



小心盡責理財

PRUDENCE & ACCOUNTABILITY



財務報表

(截至二零一零年三月三十一日止年度)

Financial Statements

(For the year ended 31 March 2010)

獨立核數師報告

致：個人資料私隱專員

(依據《個人資料(私隱)條例》在香港成立的
單一法團)

本核數師(以下簡稱「我們」)已審核列載於第135至161頁個人資料私隱專員的財務報表，此等財務報表包括於二零一零年三月三十一日的財務狀況表與截至該日止年度的全面收支表、資金變動報表及現金流量表，以及主要會計政策概要及其他附註解釋。

個人資料私隱專員就財務報表須承擔的責任

個人資料私隱專員須負責根據香港會計師公會頒布的香港財務報告準則編製及真實而公平地列報該等財務報表。這責任包括設計、實施及維持與編製及真實而公平地列報財務報表相關的內部控制，以使財務報表不存在由於欺詐或錯誤而導致的重大錯誤陳述；選擇和應用適當的會計政策；及按情況下作出合理的會計估計。

核數師的責任

我們的責任是根據我們的審核對該等財務報表作出意見，並根據雙方同意的條款僅向個人資料私隱專員報告，除此之外本報告別無其他目的。我們不會就本報告的內容向任何其他人士負上或承擔任何責任。我們已根據香港會計師公會頒布的香港審計準則進行審核。這些準則要求我們遵守道德規範，並規劃及執行審核，以合理確定此等財務報表是否不存在任何重大錯誤陳述。

INDEPENDENT AUDITORS' REPORT

TO THE PRIVACY COMMISSIONER FOR PERSONAL DATA

(A corporation sole in Hong Kong established under the Personal Data (Privacy) Ordinance)

We have audited the financial statements of The Privacy Commissioner for Personal Data (the "PCPD") set out on pages 135 to 161, which comprise the statement of financial position as at 31 March 2010, and the statement of comprehensive income, the statement of changes in funds and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

The Privacy Commissioner's responsibility for the financial statements

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

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit and to report our opinion solely to you in accordance with our agreed terms of engagement, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report. We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement.

審核涉及執程序以獲取有關財務報表所載金額及披露資料的審核憑證。所選定的程序取決於核數師的判斷，包括評估由於欺詐或錯誤而導致財務報表存有重大錯誤陳述的風險。在評估該等風險時，核數師考慮與該機構編製及真實而公平地列報財務報表相關的內部控制，以設計適當的審核程序，但並非為對其內部控制的效能發表意見。審核亦包括評價個人資料私隱專員所採用的會計政策的合適性及所作的會計估計的合理性，以及評價財務報表的整體列報方式。

我們相信，我們所獲得的審核憑證是充足和適當地為我們的審核意見提供基礎。

意見

我們認為，該等財務報表已根據香港財務報告準則真實而公平地反映個人資料私隱專員於二零一零年三月三十一日的事務狀況及截至該日止年度的盈餘和現金流量。

國衛會計師事務所

英國特許會計師
香港執業會計師

香港，二零一零年五月十日

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and true and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Privacy Commissioner, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the PCPD as at 31 March 2010 and of its surplus and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards.

HLB Hodgson Impey Cheng

Chartered Accountants
Certified Public Accountants

Hong Kong, 10 May 2010

全面收支表 STATEMENT OF COMPREHENSIVE INCOME

截至二零一零年三月三十一日止年度(以港元計算) For the year ended 31 March 2010 (in HK dollars)		附註 Notes	2010	2009
收入	Income			
政府補助金	Government subventions	5	45,490,516	41,741,732
銀行利息	Bank interest		81,204	248,265
講座收費及會員費	Seminar and membership fees		190,100	198,500
視像光碟及 刊物銷售	Sales of video compact discs and publications		20,482	9,606
出售物業、機器及 設備的盈利	Gain on disposal of property, plant and equipment		11,630	130
			45,793,932	42,198,233
支出	Expenditure			
核數師酬金	Auditors' remuneration		60,000	60,000
行政費用	Administrative expense		631,179	597,068
出售存貨成本	Cost of inventories sold		11,800	8,600
物業、機器及設備 的折舊	Depreciation of property, plant and equipment			
– 由其他資金來源支付	– financed by other sources of funds	9	478,040	1,166,373
– 由資本補助金支付	– financed by capital subvention fund	9	13,727	112,851
僱員福利支出	Employee benefit expense	6	33,143,397	30,938,075
辦公室的營業租約 租金	Operating lease rentals in respect of office premises		3,307,933	2,488,185
外訪支出(已扣減償款)	Overseas visits, net of reimbursement		102,432	34,664
宣傳推廣支出	Promotion expense		1,930,011	1,545,562
其他營運費用	Other operating expense		2,015,046	4,513,361
			41,693,565	41,464,739
年內盈餘	Surplus for the year		4,100,367	733,494

附註屬本財務報表的組成部分。

The accompanying notes form an integral part of these financial statements.

財務狀況表 STATEMENT OF FINANCIAL POSITION

於二零一零年三月三十一日(以港元計算) As at 31 March 2010 (in HK dollars)		附註 Notes	2010	2009
資產	ASSETS			
非流動資產	Non-current assets			
物業、機器及設備	Property, plant and equipment	9	1,035,120	811,539
流動資產	Current assets			
存貨	Inventories	11	47,263	59,063
其他應收款項、 按金及預付款項	Other receivables, deposits and prepayments	12	561,156	264,878
銀行結存及現金	Bank balances and cash	13	21,371,573	19,142,381
			21,979,992	19,466,322
資產總額	Total assets		23,015,112	20,277,861
資金	FUNDS			
一般儲備	General reserve	14	7,801,443	5,527,580
全面收支表	Statement of comprehensive income		-	-
資金總額	Total funds		7,801,443	5,527,580
負債	LIABILITIES			
非流動負債	Non-current liabilities			
應付政府的約滿酬金 補助款	Gratuity subvention payable to Government	15	1,888,641	1,903,068
職員約滿酬金撥備	Provision for staff gratuity	16	1,461,536	1,339,089
資本補助金	Capital subvention fund	17	4,868,370	3,407,593
			8,218,547	6,649,750
流動負債	Current liabilities			
其他應付款項及應計費用	Other payables and accruals	18	2,534,066	4,023,939
職員約滿酬金撥備	Provision for staff gratuity	16	3,521,785	3,270,816
未放取年假撥備	Provision for unutilised annual leave		939,271	805,776
			6,995,122	8,100,531
負債總額	Total liabilities		15,213,669	14,750,281
資金及負債總額	Total funds and liabilities		23,015,112	20,277,861

吳斌

個人資料私隱專員

Woo Roderick Bun

Privacy Commissioner for Personal Data

附註屬本財務報表的組成部分。

The accompanying notes form an integral part of these financial statements.

