



社會福利署

Social Welfare Department

Our Ref.: SWD/S/109/10/6 Pt 10

Tel. No.: 2832 4308

Fax No.: 2575 5632

2 July 2015

Chairperson of Subvented  
Non-governmental Organisation (NGO)

Dear Sir/Madam,

### **Disclosure of Annual Financial Report (AFR)**

To address one of the recommendations of the Lump Sum Grant Independent Review Committee published in its Review Report on the Lump Sum Grant Subvention System in December 2008 that “*a formal public accountability framework should be in place for NGOs to disclose their AFRs as submitted to the Social Welfare Department, so that they will also be accountable to the public for the proper and prudent use of public funds,*” NGOs are required to make their AFRs available to the public upon request and to disclose their AFRs through one or more of the following channels–

- posting the AFR prominently on the notice board(s) at the Central Administration Unit/ Head Office;
- uploading the AFR to the website;
- reporting the AFR in the Annual Report; or
- publishing the AFR through special circular(s), newsletter(s) or whatever means.

In view of the rising concern of the public and stakeholders about transparency and public accountability of subvented NGOs, we started last year to take stock of the NGOs’ means of disclosure of AFR annually. Following the exercise in 2014, I should be grateful if your organisation would complete and return the attached reply slip to us on or before **31 October 2015**. For enquiries, please contact the Social Work Officer designated for your organisation.

Yours faithfully,

( Ricky Yu )

for Director of Social Welfare

c.c. NGO Head (with encl.)

**Reply Slip****(Please reply on or before 31 October 2015)**

To : Subventions Section

Social Welfare Department

(Attn.: Ms Blanche Poon)

(Fax: 2575 5632 or email at [ss9@swd.gov.hk](mailto:ss9@swd.gov.hk))**Disclosure of Annual Financial Report (AFR)****Name of NGO:** \_\_\_\_\_

I confirm that our organisation has disclosed the AFR for the financial year of 2013-14 through one or more of the following channels in 2014-15, and undertake that our organisation will make it available to the public upon request -

	<b>Channels of Disclosure</b>	<b>Period of Disclosure (mm/yyyy – mm/yyyy)</b>
1	Posting the AFR prominently on the notice board(s) at our Central Administration Unit/ Head Office	
2	Uploading the AFR to our website	
3	Reporting the AFR in our Annual Report	
4	Publishing the AFR through special circular(s), newsletter(s) or whatever means (please specify: _____)	

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(Chairperson/ Organisation Head/  
Head of Social Welfare Service)

Date: \_\_\_\_\_