



Joint Mediation Helpline Office
聯合調解專線辦事處

年報
Annual Report
2017



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Corporate Information 公司資料

The Board of Directors 董事局

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Mr. Antony MAN Chi Chuen 文志泉先生	Hong Kong Institute of Surveyors 香港測量師學會
<u>Directors (In Alphabetical Order of Surname) 董事 (以英文姓氏排列)</u>	
Mr. Vod CHAN Ka Sing (1) 陳家成先生	Hong Kong Mediation Council 香港調解會
Mr. Frankie KWAN Wai King 關衛擎先生	Hong Kong Mediation Centre 香港和解中心
Dr. Lawrence LEE Tsz Hang 李子衡博士	Chartered Institute of Arbitrators (East Asia Branch) 特許仲裁學會(東亞分會)
Ms. Elaine LIU Yuk Ling, JP (2) 廖玉玲女士，太平紳士	Hong Kong Bar Association 香港大律師公會
Ms. Sylvia SIU Wing Yee, JP 蕭詠儀女士，太平紳士	Hong Kong Institute of Arbitrators 香港仲裁司學會
Mr. Terence TSE Hau Ming (3) 謝厚明先生	Hong Kong Institute of Architects 香港建築師學會
Ms. Cecilia WONG NG Kit Wah 黃吳潔華女士	The Law Society of Hong Kong 香港律師會
<u>Immediate Past Directors (In Alphabetical Order of Surname) 前任董事 (以英文姓氏排列)</u>	
Mr. Alex LAI Yip Hung 黎業鴻先生	Hong Kong Institute of Architects 香港建築師學會
Mr. Paul LAM Ting Kwok, SC 林定國先生，資深大律師	Hong Kong Bar Association 香港大律師公會
Mr. YEUNG Man Sing 楊文聲先生	Hong Kong Mediation Council 香港調解會

(1) Date of Appointment: 28 July 2017 委任日期：2017年7月28日

(2) Date of Appointment: 15 February 2017 委任日期：2017年2月15日

(3) Date of Appointment: 24 March 2017 委任日期：2017年3月24日

<u>Alternate Directors (In Alphabetical Order of Surname)</u> 後補董事 (以英文姓氏排列)	<u>Member Organisation 成員機構</u>
Mr. Vod CHAN Ka Sing (4) 陳家成先生	Hong Kong Bar Association 香港大律師公會
Mr. Maurice Joseph CHAN 陳聰枋先生	Hong Kong Institute of Arbitrators 香港仲裁司學會
Dr. Simon CHEE Wai Hung 池偉雄博士	Hong Kong Institute of Architects 香港建築師學會
Ms. Sarah GRIMMER	Hong Kong Mediation Council 香港調解會
Dr. Joseph LEUNG Wai Fung 梁偉峯博士	Chartered Institute of Arbitrators (East Asia Branch) 特許仲裁學會(東亞分會)
Ms. Melissa Kaye PANG 彭韻僖女士	The Law Society of Hong Kong 香港律師會
Mr. Kenny TSE Chi Kin 謝志堅先生	Hong Kong Institute of Surveyors 香港測量師學會
Ms. Amy WONG Yan 黃欣女士	Hong Kong Mediation Centre 香港和解中心
<u>Immediate Past Alternate Directors (In Alphabetical Order of Surname)</u> 前任後補董事 (以英文姓氏排列)	<u>Member Organisation 成員機構</u>
Ms. Elaine LIU Yuk Ling, JP 廖玉玲女士，太平紳士	Hong Kong Bar Association 香港大律師公會

(4) *Date of Appointment: 28 December 2016 委任日期：2017年2月15日*

<u>Honorary Advisor and Founding Chairman</u>	榮譽顧問及創會主席
Mr. CHAN Bing Woon, SBS, JP	陳炳煥先生，銀紫荊星章，太平紳士
<u>Honorary Secretary</u>	義務秘書
Mr. Gary SOO Kwok Leung	蘇國良先生
<u>Assistant Honorary Secretary</u>	義務助理秘書
Mr. Oscar TAN Khain Sein	陳慶生先生
<u>Honorary Treasurer</u>	義務司庫
Mr. David FONG Shiu Man	方兆文先生
<u>Honorary Auditor</u>	義務核數師
Roger Kam & Co.	甘志成會計師事務所
<u>Secretariat 秘書處</u>	
Ms. Inti TUNG Kit Ching 董潔情女士	Administrative Manager 行政經理
Ms. Louise AU Wai Ngo 歐偉娥女士	Scheme Officer 計劃主任
Ms. Vanessa LI Ka Ying 李嘉螢女士	Project Officer 項目主任
Ms. Cindy FONG Yan Yan 方欣欣女士	Mediation Consultant 調解顧問
Ms. Cecilia TAM Kit Wa 譚潔華女士	Mediation Consultant 調解顧問
Mr. Roy Bowie YIP Wing San 葉榮燊先生	Mediation Consultant 調解顧問
Mr. Brian NG Sze Hung 吳思雄先生	Mediation Coordinator 調解協調主任

Organisation Chart 組織架構圖



Chairman's Message 主席的話



Mr. Antony Man 文志泉先生

2017 has been a year of achievement in the Joint Mediation Helpline Office (“JMHO”). Not only are we encouraged by the significant increase in the number of enquiries which shows that JMHO is becoming more and more trusted and preferred by the general public as a mediation service provider, we are also delighted to have achieved the milestones of completing two pioneer mediation projects, one is the Minor Dispute Mediation Pilot Scheme, which was concluded with an overall success rate of 94.7%¹, and the other is the project for promoting Hong Kong Mediation as a brand in the Mainland China under the Dedicated Fund on Branding, Upgrading and Domestic Sales, which served to facilitate exchanges and coordination between mediation users and professionals across the border.

Furthermore, we are grateful that two new project grants from the Government of the HKSAR, namely, the SME Development Fund (“SDF”) funded by the Trade and Industry Department and the Professional Services Advancement Support Scheme (“PASS”) funded by the Commerce and Economic Development

2017 年是調解專線成果豐碩的一年。本年內，我們接受的查詢錄得顯著增長，由此顯示調解專線提供的調解服務開始得到公眾的信任及接納。同時，我們亦欣然宣佈調解專線於本年內邁向新的里程碑，成功完成兩個先導計劃，包括小型糾紛調解先導計劃及一個隸屬於發展品牌、升級轉型及拓展內銷市場的專項基金下的項目，前者的整體成功率達至 94.7%，後者的項目成功協助增加跨境調解用戶及專業人士的交流和合作。

此外，我們衷心感謝工業貿易署的中小企業資助計劃（SDF）及商務及經濟發展局的專業服務協進支援計劃（PASS）為我們兩個新項目提供資助。前者的目的是為香港中小企業於有效解決商業

¹ The overall success rate of the MDMPS is calculated based on the number of cases settled by mediation, number of applications settled by direct negotiation and number of cases settled by the parties after enquiring or consulting the JMHO.

計劃整體成功率包括調解成功個案以及因計劃的服務而成功解決爭議個案的百分比。(即是調解申請後與各當事人的聯絡及於調解查詢中探討其他解決方法的可能性)

Bureau, have been obtained upon the conclusion of the two old projects. The former project, aims to provide resources to SMEs with regard to effective commercial dispute resolution and build a mediation culture in SMEs in the long run; the later project, focuses on studying the receptiveness of companies in using mediation as a method to resolve international trade disputes and to disseminate practical knowledge on mediation for international disputes. It is certainly challenging and refreshing for the JMHO to have new projects in the pipeline.

This year, the JMHO has co-organised the first Secondary School Peer Mediation Competition with the Rotary (District 3450) and the Hong Kong Family Welfare Society aiming to promote mediation in our younger generation and was participated by 18 secondary schools with a total of more than 60 students. Besides, it has extended its network in the Mainland. It was invited by the Hangzhou Arbitration Commission (“HAC”) to be a partner for developing a Minor Dispute Resolution Scheme for resolving online small-scale disputes and a Memorandum of Understanding was signed between the two organisations to facilitate the collaborations in providing mediation training and other activities for a period of two years commencing on 12 December 2017.

