

ADMINISTRATION AND FINANCE

The HKFYG Institute for Leadership Development Limited was incorporated on 19 June 2013 and was granted charitable status under section 88 of the Inland Revenue Ordinance the same day. The Institute is a Special Purpose Company set up to oversee the revitalisation of the Former Fanling Magistracy. Members of the Federation Council are also on its Board of Directors.

As a result of a request from the Education Bureau, as well as the new Companies Ordinance (Cap.622), the Federation will revise its Memorandum and Articles of Association with a Special Resolution for effecting the amendments to be passed at an Extraordinary General Meeting in October 2014.

As of 31 March 2014, the Federation had a staff complement of 1,219 persons, 229 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 781 staff (or 78.9%) are remunerated on contract terms, while 209 (21.1%) staff are on perennial terms.

Since 2007, the Social Welfare Department created 3,000 time-limited temporary Programme Worker posts which lapsed on 1 April 2014. The Federation, which hosts 134 of these time-limited posts will also see them lapse accordingly.

To enhance internal support and maintain better service delivery, a new post of Head of Information Technology has also been set up during the year. 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, the 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, the Internal Audit Office conducted compliance checks on the overall operations of nine selected service units. In addition, compliance checks were also conducted on three selected procedures for the service units and selected funding guidelines. An overall user profile review for the systems was also performed, with analyses carried out in the area of financial performance for the Summer Youth Programmes of the Youth S.P.O.Ts.



With development of the Human Resources Management System, issues related to internal controls and efficiency were also assessed. 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 2013-14 was HK\$471,744,598. Government subvention, which totalled HK\$213,085,580, 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 2013-14 was HK\$458,766,932, of which 56% of the expenditure was spent on personal emoluments, 40% on other charges and 4% on rent and rates.

The Federation also received capital grants from the Lotteries Fund Block Grant and Sir David Trench Fund for Recreation 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 2013, the total income of the School was HK\$23,772,947 and its expenditure was HK\$23,822,016. The operation of the School relies 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 2013, the total income of the College was HK\$49,042,252 and its expenditure was HK\$40,742,757.

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 achievements of the Federation could not have been possible without a dedicated and committed staff team. 46 staff members were given Long Service Award and five staff received the Staff Commendation Award in recognition of their loyalty and outstanding performance. The award recipients were:

35-Year Award: Ms. Anita Lam Siu-fung.

30-Year Award: Mr. To Lap-shun, Ms. Wu Pui-wah.

25-Year Award: Ms. Leung Kam-yin, Ms. Lei Wai-peng, Mr. Fung Hok-ming, Ms. Fanny Yu Yim-fong, Ms. Jenny Kwok Yuk-har, Ms. Amy Fung Dun-mi, Ms. Ngai Mei-mui, Ms. Kwan Wai-kwan.

20-Year Award: Ms. Leung Shan-shan, Ms. Chan Lai-ming, Mr. Tong Kong-sang, Ms. Mimi Wong Suk-fong, Ms. Peggy Siu Wai-chu, Ms. Mak Lai-yee, Mr. Hui Keung-mau, Ms. Bob Lee Siu-chui, Ms. Chiu Wai-yin, Mr. Lai Siu-chung, Ms. Hui Chun-chun, Mr. Yip Wai-tat, Ms. Mary Ho Ming-yee, Ms. Lam Yu-sin, Ms. Karen Tsang Chor-kiu, Ms. Chiang Lai-chun.

15-Year Award: Ms. Lo Ka-man, Mr. Wallace Yu Ying-ho, Ms. Lee Yin-ming, Ms. Amy Yuen Siu-man, Ms. Wong Nga-sum, Ms. Kathy Lau Wai-mun, Ms. Tsui Sim-ken, Ms. Ng Sze-mui.

10-Year Award: Mr. Chiu Wah-chun, Ms. Wong Yuk-ngan, Ms. Wan Yee-mui, Ms. Valerie Elaine Morgan, Mr. Choi Wai-ken, Mr. Kong Yick-him, Ms. Wong Chi-fung, Ms. Liu Lai-ying, Ms. Ho Sui-sum, Ms. Shek Sau-wan, Ms. Siu Hau-man.

Staff Commendation Award: Ms. Ho Lai-fong, Ms. Wong Ho-yee, Ms. Fan Chun-yan, Ms. Chan Hiu-man, Mr. Lam Chun-hung

Outstanding Programme Awards and President's Award

Two Outstanding Programme Awards were given out. First prize went to "Project R" of the Youth Crime Prevention Centre and Tsuen Wan and Kwai Chung Outreaching Social Work Team. Second prize was awarded to "Project Bridge" of the Youth Employment Network. 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 Jockey Club Tin Yiu Youth S.P.O.T. 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. The participants were very impressed and greatly entertained by the singing performance volunteered by staff members 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 2014. 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 Football Tournament organised by the Hong Kong Social Workers' General Union, as well as the Inter-agencies Basketball Tournament organised by the Hong Kong Playground Association.

The Federation men were second runners-up in the football tournament while the senior men were winners of Masters Shield Championship. The Woman Team also won the championship of the '3-a-side' Basketball Tournament!

Congratulations to everyone!