資金變動報表 STATEMENT OF CHANGES IN FUNDS

截至二零一零年三月三十一日止年度(以港元計算) For the year ended 31 March 2010 (in HK dollars)		全面收支表 Statement of comprehensive income	一般儲備 (附註 14) General reserve (Note 14)	總計 Total funds
於二零零八年四月一日	At 1 April 2008	–	4,794,086	4,794,086
年內盈餘	Surplus for the year	733,494	–	733,494
調撥	Transfer	(733,494)	733,494	–
於二零零九年三月三十一日及 二零零九年四月一日	At 31 March 2009 and 1 April 2009	–	5,527,580	5,527,580
年內盈餘	Surplus for the year	4,100,367	–	4,100,367
調撥	Transfer	(4,100,367)	4,100,367	–
政府收回 上年盈餘	Previous year's surplus recovered by Government	–	(737,000)	(737,000)
撥入資本 補助金	Transfer to capital subvention fund	–	(1,089,504)	(1,089,504)
於二零一零年三月三十一日	At 31 March 2010	–	7,801,443	7,801,443

附註屬本財務報表的組成部分。

The accompanying notes form an integral part of these financial statements.

現金流量表 STATEMENT OF CASH FLOWS

截至二零一零年三月三十一日止年度 (以港元計算) For the year ended 31 March 2010 (in HK dollars)		附註 Notes	2010	2009
營運活動的現金流量	Cash flows from operating activities			
年內盈餘	Surplus for the year		4,100,367	733,494
調整：	Adjustments for:			
– 折舊支出	– Depreciation expense		491,767	1,279,224
– 出售物業、機器及設備的盈利	– Gain on disposal of property, plant and equipment		(11,630)	(130)
– 利息收入	– Interest income		(81,204)	(248,265)
– 政府收回上年盈餘	– Previous year's surplus recovered by Government		(737,000)	–
營運基金變動：	Changes in working capital:			
– 存貨	– Inventories		11,800	8,600
– 其他應收款項、按金及預付款項	– Other receivables, deposits and prepayments		(296,278)	(93,708)
– 應付政府的約滿酬金補助款	– Gratuity subvention payable to Government		(14,427)	1,551,344
– 職員約滿酬金撥備	– Provision for staff gratuity		373,416	(209,031)
– 資本補助金	– Capital subvention fund		371,273	(112,851)
– 其他應付款項及應計費用	– Other payables and accruals		(1,489,873)	3,327,423
– 未放取年假撥備	– Provision for unutilised annual leave		133,495	53,523
營運所得現金淨額	Net cash generated from operating activities		2,851,706	6,289,623
投資活動的現金流量	Cash flows from investing activities			
利息收入	Interest received		81,204	248,265
出售物業、機器及設備所得款項	Proceeds from disposal of property, plant and equipment		11,630	130
購置物業、機器及設備	Purchases of property, plant and equipment		(715,348)	(226,749)
三個月以上之短期銀行存款減少/(增加)	Decrease/(Increase) in short-term bank deposits with maturity more than three months		6,000,000	(6,000,000)
投資活動所得/(所用)現金淨額	Net cash generated from/(used in) investing activities		5,377,486	(5,978,354)
現金及現金等值的增加淨額	Net increase in cash and cash equivalents		8,229,192	311,269
年初的現金及現金等值	Cash and cash equivalents at beginning of the year		13,142,381	12,831,112
年底的現金及現金等值	Cash and cash equivalents at end of the year		21,371,573	13,142,381
現金及現金等值結存分析：	Analysis of balances of cash and cash equivalents:			
銀行結存及現金	Bank balances and cash	13	21,371,573	13,142,381

附註屬本財務報表的組成部分。

The accompanying notes form an integral part of these financial statements.

財務報表附註

NOTES TO THE FINANCIAL STATEMENTS

截至二零一零年三月三十一日止年度
(以港元計算)

For the year ended 31 March 2010
(in HK dollars)

1. 一般資料

個人資料私隱專員是根據一九九五年八月三日制定的《個人資料(私隱)條例》而設立的單一法團，目的是要在個人資料方面保障個人的私隱，並就附帶事宜及相關事宜訂定條文。

個人資料私隱專員根據法例於香港成立，註冊辦事處地址為香港灣仔皇后大道東248號12樓。

除另有註明外，本財務報表的金額是以港元為單位。本財務報表已於二零一零年五月十日獲個人資料私隱專員批准及授權刊發。

2. 重要會計政策概要

編製本財務報表時應用的主要會計政策載於下文。除另有註明外，該等政策已貫徹地應用於所有年度。

2.1 編製基準

除下述會計政策另有規定外，本財務報表是依據香港會計師公會頒布的香港財務報告準則，以及歷史成本常規法編製。

遵照香港財務報告準則編製本財務報表，需要作出若干關鍵的會計估計。管理層亦需要在應用個人資料私隱專員的會計政策時作出判斷。本財務報表所涉及的重要判斷或高度複雜的範疇，或所作假設及估計對本財務報表有重大影響的範疇於附註4披露。

1. GENERAL INFORMATION

The Privacy Commissioner for Personal Data (the "PCPD") is a corporation sole established under the Personal Data (Privacy) Ordinance 1995 enacted on 3 August 1995 for the purpose of protecting the privacy of individuals in relation to personal data and to provide for matters incidental thereto or connected therewith.

The PCPD is incorporated by statute in Hong Kong. The address of its registered office is 12/F, 248 Queen's Road East, Wanchai, Hong Kong.

These financial statements are presented in Hong Kong dollars ("HK\$"), unless otherwise stated. These financial statements were approved and authorised for issue by the Privacy Commissioner on 10 May 2010.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

2.1 Basis of preparation

The financial statements have been prepared in accordance with Hong Kong Financial Reporting Standards ("HKFRS") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"). The financial statements have been prepared under the historical cost convention except as otherwise stated in the accounting policies set out below.

The preparation of financial statements in conformity with HKFRS requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the PCPD's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 4.

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.1 編製基準 (續)

2.1 Basis of preparation (continued)

個人資料私隱專員在本年度財務報表首次採用下列新訂及經修改香港財務報告準則。

The PCPD has adopted the following new and revised HKFRSs for the first time for the current year's financial statements.