Currently, the Department of Justice (“DoJ”) is constructing mediation facilities adjacent to the West Kowloon Law Courts Building and is planning to engage an independent coordinator to administer the facilities and implement a pilot mediation scheme for resolving Small Claims Tribunal (“SCT”) cases as well as other appropriate types of disputes. The JMHO intends to tender for the operation of the pilot scheme and has been applying for potential funding

糾紛提供資源以及於中小企建立長遠的調解文化。後者專注在研究公司於採用調解以解決國際貿易爭議方面的接受程度，以及傳遞調解實務知識以解決國際爭議。這顯然對調解專線是具有挑戰和耳目一新的新項目。

今年，調解專線與國際扶輪 3450 地區及香港家庭福利會聯合舉辦了第一次中學朋輩調解比賽，目的是向年輕一代宣傳調解，這次比賽共有 18 間學校、超過 60 位同學參加。此外，調解專線已在內地擴展其網絡，獲杭州仲裁委員會邀請為合作伙伴以開拓「小型爭議解決計劃」以解決網上小型糾紛。調解專線與杭州仲裁委員會簽署了 2 年的合作備忘錄，促進雙方合作以提供調解訓練及其他活動，計劃由 2017 年 12 月 12 日開始。

現時，香港律政司正在西九龍法院大樓附近興建調解設施，計劃將聘請獨立的機構以管理設施及實行調解先導計劃以處理小額錢債審裁處的個案及其他適合的爭議。調解專線有意管理這個項目，並已正在申請適合的資助計劃以支付項目開支，我們認為這次是一個讓調解專線達到促進有

for the project as it considers this a great opportunity for JMHO to achieve its objective to promote the effective use of mediation in resolving local disputes.

效利用調解解決本地糾紛為宗旨的良機。

The past year has been filled with a significant amount of fruitful works. The marvellous achievements and new opportunities are not just for the JMHO, but also for the benefit of the mediation industry in Hong Kong. We pay tribute to all our member organisations and supporting organizations for their valuable contributions and supports. Special thanks are dedicated to our Directors, the Honorary Advisor, the Judiciary and the DoJ who gave us unfailing guidance and support. And I also wish to commend the Honorary Secretary, Assistant Honorary Secretary, Honorary Treasurer, Honorary Auditor and the staff at the Secretariat for their hard works, dedication, devotion and professionalism.

過去的一年，調解專線完成了數個卓有成效的工作。這些優秀的成績及新的機會不只是調解專線受惠，而是整個香港調解行業。在此我謹向成員機構及支持機構對調解專線作出的貢獻及支持致以萬分謝意。特別感謝我們的董事、榮譽顧問、司法機構及律政司給予我們寶貴的指導和支持，也藉此表揚義務秘書、助理義務秘書、義務司庫及秘書處的各同事的專業及勤奮工作。

To me, it has always been astounding that JMHO, being a non-profit making organization with limited resources, can maintain an ever increasing momentum in delivering solid progress year after year. I trust that in the coming year, with our concerted efforts, JMHO will be able to explore and develop more new initiatives to continue its missions to serve the mediation industry and the public in Hong Kong.

在我而言，我很鼓舞調解專線作為一個資源有限的非牟利機構，能夠每年維持及取得可觀的發展。相信在未來的一年，在我們的努力下，調解專線將會能夠發掘和發展更多新措施，繼續為香港的調解業和公眾服務。

Honorary Secretary's Report 義務秘書報告



Mr. Gary SOO 蘇國良先生

(As at 31 December 2017 截至 2017 年 12 月 31 日)

1. General Mediation Services Overview

This year, the JMHO continued to provide mediation referral services to the general public. Since its operation in 2010, the JMHO received 1951 enquiries and 632 applications in total. The rate of making successful referral is 34.2%, with 216 cases successfully referred to Participating Service Providers. 166 mediations were conducted, 74 of which had been settled, exclusive of 22 cases settled after a written request for mediation had been made and 1 case settled after mediation was completed. The overall settlement rate is 51.6%.

Nature of Dispute

Business (14.8%), Debt (10.2%), Finance (9.4%) and Personal Injury (9.1%) are the 4 most common types of disputes.

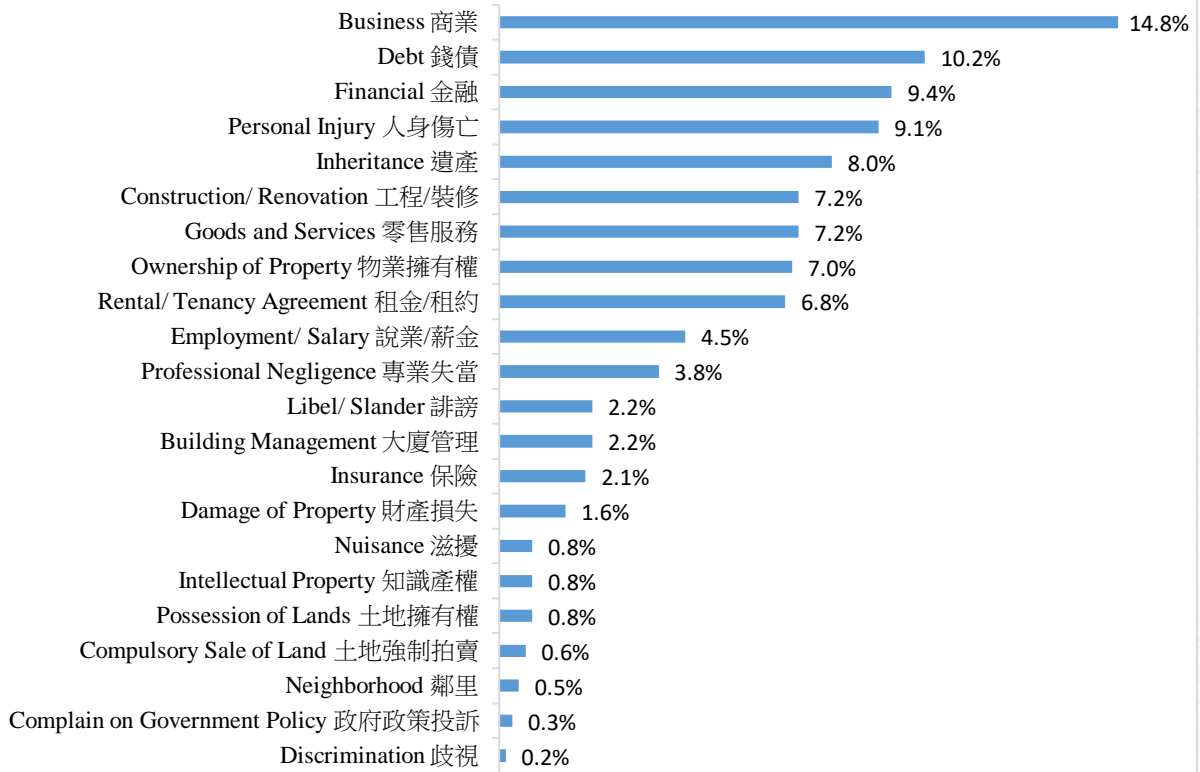
1. 一般調解服務概況

今年，調解專線一如以往，向普羅大眾提供調解轉介服務。自 2010 年開業至今，調解專線總共收到 1951 宗查詢及 632 項申請，其中 216 項申請成功轉介給調解服務機構（「PSPs」），轉介比率至 34.2%。至今，共 166 宗案件進行了調解，當中 74 宗已成功和解，不包括 22 宗案件於提出書面調解申請後和解，以及 1 宗在調解完成後和解。總成功率為 51.6%。

爭議性質

商業（14.8%）、錢債（10.2%）、金融（9.4%）和人身傷亡（9.1%）為最常見的 4 種爭議性質。

Nature of Dispute 爭議性質



Amount of Dispute

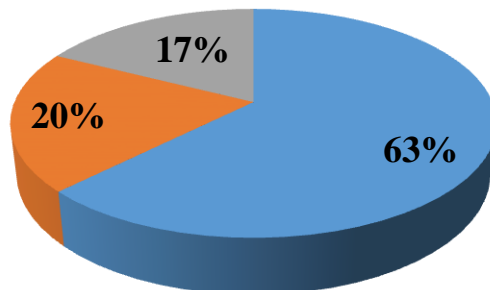
Amongst all applications, the amount in dispute ranges from HK\$0.01M to over HK\$5M.

