



康德服務有限公司
Kenda Services Limited

大廈名稱
NAME OF BUILDING

翠麗花園
TSUI LAI GARDEN

收支帳項
MONTH: 03/2021

INCOME & EXPENDITURE ACCOUNT

| | | <u>Note</u> | <u>HK\$</u> |
|---|--------------------|-------------|---------------------|
| <u>INCOME</u> | 收入 | | |
| Management Fees | 管理費 | | 1,426,835.00 |
| Sundry Income | 其他 | (1) | 78,304.34 |
| <u>TOTAL INCOME</u> | 總收入 | | <u>1,505,139.34</u> |
| <u>EXPENDITURE</u> | 支出 | | |
| Staff Costs | 員工開支 | (2) | 641,911.62 |
| Cleaning Charges | 清潔費 | (3) | 243,348.00 |
| Contract Maintenance | 合約保養 | (4) | 105,690.36 |
| Repairs | 修理費 | (5) | 53,669.00 |
| Depreciation | 折舊 | (6) | 774.87 |
| Electricity | 電費 | | 172,841.00 |
| Insurance | 保險費 | | 19,522.00 |
| Gardening & Decoration | 園藝及裝飾 | | 29,350.23 |
| Sundry Expenses | 雜項 | (7) | 28,413.31 |
| Manager's Remuneration | 經理人酬金 | | 53,000.00 |
| <u>TOTAL EXPENDITURE</u> | 總支出 | | <u>1,348,520.39</u> |
| Surplus / (Deficit) for the Month | 本期盈餘 / (赤字) | | 156,618.95 |
| Fund Transfer | 基金轉調 | | (76,525.00) |
| Surplus / (Deficit) B/F | 盈餘 / (赤字)滾存 | | 241,965.20 |
| <u>TOTAL SURPLUS / (DEFICIT)</u> | 盈餘 / (赤字)總額 | | <u>322,059.15</u> |



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翠麗花園
TSUI LAI GARDEN

資產負債表
BALANCE SHEET

截至 2021年03月31日
AS AT 31/03/2021

| | <u>Note</u> | <u>HK\$</u> |
|--|-------------|----------------------|
| <u>FIXED ASSETS</u> | | <u>22,507.40</u> |
| | | |
| <u>CURRENT ASSETS</u> | | |
| Cash at Bank & on Hand | (8) | 2,894,063.94 |
| Cash at Bank - Owners' Corporation | (9) | 28,326,407.31 |
| Account Receivable | (10) | 594,244.00 |
| Utility Deposits | | 539,100.00 |
| Current Account with Manager | | <u>(18,681.47)</u> |
| | | <u>32,335,133.78</u> |
| | | |
| <u>CURRENT LIABILITIES</u> | | |
| Receipt in Advance | | 93,710.00 |
| Accounts Payable & Accruals | (11) | <u>3,373,060.58</u> |
| | | <u>3,466,770.58</u> |
| | | |
| <u>NET ASSETS / (LIABILITIES)</u> | | <u>28,890,870.60</u> |
| | | |
| <u>REPRESENTED BY</u> | | |
| Operating Surplus /(Deficit) | | 322,059.15 |
| Various Deposits Received | | 2,452,247.00 |
| Contingency Fund | (12) | 12,464,479.50 |
| Estate Activities Recreational Fund | (13) | 12,625.95 |
| Special Fund for Tsui Lai Garden | (14) | <u>13,639,459.00</u> |
| | | <u>28,890,870.60</u> |