- 香港會計準則第1號(經修訂)，財務報表之呈列
- 香港會計準則第18號(修訂本)*，釐定實體是否擔任當事人或代理人
- 香港會計準則第23號(經修訂)，借貸成本
- 香港會計準則第32號及香港會計準則第1號(修訂本)，可沽售金融工具及清盤時產生的責任
- 香港財務報告準則第1號及香港會計準則第27號(修訂本)，於附屬公司、共同控制公司或聯營公司的投資成本
- 香港財務報告準則第2號(修訂本)，歸屬條件及註銷
- 香港財務報告準則第7號(修訂本)，改善財務工具之披露
- 香港財務報告準則第8號，營運分類
- 香港(國際財務報告詮釋委員會) — 詮釋9及香港會計準則第39號(修訂本)，內嵌衍生工具
- 香港(國際財務報告詮釋委員會) — 詮釋13，顧客忠誠計劃
- 香港(國際財務報告詮釋委員會) — 詮釋15，房地產建築協議
- 香港(國際財務報告詮釋委員會) — 詮釋16，海外業務投資淨額對沖
- 香港(國際財務報告詮釋委員會) — 詮釋18，來自客戶之資產轉讓
- 香港財務報告準則的改進(二零零八年十月)**，多項經修訂香港財務報告準則

- HKAS 1 (Revised), Presentation of Financial Statements
- HKAS 18 (Amendment)*, Determining whether an entity is acting as a principal or as an agent
- HKAS 23 (Revised), Borrowing Costs
- HKAS 32 & HKAS 1 (Amendments), Puttable Financial Instruments and Obligations Arising on Liquidation
- HKFRS 1 & HKAS 27 (Amendments), Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate
- HKFRS 2 (Amendments), Vesting Conditions and Cancellations
- HKFRS 7 (Amendments), Improving Disclosures about Financial Instruments
- HKFRS 8, Operating Segments
- HK(IFRIC)-Int 9 & HKAS 39 (Amendments), Embedded Derivatives
- HK(IFRIC)-Int 13, Customer Loyalty Programmes
- HK(IFRIC)-Int 15, Agreements for the Construction of Real Estate
- HK(IFRIC)-Int 16, Hedges of a Net Investment in a Foreign Operation
- HK(IFRIC)-Int 18, Transfers of Assets from Customers
- Improvements to HKFRSs (October 2008)**, Amendments to a number of HKFRSs

* 載入二零零九年香港財務報告準則的改進(於二零零九年五月頒布)

* Included in Improvements to HKFRSs 2009 (as issued in May 2009)

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.1 編製基準 (續)

2.1 Basis of preparation (continued)

** 個人資料私隱專員已採用於二零零八年十月頒布且於二零零九年七月一日或之後開始的年度期間生效的香港財務報告準則之所有改進，惟香港財務報告準則第5號「持作出售的非流動資產及已終止業務 – 計劃出售附屬公司的控股權益」的修訂本除外。

** The PCPD adopted all the improvements to HKFRSs issued in October 2008 excepted for the amendments to HKFRS 5 Non-current assets Held for Sale and Discontinued Operations-Plan to sell the controlling interest in a subsidiary, which is effective for annual periods beginning on or after 1 July 2009.

除下文有關採納香港會計準則第1號(經修訂)的進一步闡釋外，採納該等新訂及經修訂香港財務報告準則對有關財務報表並無重大財務影響，而有關財務報表所應用的會計政策亦無重大變更。

Other than as further explained below regarding the impact of HKAS 1 (Revised), the adoption of these new and revised HKFRSs has had no significant financial effect on these financial statements and there have been no significant changes to the accounting policies applied in these financial statements.

適用於二零零九年一月一日或之後開始之會計年度的經修訂香港會計準則第一號，影響若干財務資料的披露。根據該經修訂準則，收支結算表改稱「全面收支表」，資產負債表改稱「財務狀況表」，現金流量表的英文名稱由「Cash Flow Statement」改為「Statement of Cash Flows」。此外，所有交易產生的收入及支出一概於「全面收支表」呈列，有關總額則轉撥至「資金變動表」。

HKAS 1 (Revised), which is effective for accounting periods beginning on or after 1 January 2009, affects certain disclosures of the financial statements. Under the revised standard, the Statement of Income and Expenditure is renamed as the "Statement of Comprehensive Income", the Balance Sheet is renamed as the "Statement of Financial Position" and the Cash Flow Statement is renamed as the "Statement of Cash Flows". All income and expenses arising from transactions are presented under the "Statement of Comprehensive Income", and the total carried to the "Statement of Changes in Funds".

個人資料私隱專員並無在本財務報表應用下列已頒布但未生效的新訂及經修改香港財務報告準則。

The PCPD has not applied the following new and revised HKFRSs, that have been issued but are not yet effective, in these financial statements.

	附註		Notes
香港會計準則第24號(經修訂)， 關聯方披露	5	HKAS 24 (Revised), Related Party Disclosures	5
香港會計準則第27號(經修訂)， 綜合及獨立財務報表	1	HKAS 27 (Revised), Consolidated and Separate Financial Statements	1
香港會計準則第32號(修訂本)， 供股權分類	3	HKAS 32 (Amendment), Classification of Right Issues	3

財務報表附註 (續)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.1 編製基準 (續)

2.1 Basis of preparation (continued)

香港會計準則第39號(修訂本)· 合資格對沖項目	1	HKAS 39 (Amendment), Eligible Hedged Items	1
香港財務報告準則第1號(經修訂)· 首次採納香港財務報告準則	1	HKFRS 1 (Revised), First-time Adoption of Hong Kong Financial Reporting Standards	1
香港財務報告準則第1號(修訂本)· 首次採納者的額外豁免	2	HKFRS 1 (Amendment), Additional Exemptions for First-time Adopters	2
香港財務報告準則第2號(修訂本)· 集團以現金結算之股份付款交易	2	HKFRS 2 (Amendments), Group Cash-settled Share-based Payment Transaction	2
香港財務報告準則第3號(經修訂)· 業務合併	1	HKFRS 3 (Revised), Business Combinations	1
香港財務報告準則第9號· 金融工具	6	HKFRS 9, Financial Instruments	6
香港(國際財務報告詮釋委員會) — 詮釋14(修訂本)· 最低資金要求的預付款項	5	HK(IFRIC)-Int 14 (Amendments), Prepayments of a Minimum Funding Requirement	5
香港(國際財務報告詮釋委員會) — 詮釋17· 向擁有人分配非現金資產	1	HK(IFRIC)-Int 17, Distributions of Non-cash Assets to Owners	1
香港(國際財務報告詮釋委員會) — 詮釋19· 以股本工具撇銷金融負債	4	HK(IFRIC)-Int 19, Extinguishing Financial Liabilities with Equity Instruments	4
於二零零八年十月頒布的 香港財務報告準則的改進所載 香港財務報告準則第5號之修訂 計劃出售附屬公司的控股權益	1	Amendments to HKFRS 5 included in Improvements to HKFRSs issued in October 2008 Plan to Sell the Controlling Interest in a Subsidiary	1
香港詮釋第4號(於二零零九年十二月 修經訂)釐定香港土地租賃的租期長短	2	HK Interpretation 4 (Revised in December 2009) Determination of the Length of Lease Term in respect of Hong Kong Leases	2

