

# 審計署署長報告 - 法律援助服務局帳目審計結果

## Report of the Director of Audit on the Accounts of LASC

### 獨立審計師報告 致立法會

#### 意見

我已審計列載於第 45 至 65 頁的法律援助服務局財務報表，該等財務報表包括於 2021 年 3 月 31 日的資產負債表與截至該日止年度的收支報表、權益變動表和現金流量表，以及財務報表的附註，包括主要會計政策概要。

我認為，該等財務報表已按照香港會計師公會頒布的《香港財務報告準則》真實而中肯地反映法律援助服務局於 2021 年 3 月 31 日的財務狀況及截至該日止年度的財務表現和現金流量，並已按照《法律援助服務局條例》（第 489 章）妥為擬備。

#### 意見的基礎

我已按照《法律援助服務局條例》第 13(1) 條及審計署的審計準則進行審計。我根據該等準則而須承擔的責任，詳載於本報告「審計師就財務報表審計而須承擔的責任」部分。根據該等準則，我獨立於法律援助服務局，並已按該等準則履行其他道德責任。我相信，我所獲得的審計憑證是充足和適當地為我的審計意見提供基礎。

### Independent Auditor's Report To the Legislative Council

#### Opinion

I have audited the financial statements of the Legal Aid Services Council set out on pages 45 to 65, which comprise the balance sheet as at 31 March 2021, and the income and expenditure account, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the financial statements give a true and fair view of the financial position of the Legal Aid Services Council as at 31 March 2021, and of its financial performance and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in accordance with the Legal Aid Services Council Ordinance (Cap. 489).

#### Basis for opinion

I conducted my audit in accordance with section 13(1) of the Legal Aid Services Council Ordinance and the Audit Commission auditing standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of my report. I am independent of the Legal Aid Services Council in accordance with those standards, and I have fulfilled my other ethical responsibilities in accordance with those standards. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **法律援助服務局就財務報表而須承擔的責任**

法律援助服務局須負責按照香港會計師公會頒布的《香港財務報告準則》及《法律援助服務局條例》擬備真實而中肯的財務報表，及落實其認為必要的內部控制，使財務報表不存有因欺詐或錯誤而導致的重大錯誤陳述。

在擬備財務報表時，法律援助服務局須負責評估其持續經營的能力，以及在適用情況下披露與持續經營有關的事項，並以持續經營作為會計基礎。

### **審計師就財務報表審計而須承擔的責任**

我的目標是就整體財務報表是否不存有任何因欺詐或錯誤而導致的重大錯誤陳述取得合理保證，並發出包括我意見的審計師報告。合理保證是高水平的保證，但不能確保按審計署審計準則進行的審計定能發現所存有的任何重大錯誤陳述。錯誤陳述可以由欺詐或錯誤引起，如果合理預期它們個別或滙總起來可能影響財務報表使用者所作出的經濟決定，則會被視作重大錯誤陳述。

在根據審計署審計準則進行審計的過程中，我會運用專業判斷並秉持專業懷疑態度。我亦會：

### ***Responsibilities of the Legal Aid Services Council for the financial statements***

The Legal Aid Services Council is responsible for the preparation of the financial statements that give a true and fair view in accordance with HKFRSs issued by the HKICPA and the Legal Aid Services Council Ordinance, and for such internal control as the Legal Aid Services Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Legal Aid Services Council is responsible for assessing its ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

### ***Auditor's responsibilities for the audit of the financial statements***

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Audit Commission auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the Audit Commission auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- 識別和評估因欺詐或錯誤而導致財務報表存有重大錯誤陳述的風險；設計及執行審計程序以應對這些風險；以及取得充足和適當的審計憑證，作為我意見的基礎。由於欺詐可能涉及串謀、偽造、蓄意遺漏、虛假陳述，或凌駕內部控制的情況，因此未能發現因欺詐而導致重大錯誤陳述的風險，較未能發現因錯誤而導致者為高；
- 了解與審計相關的內部控制，以設計適當的審計程序。然而，此舉並非旨在對法律援助服務局內部控制的有效性發表意見；
- 評價法律援助服務局所採用的會計政策是否恰當，以及其作出的會計估計和相關資料披露是否合理；
- 判定法律援助服務局以持續經營作為會計基礎的做法是否恰當，並根據所得的審計憑證，判定是否存在與事件或情況有關，而且可能對法律援助服務局持續經營的能力構成重大疑慮的重大不確定性。如果我認為存在重大不確定性，則有必要在審計師報告中請使用者留意財務報表中的相關資料披露。假若所披露的相關資料不足，我便須發出非無保留意見的審計師報告。我的結論是基於截至審計師報告日止所取得的審計憑證。然而，未來事件或情況可能導致法律援助服務局不能繼續持續經營；及
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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 Legal Aid Services Council's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Legal Aid Services Council;
- conclude on the appropriateness of the Legal Aid Services Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Legal Aid Services Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Legal Aid Services Council to cease to continue as a going concern; and