爭議金額

申請個案的爭議金額涵蓋港幣一萬元到超過港幣五百萬元。

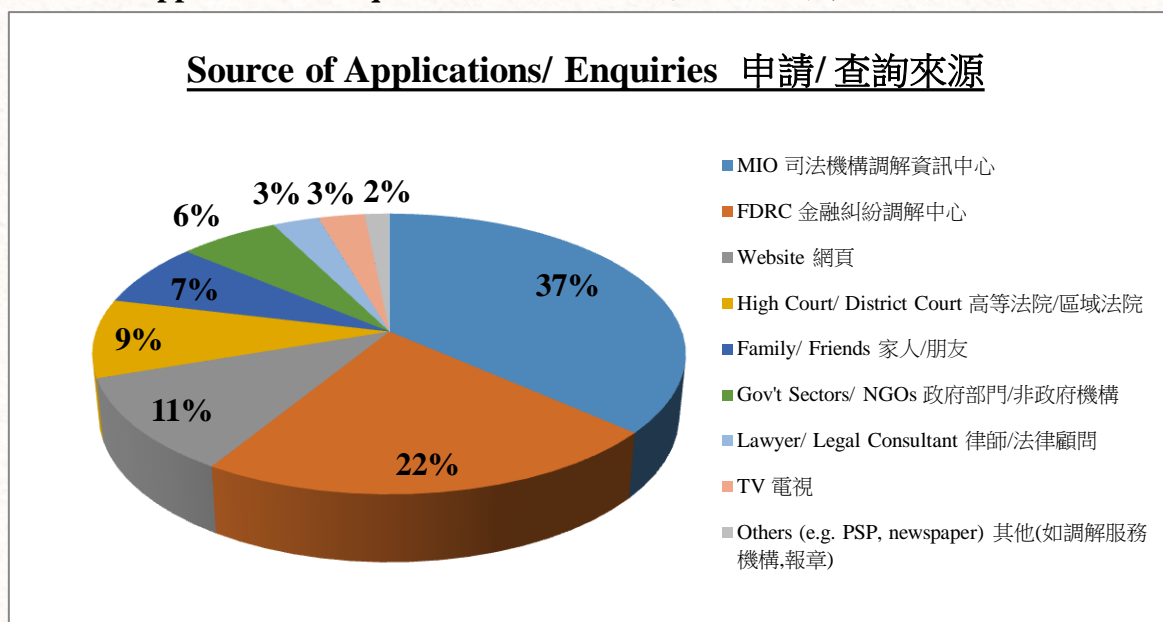
Amount of Dispute 爭議金額

■ Up to HK\$1M 港幣一百萬或以下 ■ Over HK\$1M 港幣一百萬以上 ■ TBD 待定



Source of Applications/ Enquiries

申請/ 查詢來源



2. Minor Dispute Mediation Pilot Scheme (“MDMPS”)

2. 小型糾紛調解先導計劃(先導計劃)

Funded by the Hong Kong Jockey Club Charities Trust and independently administered by the JMHO, the MDMPS, which aims at providing mediation services for resolving disputes under HK\$100,000, has been in full operation for two years. As at 31 October 2017, there were 816 enquiries, 176 consultations, 81 applications and 103 cases referred to other suitable organisations. Amongst the 81 applications, 27 mediation cases have been completed and 1 mediation is in progress. Amongst 27 completed mediation cases, 20 of them were settled in the mediation session. In addition, 10 applications were settled by direct negotiation between the parties after they filed the application for mediation and 96 cases were settled by parties after they have enquired or consulted with JMHO.

先導計劃由香港賽馬會慈善信托基金捐助及由調解專線獨立管理，成立旨在為港幣十萬元以下的爭議提供調解服務。至今，先導計劃已全面運作了兩年。截至 2017 年 10 月 31 日，調解專線共處理 816 宗查詢、176 宗調解諮詢、81 宗調解申請，以及轉介了 103 宗個案到其他合適的機構處理。在 81 宗調解申請中，27 宗個案已完成調解以及 1 宗個案正進行調解。而在 27 宗已完成調解的個案中，其中 20 宗個案於調解過程中達成和解協議。另外，10 宗個案於提出調解申請後自行達成協議，還有 96 宗查詢的當事人向調解專線作調解查詢及諮詢後自行解決了糾紛。

The settlement rate of mediation under MDMPS

先導計劃的調解成功率為 74.1%² 及計

is 74.1%² while overall success rate of MDMPS is 94.7%³. 劃整體成功率為 94.7%³。

Amongst the applications received, Construction/ Renovation (21.0%), Goods and Services (17.3%), Building Management (12.3%) and Business/ Partnership (8.6%) are the 4 most common types of disputes. 於所有申請當中，最常見的 4 種爭議類別為工程/裝修（21.0%）、零售服務（17.3%）、物業管理（12.3%）和商務/合作夥伴（8.6%）。

3. URRC Pilot Scheme for Community Venue for Mediation 3. 「市建一站通」社區調解場地先導計劃

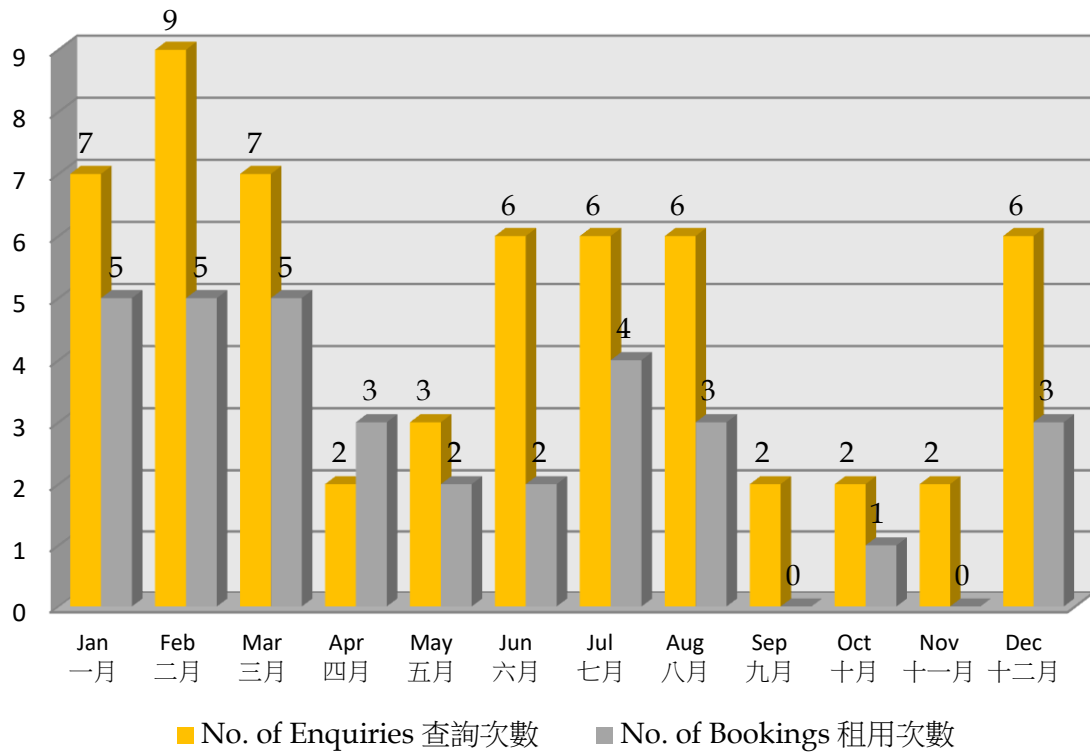
The Urban Renewal Authority, in support of the Government's policy to promote the wider use of mediation to resolve disputes in Hong Kong, extended the use of its mediation rooms at the Urban Renewal Resource Centre (“URRC”) for the URRC Pilot Scheme for Community Venue for Mediation introduced by the Working Group on Mediation chaired by the Secretary for Justice and administered by the JMHO. 市區重建局為支持政府推廣更廣泛使用調解服務解決香港糾紛的政策，因此擴大「市建一站通」資源中心會議室的使用範圍，以支持由律政司司長轄下調解工作小組推出，並由調解專線執行的《「市建一站通」社區調解場地先導計劃》。