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MONTH: 03/2021

INCOME & EXPENDITURE ACCOUNT

| | 共用 COMMON HK\$ | 住宅 RESIDENTIAL HK\$ | 商場 COMMERCIAL HK\$ | 車場 CARPARK HK\$ | 幼稚園 KINDERGARTEN HK\$ | 合共 TOTAL HK\$ |
|--|----------------------|---------------------------|--------------------------|-----------------------|-----------------------------|---------------------|
| INCOME | | | | | | |
| Management Fees | 0.00 | 1,232,845.00 | 130,206.00 | 59,965.00 | 3,819.00 | 1,426,835.00 |
| Sundry Income | 4,543.34 | 73,761.00 | 0.00 | 0.00 | 0.00 | 78,304.34 |
| TOTAL INCOME | 4,543.34 | 1,306,606.00 | 130,206.00 | 59,965.00 | 3,819.00 | 1,505,139.34 |
| EXPENDITURE | | | | | | |
| Staff Costs | 399,367.16 | 195,641.75 | 0.00 | 46,902.71 | 0.00 | 641,911.62 |
| Cleaning Charges | 68,844.00 | 126,756.00 | 34,348.00 | 13,400.00 | 0.00 | 243,348.00 |
| Contract Maintenance | 2,700.00 | 98,633.16 | 4,357.20 | 0.00 | 0.00 | 105,690.36 |
| Repairs | 2,992.00 | 50,677.00 | 0.00 | 0.00 | 0.00 | 53,669.00 |
| Depreciation | 774.87 | 0.00 | 0.00 | 0.00 | 0.00 | 774.87 |
| Electricity | 6,004.00 | 140,882.00 | 23,055.00 | 2,900.00 | 0.00 | 172,841.00 |
| Insurance | 19,522.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19,522.00 |
| Gardening & Decoration | 20,840.02 | 7,100.51 | 1,409.70 | 0.00 | 0.00 | 29,350.23 |
| Sundry Expenses | 11,476.16 | 14,937.15 | 0.00 | 2,000.00 | 0.00 | 28,413.31 |
| Manager's Remuneration | 0.00 | 45,877.00 | 5,316.00 | 1,526.00 | 281.00 | 53,000.00 |
| TOTAL EXPENDITURE | 532,520.21 | 680,504.57 | 68,485.90 | 66,728.71 | 281.00 | 1,348,520.39 |
| Operating Surplus / (Deficit) before Fund Transfer | (527,976.87) | 626,101.43 | 61,720.10 | (6,763.71) | 3,538.00 | 156,618.95 |
| Fund Transfer | (100.00) | (76,425.00) | 0.00 | 0.00 | 0.00 | (76,525.00) |
| Operating Surplus / (Deficit) | (528,076.87) | 549,676.43 | 61,720.10 | (6,763.71) | 3,538.00 | 80,093.95 |
| Allocation For Common Deficit | | | | | | |
| Residential 住宅 | 20,159.00 | 457,103.34 | 0.00 | 0.00 | 0.00 | 0.00 |
| Commercial 商場 | 2,335.00 | 52,966.11 | (52,966.11) | 0.00 | 0.00 | 0.00 |
| Carpark 車場 | 670.00 | 15,208.61 | 0.00 | (15,208.61) | 0.00 | 0.00 |
| Kindergarten 幼稚園 | 124.00 | 2,798.81 | 0.00 | 0.00 | (2,798.81) | 0.00 |
| | 23,288.00 | | | | | |
| Operating Surplus / (Deficit) | 0.00 | 92,573.09 | 8,753.99 | (21,972.32) | 739.19 | 80,093.95 |
| Surplus / (Deficit) B/F | 0.00 | (394,934.70) | 566,131.77 | 26,118.61 | 44,649.52 | 241,965.20 |
| TOTAL SURPLUS / (DEFICIT) | 0.00 | (302,361.61) | 574,885.76 | 4,146.29 | 45,388.71 | 322,059.15 |