- 評價財務報表的整體列報方式、結構和內容，包括披露資料，以及財務報表是否中肯反映交易和事項。

- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

審計署署長  
首席審計師  
蔡秀玫代行



S. M. CHOI  
Principal Auditor  
for Director of Audit

2021 年 8 月 26 日

26 August 2021

審計署  
香港灣仔告士打道 7 號  
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## 資產負債表

## BALANCE SHEET

於 2021 年 3 月 31 日

AS AT 31 MARCH 2021

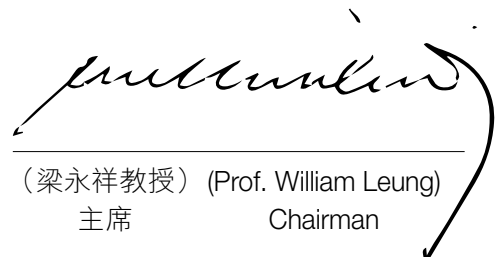
		附註 Note	2021 港幣 HK\$	2020 港幣 HK\$
<b>非流動資產</b>	<b>NON-CURRENT ASSETS</b>			
使用權資產	Right-of-use assets	3	4,083,729	5,717,221
物業、廠房及設備	Property, plant and equipment	4	15,248	35,334
			<b>4,098,977</b>	5,752,555
<b>流動資產</b>	<b>CURRENT ASSETS</b>			
現金及等同現金項目	Cash and cash equivalents	5	1,361,562	1,310,476
應收利息	Interest receivable		11	9
按金	Deposits		2,250	2,250
			<b>1,363,823</b>	1,312,735
<b>流動負債</b>	<b>CURRENT LIABILITIES</b>			
租賃負債	Lease liabilities	6	(1,623,413)	(1,636,781)
職員酬金調整撥備	Provision for adjustment to staff salaries		-	(11,414)
約滿酬金撥備	Provision for gratuities		(22,180)	(22,021)
未放取假期撥備	Provision for untaken leave		(15,059)	(15,481)
			<b>(1,660,652)</b>	(1,685,697)
<b>淨流動負債</b>	<b>NET CURRENT LIABILITIES</b>		<b>(296,829)</b>	(372,962)
<b>非流動負債</b>	<b>NON-CURRENT LIABILITIES</b>			
租賃負債	Lease liabilities	6	(2,523,923)	(4,085,033)
<b>淨資產</b>	<b>NET ASSETS</b>		<b>1,278,225</b>	1,294,495
上列項目代表：	Representing:			
<b>政府基金</b>	<b>GOVERNMENT FUNDS</b>			
經常性補助基金	Recurrent subvention fund	7	<b>1,278,225</b>	1,294,495

隨附附註1至13為本財務報表的一部分。

The accompanying notes 1 to 13 form part of these financial statements.

此等財務報表已於2021年8月26日經法律援助服務局核實及批准發行。

Approved and authorised for issue by the Legal Aid Services Council on 26 August 2021.

  
(梁永祥教授) (Prof. William Leung)  
主席 Chairman

## 收支報表

## INCOME AND EXPENDITURE ACCOUNT

截至 2021 年 3 月 31 日止年度 FOR THE YEAR ENDED 31 MARCH 2021

		附註 Note	2021 港幣 HK\$	2020 港幣 HK\$
<b>收入</b>	<b>INCOME</b>			
政府補助	Government subventions	8	6,977,000	7,192,000
利息收入	Interest income		49	739
			<b>6,977,049</b>	7,192,739
<b>支出</b>	<b>EXPENDITURE</b>			
職員酬金	Staff emoluments	9	(4,556,565)	(4,676,180)
折舊費用	Depreciation charge			
- 使用權資產	- Right-of-use assets	3	(1,633,492)	(1,633,491)
- 物業、廠房及設備	- Property, plant and equipment	4	(20,086)	(21,241)
管理費	Management fees		(223,625)	(223,625)
租賃負債利息支出	Interest expense on lease liabilities	6	(73,287)	(97,775)
其他開支	Other expenses	10	(270,569)	(266,019)
			<b>(6,777,624)</b>	(6,918,331)
<b>本年度盈餘</b>	<b>SURPLUS FOR THE YEAR</b>		<b>199,425</b>	274,408
其他全面收入	Other comprehensive income		-	-
<b>本年度全面收益總額</b>	<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>199,425</b>	274,408

隨附附註1至13為本財務報表的一部分。

The accompanying notes 1 to 13 form part of these financial statements.

## 權益變動表

## STATEMENT OF CHANGES IN EQUITY

截至 2021 年 3 月 31 日止年度

FOR THE YEAR ENDED 31 MARCH 2021

港幣 HK\$

### 經常性補助基金

### RECURRENT SUBVENTION FUND

<b>於 2019 年 4 月 1 日結餘</b>	<b>Balance as at 1 April 2019</b>	1,020,087
年度全面收益總額	Total comprehensive income for the year	274,408
<b>於 2020 年 3 月 31 日結餘</b>	<b>Balance as at 31 March 2020</b>	1,294,495
退回政府款項	Refunded to Government	(215,695)
年度全面收益總額	Total comprehensive income for the year	199,425
<b>於 2021 年 3 月 31 日結餘</b>	<b>Balance as at 31 March 2021</b>	1,278,225

隨附附註1至13為本財務報表的一部分。

The accompanying notes 1 to 13 form part of these financial statements.