The number of enquiries and bookings and time used for these rooms for the year ended 31 December 2017 are as follow:- 截至 2017 年 12 月 31 日，調解場地的查詢、租用次數和使用時間如下：

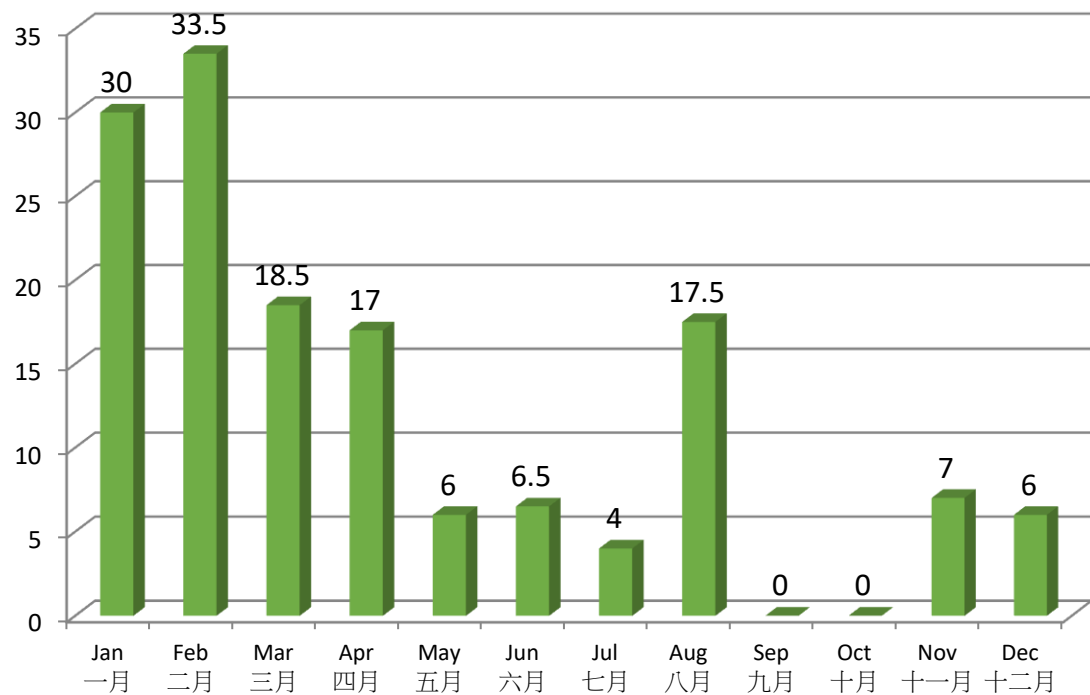
² The settlement rate of mediation under MDMPS is defined as the percentage of cases settled in mediation 調解成功率為於調解過程中成功達成和解個案的百分比

³ The overall success rate of MDMPS is defined as the percentage of cases settled in mediation and cases settled by direct negotiation after utilizing the MDMPS services (i.e. liaison between parties after filing applications and help explore other possible solutions during mediation consultations) 計劃整體成功率包括調解成功個案以及因計劃的服務而成功解決爭議個案的百分比。(即是調解申請後與各當事人的聯絡及於調解查詢中探討其他解決方法的可能性)

No. of Enquiries and Bookings 查詢及租用次數



Time Used (hours) 使用時間 (小時)



Highlights for the Year 2017 重點回顧

Dedicated Fund on Branding, Upgrading and Domestic Sales (“BUD Fund”) 發展品牌、升級轉型及拓展內銷市場的專項基金（「BUD 專項基金」）

A seminar on Mediation and Arbitration was jointly organised by the JMHO and the Guangzhou Arbitration Committee (Dongguan Branch) on 24 February 2017 in Dongguan. 調解專線於 2017 年 2 月 24 日與中國廣州仲裁委員會（東莞分會）聯合舉辦了一場調解與仲裁研討會。



SME Development Fund (“SDF”) 中小企業發展支援基金

Exhibition booth (Hall 1C-A11) and workshop at HKTDC SmartBiz Expo on 6-8 December 2017.

於 2017 年 12 月 6 至 8 日香港貿發局「創智營商博覽」擺放展覽攤位（展覽館 1C-A11）及舉辦講座。



Minor Dispute Mediation Pilot Scheme (“MDMPS”) 小型糾紛調解先導計劃（「先導計劃」）

This year, 12 talks were delivered to social service practitioners, frontline police officers and the general public to promote the MDMPS and encourage the general public in need to utilise the scheme.

調解專線今年內共舉行了 12 次講座，向社工、前線警務人員和市民推廣並鼓勵有需要人士使用先導計劃。



Other Mediation Promotion Activities 其他調解推廣活動

Mediation Workshops 調解工作坊



The JMHO organised 8 mediation workshops on various topics, e.g. mediating intellectual property disputes, accounting knowledge for mediators, dealing with internal conflict, mediating property disputes, behavioural economics, dealing with parties with psychological problems and mediation skills restorative justice, etc. in order to enhance the knowledge and upgrade the skills of mediators in Hong Kong.



調解專線就不同的題材舉辦了 8 場調解工作坊，例如調解知識產權爭議、調解員的會計知識、調節內心矛盾、調解物業糾紛、行為經濟學、應對有心理問題的當事人及復和司法中的調解技巧，以加強、提升香港調解員的知識及技能。



Talks on the Land (Compulsory Sale for Redevelopment) Ordinance (Cap 545) 《土地（為重新發展而強制售賣）條例》（第 545 章）調解講座

A public talk and a district talk for the general public were co-organized by JMHO and the Senior Citizen Home Safety Association. 調解專線與長者安居協會為公眾合辦了公開講座及地區講座。



The 1st Hong Kong Secondary School Peer Mediation Competition 第一屆香港中學朋輩調解比賽



The JMHO co-organised the 1st Hong Kong Secondary School Peer Mediation Competition with the Rotary and the Hong Kong Family Welfare Society on 25 March 2017. 調解專線於2017年3月25日與扶輪社及香港家庭福利會聯合舉辦了第一屆香港中學朋輩調解比賽。

Cross-border Promotion of Mediation 跨境調解推廣

JMHO signed the Memorandum of Understanding with Hangzhou Arbitration Commission on 27 October 2017 to develop a “Minor Dispute Resolution Scheme”.

於2017年10月27日，調解專線與杭州仲裁委員會簽署合作備忘錄以發展「小型糾紛調解計劃」。



Financial Report 財務報告

(本中文譯本僅供參考之用。如中文譯本之文義與英文原文有歧義，概以英文原文為準。)

JOINT MEDIATION HELPLINE OFFICE 聯合調解專線辦事處

REPORT OF THE DIRECTORS 董事會報告

The directors submit their report together with the audited financial statements for the year ended 31 March 2017.

董事提呈截至2017年3月31日止年度的董事會報告書及經審計財務報表。

PRINCIPAL ACTIVITIES 主要業務

The principal activities of the company are providing and promoting mediation services.