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MONTH: 03/2021

INCOME & EXPENDITURE ACCOUNT

| | | 共用 <u>COMMON</u> HK\$ | 住宅 <u>RESIDENTIAL</u> HK\$ |
|--|---------------------------|-----------------------------|----------------------------------|
| <u>INCOME</u> | <u>收入</u> | | |
| Management Fees | 管理費 | 0.00 | 1,232,845.00 |
| Sundry Income | 其他 | 4,543.34 | 73,761.00 |
| <u>TOTAL INCOME</u> | <u>總收入</u> | 4,543.34 | 1,306,606.00 |
| <u>EXPENDITURE</u> | <u>支出</u> | | |
| Staff Costs | 員工開支 | 399,367.16 | 195,641.75 |
| Cleaning Charges | 清潔費 | 68,844.00 | 126,756.00 |
| Contract Maintenance | 合約保養 | 2,700.00 | 98,633.16 |
| Repairs | 修理費 | 2,992.00 | 50,677.00 |
| Depreciation | 折舊 | 774.87 | 0.00 |
| Electricity | 電費 | 6,004.00 | 140,882.00 |
| Insurance | 保險費 | 19,522.00 | 0.00 |
| Gardening & Decoration | 園藝及裝飾 | 20,840.02 | 7,100.51 |
| Sundry Expenses | 雜項 | 11,476.16 | 14,937.15 |
| Manager's Remuneration | 經理人酬金 | 0.00 | 45,877.00 |
| <u>TOTAL EXPENDITURE</u> | <u>總支出</u> | 532,520.21 | 680,504.57 |
| Operating Surplus / (Deficit) before Fund Transfer | 基金轉調前盈餘 / (赤字) | (527,976.87) | 626,101.43 |
| Fund Transfer | 基金轉調 | (100.00) | (76,425.00) |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | (528,076.87) | 549,676.43 |
| Allocation For Common Deficit | 分攤共用收支虧損 | | |
| Residential 住宅 | SHARES | 86.56% | (457,103.34) |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | | 92,573.09 |
| Surplus / (Deficit) B/F | 盈餘 / (赤字)滾存 | | (394,934.70) |
| <u>TOTAL SURPLUS / (DEFICIT)</u> | <u>盈餘 / (赤字)總額</u> | | (302,361.61) |



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INCOME & EXPENDITURE ACCOUNT

| | | 共用 <u>COMMON</u> HK\$ | 商場 <u>COMMERCIAL</u> HK\$ |
|--|--------------------|-----------------------------|---------------------------------|
| <u>INCOME</u> | 收入 | | |
| Management Fees | 管理費 | 0.00 | 130,206.00 |
| Sundry Income | 其他 | 4,543.34 | 0.00 |
| <u>TOTAL INCOME</u> | 總收入 | <u>4,543.34</u> | <u>130,206.00</u> |
| <u>EXPENDITURE</u> | 支出 | | |
| Staff Costs | 員工開支 | 399,367.16 | 0.00 |
| Cleaning Charges | 清潔費 | 68,844.00 | 34,348.00 |
| Contract Maintenance | 合約保養 | 2,700.00 | 4,357.20 |
| Repairs | 修理費 | 2,992.00 | 0.00 |
| Depreciation | 折舊 | 774.87 | 0.00 |
| Electricity | 電費 | 6,004.00 | 23,055.00 |
| Insurance | 保險費 | 19,522.00 | 0.00 |
| Gardening & Decoration | 園藝及裝飾 | 20,840.02 | 1,409.70 |
| Sundry Expenses | 雜項 | 11,476.16 | 0.00 |
| Manager's Remuneration | 經理人酬金 | 0.00 | 5,316.00 |
| <u>TOTAL EXPENDITURE</u> | 總支出 | <u>532,520.21</u> | <u>68,485.90</u> |
| Operating Surplus / (Deficit) before Fund Transfer | 基金轉調前盈餘 / (赤字) | (527,976.87) | 61,720.10 |
| Fund Transfer | 基金轉調 | (100.00) | 0.00 |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | <u>(528,076.87)</u> | <u>61,720.10</u> |
| Allocation For Common Deficit | 分攤共用收支虧損 | | |
| Commercial 商場 | SHARES | 10.03% | <u>(52,966.11)</u> |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | | 8,753.99 |
| Surplus / (Deficit) B/F | 盈餘 / (赤字)滾存 | | <u>566,131.77</u> |
| <u>TOTAL SURPLUS / (DEFICIT)</u> | 盈餘 / (赤字)總額 | | <u><u>574,885.76</u></u> |