## 現金流量表

## STATEMENT OF CASH FLOWS

截至 2021 年 3 月 31 日止年度

FOR THE YEAR ENDED 31 MARCH 2021

	附註 Note	2021 港幣 HK\$	2020 港幣 HK\$
<b>經營活動的現金流量</b>	<b>Cash flows from operating activities</b>		
年度盈餘	Surplus for the year	199,425	274,408
物業、廠房及設備折舊	Depreciation on property, plant and equipment	20,086	21,241
使用權資產折舊	Depreciation on right-of-use assets	1,633,492	1,633,491
利息收入	Interest income	(49)	(739)
租賃負債利息支出	Interest expense on lease liabilities	73,287	97,775
職員酬金調整撥備 (減少) / 增加	(Decrease) / Increase in provision for adjustment to staff salaries	(11,414)	11,414
約滿酬金撥備增加	Increase in provision for gratuities	159	976
未放取假期撥備 (減少) / 增加	(Decrease) / Increase in provision for untaken leave	(422)	3,080
<b>經營活動所得的現金淨額</b>	<b>Net cash generated from operating activities</b>	<b>1,914,564</b>	<b>2,041,646</b>
<b>投資活動的現金流量</b>	<b>Cash flows from investing activities</b>		
已收利息	Interest received	47	957
<b>投資活動所得的現金淨額</b>	<b>Net cash generated from investing activities</b>	<b>47</b>	<b>957</b>
<b>融資活動的現金流量</b>	<b>Cash flows from financing activities</b>		
退回政府款項	Amount refunded to Government	(215,695)	-
租賃付款	Lease payments	(1,647,830)	(1,726,608)
<b>融資活動所用的現金淨額</b>	<b>Net cash used in financing activities</b>	<b>(1,863,525)</b>	<b>(1,726,608)</b>
<b>現金及等同現金項目增加淨額</b>	<b>Net increase in cash and cash equivalents</b>	<b>51,086</b>	<b>315,995</b>
年初的現金及等同現金項目	Cash and cash equivalents at beginning of year	1,310,476	994,481
年末的現金及等同現金項目	Cash and cash equivalents at end of year	<b>1,361,562</b>	1,310,476

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隨附附註1至13為本財務報表的一部分。

The accompanying notes 1 to 13 form part of these financial statements.



## 財務報表附註

### 1. 一般資料

法律援助服務局（「本局」）於1996年9月1日根據《法律援助服務局條例》（第489章）成立。

本局是一個非牟利組織，旨在監管在香港由法律援助署提供的法律援助服務，並就法律援助政策向政府提供意見。

本局註冊辦事處的地址為香港銅鑼灣告士打道262號中糧大廈16樓1601室。

### 2. 主要會計政策

#### 2.1 符合準則聲明

財務報表乃根據《法律援助服務局條例》與香港會計師公會頒布之《香港財務報告準則》（此乃綜合詞彙，包括香港會計師公會頒布的所有適用的個別香港財務報告準則、香港會計準則和詮釋）編製。本局採納的重要會計政策概要如下。

## Notes to the Financial Statements

### 1. GENERAL INFORMATION

The Legal Aid Services Council ("the Council") was established on 1 September 1996 under the Legal Aid Services Council Ordinance (Cap. 489).

The Council is a non-profit-making organisation formed for the objective of supervising the provision of legal aid services in Hong Kong provided by the Legal Aid Department and advising the Government on legal aid policy.

The address of its registered office is Room 1601, 16/F, COFCO Tower, 262 Gloucester Road, Causeway Bay, Hong Kong.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### 2.1 Statement of compliance

The financial statements have been prepared in accordance with the Legal Aid Services Council Ordinance and all applicable Hong Kong Financial Reporting Standards (HKFRSs), which is a collective term that includes all applicable individual HKFRSs, Hong Kong Accounting Standards and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (HKICPA). A summary of the significant accounting policies adopted by the Council is set out below.

## 2.2 財務報表的編製基準

財務報表按應計記帳方式及歷史成本法編製。

編製符合《香港財務報告準則》的財務報表需要管理層作出判斷、估計及假設。而有關判斷、估計及假設會影響會計政策的採納及資產、負債、收入及支出的呈報總額。此等估計及相關的假設是根據以往經驗及其他在有關情況下認為合適的因素而制定。在欠缺其他現成數據的情況下，則採用此等估計及假設作為判斷有關資產及負債的帳面值的基礎，估計結果與實際價值或有不同。

該等估計及相關假設會被不斷檢討修訂。如修訂只影響作出修訂的會計期，會在該期內確認，但如影響作出修訂的會計期及未來的會計期，有關修訂便會在該期及未來的會計期內確認。

除管理層就採納香港財務報告準則第16號租賃於附註2.6披露所作出的判斷外，本局在實施會計政策時並不涉及任何關鍵的會計判斷，在報告日亦無對未來作出任何主要的假設或估計有其他重要的不明朗因素會構成重大風險，導致資產和負債的帳面值在來年需大幅修訂。

## 2.2 Basis of preparation of the financial statements

The financial statements have been prepared on an accrual basis and under the historical cost convention.