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.1 編製基準 (續)

2.1 Basis of preparation (continued)

除上文所述外，香港會計師公會亦頒布二零零九年香港財務報告準則的改進，載列多項經修訂的香港財務報告準則，主要目的在除去不一致之處及闡明用詞。香港財務報告準則第2號、香港財務報告準則第38號、香港(國際財務報告詮釋委員會) — 詮釋9及香港(國際財務報告詮釋委員會) — 詮釋16的修訂均於二零零九年七月一日或之後開始的年度期間生效，而香港財務報告準則第5號、香港財務報告準則第8號、香港會計準則第1號、香港會計準則第7號、香港會計準則第17號及香港會計準則第39號的修訂均於二零一零年一月一日或之後開始的年度期間生效，惟各準則或詮釋均有其個別過渡條款。

Apart from the above, the HKICPA has issued Improvements to HKFRSs 2009 which sets out amendments to a number of HKFRSs primarily with a view to removing inconsistencies and clarifying wording. The amendments to HKFRS 2, HKAS 38, HK(IFRIC)-Int 9 and HK(IFRIC)-Int 16 are effective for annual periods beginning on or after 1 July 2009 while the amendments to HKFRS 5, HKFRS 8, HKAS 1, HKAS 7, HKAS 17 and HKAS 39 are effective for annual periods beginning on or after 1 January 2010 although there are separate transitional provisions for each standard or interpretation.

附註：

Notes:

1. 於二零零九年七月一日或之後開始的年度期間生效
2. 於二零一零年一月一日或之後開始的年度期間生效
3. 於二零一零年二月一日或之後開始的年度期間生效
4. 於二零一零年七月一日或之後開始的年度期間生效
5. 於二零一一年一月一日或之後開始的年度期間生效
6. 於二零一三年一月一日或之後開始的年度期間生效

1. Effective for annual periods beginning on or after 1 July 2009
2. Effective for annual periods beginning on or after 1 January 2010
3. Effective for annual periods beginning on or after 1 February 2010
4. Effective for annual periods beginning on or after 1 July 2010
5. Effective for annual periods beginning on or after 1 January 2011
6. Effective for annual periods beginning on or after 1 January 2013

個人資料私隱專員正在評估首次應用該等新訂及經修改香港財務報告準則的影響。至目前為止，個人資料私隱專員認為該等新訂及經修改香港財務報告準則對個人資料私隱專員的經營業績及財務狀況不大可能有重大影響。

The PCPD is in the process of making an assessment of the impact of these new and revised HKFRSs upon initial application. So far, the PCPD considers that these new and revised HKFRSs are unlikely to have a significant impact on the PCPD's results of operations and financial position.

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.2 外幣換算

2.2 Foreign currency translation

(a) 功能及呈列貨幣

(a) Functional and presentation currency

本財務報表所載項目，均以個人資料私隱專員營運的主要經濟環境所採用的貨幣（「功能貨幣」）計算。本財務報表是以港幣呈列，而港幣是個人資料私隱專員的功能及呈列貨幣。

Items included in the financial statements of the PCPD are measured using the currency of the primary economic environment in which the PCPD operates (the “functional currency”). The financial statements are presented in Hong Kong dollars, which is the PCPD’s functional and presentation currency.

(b) 交易及結餘

(b) Transactions and balances

外幣交易按交易當日的匯率換算為功能貨幣。因該等交易結算及按年終匯率換算以外幣計值的貨幣資產及負債所產生的外匯損益，均於全面收支表中確認。

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of comprehensive income.

2.3 物業、機器及設備

2.3 Property, plant and equipment

物業、機器及設備按歷史成本扣除折舊和減值虧損列帳。歷史成本包括收購有關項目直接應佔的開支。

Property, plant and equipment are stated at historical cost less depreciation and impairment losses. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

僅在與該項目相關的未來經濟效益頗有可能歸於個人資料私隱專員，並能可靠地計算出項目成本的情況下，其後成本才會包括在資產的帳面值或確認為獨立資產（視適用情況而定）。所有其他維修及保養開支於其產生的財政期間計入全面收支表中。

Subsequent costs are included in the asset’s carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the PCPD and the cost of the item can be measured reliably. All other repairs and maintenance are charged in the statement of comprehensive income during the financial period in which they are incurred.

租約物業裝修的折舊是按租約年期或其估計可供個人資料私隱專員使用的年期（取其較短者），將其成本扣除累積折舊及減值虧損撇銷。

Depreciation of leasehold improvements is calculated to write off their costs less accumulated depreciation and impairment losses over the periods of the leases or their expected useful lives to the PCPD, whichever is shorter.

2. 重要會計政策概要 (續)

2.3 物業、機器及設備 (續)

其他物業、機器及設備的折舊按以下的估計可用年期，以直線法將成本分攤至剩餘價值計算：

汽車	3年
電腦及軟件	3年
辦公室設備	5年
家具及固定裝置	5年

資產的剩餘價值及可用年期在每個報告期進行檢討，並在適當時調整。

如資產的帳面值高於估計的可收回金額，資產的帳面值會立即撇減至可收回金額(附註 2.4)。

出售之盈虧是透過比較銷售所得款項與帳面值而釐定，並於全面收支表中確認。

2.4 非金融資產減值

無限定可使用年期的資產，例如商譽，毋須作攤銷，但須每年測試有否減值。當發生事情或情況變動，顯示帳面值未必能收回時，資產會就減值進行檢討。減值虧損按資產帳面值超出其可收回金額之差額確認入帳。可收回金額為資產公平值扣除出售成本或使用價值(取較高者)。為評估減值，資產按獨立可識別現金流量(現金產生單位)的最低水平歸類。出現減值的非金融資產(商譽除外)於每個報告日期檢討減值撥回的可能性。

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.3 Property, plant and equipment (continued)

Depreciation of other property, plant and equipment is calculated using the straight-line method to allocate their costs to their residual values over their estimated useful lives, as follows:

Motor vehicles	3 years
Computers and software	3 years
Office equipment	5 years
Furniture and fixtures	5 years

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting period.

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 (Note 2.4).

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of comprehensive income.

2.4 Impairment of non-financial assets

Assets that have an indefinite useful life, for example goodwill, are not subject to amortisation and are tested annually for impairment. Assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash-generating units). Non-financial assets other than goodwill that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.5 金融資產

2.5 Financial assets

2.5.1 分類

2.5.1 Classification

個人資料私隱專員將其金融資產分為貸款及應收款項。分類視乎取得有關金融資產的目的而定，個人資料私隱專員會於首次確認金融資產時釐定其所屬類別。

The PCPD classifies its financial assets in the category of loans and receivables. The classification depends on the purposes for which the financial assets were acquired. The PCPD determines the classification of its financial assets at initial recognition.