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INCOME & EXPENDITURE ACCOUNT

| | | 共用 <u>COMMON</u> HK\$ | 車場 <u>CARPARK</u> HK\$ |
|--|--------------------|-----------------------------|------------------------------|
| <u>INCOME</u> | 收入 | | |
| Management Fees | 管理費 | 0.00 | 59,965.00 |
| Sundry Income | 其他 | 4,543.34 | 0.00 |
| <u>TOTAL INCOME</u> | 總收入 | <u>4,543.34</u> | <u>59,965.00</u> |
| <u>EXPENDITURE</u> | 支出 | | |
| Staff Costs | 員工開支 | 399,367.16 | 46,902.71 |
| Cleaning Charges | 清潔費 | 68,844.00 | 13,400.00 |
| Contract Maintenance | 合約保養 | 2,700.00 | 0.00 |
| Repairs | 修理費 | 2,992.00 | 0.00 |
| Depreciation | 折舊 | 774.87 | 0.00 |
| Electricity | 電費 | 6,004.00 | 2,900.00 |
| Insurance | 保險費 | 19,522.00 | 0.00 |
| Gardening & Decoration | 園藝及裝飾 | 20,840.02 | 0.00 |
| Sundry Expenses | 雜項 | 11,476.16 | 2,000.00 |
| Manager's Remuneration | 經理人酬金 | 0.00 | 1,526.00 |
| <u>TOTAL EXPENDITURE</u> | 總支出 | <u>532,520.21</u> | <u>66,728.71</u> |
| Operating Surplus / (Deficit) before Fund Transfer | 基金轉調前盈餘 / (赤字) | (527,976.87) | (6,763.71) |
| Fund Transfer | 基金轉調 | (100.00) | 0.00 |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | <u>(528,076.87)</u> | <u>(6,763.71)</u> |
| Allocation For Common Deficit | 分攤共用收支虧損 | | |
| Carpark 車場 | SHARES | 670.00 | 2.88% |
| | | | <u>(15,208.61)</u> |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | | (21,972.32) |
| Surplus / (Deficit) B/F | 盈餘 / (赤字)滾存 | | 26,118.61 |
| <u>TOTAL SURPLUS / (DEFICIT)</u> | 盈餘 / (赤字)總額 | | <u>4,146.29</u> |



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MONTH: 03/2021

INCOME & EXPENDITURE ACCOUNT

| | | 共用 <u>COMMON</u> HK\$ | 幼稚園 <u>KINDERGARTEN</u> HK\$ |
|--|--------------------|-----------------------------|------------------------------------|
| <u>INCOME</u> | 收入 | | |
| Management Fees | 管理費 | 0.00 | 3,819.00 |
| Sundry Income | 其他 | 4,543.34 | 0.00 |
| <u>TOTAL INCOME</u> | 總收入 | 4,543.34 | 3,819.00 |
| <u>EXPENDITURE</u> | 支出 | | |
| Staff Costs | 員工開支 | 399,367.16 | 0.00 |
| Cleaning Charges | 清潔費 | 68,844.00 | 0.00 |
| Contract Maintenance | 合約保養 | 2,700.00 | 0.00 |
| Repairs | 修理費 | 2,992.00 | 0.00 |
| Depreciation | 折舊 | 774.87 | 0.00 |
| Electricity | 電費 | 6,004.00 | 0.00 |
| Insurance | 保險費 | 19,522.00 | 0.00 |
| Gardening & Decoration | 園藝及裝飾 | 20,840.02 | 0.00 |
| Sundry Expenses | 雜項 | 11,476.16 | 0.00 |
| Manager's Remuneration | 經理人酬金 | 0.00 | 281.00 |
| <u>TOTAL EXPENDITURE</u> | 總支出 | 532,520.21 | 281.00 |
| Operating Surplus / (Deficit) before Fund Transfer | 基金轉調前盈餘 / (赤字) | (527,976.87) | 3,538.00 |
| Fund Transfer | 基金轉調 | (100.00) | 0.00 |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | (528,076.87) | 3,538.00 |
| Allocation For Common Deficit | 分攤共用收支虧損 | | |
| Kindergarten 幼稚園 | SHARES 0.53% | | (2,798.81) |
| Operating Surplus / (Deficit) | 本期盈餘 / (赤字) | | 739.19 |
| Surplus / (Deficit) B/F | 盈餘 / (赤字)滾存 | | 44,649.52 |
| <u>TOTAL SURPLUS / (DEFICIT)</u> | 盈餘 / (赤字)總額 | | 45,388.71 |