The preparation of financial statements in conformity with HKFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenditure. The estimates and associated assumptions are based on experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgements about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Apart from judgements made by management in the application of HKFRS 16 Leases as disclosed in note 2.6, there are no other critical accounting judgements involved in the application of the Council's accounting policies. There are neither key assumptions concerning the future nor other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the next year.

## 2.3 新訂與修訂香港財務報告準則的影響

香港會計師公會頒布了若干新訂或經修訂的香港財務報告準則，於本會計期首次生效。適用於本財務報表呈報年度的會計政策，並未因這些發展而有任何改變。

本局並未提早採納本會計期間尚未生效的任何修訂、新準則和詮釋。本局正在評估這些修訂、新準則和詮釋在最初採納期間的影響。到目前為止，結論是採納該等修訂、新準則及詮釋不太可能對本局的營運結果和財務狀況產生重大影響。

## 2.4 金融資產及金融負債

### (i) 初始確認與計量

本局在成為金融工具的合約條款其中一方當日確認有關金融資產及金融負債。它們初始時按公平值再加上或減去因收購該等金融資產或發行該等金融負債而直接引致的交易成本列帳。

### (ii) 分類及其後計量

#### *按攤銷成本值計量的金融資產*

這類資產包括現金及等同現金項目、應收利息和按金。它們旨在收取合約現金流量，即只包括所支付的本金及利息。它們其後使用實際利率法按攤銷成本值計量。這些金融資產的虧損準備是根據附註2.4(iv)所述的預期信貸虧損模型計量。

## 2.3 Impact of new and revised HKFRSs

The HKICPA has issued certain new or revised HKFRSs which are first effective for the current accounting period. There have been no changes to the accounting policies applied in these financial statements for the years presented as a result of these developments.

The Council has not early adopted any amendments, new standards and interpretations which are not yet effective for the current accounting period. The Council is in the process of making an assessment of what the impact of these amendments, new standards and interpretations is expected to be in the period of initial adoption. So far, it has concluded that the adoption of them is unlikely to have a significant impact on the Council's results of operations and financial position.

## 2.4 Financial assets and financial liabilities

### (i) Initial recognition and measurement

Financial assets and financial liabilities are recognised on the date the Council becomes a party to the contractual provisions of the financial instrument. They are initially stated at fair value plus or minus transaction costs that are directly attributable to the acquisition of financial assets or issue of financial liabilities.

### (ii) Classification and subsequent measurement

#### *Financial assets measured at amortised cost*

These comprise cash and cash equivalents, interest receivable and deposits. They are held for the collection of contractual cash flows which represent solely payments of principal and interest. They are subsequently measured at amortised cost using the effective interest method. The measurement of loss allowances for these financial assets is based on the expected credit loss model as described in note 2.4(iv).

實際利率法是計算金融資產或金融負債的攤銷成本值，以及攤分及確認有關期間的利息收入或支出的方法。實際利率是指可將該金融資產或金融負債在預期有效期間內的預計未來現金收支，折現成該金融資產的帳面總值或該金融負債的攤銷成本值所適用的貼現率。本局於計算實際利率時，會考慮該金融工具的所有合約條款以估計現金流量，但不會計及預期信貸虧損。有關計算包括與實際利率相關的所有收取自或支付予合約各方的費用、交易成本及所有其他溢價或折讓。

*按攤銷成本值計量的金融負債*

這包括租賃負債，它們其後採用實際利率法按攤銷成本值計量。

(iii) 註銷確認

當從金融資產收取現金流量的合約權利屆滿時，或該金融資產連同擁有權的絕大部分風險及回報已轉讓時，該金融資產會被註銷確認。

當合約指明的債務被解除、取消或到期時，該金融負債會被註銷確認。

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability and of allocating and recognising the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts or payments through the expected life of the financial asset or financial liability to the gross carrying amount of the financial asset or to the amortised cost of the financial liability. When calculating the effective interest rate, the Council estimates cash flows by considering all contractual terms of the financial instrument but does not consider the expected credit losses. The calculation includes all fees received or paid between parties to the contract that are an integral part of the effective interest rate, transaction costs and all other premiums or discounts.

*Financial liabilities measured at amortised cost*

These comprise lease liabilities. They are subsequently measured at amortised cost using the effective interest method.

(iii) Derecognition

A financial asset is derecognised when the contractual rights to receive the cash flows from the financial asset expire, or where the financial asset together with substantially all the risks and rewards of ownership have been transferred.

A financial liability is derecognised when the obligation specified in the contract is discharged, is cancelled or expires.

(iv) 金融資產減值

對於現金及等同現金項目、應收利息和按金，本局以預期信貸虧損計量須予確認的虧損準備。

預期信貸虧損是以經概率加權估計的信貸虧損。這些虧損為按合約應付予本局的合約現金流量與本局預期會收到的現金流量兩者間的差額，並按實際利率折現。有關虧損以下列其中一個基礎計量：

- 12 個月預期信貸虧損（自初始確認以來，金融工具的信貸風險無大幅增加）：這是預期在報告日後 12 個月內可能發生的違約事件引致的虧損；或
- 期限內預期信貸虧損（自初始確認以來，金融工具的信貸風險大幅增加）：這是預期在金融工具的有效期內所有可能出現的違約事件引致的虧損。

(iv) Impairment of financial assets

For cash and cash equivalents, interest receivable and deposits, the Council measures the expected credit losses to determine the loss allowance required to be recognised.