貸款及應收款項

Loans and receivables

貸款及應收款項是指具有固定或可以確定付款額，但在活躍市場沒有報價的非衍生金融資產。這些資產會列入流動資產內，惟於報告期末十二個月以後到期的資產，則列作非流動資產。

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the end of reporting period. These are classified as non-current assets.

2.5.2 確認和計量

2.5.2 Recognition and measurement

按慣例買賣金融資產是於交易日（即個人資料私隱專員承諾買賣資產的日期）入帳。投資最初按公平值加所有非按公平值計入損益表之金融資產的交易成本確認。按公平值計入損益表之金融資產最初按公平值確認，交易成本錄入全面收支表。當從投資所得的現金流入之權利已過或已轉讓，而個人資料私隱專員已將擁有權的所有風險和回報實際轉讓時，金融資產即終止確認。可供出售金融資產及按公平值計入損益表之金融資產隨後以公平值入帳。貸款及應收款項是採用實際利率法按攤銷成本列帳。

Regular way purchases and sales of financial assets are recognised on the trade-date (the date on which the PCPD commits to purchase or sell the asset). Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value, and transaction costs are expensed in the statement of comprehensive income. Financial assets are derecognised when the rights to receive cash flows from the investments have expired or have been transferred and the PCPD has transferred substantially all risks and rewards of ownership. Available-for-sale financial assets and financial assets at fair value through profit or loss are subsequently carried at fair value. Loans and receivables are carried at amortised cost using the effective interest method.

2. 重要會計政策概要 (續)

2.6 對銷金融工具

若存在一項可依法強制執行的權利可對銷列帳金額，且亦有意以淨額結算或同時變現資產及償付債務，則金融資產及金融負債均予對銷，並把淨金額列入財務狀況表內。

2.7 金融資產減值

個人資料私隱專員會於每個報告期末評估是否存在客觀證據證明某項金融資產或一組金融資產出現減值。惟當有客觀證據證明於首次確認資產後發生一宗或多宗事件導致減值出現(「虧損事件」)，而該宗(或該等)虧損事件對該項或該組金融資產之估計未來現金流量構成可合理估計的影響，有關的金融資產才算出現減值及產生減值虧損。

個人資料私隱專員在決定是否有減值虧損的客觀證據時所採用的準則包括：

- 發行人或承擔人出現重大財政困難；
- 違反合約，如逾期支付或拖欠利息或本金；
- 個人資料私隱專員因借款人的財政困難及有關的經濟或法律理由，給予借款人一項個人資料私隱專員在其他情況下不會考慮的優惠；
- 借款人有可能會破產或進行其他財務重組；
- 因為財政困難而導致某金融資產失去活躍市場；或

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.6 Offsetting financial instruments

Financial assets and liabilities are offset and the net amount reported in the statement of financial position when there is a legally enforceable right to offset the recognised amounts and there is an intention to settle on a net basis, or realise the asset and settle the liability simultaneously.

2.7 Impairment of financial assets

The PCPD assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a "loss event") and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

The criteria that the PCPD uses to determine that there is objective evidence of an impairment loss include:

- Significant financial difficulty of the issuer or obligor;
- A breach of contract, such as a default or delinquency in interest or principal payments;
- The PCPD, for economic or legal reasons relating to the borrower's financial difficulty, granting to the borrower a concession that the lender would not otherwise consider;
- It becomes probable that the borrower will enter bankruptcy or other financial reorganisation;
- The disappearance of an active market for that financial asset because of financial difficulties; or

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.7 金融資產減值 (續)

2.7 Impairment of financial assets (continued)

- 明顯的資料顯示一組金融資產自首次確認入帳後，其估計之未來現金流量出現重大的跌幅，儘管尚未能認明有關跌幅是來自組別內哪項個別金融資產，包括：
 - (i) 組別內借款人的付款狀況出現逆轉；或
 - (ii) 組別內資產拖欠情況與有關的國家或當地經濟狀況配合。

- Observable data indicating that there is a measurable decrease in the estimated future cash flows from a portfolio of financial assets since the initial recognition of those assets, although the decrease cannot yet be identified with the individual financial assets in the portfolio, including:
 - (i) adverse changes in the payment status of borrowers in the portfolio;
 - (ii) national or local economic conditions that correlate with defaults on the assets in the portfolio.

個人資料私隱專員首先評估是否有客觀證據證明出現減值。

The PCPD first assesses whether objective evidence of impairment exists.

虧損的金額是以資產的帳面值與按金融資產原來的實際利率折算估計之未來現金流量(不包括未產生的日後信貸虧損)所得的現值兩者間之差額計量。資產的帳面值被銷減，虧損金額則於全面收支表內確認。倘貸款或持至到期投資按浮動利率計息，計量任何減值虧損之折現率則為合約下釐定的即期實際利率。作為可行的權宜之計，個人資料私隱專員可按某工具可觀察得到之市價為公平值之基礎計量其減值。

The amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The asset's carrying amount of the asset is reduced and the amount of the loss is recognised in the statement of comprehensive income. If a loan or held-to-maturity investment has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract. As a practical expedient, the PCPD may measure impairment on the basis of an instrument's fair value using an observable market price.

如於繼後期間，減值虧損金額減少，同時客觀地與減值獲確認後發生的事項相關(例如債務人的信貸評級改善)，則將過往確認的減值虧損撥回，於全面收支表中確認。

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised (such as an improvement in the debtor's credit rating), the reversal of the previously recognised impairment loss is recognised in the statement of comprehensive income.

2. 重要會計政策概要 (續)

2.8 存貨

存貨以成本值和可變現淨值之較低者入帳。成本值以先進先出法釐定。可變現淨值是按正常營運過程中的估計售價，減去適用的變動銷售開支計算。

2.9 其他應收款項

如其他應收款項預期將在一年或一年以內收回(或如屬更長期間，則在業務正常營運期內之時間)，則分類為流動資產。否則，則呈列為非流動資產。

其他應收款項最初按公平值確認，其後則採用實際利率法按已攤銷成本扣除減值撥備計算。

2.10 現金及現金等值

現金及現金等值包括手頭現金、銀行通知存款和原本到期日在三個月內的短期高流動性投資。

2.11 其他應付款項

其他應付款項最初按公平值確認，其後則採用實際利率法按攤銷成本計算。

2.12 僱員福利

(a) 僱員可享有的假期及約滿酬金

僱員可享用的年假及約滿酬金在該等假期累計予僱員時確認。個人資料私隱專員已為僱員在計至年結日止所提供的服務而在年假及約滿酬金方面引致的預計責任作出撥備。

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.8 Inventories

Inventories are stated at the lower of cost and net realisable value. Cost is determined using the first-in, first-out method. Net realisable value is the estimated selling price in the ordinary course of operations, less applicable variable selling expenses.

