

**Lotteries Fund Circular No. 7  
Amendment to the Lotteries Fund Manual**

**Introduction**

The purpose of this circular is to announce the amendment to the Lotteries Fund (LF) Manual which would take effect from **1 August 2015**. A summary of the amendments made is at **Annex**.

**Amendment**

2. After an in-depth review on the existing arrangements for procurement of furniture and equipment (F&E) using LF, changes to the arrangements are introduced starting from 1 August 2015 with a view to improving the transparency of the mechanism, aligning and updating the F&E provision among various services, as well as revising the presentation of the existing F&E lists.

3. In gist, with effect from 1 August 2015, non-governmental organisations may use the Block Grant (BG) to replenish F&E falling within the **categories** on the Reference F&E Lists of respective service units, including the replacement of old F&E items. Accordingly, Chapter 4 of the LF Manual has been updated to reflect the changes. In addition, the general principles on using LF, including for procurement of F&E, as well as the record keeping and asset management requirements when using LF to purchase F&E, are elaborated in Chapter 6 of the LF Manual.

4. Some minor textual changes are also incorporated in other part of the LF Manual for the purpose of better presentation and clarification. The softcopy of the revised LF Manual is available at SWD Homepage at <[http://www.swd.gov.hk/en/index/site\\_ngo/page\\_lotteriesf/](http://www.swd.gov.hk/en/index/site_ngo/page_lotteriesf/)>.

**Enquiry**

5. Enquiries for the content of this circular could be addressed to Mr Stanley CHEUNG (Tel No. 2832 4328) or Mr Roy YU (Tel No. 2832 4340) of the Lotteries Fund Projects Section, Social Welfare Department.

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### Summary of Amendments to the Lotteries Fund (LF) Manual with effect from 1 August 2015

LF Manual	Additional/ Amended paragraph (para.)
Paras. 3.5.6, 5.6.6 and Annex 5.3 (Rev 08/15) <sup>(Note)</sup>	Clarify the arrangement of the authorization required to submit duly completed payment claim form.
Paras. 4.2.3 to 4.2.5	Set out the new arrangement for purchase of Furniture and Equipment (F&E) using Block Grant.
Paras. 6.1.1 to 6.1.2, 6.4.1 to 6.4.4 and 6.8.4	Set out the general principles and procedures on procurement and stores management with the use of LF, including procurement of F&E.
Para. 6.10.2	Set out the arrangements for record keeping when using LF to purchase F&E.
Para. 6.11.2	Set out the serviceable years in general for asset management.

*Note: The updated version of Annex 5.3 (i.e. Annex 5.3 (Rev 08/15)) will be in force with effect from 1 August 2015. Applications using the version of Annex 5.3 before 1 August 2015 will still be processed.*