Expected credit losses are a probability-weighted estimate of credit losses. They are based on the difference between the contractual cash flows due in accordance with the contract and the cash flows that the Council expects to receive, discounted at the effective interest rate. They are measured on either of the following bases:

- 12-month expected credit losses (for financial instruments for which there has not been a significant increase in credit risk since initial recognition): these are losses that are expected to result from possible default events within the 12 months after the reporting date; or
- lifetime expected credit losses (for financial instruments for which there has been a significant increase in credit risk since initial recognition): these are losses that are expected to result from all possible default events over the expected life of the financial instrument.

在評估金融工具的信貸風險自初始確認以來有否大幅增加，本局會比較金融工具在報告日和在初始確認日評估的違約風險。在評估風險時，如 (i) 借貸人無力對本局履行全部還款責任；或 (ii) 金融資產已逾期 90 日，本局會視為出現違約事件。本局會考慮合理及有憑證的數量及質量資料，包括過往經驗及無須以過度成本或人力取得的具前瞻性資料。

在上一個報告期被確認為期限內預期信貸虧損的金融資產，若其信貸質素改善，並扭轉先前作出信貸風險大幅增加的評估，則虧損準備由期限內預期信貸虧損回復至 12 個月預期信貸虧損。

如沒有合理期望可收回合約現金流量，金融資產會被撇銷。

## 2.5 收入的確認

當可以合理地確定本局會履行政府補助的附帶條件並收到補助時，該政府補助便會在收支報表內確認為收入。

與收入有關的政府補助會在相關支出產生時，在收支報表內確認為有關期間的收入。

利息收入採用實際利息法以應計基礎確認入帳。

In assessing whether the credit risk of a financial instrument has increased significantly since initial recognition, the Council compares the risk of default occurring on the financial instrument assessed at the reporting date with that assessed at the date of initial recognition. In making this assessment, the Council considers that a default event occurs when (i) the borrower is unlikely to pay its credit obligations to the Council in full; or (ii) the financial asset is 90 days past due. The Council considers both quantitative and qualitative information that is reasonable and supportable, including historical experience and forward-looking information that is available without undue cost or effort.

For a financial asset with lifetime expected credit losses recognised in the previous reporting period, if its credit quality improves and reverses the previously assessed significant increase in credit risk, then the loss allowance reverts from lifetime expected credit losses to 12-month expected credit losses.

A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

## 2.5 Revenue recognition

A government subvention is recognised when there is a reasonable assurance that the Council will comply with the conditions attaching to it and that the subvention will be received.

Government subventions relating to income are recognised in the income and expenditure account over the period necessary to match them with the costs they are intended to compensate.



## 2.6 租賃

租賃會於其生效日在資產負債表中確認為使用權資產，及相應的租賃負債，但可變租賃款項、租賃期為 12 個月或以下的短期租賃及低價值資產的租賃相關款項會在租賃期內按直線法計入收入和支出賬目。

本局就辦公室物業訂立兩份租賃協議，租賃期由2020年10月15日至2023年9月30日（附有3年租期的續租權），所有租賃付款均為固定。

### (i) 使用權資產

使用權資產初始按成本計量，當中包括租賃負債的初始金額，並就於開始日或之前作出的任何租賃付款作出調整，以及加上任何直接產生的初始成本。使用權資產其後按成本減累計折舊及任何減值虧損列賬（附註 2.10）。使用權資產按資產的估計可使用年期及租賃期兩者中的較短者以直線法計算折舊。

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

## 2.6 Lease

A lease is recognised in the balance sheet as a right-of-use asset with a corresponding liability recognised at the lease commencement date, except that variable lease payments and payments associated with short-term leases having a lease term of 12 months or less and leases of low-value assets are charged to the income and expenditure account on a straight-line basis over the lease term.

The Council entered into two lease agreements for its office premises of which the lease term is from 15 October 2020 to 30 September 2023 (with an option to renew for a further term of three years). All the lease payments are fixed.

### (i) Right-of-use asset

A right-of-use asset is initially measured at cost, which comprises the initial amount of the lease liability adjusted for any lease payments made at or before the commencement date, plus any initial direct costs incurred. The right-of-use asset is subsequently stated at cost less accumulated depreciation and any impairment losses (note 2.10). The right-of-use asset is depreciated over the shorter of the estimated useful life of the asset and the lease term on a straight-line basis.