2.9 Other receivables

If collection of other receivables is expected in one year or less (or in the normal operating cycle of the business if longer), they are classified as current assets. If not, they are presented as non-current assets.

Other receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment.

2.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term highly liquid investments with original maturities of three months or less.

2.11 Other payables

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

2.12 Employee benefits

(a) Employee leave and gratuity entitlements

Employee entitlements to annual leave and gratuities are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave and gratuities as a result of services rendered by employees up to the year end date.

2. 重要會計政策概要 (續)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.12 僱員福利 (續)

2.12 Employee benefits (continued)

(a) 僱員可享有的假期及約滿酬金 (續)

(a) Employee leave and gratuity entitlements (continued)

僱員可享用的病假及分娩假(或待產假)不作確認，直至僱員放取該等假期時才予以確認。

Employee entitlements to sick leave and maternity or paternity leave are not recognised until the time of leave.

(b) 退休金責任

(b) Pension obligations

個人資料私隱專員已在香港設立強制性公積金計劃(「強積金計劃」)。強積金計劃內的資產分開存放在由信託人管理的基金內。個人資料私隱專員於供款後，便再沒有其他付款的責任。該等供款於到期時確認為僱員福利支出。預付供款於有現金退回或未來付款減少時，確認為資產。

The PCPD has established a mandatory provident fund scheme ("MPF Scheme") in Hong Kong. The assets of the MPF Scheme are held in separate trustee-administered funds. The PCPD has no further payment obligations once the contributions have been paid. The contributions are recognised as employee benefit expense when they are due. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

2.13 撥備

2.13 Provisions

個人資料私隱專員因過往事件而須負上法律或推定責任，而較可能需要有資源流出以償付責任，以及金額已經可靠估計時，須作撥備確認。未來的營運損失不會作撥備確認。

Provisions are recognised when the PCPD has a present legal or constructive obligation as a result of past events; it is probable that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

如有多項類似責任，解除責任引致資源流出的可能性，是根據責任的類別作整體考慮。即使相同類別責任中任何一個項目引致資源流出的可能性不大，仍須確認撥備。

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

撥備按預計履行責任所需開支的現值，採用可反映現行市場對貨幣時間價值及責任特定風險的評估的稅前比率計量。因時間過去而增加的撥備確認為利息開支。

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to passage of time is recognised as interest expense.

2. 重要會計政策概要 (續)

2.14 收入確認

(a) 政府補助金

如有合理保證可取得政府補助，而且個人資料私隱專員可以符合所有附帶條件，則會按補助金額的公平值確認政府補助。

與指定項目有關的政府補助金包括在資本補助金內，並且延遲至須與擬補償的成本配合時，才在全面收支表內確認。

與購置物業、機器及設備有關的政府補助金包括在資本補助金內，並按有關資產的預計年限，以直線法記入全面收支表內。

(b) 銀行利息收入

銀行利息收入以實際利率方式按時間比例計算。

(c) 講座收費及會員費收入

講座收費及會員費收入按應計制確認。

(d) 視像光碟及刊物銷售

視像光碟及刊物銷售收入在該等貨品交付予買方，而買方接受貨品，以及有關應收款項可合理地確定收到時確認。

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.14 Income recognition

(a) Government subventions

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

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

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

(b) Bank interest income

Bank interest income is recognised on a time proportion basis using the effective interest method.

(c) Seminar and membership fees income

Seminar and membership fees income are recognised on an accrual basis.

(d) Sales of video compact discs and publications

Income from the sales of video compact discs and publications is recognised when the PCPD has delivered products to the customer, the customer has accepted the products and collectibility of the related receivables is reasonably assured.

2. 重要會計政策概要 (續)

2.15 營業租約

擁有權的大部分風險及得益由出租人保留的租約屬於營業租約。根據營業租約繳付的款額(扣除自出租人收取的任何獎勵後)，均按租約期在全面收支表中以直線法支銷。

3. 財務風險管理

3.1 財務風險因素

風險管理是由個人資料私隱專員的財務部根據個人資料私隱專員批准的政策進行。財務部密切與各營運單位合作，識別及評估財務風險。個人資料私隱專員為全面的風險管理訂定書面原則，例如利率風險、金融工具的使用，以及額外流動資金的投資。

(a) 市場風險

(i) 外匯風險

個人資料私隱專員主要在香港營運，大部分交易均以港元結算，於有關期間並無任何重大外匯風險。

(ii) 價格風險

由於個人資料私隱專員在以公平值計量的金融工具上沒有重大投資，因此個人資料私隱專員並無重大價格風險。

(iii) 現金流量及公平值利率風險

除了以市場利率計息的短期銀行存款外，個人資料私隱專員並無其他重大的計息資產及負債。因此，個人資料私隱專員的收入和營運現金流量大致上不受市場利率波動的影響，而面對現金流量及公平值利率的風險亦較低。

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.15 Operating leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the statement of comprehensive income on a straight-line basis over the period of the lease.

3. FINANCIAL RISK MANAGEMENT

3.1 Financial risk factors

Risk management is carried out by the finance department of the PCPD under policies approved by the PCPD. The finance department identifies and evaluates financial risks in close co-operation with the operating units. The PCPD provides written principles for overall risk management such as interest rate risk, use of financial instruments and investing excess liquidity.

(a) Market risk

(i) Foreign exchange risk

The PCPD mainly operates in Hong Kong with most of transactions settled in Hong Kong dollars and did not have significant exposure to foreign exchange risks during the year.

(ii) Price risk

As the PCPD had no significant investments in financial instruments at fair values, the PCPD is not exposed to significant price risk.

(iii) Cash flow and fair value interest rate risk

Except for the short-term bank deposits which bear interest at market rates, the PCPD has no other significant interest bearing assets and liabilities. Accordingly, the PCPD's income and operating cash flows are substantially independent of changes in market interest rates and the exposure to cash flow and fair value interest rate risk is low.

3. 財務風險管理(續)

3. FINANCIAL RISK MANAGEMENT (CONTINUED)

3.1 財務風險因素(續)

3.1 Financial risk factors (continued)

(b) 信貸風險

個人資料私隱專員並無信貸風險相當集中的情況。有關個人資料私隱專員金融資產的最高信貸風險程度為財務狀況表內現金及現金等值和其他應收款項的帳面值。

關於銀行現金存款，財務部主要將存款存放於具信譽的銀行，以管理信貸風險。

(b) Credit risk

The PCPD has no significant concentration of credit risk. The carrying amounts of cash and cash equivalents and other receivables included in the statement of financial position represent the PCPD's maximum exposure to credit risk in relation to its financial assets.

