

## ADMINISTRATION AND FINANCE

The Federation takes great care to ensure administrative efficiency. The Human Resource Management System (HRMS) was launched during the year, which provides HR functionalities that allows staff to maintain – on their own – up-to-date personal information, view training history, track leave balances, make online leave applications, administer medical claims, as well as facilitating their performance appraisal processes.

Reviews of policies can now be done and these include revising the procurement guidelines governing the approval for acquisition of stores and services, as well as related quotation or tendering requirements, making reference to the stipulations of various major sponsors. Policies to tackle the Personal Data (Privacy) Ordinance were laid down to regulate the collection, usage, storage, erasure and handling of personal data.

The sphere of responsibilities among Supervisors is reflected in the organisational chart, on pages 104-105, highlighting continued diversified and expanding services.

As of 31 March 2015, the Federation had a staff complement of 1,149 persons, 59 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, 876 staff (or 80.4%) are remunerated on contract terms, while 214 (19.6%) staff are on perennial terms.

The Federation has also set up two new grades: “Youth Work Assistant” and “Youth Work Trainee” to accommodate former Programme Trainees under the fixed subvention and who are now subvented under the Lump Sum Grant. This enables a more defined career path for these incumbents.

### 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 the risk management process. To ensure continuous improvements, reference is also made to best practices and industry guidelines.

Compliance checks are conducted by the Internal Audit Office on the overall operations of seven selected service units, as well as on selected procedures for all service units and a detailed review on user profiles. Analyses are also carried out on the financial performance of the Summer Youth Programme at the Youth S.P.O.Ts and payment to instructors. Annually, an overall user profile review is carried out.

With the setting up of the Governance Review Sub-committee for the HKFYG Lee Shau Kee College, reviews of selected policies and procedures and related compliance at the school are conducted in accordance with the requirements of the Education Bureau. The work of the Internal Audit Office is submitted to the Audit Committee and the Council.

### Finance

#### The Hong Kong Federation of Youth Groups

The total income of the Federation for 2014-15 was HK\$513,063,747. Government subvention, which totalled HK\$214,647,782, 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 2014-15 was HK\$489,142,721, of which 54% was spent on personal emoluments, 42% 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, Environment 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 2014, the total income of the School was HK\$27,684,529 and its expenditure was HK\$26,926,289. 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 2014, the total income of the College was HK\$49,830,821 and its expenditure was HK\$44,704,240.

### 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. 64 staff members were given Long Service Awards and 13 staff received the Staff Commendation Award in recognition of their loyalty and outstanding performance. The award recipients were:

**40-Year Award:** Dr. Rosanna Wong Yick-ming, DBE, JP

**25-Year Award:** Ms. Tsui Hang-yin, Ms. Lai Pui-kwai, Ms. Virginia Chung Man-chi, Ms. Yu Fan, Ms. Lau Lai-king, Ms. Ng Lai-kam, Ms. Yang Sau-kuen, Mr. Gary Tang Leung-shun, Mr. Ma Wai-kit, Ms. Ng Kam-kuen, Ms. Mazie Chung Suk-yin.

**20-Year Award:** Ms. Ng Mei-wan, Ms. Lee Wing-shan, Ms. Lau Wai-sum, Ms. Mendy Sit Hau-man, Ms. Lui Wai-lin, Ms. Joey Li Pik-yin, Ms. Li Suet-ching, Ms. Fung Kwai-chun, Ms. Ng Sin-man, Ms. Lam Chuk-wing, Ms. Fiona Sze Siu-fung, Ms. Leung Siu-fan, Ms. Ho Lai-ling, Mr. Poon Chun-kit, Mr. Choi Yu-sing, Mr. Lee Man-fat, Ms. Lydia Chung Kit-man.

**15-Year Award:** Ms. Lam Chun-yuk.

**10-Year Award:** Ms. Lau Hoi-lam, Ms. Ng Wai-na, Mr. Lee Yiu-sum, Mr. Wu Wai-chuen, Ms. Jennifer Fung Shui-ching, Ms. Li Man-chi, Mr. Wong Mau-chung, Ms. Chan Yuk-lan, Ms. Wong Wan-chi, Ms. Cheng Wing-yan, Mr. Cheng Kam-chung, Mr. Choi Tat-wai, Ms. Leung Mei-yee, Ms. Poon Kit-ting, Ms. Ho Yuen-fai, Ms. Lee Yu-shan, Mr. Lam Yuk-fai, Mr. Shum Tiu-tiu, Mr. Cheung Wai-sum, Ms. Maggie Chan Mei-kei, Ms. Amy Wong Ying-ying, Ms. Ling Yuen-kwan, Mr. Ronald Chu Chi-lam, Ms. Mak Man-hei, Ms. Chung Shuk-shan, Ms. Ching Shuk-man, Ms. Cecilia Suen Wing-sze, Ms. Renee Wan Pui-ying, Ms. Cheung Nga-yan, Ms. Tai Kin-yee, Ms. Law Wing-yan, Ms. Yeung Wai-chong, Ms. Wong Man-sze, Ms. Winky Ang Yim-mung.

**Staff Commendation Award:** Ms. Lam Chuk-wing, Ms. Eva Tseung, Ms. Chan Chor-wa, Ms. Chan Wing-yu, Mr. Chan Yu-fai, Ms. Ho Yuen-fai, Mr. Li Man-kuen, Ms. Peggy Siu Wai-chu, Ms. Pang Yuk-ting, Ms. Wong Man-fong, Ms. Chan Kar-yin, Mr. Lau Siu-kwan, Ms. Ng Siu-yin.

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

Two Outstanding Programme Awards were given out. First prize went to “Project IAPT” of Tsuen Wan and Kwai Chung Outreaching Social Work Team. Second prize was awarded to “Hang Seng GPS Youth Employment Programme” of the Youth Employment Network. The Innovation Award was newly set up during the year to encourage new attempts at delivering effective youth services or enhancing management efficiency. First prize went to “i<sup>2</sup>: Innovation x Internship” of Leadership 21 while the second prize was awarded to “Career Counselling in School” of the Youth Employment Network. These Awards are an in-house recognitions and show appreciation for outstanding and innovative activities organised by the different service units. The President's Award went to the Jockey Club Sai Kung Outdoor Training Camp 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, again did a wonderful job with the Annual Dinner. The participants were extremely impressed and greatly entertained by the singing performances of Council Members, Dr. Peter Tsoi and Dr. Hubert Chan. A great deal of fun was also with the Speed Drinking Contest. The Dinner again saw a high level of participation from the staff.

Staff also showed off their excellent sporting abilities at the Inter-agencies Football Tournament and the Inter-agencies Basketball Tournament. Two teams of senior men were also formed to participate in the Masters Cup at the Inter-agencies Football Tournament and the Inter-agencies Basketball Senior Tournament. All team members were enthused and worked hard to participate in every competition after some professional coaching.

It was no wonder then, that both the football team and basketball team won the Championships in their respective areas, with the senior men coming in second runners-up in the Masters Cup.

Congratulations to everyone!