



With a great effort to enhance its corporate governance and accountability the Federation continues to invite young people between the ages of 18 to 35 to sit on the Youth Service Advisory Committee for a period of two years. At the time of writing, 15 young people were on the Committee until September 2012. Eight of them were reappointed, joined by seven new members for another two years. This allows the Federation to keep up-to-date with the views of the younger generation to ensure timely and relevant services.

As of 31 March 2013, the Federation had a staff complement of 1,287 persons, 326 of which are temporary posts created under the training and job-placement schemes to enhance the employability of youth and to facilitate their entrance into the workforce. Alongside this category 734 staff (or 76.4%) are remunerated on contract terms, while 227 (23.6%) staff are on perennial terms.

As a family-friendly measure as well as to boost the staff morale, the Federation has, since June 2012, allowed for five paid working

days as paternity leave to eligible staff. The Federation has also reviewed the best practices and updated the "Guidelines on the Disclosure of Interest" as well as laid down the "Guideline on Acceptance of Gifts and Entertainment".

To cope with the Minimum Wage Ordinance, at the revised statutory minimum wage rate of HK\$30 per hour, which took effect from 1 May 2013, the Federation thoroughly reviewed every post and addition resources for some specific posts and suitable administrative procedures were adopted to ensure full compliance.

Arising from the staff turnover and to maintain better service delivery, adjustments regarding responsibilities among the Deputy Executive Directors and Supervisors were made. An up-to-date organisational chart is presented on page 100 to 101 for easy reference.

Internal Controls

Through well defined policies and procedures, the Federation ensures that there are sufficient checks and balances in place to monitor internal controls. The Internal Audit Office supports the Federation by functioning independently, and 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 risk management processes. To ensure continuous improvements, reference is also made to best practices and industry guidelines.

During the year, the Internal Audit Office conducted compliance checks on the overall operations of ten selected service units. In addition, compliance checks were also carried out in two selected procedures for all service units and analyses were made on resource utilisation. The overall financial performance of the Federation was looked into, with in-depth reviews in two other areas, while two summarised findings were also initiated. With development and enhancement to the information technology systems, in particular for the Human Resources Management System, issues in relation to internal controls and efficiency were also assessed. A risk assessment of the Federation was also submitted to the Council for consideration. The work of the Internal Audit Office was submitted to the Audit Committee and the Council.

Finance

The Federation

The total income of the Federation for 2012-13 was HK\$454,087,679. Government subvention, which totalled HK\$209,607,363, remained a major source of income. The Federation also received allocations 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 2012-13 was HK\$434,665,125, of which 59% of the expenditure was spent on personal emoluments, 38% on other charges and 3% on rent and rates.

The Federation also received capital grants from a number of funding bodies. During the year, the following funding bodies approved allocations of HK\$3,203,283:

- 1) Lotteries Fund Block Grant: HK\$2,919,000
- 2) Sir David Trench Fund for Recreation: HK\$284,283

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 ended 31 August 2012, the total income of the School was HK\$22,036,893 and its expenditure was HK\$21,609,217. 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 2012, the total income of the College was HK\$43,803,589 and its expenditure was HK\$38,090,098.

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 for the above 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 work of the Federation could not have been possible without a dedicated and committed staff team. 58 staff members were given Long Service Awards and five staff received the Staff Commendation Award in recognition of their loyalty and outstanding performance. The award recipients were:

35-Year Award: Mr. Hui Po-kin, Ms. Lo Yuen-ting.

30-Year Award: Mr. Wong Tin-sang.

25-Year Award: Mr. Cheung Chi-wai, Mr. Wong Hung-kam, Mr. Wan Cho-leong, Ms. Law Kwok-ying, Ms. Leung Wai-man, Ms. Vinny Yeung Yuk-ching, Ms. Lee Chun-yi, Mr. Wong Ying-kit, Ms. Cheng Man-wah, Ms. Monica Mok Lai-ngar.

20-Year Award: Ms. Suen Lui, Ms. Chan Yin-man, Ms. Yan Fung-king, Ms. Yu Bing-sheung, Mr. Leung Wai-shing, Ms. Chan Mi-har, Ms. Sandy Au-Yeung Wai-san, Ms. Chan Kar-yin, Ms. Ng Mei-lan, Ms. Chong Kwai-fa, Mr. Wong Kwan-kit, Ms. Chan Mei-lan, Ms. Tsoi Lau-ching, Ms. Lo Wai-kwan, Ms. Clare Wong Wai-hang, Mr. Li Sum-chee, Ms. Stony Shek For-lin, Ms. Hon Yip, Ms. Lui Pui-yi, Mr. Lee Chi-kwong, Ms. Tseung Eva.

15-Year Award: Ms. Chiu Yim-wan, Ms. Tsang Shuk-tuen, Ms. Chiu Yuen-shan, Ms. Wong Hoi-yan, Mr. Wong Kin-lun, Ms. Yung Ka-ki, Ms. Lee Mo-yu, Ms. Chan Yuk-mui, Mr. Cheung Ho-yin, Ms. Lee Wai-shan, Ms. Wong Ching-sai, Ms. Yip Mui, Ms. Lam Yuk-ki, Mr. Colman Chow Tat-ming, Mr. Lee Lok-man, Ms. Woo Lai-kei, Ms. Chui Lai-yung, Ms. Cheung Ching-wan, Ms. Wong Yuk-shan, Ms. Lam Pui-sheung, Ms. Lau Sin-yee, Ms. Chang Man-wah.

10-Year Award: Ms. Shermaine Leung Suet-mei, Ms. Lok Wai-lin

Staff Commendation Award: Ms. Chan Yuen-ling, Ms. Au-yeung Ying-yee, Ms. Ho Suet-ying, Mr. Ng Ka-yin, Ms. Nip Wai-yan.



Outstanding Programme Awards and President's Award

Two Outstanding Programme Awards were given out. First prize went to "Project Shine II" of Tsuen Wan and Kwai Chung Outreaching Social Work Team. Second prize was awarded to the "Neighbourhood! Stand by You!" Creative Youth Musical by Tin Shui, Felix Wong, Cheung Wah, Tin Yuet, Kwai Fong, Shaukiwan and Tseung Kwan O Youth S.P.O.Ts. The Awards are an in-house recognition and show of appreciation for outstanding and innovative activities organised by the different service units. The President's Award went to the Youth Employment Network in recognition of their efforts, excellent team spirit and cooperation, as well as their outstanding service delivery.

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 were very impressed and greatly entertained by the marvellous 'Yo Yo' performance and youth dance show during the Dinner. They also enjoyed the excitement and laughter of the 'Speed Drinking Contest' as well and demonstrated their active and enthusiastic support by their high level of participation and response.

This year, the Staff Dragon Boat Team once again participated in the HKFYG Cup at the Tai Po District Dragon Boat Race 2013. Staff members were enthused and worked hard to complete the race after a series of professional training organised by the Committee.

Staff showed off their other sporting abilities at the Inter-agencies Basketball Tournament organised by the Hong Kong Playground Association, as well as the Inter-agencies Football Tournament organised by the Hong Kong Social Workers' General Union.

A team of senior men was also formed to participate in the First Masters Cup at the Inter-agencies Football Tournament. The Federation men were third runners-up in the football tournament while the senior men were winners of Masters Cup Championship!

Congratulations to everyone!