

Social Welfare Department

Our Ref.: SWD/S/109/10/6 Part 8

Tel. No.: 2832 4362

Fax No.: 2575 5632

10 March 2010

NGO Head,
Subvented Non-governmental Organisations

Dear Sir/Madam,

**Review Report on the
Lump Sum Grant Subvention System (LSGSS)**

I refer to our letter dated 22 May 2009 on the captioned subject and would like to obtain information from your organisation on implementing the Recommendation 28 of the Lump Sum Grant Independent Review Committee (LSGIRC), i.e.

A formal public accountability framework should be in place for NGOs to disclose their AFRs as submitted to the SWD, so that they will also be accountable to the public for the proper and prudent use of public funds. To meet the requirements as suggested by LSGIRC, NGOs should establish their channels of disclose of AFR to public and disclose the AFR to public upon their submission of AFR to SWD to each year, including:

- *posting up a copy of AFR to their notice board(s) at the Central Administration Unit/ Head Office;*
- *uploading to website;*
- *placing the AFR into their Annual Report; and*
- *issuing special circular, newsletter or whatever means to provide the content of AFR and should be made available to public upon request etc.*

I should be grateful if your organisation would provide your actions taken in relation to this recommendation by completing the attached form and return it to us **by 25 March 2010**. Please note that information collected from your organisation will be used for reporting the progress to the Lump Sum Grant Steering Committee and Legislative Council in aggregate terms. If you have any enquiries, please contact Ms Janet Wan at 2116 4301 or the Social Work Officer (Subventions) designated to your organisation.

Yours sincerely,

(signed)

(WONG Kwok-chun, Alex)
for Director of Social Welfare

Reply Slip
(Please reply on or before 25 March 2010)

To: Subventions Section
Social Welfare Department
(Attn: Ms Janet Wan)
(Fax: 2575 5632 or email at ss9@swd.gov.hk)

Disclosure of Annual Financial Report (AFR)

Name of NGO: _____

I confirm that our organisation has/ has not disclosed the AFR in one or more of the following channel(s):

	Channels of Disclosure	Date of Disclosure
1.	Posting up a copy of AFR to their notice board(s) at the Central Administration Unit/ Head Office	
2.	Uploading to website	
3.	Placing the AFR into their Annual Report	
4.	Issuing special circular, newsletter or whatever means to provide the content of AFR and should be made available to public upon request	
5.	Others, please specify _____ _____	

Signature : _____
Name : _____
Post : _____
Tel / Fax No.: : _____
Date : _____