440,171	819,601	5,413,017	469,123	18,279,713
增置	Additions	55,091	100,600	_	41,078	11,920	208,689
減少	Disposals	_	(7,692)	_	_	_	(7,692)
於2010年3月31日	At 31 March 2010	7,192,892	4,533,079	819,601	5,454,095	481,043	18,480,710
累積折舊:	Accumulated dep	reciation:					
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
於2009年4月1日	At 1 April 2009	3,509,529	3,783,970	322,011	4,012,820	375,373	12,003,703
年度折舊	Charge for the year	1,195,481	422,094	117,086	795,235	34,412	2,564,308
減少時撥回	Written back on disposals	_	(7,692)	-	-	-	(7,692)
於2010年3月31日	At 31 March 2010	4,705,010	4,198,372	439,097	4,808,055	409,785	14,560,319
帳面淨值:	Net book value:						
於2010年3月31日	At 31 March 2010	2,487,882	334,707	380,504	646,040	71,258	3,920,391
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

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5 應收政府的約滿酬金補助

Gratuity subvention receivable from Government

		2010	2009
於4月1日	At 1 April	376,244	384,319
年度內確認的補助	Subvention recognised for the year	8,551,318	8,457,925
已收政府約滿酬金補助	Gratuity subvention received from Government	(8,860,000)	(8,466,000)
於3月31日	At 31 March	67,562	376,244

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

Other receivables, deposits and prepayments

		2010	2009
按金及預付款項	Deposits and prepayments	3,406,781	3,629,849
其他應收帳款	Other receivable	914,593	117,901
		4,321,374	3,747,750

於2010年3月31日及2009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 2010 and 2009, 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

Cash and cash equivalents

		2010	2009
銀行結存及現金	Bank balances and cash	4,454,914	8,545,401
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	33,104,209	29,281,425
現金及現金等價物	Cash and cash equivalents	37,559,123	37,826,826

8 資本補助基金

Capital subvention fund

為不同界別製作的教材資料 Sector targeted training materials

於2008年4月1日	At 1 April 2008	1,500
已收政府補助	Subvention received from Government	483,585
轉至收支結算表作為收入以配合:	Transfer to the statement of income and expenditure as income to match with:	
- 宣傳及公眾教育支出	- Publicity and public education expenses	(73,120)
- 維修及保養費用	- Repair and maintenance expenses	(13,965)
於2009年3月31日	At 31 March 2009	398,000
於2009年4月1日	At 1 April 2009	398,000
轉至收支結算表作為收入以配合:	Transfer to the statement of income and expenditure as income to match with:	
- 宣傳及公眾教育支出	- Publicity and public education expenses	(278,600)
於2010年3月31日	At 31 March 2010	119,400

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 noncurrent 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.

職員約滿酬金的準備

Provision for staff gratuity

		2010	2009
於4月1日	At 1 April	7,999,361	12,059,388
撥出準備	Provisions made	7,831,129	7,669,937
沒收	Forfeitures	(116,724)	_
財政年度已支付之金額	Amount paid during the year	(5,709,883)	(11,729,964)
於3月31日	At 31 March	10,003,883	7,999,361
減:流動部份	Less: Current portion	(2,559,174)	(4,212,710)
非流動部份	Non-current portion	7,444,709	3,786,651

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.

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10 其他應付帳項及應計費用

Other payables and accruals

		2010	2009
其他應付帳項	Other payables	4,181,191	3,604,861
應計費用	Accrued expenses	879,471	872,418
預收款項	Receipts in advance	103,055	80,096
		5,163,717	4,557,375

11 法律費用的準備

Provision for legal fees

		2010	2009
於4月1日	At 1 April	-	-
撥出準備	Provisions made	5,381,706	2,836,731
財政年度已支付之金額	Amount paid during the year	(5,381,706)	(2,836,731)
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.