For cash deposits with banks, the finance department manages the credit risk by placing mainly the deposits with reputable banks.

(c) 流動資金風險

審慎的流動資金風險管理包括保持充足的現金。

下表按有關到期日組別分析個人資料私隱專員的金融負債，是根據於每個報告期至合約到期日的餘下期間計算。該表所披露的金額為合約未貼現現金流量。

(c) Liquidity risk

Prudent liquidity risk management includes maintaining sufficient cash.

The table below analyses the PCPD's financial liabilities into relevant maturity groupings based on the remaining period at each reporting period to the contractual maturity date. The amounts disclosed in the table are the contractual undiscounted cash flows.

		即時到期或一年以下 On demand or less than 1 year	一年以上但五年以下 More than 1 year but less than 5 years	總計 Total
2010	2010			
應付政府的約滿酬金	Gratuity subvention payable to Government	-	1,888,641	1,888,641
其他應付款項及應計費用	Other payables and accruals	2,534,066	-	2,534,066
		2,534,066	1,888,641	4,422,707
<u>2009</u>	<u>2009</u>			
應付政府的約滿酬金	Gratuity subvention payable to Government	-	1,903,068	1,903,068
其他應付款項及應計費用	Other payables and accruals	4,023,939	-	4,023,939
		4,023,939	1,903,068	5,927,007

3. 財務風險管理 (續)

3.2 資本風險管理

個人資料私隱專員的資本管理目標是保障個人資料私隱專員的持續經營能力，以維持理想的資本架構。

3.3 公平值估計

應收款項及應付款項的帳面值扣除減值撥備的金額，是其公平值的合理約數。就披露而言，金融負債的公平值是按未來合約現金流量以個人資料私隱專員在類似金融工具可得的現有市場利率作貼現估計。

4. 重要會計估計及判斷

估計及判斷是根據過往經驗及其他因素(包括在相關情況下對未來事件的合理預測)持續地作出評估。

個人資料私隱專員會對將來作出估計及假設。嚴格而言，所產生的會計估計甚少與有關的實際結果完全相同。不過，對於本財務報表所作出的估計及假設，私隱專員預期不會構成重大風險，導致下一財政年度資產及負債的帳面值需作大幅修訂。

3. FINANCIAL RISK MANAGEMENT (CONTINUED)

3.2 Capital risk management

The PCPD's objectives when managing capital are to safeguard the PCPD's ability to continue as a going concern in order to maintain an optimal fund structure.

3.3 Fair value estimation

The carrying values less impairment provision of receivables and payables are a reasonable approximation of their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the PCPD for similar financial instruments.

4. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The PCPD makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. However, there are no estimates or assumptions used on these financial statements that the Privacy Commissioner expects will have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

財務報表附註 (續)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

5. 政府補助金

5. GOVERNMENT SUBVENTIONS

		2010	2009
經常性	Recurrent	41,896,500	38,333,000
約滿酬金(附註15)	Gratuity (Note 15)	3,580,289	3,295,881
資本補助金(附註17)	Capital subvention fund (Note 17)	13,727	112,851
		45,490,516	41,741,732

6. 僱員福利支出

6. EMPLOYEE BENEFIT EXPENSE

		2010	2009
薪酬	Salaries	26,082,545	23,696,862
約滿酬金及其他津貼	Gratuities and other allowances	6,347,366	6,643,534
強積金計劃供款	Contributions to MPF Scheme	579,991	544,156
未放取年假撥備	Provision for unutilised annual leave	133,495	53,523
		33,143,397	30,938,075

7. 主要管理人員的報酬

7. KEY MANAGEMENT COMPENSATION

		2010	2009
短期僱員福利	Short-term employee benefits	8,068,122	7,809,816
離職後福利	Post-employment benefits	1,321,173	1,237,295
		9,389,295	9,047,111

8. 所得稅支出

8. INCOME TAX EXPENSE

個人資料私隱專員是政府補助機構，可根據《稅務條例》(第112章)豁免繳交稅務局的一切徵稅。

The PCPD is a government subvented body exempted from payment of all taxes administered by the Inland Revenue Department by virtue of the Inland Revenue Ordinance (Chapter 112).

9. 物業、機器及設備

9. PROPERTY, PLANT AND EQUIPMENT

		汽車 Motor vehicles	電腦及軟件 Computers and software	辦公室設備 Office equipment	家具及 固定裝置 Furniture and fixtures	租賃 物業裝修 Leasehold improvements	總計 Total
於二零零八年 四月一日	At 1 April 2008						
成本	Cost	306,789	3,626,893	1,268,248	905,040	2,926,691	9,033,661
累積折舊	Accumulated depreciation	(306,788)	(3,378,083)	(976,054)	(608,538)	(1,900,184)	(7,169,647)
帳面淨值	Net book amount	1	248,810	292,194	296,502	1,026,507	1,864,014
截至二零零九年 三月三十一日 止年度	Year ended 31 March 2009						
期初帳面淨值	Opening net book amount	1	248,810	292,194	296,502	1,026,507	1,864,014
增加	Additions	–	185,199	10,270	–	31,280	226,749
出售	Disposals						
– 成本	– cost	–	(64,430)	(18,920)	–	–	(83,350)
– 累積折舊	– accumulated depreciation	–	64,430	18,920	–	–	83,350
折舊	Depreciation	–	(191,212)	(83,974)	(89,218)	(914,820)	(1,279,224)
期末帳面 淨值	Closing net book amount	1	242,797	218,490	207,284	142,967	811,539
於二零零九年 三月三十一日	At 31 March 2009						
成本	Cost	306,789	3,747,662	1,259,598	905,040	2,957,971	9,177,060
累積折舊	Accumulated depreciation	(306,788)	(3,504,865)	(1,041,108)	(697,756)	(2,815,004)	(8,365,521)
帳面淨值	Net book amount	1	242,797	218,490	207,284	142,967	811,539
截至二零一零年 三月三十一日 止年度	Year ended 31 March 2010						
期初帳面淨值	Opening net book amount	1	242,797	218,490	207,284	142,967	811,539
增加	Additions	–	477,930	216,618	20,800	–	715,348
出售	Disposals						
– 成本	– cost	–	–	(290,992)	–	–	(290,992)
– 累積折舊	– accumulated depreciation	–	–	290,992	–	–	290,992
折舊	Depreciation	–	(183,840)	(89,634)	(90,097)	(128,196)	(491,767)
期末帳面 淨值	Closing net book amount	1	536,887	345,474	137,987	14,771	1,035,120
於二零一零年 三月三十一日	At 31 March 2010						
成本	Cost	306,789	4,225,592	1,185,224	925,840	2,957,971	9,601,416
累積折舊	Accumulated depreciation	(306,788)	(3,688,705)	(839,750)	(787,853)	(2,943,200)	(8,566,296)
帳面淨值	Net book amount	1	536,887	345,474	137,987	14,771	1,035,120

