



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

6 August 2014

Chairperson of Subvented
Non-governmental Organisation (NGO)

Dear Sir/Madam,

Disclosure of Annual Financial Report (AFR)

The Lump Sum Grant Independent Review Committee recommended in its Review Report on the Lump Sum Grant Subvention System published 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.” For this purpose, NGOs are required to disclose their AFRs through one or more of the following channels and to make them available to the public upon request -

- 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 recent years, there has been growing concern from the public, including Members of the Legislative Council and the press, on the implementation of the above requirement. To enhance transparency and public accountability, stocktaking of the situation on an annual basis is necessary. For this purpose, I should be grateful if your organisation would complete and return the attached reply slip to us on or before **30 September 2014**. For enquiries, please contact the Social Work Officer designated for your organisation.

Yours faithfully,

(Philip Tang)
for Director of Social Welfare

c.c. NGO Head [with encl]

Reply Slip

(Please reply on or before 30 September 2014)

To : Subventions Section
Social Welfare Department
(Attn.: Ms Blanche Poon)
(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 disclosed the AFR (in respect of 2012-13) through one or more of the following channels in 2013-14, and undertake that our organisation will make it available to the public upon request -

	Channels of Disclosure	Period of Disclosure (mm/yyyy – mm/yyyy)
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: _____