

## Administration and Finance



The Youth Service Advisory Committee underwent some changes during the year, both by expanding its number, and by giving members a more direct and dynamic approach to share their opinions. Now members can be engaged in field observations and conducting service review processes, in such areas as the most preferred channels for customer service, brand awareness of the Federation.

The Federation takes great care to ensure administrative efficiency. The HKFYG Recruitment Portal, which enables job applicants to submit their application via an online platform, was launched in January 2017. This will facilitate the Administration, as well as the service units, to keep track of these applications throughout the recruitment exercises.

The sphere of responsibilities among Supervisors is reflected in the organisational chart, on pages 96–97, highlighting the Federation's continued diversified and expanding services.

As of 31 March 2017, the Federation had a staff complement of 1,225 persons, 32 of whom are temporary appointments created under the training and job-placement schemes which will enhance the employability of youth and facilitate their entrance into the workforce. Alongside this category, 1,026 staff (or 84%) are remunerated on contract terms, while 199 (16%) staff are on perennial terms.

Consultations were conducted with staff regarding whether medical claims for treatment using Chinese medicine could be submitted into the Federation-Staff Contributory Medical Scheme subject to provisos of certain conditions. With 95.5% of the respondents approving the motion, since 1 October 2016 medical claims for Chinese medicine have been accepted for reimbursement. A review on the implementation for the 12-month trial period will be made.

### Internal Controls

Through well defined policies and procedures, the Federation ensures that there are sufficient checks and balances in place to monitor administrative actions. The Internal Audit Office supports the Federation by functioning independently, and

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reporting to the Executive Director, Audit Committee and the Council. Its key roles include monitoring the adequacy and effectiveness of internal control policies and procedures, evaluating the efficiency of resource utilisation, and monitoring the risk management process. To ensure continuous improvements, reference is also made to best practices and industry guidelines.

During the year, five compliance checks to service units and two checks on selected procedures for service units were conducted. Analyses are also carried out on the financial performance of the Summer Youth Programmes at the Youth S.P.O.Ts, payments to the instructors, along with a report on Risks Assessment and a review on overall user profiles.

With the development of the Accounting System and the Instructor Management System, issues related to internal controls and efficiency were assessed. In accordance with the requirements of the Education Bureau, reviews of selected policies and procedures and related compliance issues at the HKFYG Lee Shau Kee College were conducted under the Governance Review Sub-committee. The work of the Internal Audit Office was submitted to the Audit Committee and the Council.



## Finance

### The Hong Kong Federation of Youth Groups

The total income of the Federation for 2016-17 was HK\$535,336,282. Government subvention, which totalled HK\$233,736,045, remained a major source of income. The Federation also received funding from The Community Chest of Hong Kong, The Hong Kong Jockey Club Charities Trust and other trusts and foundations for recurrent general expenses and special projects.

The total expenditure for the year 2016-17 was HK\$515,999,343, of which 58% was spent on personal emoluments, 38% on other charges and 4% on rent and rates.

The Federation also received capital grants from the Lotteries Fund Block Grant, Sir David Trench Fund for Recreation, Environmental and Conservation Fund and Home Affairs Bureau during the year.

### Lee Shau Kee Primary School

The Incorporated Management Committee of HKFYG Lee Shau Kee Primary School was established on 30 August 2008 under the Education Ordinance. For the year ending 31 August 2016, the total income of the School was HK\$36,571,923 and its expenditure was HK\$35,215,936. The operation of the School depends mainly on Government grants from the Education Bureau.

### Lee Shau Kee College

The HKFYG Lee Shau Kee College, operating as a Direct Subsidy Scheme Secondary School, is incorporated as a separate company, with accounts prepared up to 31 August of each year. For the year ending 31 August 2016, the total income of the College was HK\$59,240,732 and its expenditure was HK\$55,636,071.



### Designated Funds

The Lee Shau Kee Youth Exchange Fund was established from designated donations, earmarked for specific purposes at the request of the donor and operates as a separate trust.

Extracts of the audited accounts can be found in the Financial Review in the Appendix. Details of the results from the operation of and financial reports and statements for the Federation, the Incorporated Management Committee of HKFYG Lee Shau Kee Primary School, the HKFYG Lee Shau Kee College Limited and the Lee Shau Kee Youth Exchange Fund can be obtained from the Federation on a per request basis.