本公司的主要業務為提供及推廣調解服務。

RESULTS 業績

The results of the company for the year ended 31 March 2017 and the state of the company's affairs at that date are set out in the financial statements on pages 10 to 21.

本公司截至2017年3月31日止年度的業績及於該日之本公司業務狀況列示於財務報表第10至21頁。

REPORTING EXEMPTION AND BUSINESS REVIEW 在提交報告方面獲豁免及業務回顧

The company falls within the reporting exemption for the financial year. Accordingly, the company is exempt from complying with certain reporting requirements including preparing a business review.

本公司於本財政年度符合「在提交報告方面獲豁免」的條件。因此，本公司獲豁免遵循某些報告規定，包括編製業務回顧。

DIRECTORS 董事

The directors of the company during the year and up to the date of this report were:-

本公司本年度以及截至此報告日止的董事為:

MAN Chi Chuen (Chairman)	文志泉 (主席)	
WONG NG Kit Wah Cecilia	黃吳潔華	
SIU Wing Yee Sylvia	蕭詠儀	
KWAN Wai King Frankie	關衛擎	
LEE Tsz Hang	李子衡	(appointed on 12/12/2016)(於2016年12月12日獲委)
LIU Yuk Ling Elaine	廖玉玲	(appointed on 15/2/2017)(於2017年2月15日獲委任)
TSE Hau Ming Terence	謝厚明	(appointed on 24/3/2017)(於2017年3月24日獲委任)
CHAN Ka Sing	陳家成	(appointed on 28/7/2017)(於2017年7月28日獲委任)
LAM Ting Kwok Paul	林定國	(appointed on 12/12/2016 and resigned on 15/2/2017) (於2016年12月12日獲委任及於2017年2月15日辭任)
SHIEH Wing Tai Paul	石永泰	(resigned on 12/12/2016)(於2016年12月12日辭任)
LEUNG Wai Keung	梁偉強	(resigned on 12/12/2016)(於2016年12月12日辭任)
LAI Yip Hung	黎業鴻	(resigned on 24/3/2017)(於2017年3月24日辭任)
YEUNG Man Sing	楊文聲	(resigned on 28/7/2017)(於2017年7月28日辭任)

DIRECTORS (CONTINUED) 董事(續)

Alternate directors 候補董事

WONG Yan Amy 黃欣	Alternate to KWAN Wai King Frankie 代替關衛擎	
Melissa Kaye PANG 彭韻僊	Alternate to WONG NG Kit Wah Cecilia 代替黃吳潔華	(appointed on 17/8/2016) (於2016年8月17日獲委任)
LEUNG Wing Fung Joseph 梁偉峯	Alternate to LEE Tsz Hang 代替李子衡	(appointed on 12/12/2016) (於2016年12月12日獲委任)
TSE Chi Kin 謝志堅	Alternate to MAN Chi Chuen 代替文志泉	(appointed on 12/12/2016) (於2016年12月12日獲委任)
CHAN Maurice Joseph 陳聰枋	Alternate to SIU Wing Yee Sylvia 代替蕭詠儀	(appointed on 28/12/2016) (於2016年12月28日獲委任)
CHAN Ka Sing 陳家成	Alternate to LIU Yuk Ling Elaine 代替廖玉玲	(appointed on 15/2/2017) (於2017年2月15日獲委任)
CHEE Wai Hung Simon 池偉雄	Alternate to TSE Hau Ming Terence 代替謝厚明	(appointed on 24/3/2017) (於2017年3月24日獲委任)
Sarah GRIMMER	Alternate to CHAN Ka Sing 代替陳家成	(appointed on 28/7/2017) (於2017年7月28日獲委任)
LIU Yuk Ling Elaine 廖玉玲	Alternate to LAM Ting Kwok Paul 代替林定國	(appointed on 12/12/2016 and resigned on 15/2/2017) (於2016年12月12日獲委任及 於2017年2月15日辭任)
SIU Wing Yee Sylvia 蕭詠儀	Alternate to WONG NG Kit Wah Cecilia 代替黃吳潔華	(resigned on 17/8/2016) (於2016年8月17日辭任)
BAO Chiann 鮑其安	Alternate to YEUNG Man Sing 代替楊文聲	(resigned on 22/9/2016) (於2016年9月22日辭任)
CHENG Wai Hung Nelson 鄭偉雄	Alternate to MAN Chi Chuen 代替文志泉	(resigned on 12/12/2016) (於2016年12月12日辭任)
LAM Kwok Fai Osmond 林國輝	Alternate to SHIEH Wing Tai Paul 代替石永泰	(resigned on 12/12/2016) (於2016年12月12日辭任)
LEE Tsz Hang 李子衡	Alternate to LEUNG Wai Keung 代替梁偉強	(resigned on 12/12/2016) (於2016年12月12日辭任)
LAM Sek Kong 林錫光	Alternate to SIU Wing Yee Sylvia 代替蕭詠儀	(resigned on 28/12/2016) (於2016年12月28日辭任)

MANAGEMENT CONTRACTS 管理層合約

The company did not enter into any contract, other than the contracts of service with any director of the company or any person engaged in the full-time employment of the company, by which a person or company undertakes the management and administration of the whole or any substantial part of any business of the company.

本公司沒有與董事或任何在本公司從事全職工作之外的人士簽訂關於承擔本公司全部或任何重要部分業務之管理和行政合約。

AUDITOR 核數師

The financial statements have been audited by Messrs Roger Kam & Co., Certified Public Accountants (Practising), who retire and, being eligible, offer themselves for re-appointment at the forthcoming annual general meeting.

甘志成會計師事務所已審計本公司於本年度之財務報表。甘志成會計師事務所將於應屆股東週年大會退任，且符合資格並願意膺選連任。

On behalf of the board 代表董事會

MAN Chi Chuen 文志泉

Chairman 主席

Date: 23 November 2017 日期: 2017 年 11 月 23 日

INDEPENDENT AUDITOR'S REPORT 獨立核數師報告

TO THE MEMBERS OF JOINT MEDIATION HELPLINE OFFICE

致聯合調解專線辦事處成員

(incorporated in Hong Kong with liability limited by guarantee)

(於香港註冊成立的擔保有限公司)

Opinion 意見

We have audited the financial statements of JOINT MEDIATION HELPLINE OFFICE (“the company”) set out on pages 27 to 39, which comprise the statement of financial position as at 31 March 2017, the statement of comprehensive income, statement of changes in general funds and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

本核數師（以下簡稱「我們」）已審計列載於第27至39頁的聯合調解專線辦事處（以下簡稱「貴公司」）的財務報表，此財務報表包括於2017年3月31日的財務狀況表與截至該日止年度的全面收益表、基金變動表和現金流量表，以及財務報表附註，包括主要會計政策概要。

In our opinion, the financial statements give a true and fair view of the financial position of the company as at 31 March 2017, and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards for Private Entities (“HKFRS for Private Entities”) issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”) and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

我們認為，該等財務報表已根據香港會計師公會頒布的《私營企業香港財務報告準則》真實而公平地反映了貴公司於2017年3月31日的財務狀況及截至該日止年度的財務表現及現金流量，並已遵照香港《公司條例》妥為編製。

Basis for opinion 意見基準

We conducted our audit in accordance with Hong Kong Standards on Auditing (“HKSA”) issued by the HKICPA. Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the company in accordance with the HKICPA’s *Code of Ethics for Professional Accountants* (“the Code”), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

我們已根據香港會計師公會頒布的《香港審計準則》進行審計。我們在該等準則下承擔的責任已在本報告「核數師就審計財務報表承擔的責任」部分中作進一步闡述。根據香港會計師公會頒布的《專業會計師道德守則》（以下簡稱「守則」），我們獨立於貴公司，並已履行守則中的其他專業道德責任。我們相信，我們所獲得的審計憑證能充足及適當地為我們的審計意見提供基礎。

Information other than the financial statements and auditor’s report thereon

財務報表及其核數師報告以外的資料

The directors are responsible for the other information. The other information comprises the information included in the report of the directors, but does not include the financial statements and our auditor’s reports thereon.