(ii) 租賃負債

租賃負債初始按剩餘租賃付款的現值計量，以本局的增量借貸利率折現。增量借貸利率是指本局為在類似經濟環境下獲得與使用權資產類似價值的資產，以類似條款和抵押條件借入資金而必須支付的利率。租賃負債其後按租賃負債利息成本而增加並因租賃付款而減少。

租賃付款分配至有關負債與財務成本。財務成本於租賃期內自收支報表中扣除，以就每個期間的負債餘額計算固定週期利率。

*釐定附帶續租選擇權的合約租賃期*

本局在釐定包括續租選擇權的辦公室物業租賃合約的租賃期時，作出了判斷。有關本局是否合理確定將行使續租選擇權的評估會影響租賃期，繼而對所確認的租賃負債及使用權資產金額造成重大影響。

使用權資產在租賃期內（預計 3 年）按直線法計折舊。續租選擇權（為期 3 年）不包括在租賃負債的租期中，因為本局認為不能合理確定租約會續簽。

(ii) Lease liability

The lease liability is initially measured at the present value of the remaining lease payments, discounted using the Council's incremental borrowing rate. The incremental borrowing rate is the rate of interest that the Council would have to pay to borrow over a similar term, and with a similar security, the funds necessary to obtain an asset of a similar value to the right-of-use asset in a similar economic environment. The lease liability is subsequently increased by the interest cost on the lease liability and decreased by lease payment made.

The lease payment is allocated between the liability and finance cost. The finance cost is charged to the income and expenditure account over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

*Determination on lease term of contract with renewal option*

The Council has applied judgement to determine the lease term of the office premises lease contract which includes a renewal option. The assessment of whether the Council is reasonably certain to exercise such option impacts the lease term, which significantly affects the amount of lease liabilities and right-of-use assets recognised.

The right-of-use assets are depreciated over the lease term (estimated at 3 years) on a straight-line basis. The renewal option (3 years extension) is not included in the lease term of the lease liabilities as the Council considers it not reasonably certain that the lease will be renewed.

## 2.7 物業、廠房及設備

物業、廠房及設備包括價值 5,000 港元或以上的傢具及裝置、辦公室及電腦設備，其估計可使用期超過一年。

物業、廠房及設備以成本減累計折舊及任何減值虧損後列帳（附註 2.10）。折舊乃按物業、廠房及設備的成本減除其估計剩餘價值後，以直線法按以下估計可使用期計算：

傢具及裝置	10 年
辦公室設備	5 年
電腦設備	3 年

出售物業、廠房及設備產生的收益或虧損乃按出售收入淨額與資產的帳面值的差額決定，並於出售當日於收支報表確認入帳。

## 2.8 僱員福利

合約酬金、薪金及年假均於員工提供相關服務的年度內記帳並確認為支出。員工相關成本包括政府提供予員工的退休及住房福利，於提供服務的年度內列作支出。

## 2.7 Property, plant and equipment

Property, plant and equipment include furniture and fixtures, office equipment and computer equipment costing HK\$5,000 or more with estimated useful lives longer than one year.

Property, plant and equipment are stated in the balance sheet at cost less accumulated depreciation and any impairment losses (note 2.10). Depreciation is calculated to write off the cost of property, plant and equipment, less their estimated residual values, on a straight-line basis over their estimated useful lives as follows:

Furniture and fixtures	10 years
Office equipment	5 years
Computer equipment	3 years

Gains or losses arising from the disposal of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the asset, and are recognised in the income and expenditure account at the date of disposal.

## 2.8 Employee benefits

Contract gratuities, salaries and annual leave entitlements are accrued and recognised as expenditure in the year in which associated services are rendered by the staff. Staff on-costs, including pension and housing benefits provided to the staff by the Government, are charged as expenditure in the year in which the services are rendered.

## 2.9 現金及等同現金項目

現金及等同現金項目包括銀行現金和銀行結餘，以及其他短期高流動性投資並可隨時轉換為已知金額的現金，其價值變動風險不大，且在存入或購入時起計三個月內到期。

## 2.10 非金融資產的減值

每個報告期期末審查內部及外部資訊，以釐定是否出現資產減值的跡象，或以往確認的減值款額是否不再存在或有所減少。如有任何此等跡象，則評估有關資產的可收回金額。資產的可收回金額指其公平值減處置成本與使用價值兩者之較高者。倘資產的帳面值超逾其可收回金額，則減值款額計入盈餘或虧絀。

倘釐定可收回金額的估計出現轉變而導致可收回金額上升，則撥回減值款額，惟撥回減值款額，不得超過假設過往年度並無確認減值款額的情況下資產的帳面值。撥回減值款額在確認撥回期間計入盈餘或虧絀。

## 2.9 Cash and cash equivalents

Cash and cash equivalents include cash and bank balances, and other short-term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value, having been within three months of maturity when placed or acquired.

## 2.10 Impairment of non-financial assets

Internal and external sources of information are reviewed at the end of each reporting period to identify indications that assets may be impaired or an impairment charge previously recognised no longer exists or may have decreased. If any such indication exists, the asset's recoverable amount is estimated. The recoverable amount of an asset is the higher of its fair value less costs of disposal and value in use. An impairment charge is recognised in surplus or deficit whenever the carrying amount of an asset exceeds its recoverable amount.

An impairment charge is reversed if there has been a change in the estimates used to determine the recoverable amount and which results in an increase in the recoverable amount. A reversal of impairment charges is limited to the asset's carrying amount that would have been determined had no impairment charge been recognised in prior periods. Reversals of impairment charges are credited to surplus or deficit in the period in which the reversals are recognised.