翠麗花園

| | |
|-------------------------|-------------------|
| (1) <u>二零二一年三月份其他收入</u> | 港幣 |
| 利息 | 4,543.34 |
| 牌照費 | 66,425.00 |
| 其他 | 7,336.00 |
| | <u>78,304.34</u> |
| | |
| (2) <u>二零二一年三月份員工開支</u> | |
| 員工薪津 | |
| 薪酬及津貼 | 579,218.63 |
| 強積金/長期服務金 | 28,700.19 |
| 年賞預留 | 5,023.00 |
| 員工招募費 | 1,708.80 |
| 制服 | 24,711.00 |
| 臨時保安員薪酬 | 2,550.00 |
| | <u>641,911.62</u> |
| | |
| (3) <u>二零二一年三月份清潔費</u> | |
| 清潔合約 | 218,000.00 |
| 清理商場商戶垃圾費用 | 19,348.00 |
| 清理濕垃圾服務 | 6,000.00 |
| | <u>243,348.00</u> |
| | |
| (4) <u>二零二一年三月份合約保養</u> | |
| 升降機保養 | 119,502.00 |
| 水泵系統及清洗水缸服務 | 9,480.00 |
| 公共天線及衛星電視保養 | 7,963.00 |
| 冷氣系統保養 | 4,000.00 |
| 發電機保養 | 2,500.00 |
| 閉路電視及對講機保養合約 | 2,100.00 |
| 緊急維修服務 | 600.00 |
| 升降機保養因故障扣款 | (40,454.64) |
| | <u>105,690.36</u> |

翠麗花園

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|-----------------------------|------------------|
| (5) <u>二零二一年三月份修理費</u> | <u>港幣</u> |
| 維修物料(五金及雜項配件等) | 28,009.00 |
| 更換外牆去水主喉管工程、更換污水喉工程、修理主氣喉工程 | 21,100.00 |
| 更換閉路電視鏡頭 | 2,600.00 |
| 光管/燈泡及照明用品 | 1,960.00 |
| | <u>53,669.00</u> |
| | |
| (6) <u>二零二一年三月份基本建設</u> | |
| 折舊 | <u>774.87</u> |
| | |
| (7) <u>二零二一年三月份雜項</u> | |
| 物業稅 | 9,000.00 |
| 銀行費用 | 2,953.95 |
| 文具 | 1,840.70 |
| 印刷費 | 1,457.36 |
| 電話費 | 1,061.00 |
| 交通費 | 641.00 |
| 郵費 | 138.50 |
| 其他 | 11,320.80 |
| | <u>28,413.31</u> |



翠麗花園

| | | | |
|----------------------------|---------------|---------------|----|
| (8) <u>二零二一年三月份銀行存款及現金</u> | | | |
| 儲蓄及往來存款： | | 港幣 | 附註 |
| 渣打銀行 | 2,808,119.90 | | 1 |
| 匯豐銀行 | 70,944.04 | | 2 |
| | <hr/> | 2,879,063.94 | |
| 現金 | | 15,000.00 | |
| | | <hr/> | |
| | | 2,894,063.94 | |
| | | <hr/> <hr/> | |
| (9) <u>二零二一年三月份法團銀行存款</u> | | | |
| 定期存款： | | | |
| 中國銀行 | 26,298,917.89 | | |
| 東亞銀行 | 1,005,481.04 | | |
| 渣打銀行 | 1,000,000.00 | | |
| | <hr/> | 28,304,398.93 | |
| 儲蓄及往來存款： | | | |
| 中國銀行 | 22,007.65 | | |
| 渣打銀行 | 0.73 | | |
| | <hr/> | 22,008.38 | |
| | | <hr/> | |
| | | 28,326,407.31 | |
| | | <hr/> <hr/> | |
| (10) <u>二零二一年三月份應收款項</u> | | | |
| 應收管理費 | | 493,655.00 | |
| 其他收入 | | 50,288.00 | |
| 停車場系統保養第13期至第24期暫付款 | | 34,200.00 | |
| 應收牌照費 | | 15,000.00 | |
| 管理費及公共水電按金 | | 1,101.00 | |
| | | <hr/> | |
| | | 594,244.00 | |
| | | <hr/> <hr/> | |