10. 按類別劃分的金融工具

10. FINANCIAL INSTRUMENTS BY CATEGORY

	附註 Notes	2010	2009
金融資產			
Financial assets			
貸款及應收款項：	Loans and receivables:		
包括於其他應收款項、 按金及預付款項的 金融資產	Financial assets included in other receivables, deposits and prepayments	12 34,818	176,374
銀行結存及現金	Bank balances and cash	13 21,371,573	19,142,381
金融負債			
Financial liabilities			
按攤銷成本計算的 金融負債：	Financial liabilities at amortised cost:		
應付政府的約滿酬金 補助款	Gratuity subvention payable to Government	15 1,888,641	1,903,068
其他應付款項及應計費用	Other payables and accruals	18 2,534,066	4,023,939

11. 存貨

11. INVENTORIES

	2010	2009	
自我評估套件	Self assessment kits	7,063	7,063
培訓教材	Training materials	40,200	52,000
	47,263	59,063	

12. 其他應收款項、按金及預付款項

12. OTHER RECEIVABLES, DEPOSITS AND PREPAYMENTS

	2010	2009	
其他應收款項	Other receivables	13,914	155,470
按金及預付款項	Deposits and prepayments	547,242	109,408
	561,156	264,878	

13. 銀行結存及現金

13. BANK BALANCES AND CASH

		2010	2009
銀行存款及現金	Cash at bank and on hand	3,281,797	7,142,381
短期銀行存款	Short-term bank deposits	18,089,776	12,000,000
銀行結存及現金	Bank balances and cash	21,371,573	19,142,381
減：三個月以上之 短期銀行存款	Less: Short-term bank deposits with maturity more than three months	–	(6,000,000)
現金及現金等值	Cash and cash equivalents	21,371,573	13,142,381

短期銀行存款的實際年利率為0.49厘(二零零九年：2.25厘)；此等存款的平均到期日為120天(二零零九年：122天)。

The effective interest rate on short-term bank deposits is 0.49% (2009: 2.25%); these deposits have an average maturity of 120 days (2009: 122 days).

14. 一般儲備

14. GENERAL RESERVE

		2010	2009
於四月一日	At 1 April	5,527,580	4,794,086
由全面收支表 撥入	Transfer from statement of comprehensive income	4,100,367	733,494
政府收回上年 盈餘	Previous year's surplus recovered by Government	(737,000)	–
撥入資本補助金	Transfer to capital subvention fund	(1,089,504)	–
於三月三十一日	At 31 March	7,801,443	5,527,580

設立一般儲備的目的是用來應付營運上的突發事項。一般儲備由全面收支表撥入，最高限額為公署年度經常補助金的百分之二十(二零零九年：五百萬港元另加物業、機器及設備的帳面淨值)。一般儲備是用作一般用途，個人資料私隱專員有權自行運用。

The general reserve is established to meet operational contingencies and is transferred from the statement of comprehensive income with a ceiling at 20% of the PCPD's annual recurrent subvention (2009: HK\$5 million plus the net book value of property, plant and equipment). The general reserve is available for general use and can be spent at the discretion of the PCPD.

15. 應付政府的約滿酬金補助款

15. GRATUITY SUBVENTION PAYABLE TO GOVERNMENT

		2010	2009
於四月一日	At 1 April	1,903,068	351,724
年內確認的補助金 (附註 5)	Subventions recognised for the year (Note 5)	(3,580,289)	(3,295,881)
沒收款	Forfeiture	14,862	263,225
已收政府的約滿酬金補助款	Gratuity subvention received from Government	3,551,000	4,584,000
於三月三十一日	At 31 March	1,888,641	1,903,068

這代表政府就個人資料私隱專員的職員約滿酬金將收回的款項。

This represents funds to be payable to the Government in respect of gratuity payments to staff of the PCPD.

16. 職員約滿酬金撥備

16. PROVISION FOR STAFF GRATUITY

		2010	2009
於四月一日	At 1 April	4,609,905	4,818,936
已作出的撥備	Provision made	3,580,289	3,295,881
未動用款項撥回	Unused amounts reversed	(14,862)	(263,225)
年內支付的數額	Amount paid during the year	(3,192,011)	(3,241,687)
於三月三十一日	At 31 March	4,983,321	4,609,905
減：流動部分	Less: current portion	(3,521,785)	(3,270,816)
非流動部分	Non-current portion	1,461,536	1,339,089

約滿酬金撥備是為了支付由受聘日起計已完成合約的職員的約滿酬金而設立的。

Provision for staff gratuity is established for gratuity payments which become payable to those employees of the PCPD who complete their contracts commencing from the date of their employment.

17. 資本補助金

17. CAPITAL SUBVENTION FUND

		安裝電腦 計劃 Computer installation project	電話系統 項目 Telephone system project	電腦設備 項目 Computer equipment project	總計 Total
於二零零八年四月一日	At 1 April 2008	3,520,444	–	–	3,520,444
撥入全面收支表為收入， 以配合：	Transfer to the statement of comprehensive income as income to match with:				
– 折舊支出	– Depreciation expense	(112,851)	–	–	(112,851)
於二零零九年三月三十一日 及二零零九年四月一日	At 31 March 2009 and 1 April 2009	3,407,593	–	–	3,407,593
政府資本補助金	Government capital subvention	–	195,000	190,000	385,000
撥入全面收支表為收入， 以配合：	Transfer to the statement of comprehensive income as income to match with:				
– 折舊支出	– Depreciation expense	–	(3,246)	(10,481)	(13,727)
由一般儲備撥入	Transfer from general reserve	1,089,504	–	–	1,089,504
於二零一零年三月三十一日	At 31 March 2010	4,497,097	191,754	179,519	4,868,370

資本補助金為就特定計劃已收取但未應用的非經常性政府資本補助金的餘額。有關款項撥入全面收支表為收入，以配合相關費用。

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

18. 其他應付款項及應計費用

18. OTHER PAYABLES AND ACCRUALS

		2010	2009
其他應付款項	Other payables	2,100,344	3,396,624
應計費用	Accruals	433,722	627,315
		2,534,066	4,023,939

19. 根據營業租約的承付款項

19. COMMITMENTS UNDER OPERATING LEASES

截至報告期末，個人資料私隱專員根據不可取消的營業租約，在辦公室方面的未來最低租金付款總額如下：

At the end of reporting period, the PCPD had future aggregate minimum lease payments under non-cancellable operating leases in respect of office premises as follows:

		2010	2009
不超過一年	No later than one year	2,944,695	3,408,210
一年以上至五年內	Later than one year and no later than five years	–	2,537,925
		2,944,695	5,946,135