12 儲備

Reserves

		2010	2009
於4月1日	At 1 April	23,677,611	24,865,856
由收支結算表轉入	Transfer from statement of income and expenditure	9,143	(1,188,245)
轉至應付政府的補助盈餘帳	Transfer to subvention surplus account payable to Government	(21,362)	
於3月31日	At 31 March	23,665,392	23,677,611

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。此上限為委員會 下個財政年度每年的經常性資助的 25%,加上物業、機器及設備帳面淨 額,和減去應計的修復費用。上一財 政年度終結時儲備水平如超出儲備額 上限需歸還政府,除非得到政制及內 地事務局常任秘書長的批准,或獲政 制及內地事務局常任秘書長,經諮詢 財經事務及庫務局局長後提高儲備額 上限。

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 financial year plus the net book value of property, plant and equipment less accrued reinstatement cost. The level of reserve at the end of the previous financial year exceeding the reserve ceiling would need to be returned to the Government, except with the approval of the Permanent Secretary for Constitutional and Mainland Affairs ("PSCMA") or the ceiling of the reserve is raised by PSCMA following consultation with the Secretary for Financial Services and the Treasury ("SFST").

13 主要管理報酬

Key management compensation

		2010	2009
職員福利	Employee benefits	10,290,362	9,917,148
聘用期結束後福利	Post-employment benefits	2,115,621	2,133,410
		12,405,983	12,050,558

14 所得税支出

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 税務局之一切徵税。

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).

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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2010年3 月31日的資本性承擔如下:

Commitments

(a) Capital commitments

Capital commitments outstanding at 31 March 2010, in respect of property, plant and equipment at the balance sheet date not provided for in the financial statements were as follows:

	2010	2009
Contracted but not provided for	3,365	130,321

(b) 營運租賃承擔

已簽約但未提撥準備

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:

(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:

		2010	2009
於1年內繳付	Within 1 year	7,418,112	7,418,112
在1年至5年內繳付	After 1 year but within 5 years	5,254,496	12,672,608
		12,672,608	20,090,720

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。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。

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.

16 金融工具(續)

(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:

Financial instruments (continued)

(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)

Financial instruments (continued)

(b) Liquidity risk (continued)

				2010		
		帳面值	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
		Carrying amount	Total contractual undiscounted cash flow	Within 1 year or on demand	More than 1 year but less than 2 years	More than 2 years but less than 5 years
職員約滿酬金的準備	Provision for staff gratuity	10,003,883	(10,003,883)	(2,559,174)	(6,685,889)	(758,820)
未使用年假的準備	Provision for unutilised annual leave	2,521,587	(2,521,587)	(2,521,587)	-	-
預收政府補助	Government subvention received in advance	6,894,696	(6,894,696)	(6,894,696)	-	-
其他應付帳項及 應計費用	Other payables and accruals	5,163,717	(5,163,717)	(5,163,717)	-	-
	<u>-</u>	24,583,883	(24,583,883)	(17,139,174)	(6,685,889)	(758,820)

				2009		
		帳面值	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
		Carrying amount	Total contractual undiscounted cash flow	Within 1 year or on demand	More than 1 year but less than 2 years	More than 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)	(2,425,985)	-	-
預收政府補助	Government subvention received in advance	11,594,483	(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)	(4,557,375)	-	-
		26,577,204	(26,577,204)	(22,790,553)	(1,718,231)	(2,068,420)

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 二零一零年三月三十一日便會 增加約371,000元(二零零九年: 334,000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。2009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 零九年及二零一零年三月三十一 日的公允價值並無重大差異。

17 截至二零一零年三月三十一日 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,惟於截至二零一零年三月 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。

Financial instruments (continued)

(c) Sensitivity analysis on interest rate risk

At 31 March 2010, it is estimated that a general increase of 100 basis points in interest rates, with all other variables held constant, would increase the Commission's income and funds by approximately \$371,000 (2009: \$334,000).

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 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 2009.

(d) All financial instruments are carried at amounts not materially different from their fair values as at 31 March 2010 and 2009.

Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2010

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 2010 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.