### Staff Commendation

The achievements of the Federation could not have been possible without a dedicated and committed staff team. 65 staff members were given Long Service Awards and eleven staff received the Staff Commendation Award in recognition of their loyalty and outstanding performance. The award recipients were:

**35-Year Award:** Mr. Wong Tin-sang and Mr. Chan Wing-hung.

**30-Year Award:** Mr. Andy Ho Wing-cheong, Ms. Chan Shui-ching, Mr. Wong Tin-wa, Ms. Frenda Lau Lai-ha, Ms. Pun Lai-fong, Ms. Janice Yuen Siu-ling, Ms. Law Kwok-ying and Mr. Wan Cho-leong.

**25-Year Award:** Ms. Ngai Mei-wah, Ms. Clare Leung Siu-mui, Mr. Lui Kee-chak, Ms. Suen Lui and Ms. Yan Fung-king.

**20-Year Award:** Ms. Wong Siu-ling, Mr. Wong Chun-wai, Mr. Tse Koon-man, Ms. Carman Wong Kar-man, Ms. Lam Yin-shan, Mr. Hui Kim-ping, Mr. Cheng Siu-cheung, Ms. Wendy Wong Wan-toi, Mr. Mak Wing-kee, Ms. Lai Man-tan, Ms. Chan Ching-shan, Ms. Ng Oi-lin, Mr. Fung Hok-ngai, Ms. Hsu Siu-man, Ms. Kwan Kam-mei, Ms. Choy Chun-lei, Ms. Leung Shui-yee, Ms. Sandy Fong Oi-ying, Ms. Leong Weng-i, Ms. Chow Suk-ling, Ms. Wong Hoi-yan, Ms. Yung Ka-ki, Ms. Lee Mo-yu and Ms. Chan Yuk-mui.

**15-Year Award:** Dr. Lakshmi Kiran Jacota, Mr. Man Chap-mo, Ms. Irene Ng Wai-ling, Mr. Chan Yu-fai, Ms. Fung Sai-wah, Ms. Lo Yuen-lam and Ms. Clara Yeung Sze-mun.

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**10-Year Award:** Ms. Tse Sau-ha, Ms. Ho Sau-wan, Mr. Choi Ka-lok, Ms. Lillian Yeung Wing-ye, Mr. Kwong Chi-chung, Ms. Ho Wing-kwan, Ms. Tam Wing-yin, Ms. Chan Wai-ye, Ms. Pang Tsz-ching, Mr. Hui King-chau, Ms. Iris Sham Hoi-li, Ms. Tsang Chui-yan, Ms. Ng Siu-yin, Ms. Lam Ying-yin, Ms. Lam Chu-chi, Ms. Li Hang-yung, Mr. Lau Kei-yip, Mr. Wong Hon-pong and Ms. Leung Hoi-yan.

**Staff Commendation Award:** Ms. Wong Sau-ye, Ms. Chan Fung-yi, Ms. Chan Ching-shan, Mr. Kenneth Tsang Ho-him, Mr. Wong Man-shun, Ms. Wu Ka-in, Ms. Lau Hoi-lam, Ms. Wong Man-sze, Mr. Chow Chi-kwong, Mr. Lee Te-lien, and Ms. Wong Siu-hung.

## Outstanding Programme Awards, Innovation Award and President's Awards

The Federation gives out in-house Awards to recognise and appreciate the outstanding and innovative activities organised by the different service units. The first prize for Outstanding Programme was given to the "Youth Classical Music Art Learning Award Scheme@Tin Shui Wai" of the Jockey Club Tin Yuet Youth S.P.O.T. and the second prize was awarded to "Be NetWise Educational Project for Media Literacy" of the Media Counselling Centre. The Innovation Award was given to "Reborn of Furniture, Restore our Love: a Green Campaign at NT North" of the Jockey Club Cheung Wah Youth S.P.O.T. The President's Award went to the Student Guidance Team and the Youth Business Unit for their excellent team spirit and cooperation, as well as their ability to respond to immediate needs and to provide relevant services.

## Staff Social Committee

The Staff Social Committee, responsible for organising social and recreational activities for staff members, once again did a great

job with the Annual Dinner. Staff members showed their active and enthusiastic support of the event by the high level of participation and response. They were very impressed by the youth dance show and the singing performance by our staff members. They also enjoyed the excitement and laughter of the Speed Drinking Contest.

Staff continued to display their sporting abilities at the Inter-agencies Basketball Tournament and the Inter-agencies Football Tournament. Two senior men's teams also participated in the Masters Cup of both Tournaments. The Federation men were the third runner-up in the basketball tournament. Mr. Hau How-man of the School Social Work Unit won the Top Scorer in the Football Tournament while the senior men were the first runner-up of the Masters Cup. The Basketball Senior Tournament also won the first runner-up in December 2016.

Congratulations to everyone!