### 3. 使用權資產

使用權資產的帳面值及年內變動如下：

#### 辦公室租賃

### 3. RIGHT-OF-USE ASSETS

The carrying amount of right-of-use assets and the movements during the year are as follows:

#### Office lease

		港幣 HK\$
<b>成本</b>	<b>Cost</b>	
於 2019 年 4 月 1 日	At 1 April 2019	7,350,712
年內購入／處置	Addition/Disposal during the year	-
於 2020 年 3 月 31 日	At 31 March 2020	7,350,712
年內購入／處置	Addition/Disposal during the year	-
於 2021 年 3 月 31 日	At 31 March 2021	7,350,712
<b>累計折舊</b>	<b>Accumulated depreciation</b>	
於 2019 年 4 月 1 日	At 1 April 2019	-
年內撇除	Charge for the year	1,633,491
於 2020 年 3 月 31 日	At 31 March 2020	1,633,491
年內撇除	Charge for the year	1,633,492
於 2021 年 3 月 31 日	At 31 March 2021	3,266,983
<b>帳面淨值</b>	<b>Net book value</b>	
於 2021 年 3 月 31 日	At 31 March 2021	4,083,729
於 2020 年 3 月 31 日	At 31 March 2020	5,717,221

#### 4. 物業、廠房及設備

#### 4. PROPERTY, PLANT AND EQUIPMENT

		電腦設備 Computer equipment	辦公室設備 Office equipment	傢具及裝置 Furniture and fixtures	總數 Total
		港幣 HK\$	港幣 HK\$	港幣 HK\$	港幣 HK\$
<b>成本</b>	<b>Cost</b>				
於2019年4月1日	At 1 April 2019	99,746	67,104	24,750	191,600
年內處置	Disposal during the year	(18,150)	-	-	(18,150)
於2020年3月31日	At 31 March 2020	81,596	67,104	24,750	173,450
年內處置	Disposal during the year	(4,580)	-	-	(4,580)
於2021年3月31日	At 31 March 2021	77,016	67,104	24,750	168,870
<b>累計折舊</b>	<b>Accumulated depreciation</b>				
於2019年4月1日	At 1 April 2019	83,071	45,767	6,187	135,025
年內撇除	Charge for the year	8,700	10,066	2,475	21,241
處置時撥回	Written back on disposal	(18,150)	-	-	(18,150)
於2020年3月31日	At 31 March 2020	73,621	55,833	8,662	138,116
年內撇除	Charge for the year	7,975	9,636	2,475	20,086
處置時撥回	Written back on disposal	(4,580)	-	-	(4,580)
於2021年3月31日	At 31 March 2021	77,016	65,469	11,137	153,622
<b>帳面淨值</b>	<b>Net book value</b>				
於2021年3月31日	At 31 March 2021	-	1,635	13,613	15,248
於2020年3月31日	At 31 March 2020	7,975	11,271	16,088	35,334

## 5. 現金及等同現金項目

## 5. CASH AND CASH EQUIVALENTS

		2021 港幣 HK\$	2020 港幣 HK\$
銀行現金	Cash at bank	<b>1,361,016</b>	1,308,300
庫存現金	Cash in hand	<b>546</b>	2,176
		<b>1,361,562</b>	1,310,476

## 6. 租賃負債

## 6. LEASE LIABILITIES

租賃負債的帳面值及年內變動如下：

The carrying amount of lease liabilities and the movements during the year are as follows:

		2021 港幣 HK\$	2020 港幣 HK\$
在年初	At beginning of year	<b>5,721,879</b>	7,350,712
融資現金流的變動	Changes from financing cash flows		
租賃支付款項	Lease payments	<b>(1,647,830)</b>	(1,726,608)
非現金的變動	Non-cash changes		
租賃負債的利息費用	Interest expense on lease liabilities	<b>73,287</b>	97,775
在年終	At end of year	<b>4,147,336</b>	5,721,879
歸類為：	Classified as:		
流動負債	Current liabilities	<b>1,623,413</b>	1,636,781
非流動負債	Non-current liabilities	<b>2,523,923</b>	4,085,098
		<b>4,147,336</b>	5,721,879
租賃負債的到期狀況 (未折現的合約現金流量)：	Maturity profile of lease liabilities (contractual undiscounted cash flows):		
- 12 個月內	- within 12 months	<b>1,635,005</b>	1,647,830
- 12 個月後但不超過 24 個月	- after 12 months but within 24 months	<b>1,726,608</b>	1,635,005
- 24 個月後但不超過 60 個月	- after 24 months but within 60 months	<b>863,304</b>	2,589,912
		<b>4,224,917</b>	5,872,747

## 7. 經常性補助基金

儲備上限是年度核准的經常性補助的15%(即上年度經審計財務報表所列的補助金額)。如儲備水平超越了上限，本局須於經審計財務報表發布後的下個財政年度，將超出的款額歸還政府。

## 8. 政府補助

從香港特別行政區政府收取的補助為6,977,000港元(2020年:7,192,000港元)。

## 9. 職員酬金

## 7. RECURRENT SUBVENTION FUND

The reserve ceiling is 15% of the approved annual recurrent subvention, which refers to the subvention amount stated in the audited financial statements in the preceding year. If the level of the reserve exceeds the ceiling, the Council should return the amount in excess to the Government in the following financial year upon issuance of the audited financial statements.