翠麗花園

| (11) 二零二一年三月份應付款項 | 港幣 | 港幣 |
|-------------------|------------|--------------|
| 按金： | | |
| 牌照按金 | 29,000.00 | |
| 裝修按金 | 209,600.00 | |
| 管理費及公共水電按金 | 78,348.00 | |
| 霓虹光管按金 | 30,000.00 | |
| 臨時水、電按金 | 17,000.00 | |
| 安裝冷氣按金 | 2,000.00 | |
| 住戶水錶按金 | 100.00 | |
| 天線牌照費按金 | 132,850.00 | |
| | <hr/> | 498,898.00 |
| 預留款項： | | |
| 長期服務金預留 | 672,490.36 | |
| 電費預留 | 220,700.00 | |
| 年假預留 | 25,900.00 | |
| 物業稅預留 | 28,213.00 | |
| 年賞預留 | 110,419.80 | |
| 核數費預留 | 19,500.00 | |
| 水費預留 | 12,200.00 | |
| | <hr/> | 1,089,423.16 |
| 應付未付款項： | | |
| 臨時保安員服務 | 27,200.00 | |
| 颱風山竹破壞後復修工程 | 16,500.00 | |
| 清潔合約 | 218,000.00 | |
| 外牆防水工程 | 230,499.00 | |
| 升降機保養 | 278,469.00 | |
| 商場赤字科款 | 47,809.84 | |
| 園藝保養合約 | 12,000.00 | |
| 冬季制服 | 3,440.00 | |
| 平台防水維修工程 | 8,480.00 | |
| 水泵系統及清洗水缸服務 | 28,440.00 | |
| 公共天線及衛星電視保養 | 7,963.00 | |
| 閉路電視及對講機保養合約 | 2,100.00 | |
| 消防年檢後執修工程 | 5,205.00 | |
| 發電機保養 | 2,500.00 | |
| 更換消防喉 | 12,000.00 | |
| 更換消防地喉工程 | 196,100.00 | |
| 冷氣系統保養 | 4,000.00 | |
| 維修冷氣系統 | 61,218.00 | |
| 更換排骨主喉 | 1,140.00 | |
| 維修喉管工程 | 4,900.00 | |
| | <hr/> | 1,167,963.84 |
| | | <hr/> |
| | | 2,756,285.00 |



翠麗花園

| | 港幣 | 港幣 |
|--------------------------------|----------------------------|---------------------------|
| (11) <u>二零二一年三月份應付款項(續)</u> | | |
| 應付未付款項： | | |
| 維修防火設施系統 | 23,590.00 | |
| 購買垃圾袋 | 15,000.00 | |
| 更換食水皮芯閘制 | 500.00 | |
| 維修水泵 | 14,350.00 | |
| 保險費用 | 58,566.00 | |
| | <hr/> | 112,006.00 |
| 其他： | | |
| 停車場系統保養第13期至第24期暫收款 | 34,200.00 | |
| 未兌現支票 | 15,767.50 | |
| 多收管理費 | 454,802.08 | |
| | <hr/> | 504,769.58 |
| | | <hr/> <u>3,373,060.58</u> |
| (12) <u>二零二一年三月份應變基金</u> | | |
| 承上結餘 | 12,464,379.50 | |
| 本月收入 | 100.00 | |
| 結餘 | <hr/> <u>12,464,479.50</u> | |
| (13) <u>二零二一年三月份翠麗屋苑康樂活動基金</u> | | |
| 承上結餘 | 12,625.95 | |
| 結餘 | <hr/> <u>12,625.95</u> | |
| (14) <u>二零二一年三月份翠麗特別基金</u> | | |
| 承上結餘 | 13,563,034.00 | |
| 本月收入 | 76,425.00 | |
| 結餘 | <hr/> <u>13,639,459.00</u> | |