貴公司董事需對其他資料負責。其他資料包括刊載於董事會報告內的資料，但不包括財務報表及我們就此發出的核數師報告。

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

我們對財務報表的意見並不涵蓋其他資料，我們亦不對該等其他資料發表任何形式的核證結論。

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

就審計財務報表而言，我們的責任是閱讀其他資料，在此過程中，考慮其他資料是否與財務報表或我們在審計過程中所了解的情況存在重大抵觸或者似乎存在重大錯誤陳述的情況。基於我們已執行的工作，如果我們認為其他信息存在重大錯誤陳述，我們需要報告該事實。在這方面，我們沒有任何報告。

Responsibilities of directors and those charged with governance for the financial statements **董事及治理層就財務報表須承擔的責任**

The directors are responsible for the preparation of the financial statements that give a true and fair view in accordance with HKFRS for Private Entities issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

貴公司董事須負責根據香港會計師公會頒布的《私營企業香港財務報告準則》及香港《公司條例》編製真實而公平的財務報表，並對其認為為使財務報表的編製不存在由於欺詐或錯誤而導致的重大錯誤陳述所需的內部控制負責。

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

在編製財務報表時，董事負責評估貴公司持續經營的能力，並在適用情況下披露與持續經營有關的事項，以及使用持續經營為會計基礎，除非董事有意將貴公司清盤或停止經營，或別無其他實際的替代方案。

Those charged with governance are responsible for overseeing the company's financial reporting process.

治理層須負責監督貴公司的財務報告過程。

Auditor's responsibilities for the audit of the financial statements

核數師就審計財務報表承擔的責任

Our 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 our opinion. We report our opinion solely to you, as a body, in accordance with section 405 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

我們的目標，是對財務報表整體是否不存在由於欺詐或錯誤而導致的重大錯誤陳述取得合理保證，並作出包括我們意見的核數師報告。我們載於本報告之意見謹按照公司法第 405 條而向閣下編製，並不作其他用途。我們概不就本報告的內容，對任何其他人士負責或承擔法律責任。

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSA's 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.

合理保證是高層次的保證，但不能擔保根據《香港審計準則》進行的審計工作總能發現存在的重大錯誤陳述。錯誤陳述可源於欺詐或錯誤，如果合理預期它們單獨或滙總起來可能影響財務報表使用者依賴財務報表所作出的經濟決定，則有關的錯誤陳述可被視作重大。

As part of an audit in accordance with HKSA's, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

在根據《香港審計準則》進行審計的過程中，我們運用了專業判斷，保持了專業懷疑態度。我們亦：

- Identify and assess the risks of material misstatements 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 our 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.

識別和評估由於欺詐或錯誤而導致財務報表存在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，以及獲取充足和適當的審計憑證，作為我們意見的基礎。由於欺詐可能涉及串謀、偽造、蓄意遺漏、虛假陳述，或凌駕於內部控制之上，因此未能發現因欺詐而導致的重大錯誤陳述的風險高於未能發現因錯誤而導致的重大錯誤陳述的風險。

- 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 company's internal control.

了解與審計相關的內部控制，以設計適當的審計程序，但目的並非對貴公司內部控制的有效性表達意見。

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.

評價董事所採用會計政策的恰當性及作出會計估計和相關披露的合理性。

- Conclude on the appropriateness of the directors' 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 company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.

對董事採用持續經營會計基礎的恰當性作出結論。根據所獲取的審計憑證，確定是否存在與事項或情況有關的重大不確定性，從而可能導致對貴公司的持續經營能力產生重大疑慮。

如果我們認為存在重大不確定性，則有必要在核數師報告中提請使用者注意財務報表中的相關披露。假若有關的披露不足，則我們應當發表非無保留意見。我們的結論是基於核數師報告日止所取得的審計憑證。然而，未來事項或情況可能導致貴公司不能持續經營。

- 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.

評價財務報表的整體列報方式、結構和內容，包括披露，以及財務報表是否公平反映交易和事項。

- We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

除其他事項外，我們與治理層溝通了計劃的審計範圍、時間安排、重大審計發現等，包括我們在審計中識別出內部控制的任何重大缺陷。

Roger Kam & Co.

甘志成會計師事務所

Certified Public Accountants (Practising)

執業會計師

Hong Kong, 23 November 2017

香港，2017年11月23日

JOINT MEDIATION HELPLINE OFFICE 聯合調解專線辦事處

STATEMENT OF COMPREHENSIVE INCOME 全面收益表 FOR THE YEAR ENDED 31 MARCH 2017 截至2017年3月31日止年度

		Note 附註	2017 HK\$	2016 HK\$
Revenue	收入	4	2,702,267	2,272,774
Expenditure	支出		<u>(2,650,247)</u>	<u>(2,152,969)</u>
Surplus before tax	稅前盈餘	5	52,020	119,805
Taxation	稅項	7	<u>-</u>	<u>-</u>
Surplus and total comprehensive surplus for the year	本年度盈餘 及綜合盈餘		<u>52,020</u>	<u>119,805</u>

The notes on pages 32 to 39 form an integral part of these financial statements.
第32至39頁的註釋為此財務報表一部份。

STATEMENT OF FINANCIAL POSITION 財務狀況表
AT 31 MARCH 2017 於 2017 年3月31日

		Note	2017	2016
		附註	HK\$	HK\$
Non-current assets	非流動資產			
Property, plant and equipment	物業、廠房及設備	8	-	1,897
Current assets	流動資產			
Other receivables	其他應收款		1,221,091	264,898
Cash and bank balances	現金及銀行結餘		254,513	1,138,724
			1,475,604	1,403,622
Current liabilities	流動債務			
Grants payable	應付資助款		1,066,056	1,135,114
Other payable	其他應付款		53,123	-
Amount due to a director	應付一名董事款項	9	50,000	-
Accrued expenses	應計費用		-	16,000
			1,169,179	1,151,114
Net current assets	流動資產淨值		306,425	252,508
NET ASSETS	資產淨值		306,425	254,405
GENERAL FUND	一般基金			
Accumulated surplus	累計盈餘		306,425	254,405

Approved and authorised for issue by the Board of Directors on 23 November 2017
 董事會於2017年11月23日核准及授權發佈。

MAN Chi Chuen 文志泉
 Director 董事

LEE Tsz Hang 李子衡
 Director 董事

The notes on pages 32 to 39 form an integral part of these financial statements.
 第32至39頁的註釋為此財務報表一部份。

STATEMENT OF CHANGES IN GENERAL FUNDS 基金變動表
FOR THE YEAR ENDED 31 MARCH 2017 截至2017年3月31日止年度

		Accumulated surplus 累計盈餘 HK\$
Balance at 1 April 2015	於2015年4月1日之結餘	134,600
Total comprehensive surplus for the year	本年度綜合盈餘	<u>119,805</u>
Balance at 31 March 2016	於2016年3月31日之結餘	254,405
Total comprehensive surplus for the year	本年度綜合盈餘	<u>52,020</u>
Balance at 31 March 2017	於2017年3月31日之結餘	<u>306,425</u>

The notes on pages 32 to 39 form an integral part of these financial statements.
 第32至39頁的註釋為此財務報表一部份。