## 8. GOVERNMENT SUBVENTIONS

Subventions received from the Government of the Hong Kong Special Administrative Region amounted to HK\$6,977,000 (2020: HK\$7,192,000).

## 9. STAFF EMOLUMENTS

		2021 港幣 HK\$	2020 港幣 HK\$
公務員員工：	Civil service staff:		
薪金	Staff cost	<b>4,130,721</b>	4,255,862
非公務員合約員工：	Non-civil-service contract staff:		
薪金	Staff salaries	<b>370,920</b>	363,191
約滿酬金	Gratuities	<b>35,345</b>	34,374
強積金	Provident fund	<b>20,001</b>	19,674
未放取假期撥備	Provision for untaken leave	<b>(422)</b>	3,079
		<b>425,844</b>	420,318
		<b>4,556,565</b>	4,676,180



## 10. 其他支出

## 10. OTHER EXPENSES

		2021 港幣 HK\$	2020 港幣 HK\$
編製年報 / 通訊	Production of annual report/newsletter	<b>63,060</b>	67,601
常規出版物、期刊及雜誌	General publications, periodicals and journals	<b>59,001</b>	63,098
公用設施及行政支出	Utility and administration expenses	<b>94,447</b>	81,743
會計費用	Accountancy fee	<b>40,500</b>	40,500
其他支出	Other expenses	<b>13,561</b>	13,077
		<b>270,569</b>	266,019

## 11. 金融風險管理

## 11. FINANCIAL RISK MANAGEMENT

本局的主要金融工具為銀行現金及租賃負債，而由該等金融工具引起的風險主要是信貸風險和流動資金風險。

The Council's major financial instruments are cash at bank and lease liabilities. The major risks associated with these financial instruments are credit risk and liquidity risk.

### 信貸風險

### Credit risk

信貸風險指金融工具的一方持有者會因未能履行責任而引致另一方蒙受財務損失的風險。本局的金融資產最高信貸風險是於資產負債表上每一類資產在報告日的帳面值。

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Council's maximum exposure to credit risk at the reporting date in relation to each class of financial assets is the carrying amount of those assets as stated in the balance sheet.

為減低信貸風險，本局的銀行現金存放於香港一間有信譽的持牌銀行。因此，涉及銀行現金的信貸風險不大。

按穆迪評級分析，銀行現金在報告日的信貸質素呈列如下：

In order to minimise the credit risk, the Council's cash at bank is placed with a reputable licensed bank in Hong Kong. Hence, the credit risk associated with cash at bank is considered to be low.

The credit quality of cash at bank, analysed by the ratings designated by Moody's, at the reporting date is shown below:

		2021 港幣 HK\$	2020 港幣 HK\$
按信貸評級列示的銀行現金	Cash at bank, by credit rating		
Aa1 至 Aa3	Aa1 to Aa3	<b>1,361,016</b>	1,308,300

雖然按攤銷成本值計量的金融資產須符合減值規定，但本局估計它們的預期信貸虧損並不重大，因此認為無需作虧損準備。

### 流動資金風險

流動資金風險是指機構在履行與金融負債相關的責任時遇到困難的風險。

本局已制定一項流動資金政策，由本局成員定期檢討。此政策規定本局的流動資金每月維持在一個穩健水平，確保有足夠流動資金履行所有責任。因此，本局不會面臨重大的流動資金風險。

租賃負債的到期狀況在附註 6 披露。

While the financial assets measured at amortised cost are subject to the impairment requirements, the Council has estimated that their expected credit losses on these financial assets are immaterial and considers that no loss allowance is required.

### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities.

The Council has laid down a liquidity policy which is reviewed regularly by the Council members. This policy requires the Council to maintain a conservative level of liquid funds on a monthly basis to ensure the availability of adequate liquid funds to meet all obligations. Hence, the Council does not have significant exposure to liquidity risk.

The maturity profile of the lease liabilities is disclosed in note 6.

## 12. 資本管理

本局的唯一資本來源是政府的經常性補助，本局管理資本的目標為：

- 符合《法律援助服務局條例》；及
- 維持資本水平以資助本局的營運以達到附註 1 所述的目標。

本局對資本的管理，是要確保本局有足夠的資本水平去應付未來支出，包括現金流量的預計需要及未來財務責任及承擔。

## 13. 金融資產和金融負債的公平值

所有金融資產和金融負債均以公平值或與其相差不大的金額列於資產負債表上。

## 12. CAPITAL MANAGEMENT

The capital of the Council consists solely of funds from the recurrent government subvention. The Council's objectives when managing capital are:

- to comply with the Legal Aid Services Council Ordinance; and
- to maintain a capital base to fund the operation of the Council for the objective stated in note 1 above.

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

## 13. FAIR VALUES OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES

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