

ADMINISTRATION AND FINANCE

Adjustment to the supervisory structure was put into place with the retirement of two very senior staff members. After 39 years of service, the Deputy Executive Director, Ms. Yolanda Chiu Wai-kan, retired on 1 June 2016 and Ms. Anita Lam Siu-fung, retired in late May 2016 as a Coordinator. Both will be sorely missed, but their examples of dedication, commitment and integrity remain role models for everyone. The position of Deputy Executive Director was subsequently filled and promotions and adjustments at the Supervisor level were also made. An updated organisational chart can be seen on pages 86 to 87 for easy reference.

As of 31 March 2016, the Federation had a staff complement of 1,170 persons, 43 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, 971 staff (or 83%) are remunerated on contract terms, while 199 (17%) staff are on perennial terms.

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 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 reports were prepared: four on compliance checks to service units and one on selected procedures for service units. Analyses are also carried out on the financial performance of Summer Youth Programmes at the Youth S.P.O.Ts, along with a report on Risk Assessments and a review on overall user profiles.

With the development of the Accounting 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 2015-16 was HK\$518,958,887. Government subvention, which totalled HK\$224,685,893, 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 2015-16 was HK\$500,232,638, of which 56% 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, 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 2015, the total income of the School was HK\$32,383,539 and its expenditure was HK\$32,261,422. 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 2015, the total income of the College was HK\$55,935,406 and its expenditure was HK\$50,630,946.

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

35-Year Award: Ms. Cheng Siu-ping, Ms. Li Wai-mun, Ms. Chan Chor-wa.

25-Year Award: Mr. James Mok Hon-fai, Ms. Ho Lai-fong, Ms. Anette Cheung Fuk-ying, Ms. Wong Man-fong, Mr. Sew Chang-ho, Ms. Lee Kwai-ling, Ms. Chan Yuen-ling, Ms. Ho Shuk-yi, Ms. Wong Man-yuen, Mr. Leung Hong-man.

20-Year Award: Ms. Carmen Ho Lai-kwan, Ms. Lai Chui-ching, Ms. Seto Ming-wai, Ms. Tung Kuen-kuen, Mr. Too Wing-keung, Ms. Tam Yuen-yee, Mr. Chee Man-kam, Ms. Chow Yee-har, Ms. Cheung Yuen-fong, Mr. Wong Man-shun, Ms. Yeung Lai-har, Mr. Chen Yu, Ms. Choi Yuk-ching, Ms. Lam Kam-fong, Ms. Wong Sau-yee, Ms. Au-yeung Ying-yee, Ms. Cheung Wai, Ms. Wong Sim-fung, Ms. Lui Yuen-mei, Ms. Ho Wai-sim, Mr. Chan Man-ho, Ms. Chan Ka-sin, Ms. Lam Wai-sze.

15-Year Award: Ms. Kitty So Shuk-fong, Mr. Peter Lau Wing-chiu, Ms. Tam Yuen-man.

10-Year Award: Ms. June Leung Tsz-ying, Ms. Yip Shu-ling, Ms. Sally Yip Wai-ying, Ms. Ho Suet-ying, Mr. Leung Pak-ho, Mr. Yeung Chi-fung, Ms. Leung Po-yee, Ms. Chan Wing-yu, Ms. Tang Shuk-chong, Mr. Wong Chun-yu, Mr. Lau Hok-yin, Ms. Peggy Leung Pik-sang, Ms. Hon Wing-chi, Ms. Fanny Law Pui-yi, Mr. Yau Hoi-to.

Staff Commendation Award: Mr. Chan King-wa, Ms. Chan Ka-sin, Mr. Wong Ting-bong, Ms. Tang Yuet-ling, Ms. Fung Sai-wah, Mr. Lau Hok-yin, Mr. Tsang Hing-ye.

Outstanding Programme Awards, Innovation Awards and President's Award

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 "Jockey Club *a cappella* Education Programme" of the Cultural Services Unit and the second prize was awarded to "Learn to Love - Love and Sex Education in Schools II" of the School Social Work Unit. In first place for the Innovation Award, was the Media Counselling Centre's "U Line - Service for University Students" and in second place was the "Pop Art Show for the Youth 2015" of the Jockey Club Cheung Wah Youth S.P.O.T. The President's Award went to the Youth Research Centre and the Tsuen Wan and Kwai Chung Outreaching Social Work Team for their excellent team spirit and cooperation, as well as their ability to respond to the 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 good job with the Annual Dinner at which staff members actively and enthusiastically participated. Many former staff members also joined to meet old friends and to celebrate the 55th Anniversary of the Federation.

Staff again took part in both the Inter-agencies Basketball Tournament and Inter-agencies Football Tournament, and in both events placing as second runner-up. Two senior men's teams also took part in the Masters Cup of both Tournaments, with the Federation team the third runner-up in the Football. The Basketball Senior Tournament is still ongoing, but there is hope for the team to do well!

Congratulations to everyone!