STATEMENT OF CASH FLOWS 現金流量表
FOR THE YEAR ENDED 31 MARCH 2017 截至2017年3月31日止年度

		Note 附註	2017 HK\$	2016 HK\$
Cash flows from operating activities	經營活動的現金流量			
Surplus before tax	除稅前盈餘		52,020	119,805
Adjustments for:-	項目調整:			
Bank interest income	銀行利息收入	4	(6)	(15)
Depreciation	折舊	5	1,897	3,994
			<u>52,020</u>	<u>119,805</u>
Operating surplus before changes in working capital	除營運資金變動前之經營盈餘		53,911	123,784
Increase in other receivables	其他應收款增加		(956,193)	(264,898)
(Decrease)/ increase in grants payable	應付資助款(減少)/增加		(69,058)	475,176
Increase in other payable	其他應付款增加		53,123	-
Increase in amount due to a director	應付一名董事款項增加		50,000	-
(Decrease)/ increase in accrued expenses	應計費用(減少)/增加		(16,000)	16,000
Decrease in interest payable	應付利息減少		-	(5)
			<u>(884,217)</u>	<u>350,057</u>
Net cash (used in)/ generated from operating activities	經營活動(所耗用)/ 所產生之現金流量淨額		(884,217)	350,057
Cash flows from investing activities	投資活動的現金流量			
Bank interest received	已收銀行利息		6	15
			<u>6</u>	<u>15</u>
Net cash generated from investing activities	投資活動所產生的現金流量淨額		6	15
Net (decrease) / increase in cash and cash equivalents	現金及現金等價物之淨額(減少)/ 增加		(884,211)	350,072
Cash and cash equivalents at beginning of the year	於年初的現金及現金等價物		1,138,724	788,652
Cash and cash equivalents at end of the year	於年末的現金及現金等價物		<u>254,513</u>	<u>1,138,724</u>
Analysis of the balances of cash and cash equivalents	現金及現金等價物的餘額分析			
Cash and bank balances	現金及銀行結餘		254,513	1,138,724
			<u>254,513</u>	<u>1,138,724</u>

The notes on pages 32 to 39 form an integral part of these financial statements.
 第32至39頁的註釋為此財務報表一部份。

NOTES TO THE FINANCIAL STATEMENTS 財務報表附註
FOR THE YEAR ENDED 31 MARCH 2017 截至2017年3月31日止年度

1 GENERAL 一般資料

The Company was incorporated in Hong Kong as a company with liability limited by guarantee. The principal activities of the company are providing and promoting mediation services. The Company's registered office is LG102, High Court Building, 38 Queensway, Hong Kong.

本公司為一家在香港註冊成立的擔保有限公司，主要業務為提供及推廣調解服務。本公司的註冊地址為香港金鐘道38號高等法院大樓LG1樓LG102室。

2 BASIS OF PREPARATION OF FINANCIAL STATEMENTS 編製財務報表之基準

The financial statements have been prepared in accordance with the Hong Kong Financial Reporting Standards for Private Entities ("HKFRS for Private Entities") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and the requirements of the Hong Kong Companies Ordinance. The financial statements have been prepared under the historical cost convention.

本公司之財務報表乃按照香港會計師公會頒佈之《私營企業香港財務報告準則》及香港《公司條例》的要求而編製。本財務報表根據歷史成本慣例編製。

3 SIGNIFICANT ACCOUNTING POLICIES 主要會計政策

The financial statements have been prepared in accordance with generally accepted accounting principles in Hong Kong and with accounting standards issued by the HKICPA.

本財務報表乃按照香港普遍採納之會計原則及香港會計師公會頒佈的會計準則編製。

(a) Property, plant and equipment 物業、廠房及設備

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

物業、廠房及設備按成本減累積折舊及累積減值虧損(如有)列賬。

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following annual rates are used for the depreciation of property, plant and equipment:-

物業、廠房及設備以直線法根據其預計可用年期計算折舊。主要折舊年率如下：

Leasehold improvement 裝修及改善工程	Over the term of related lease按租賃限期
Office equipment 辦公室設備	- 20%

If there is an indication that there has been a significant change in the depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

如資產的折舊率、使用年限或殘值顯示有重大改變，則該資產的折舊須要以前瞻的方式修正，以反映新的預計。

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

如資產的賬面價值大於其預計可收回金額，則資產的賬面價值要立即減至其可收回金額。

3 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED) 主要會計政策 (續)

(b) Other receivables 其他應收款

Other receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of other receivables is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

其他應收款項最初按交易金額確認，其後則以實際利率法按攤銷成本計算及扣除減值準備。當有客觀證據顯示公司未能按照應收款項原本的條款收回款項時，須要作出減值準備。

(c) Cash and cash equivalents 現金及現金等價物

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdraft is shown within borrowings in current liabilities on the statement of financial position.

現金及現金等價物包括手上現金、銀行存款，及於購入後三個月或三個月內期滿的短期高流動投資。銀行透支在財務狀況表上的流動負債的借款中列示。

(d) Other payables 其他應付款

Other payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

其他應付款最初應按交易金額計量，其後以實際利率的攤餘成本計量。

(e) Revenue recognition 收入確認

Revenue is measured at the fair value of the consideration received or receivable. Provided it is probable that the economic benefits will flow to the company and the revenue and costs, if applicable, can be measured reliably, revenue is recognised in profit or loss as follows:-

收入按照已收或應收的代價之公允值計量。倘經濟利益流入本公司，且收入及成本能可靠計量，收入按以下基準於損益中確認：

- (i) Donation income is recognised when the donation is received.
捐款收入是在收到現金時予以確認。
- (ii) Bank interest income is recognised on a time-proportion basis using the effective interest method.
銀行利息收入是依據時間比例按實際利率法確認。
- (iii) Mediation services, seminar income and grant income are recognised when the relevant services are rendered.
調解服務、研討會收入和資助收入在提供服務時確認。
- (iv) Other income is recognised on an actual receipt basis.
其他收入於實際收到款項時確認。

3 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED) 主要會計政策(續)

(f) Government grants 政府資助

Government grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and that the grants will be received.

當能夠合理保證本公司符合資助的附帶條件，且會獲授政府資助時，方會確認政府資助。

Government grants are recognised in profit or loss on a systematic basis over the periods in which the company recognises as expenditure or the related costs for the grants are intended to compensate. Specifically, government grants whose primary condition is that the company should purchase, construct or otherwise acquire non-current assets are recognised as deferred revenue in the balance sheet and transferred to profit or loss over the useful lives of the related assets. Government grants that are receivable as compensation for costs and expenditure already incurred or for the purpose of giving immediate financial support to the company with no future related costs are recognised in profit or loss in the period in which they become receivable.

政府資助於各期間有系統地在損益中確認時，本公司將政府資助擬補償的相關成本確認為開支。特定要求公司購買、建造或收購非流動資產為主要條件的政府資助乃於財務狀況報表確認為遞延收益，並為相關資產的可使用年期轉撥至損益。作為補償費用或損失而已產生的應收取或為了給予本公司即時財務支援而無日後相關成本的政府資助，於其應收取的期間於損益中確認。

(g) Employee benefits 員工福利

Salaries, annual bonuses, paid annual leave, contributions to defined contribution retirement plans and the cost of non-monetary benefits are accrued in the year in which the associated services are rendered by employees. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present values.

薪酬、年度紅利、已支付年度休假、界定退休計劃的供款及非貨幣福利是以向員工提供相關服務時應計。當款項延遞且效果重大時，這些金額要以現值呈列。

The company operates a Mandatory Provident Fund Scheme (the MPF scheme) under the Hong Kong Mandatory Provident Fund Schemes Ordinance for employees employed under the jurisdiction of the Hong Kong Employment Ordinance. The MPF scheme is a defined contribution retirement plan administered by independent trustees. Under the MPF scheme, the employer and its employees are each required to make contributions to the plan at 5% of the employees' relevant income, subject to a cap of monthly relevant income of HK\$30,000. Contributions to the plan vest immediately.

本公司根據香港《強制性公積金計劃條例》為在香港僱傭條例管轄下受僱、但並無設定福利退休計劃涵蓋的僱員，設有強制性公積金計劃（強積金計劃）。強積金計劃是由獨立受託人管理的固定供款退休計劃。根據強積金計劃，僱主及僱員均須按僱員有關入息的5%繳款，但每月相關入息上限為港幣三萬元。計劃的供款立刻歸屬於該僱員。

NOTES TO THE FINANCIAL STATEMENTS 財務報表附註
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3 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED) 主要會計政策(續)

- (h) Related parties 關聯方
- i) a person or a close member of that person's family is related to the company if that person is a member of the key management personnel of the company.
如果該人士是本公司的主要管理層成員，該人士或其近親成員則與公司有關。
 - ii) a person or a close member of that person's family is related to the company if that person has control over the company or has joint control or significant influence over the company or has significant voting power in it.
如果該人士對公司有控制權或對公司有共同控制權或重大影響力或對公司有重大投票權，該人士或其近親成員則與公司有關。
 - iii) the entity is a post-employment benefit plan for the benefit of employees of either the company or an entity related to the company. If the reporting entity is itself such a plan, the sponsoring employers are also related to the plan.
實體為本公司或與本公司有關聯之實體就僱員利益設立的離職福利計劃。倘本公司本身為該計劃，則提供資助的僱主亦與本公司有關聯。
 - iv) the entity is controlled or jointly controlled by a person identified in (i) and (ii).
實體受(i)及(ii)所識別人土控制或受共同控制。
 - v) a person identified in (i) has significant voting power in the entity.
於(i)所識別人土對實體有重大影響力。

NOTES TO THE FINANCIAL STATEMENTS 財務報表附註
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4 REVENUE 收入

Revenue	收入	2017 HK\$	2016 HK\$
Bank interest income	銀行利息收入	6	15
Contribution from Joint Mediation Helpline Office	由聯合調解專線辦事處提供		
- Cash contribution / reversal of overprovision of cash contribution	- 現金捐助 / 回撥以前年度的現金捐助	5,000	(4,690)
- In-kind contribution – manpower / reversal of overprovision of in-kind contribution	- 人力資源捐助/ 回撥以前年度的人力資源捐助	820,000	(16,286)
Donation income	捐款收入		
- Hong Kong Jockey Club Charities Trust	- 香港賽馬會慈善信託基金	702,932	264,898
- Others	- 其他	58,280	1,500
Government grant	政府資助	766,486	1,148,341
MDMPS application fee income	《小型糾紛調解先導計劃》申請費	5,800	1,400
Mediation appointment income	調解會面收入	484	-
Mediation service income	調解服務收入	4,500	8,008
Other income	其他收入	-	251,985
Seminar fee income	研討會收入	295,979	491,917
Service income	服務收入	12,800	3,500
Sponsorship income	贊助收入	30,000	122,186
Total revenue	總收入	<u>2,702,267</u>	<u>2,272,774</u>

5 SURPLUS BEFORE TAX 稅前盈餘

Surplus before tax is stated after charging the following:-
 稅前盈餘已扣除以下項目:-

		2017 HK\$	2016 HK\$
Advertising and promotion	廣告及宣傳費用	251,990	215,455
Auditor's remuneration	審計費	17,540	-
Depreciation	折舊	1,897	3,994
Seminar workshop	研討會工作坊	283,526	63,424
Staff costs:-	員工成本:-		
- salaries and wages	- 薪金及工資	1,746,651	1,214,417
- contributions to retirement scheme	- 向退休計劃供款	36,084	26,981
Venue expenses	場地費用	<u>30,341</u>	<u>140,140</u>

NOTES TO THE FINANCIAL STATEMENTS 財務報表附註
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5 DIRECTORS' REMUNERATION 董事酬金

Directors' remuneration disclosed pursuant to section 383(1) of the Hong Kong Companies Ordinance is as follows:-

根據香港《公司條例》第383(1)條規定披露的董事酬金詳情如下：

	2017 HK\$	2016 HK\$
As directors 作為董事	-	-
For management 作為管理層	-	-
	<u>-</u>	<u>-</u>

7 TAXATION 稅項

No provision for Hong Kong profits tax has been made in the financial statements as the company is exempt from Hong Kong Profits tax under section 88 of the Inland Revenue Ordinance (2016: HK\$Nil).

本公司根據《稅務條例》第88條，獲豁免繳付香港利得稅，因此並無為香港利得稅作出撥備 (2016年:無)。

No deferred tax has been provided in the financial statements because there were no temporary differences at the reporting date.

沒有遞延稅項於財務報表提供由於沒有暫時性差異在報告日期。

NOTES TO THE FINANCIAL STATEMENTS 財務報表附註
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8 PROPERTY, PLANT AND EQUIPMENT 物業機器及設備

		Leasehold improvement 裝修及 改善工程 HK\$	Office equipment 辦公室設備 HK\$	Total 合計 HK\$
Cost	成本			
At 1 April 2016 and 31 March 2017	於2016年4月1日及 2017年3月31日	62,403	57,706	120,109
Accumulated depreciation	累計折舊			
At 1 April 2016	於2016年4月1日	62,403	55,809	118,212
Charge for the year	本年度費用	-	1,897	1,897
At 31 March 2017	於2017年3月31日	62,403	57,706	120,109
Net book value	賬面淨值			
At 31 March 2017	於2017年3月31日	-	-	-
At 31 March 2016	於2016年3月31日	-	1,897	1,897

9 AMOUNT DUE TO A DIRECTOR 應付一名董事款項

Amount due to a director is interest-free, unsecured and has no fixed terms of repayment.

應付一名董事款項是免利息，無抵押及沒有固定還款條款。

10 COMPANY LIMITED BY GUARANTEE 擔保有限公司

The company was registered as a company with liability limited by guarantee. In accordance with Article 7 of the Company's Memorandum of Association, the company was incorporated by member's guarantee with every member's liability not exceeding HK\$100.

本公司是香港註冊成立擔保有限公司。根據公司《組織章程》第7條，本公司是由各會員擔保成立，每名會員擔保承擔的責任不超過港幣100元。

Acknowledgement 鳴謝

The JMHO would like to extend its heartfelt gratefulness towards the following member organisations of the JMHO:- 調解專線衷心感謝以下成員機構：

The Hong Kong Mediation Council	香港調解會
The Hong Kong Bar Association	香港大律師公會
The Law Society of Hong Kong	香港律師會
The Chartered Institute of Arbitrators (East Asia Branch)	特許仲裁學會(東亞分會)
The Hong Kong Institute of Arbitrators	香港仲裁司學會
The Hong Kong Institute of Architects	香港建築師學會
The Hong Kong Institute of Surveyors	香港測量師學會
The Hong Kong Mediation Centre	香港和解中心

The JMHO would also like to express its most sincere thanks to the following patrons, partners and friends (in alphabetical order) for the invaluable support in the past year.

調解專線誠摯感激以下贊助者、合作機構(按英文字母順序)及各位朋友在過去一年的寶貴支持！

1 st Step Association	自強協會
Business-School Partnership Programme of Education Bureau	教育局商校合作計劃
Chinese YMCA of Hong Kong	香港中華基督教青年會
Department of Justice	香港律政司
Financial Dispute Resolution Centre	金融糾紛調解中心
Guangzhou Arbitration Committee (Dongguan Branch)	中國廣州仲裁委員會(東莞分會)
Hang Yick Properties Management Ltd	恒益物業管理有限公司
Hangzhou Arbitration Commission	杭州仲裁委員會
Hong Kong Family Welfare Society	香港家庭福利會
Hong Kong Jockey Club Charities Trust	香港賽馬會慈善信託基金
Hong Kong Mediation Accreditation Association	香港調解資歷評審協會
Hong Kong Police College	香港警察學院
Hong Kong Police Force	香港警務處
Hong Kong Trade and Industry Department	香港工業貿易署
Hong Kong Trade Development Council	香港貿易發展局
MKKFAL Chan Hing Social Service Centre	旺角街坊會陳慶社會服務中心
Nan Fung Group	南豐集團
Rotary (District 3450)	國際扶輪 3450 地區
SPK Neighbourhood Elderly Centre Of Seventh-day Adventist	新蒲崗長者鄰舍中心
School of Law of City University of Hong Kong	香港城市大學法律學院
Senior Citizen Home Safety Association	長者安居協會
The Judiciary of Hong Kong	香港司法機構
TWGHs Kap Yan Directors' College	東華三院甲寅年總理中學
Urban Renewal Authority	市區重建局

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