

## 運用整筆撥款儲備及公積金儲備

### The Use of Lump Sum Grant Reserve and Provident Fund Reserve

#### 財務管理

#### Financial Management

為妥善運用公共資源及捐款，本會已建立一套完善的內部監控機制以確保遵守相關政策和程序。財務部一向定期向高級管理層和執行委員會成員提交詳盡報告，以便他們了解各種服務或項目的財務狀況，並作出適當的資源部署和修訂工作。執行委員會成員、財務小組委員成員和高級管理層定期審視機構過去數年的整筆撥款儲備來推算未來儲備的水平。為確保未來財務狀況的穩定，中央行政辦事處會繼續檢視所有服務單位的人手編排及監察其所需的財務資源，並於適時向執行委員會提交建議。

To ensure prudent use of public resources and donations, internal control system has long been establishing to ensure compliance with relevant policies and procedures in the Fellowship. Detailed reports are submitted to the senior management and the Board of Executive Committee Members at regular intervals as our usual practice to facilitate their understanding of the financial conditions in various services or projects, so that they would come up with proper resources deployment and remedial actions. The Board of Executive Committee Members, Finance Sub-committee Members and the senior management reviewed the Lump Sum Grant (LSG) Reserve over previous few years and projected the future level of reserve. The Central Administration will continue to review the manpower provisions of all service units and monitor their needs in financial resources. Recommendations would be submitted to the Board of Executive Committee Members for consideration.

### 恰當運用整筆撥款和公積金儲備

#### **Proper use of the Lump Sum Grant and Provident Fund Reserves**

按照整筆撥款和最佳執行指引手冊對於人力及財務管理的方針，執行委員會成員已批核了整筆撥款儲備的最合適水平。根據指引，財務小組委員會建議儲備用於員工薪酬、研究、發展及資本性開支。為了提高員工士氣，如員工的績效評估達至總體指定的評級或以上，本會則向該員工職業計劃中的僱主自願性供款帳戶，支付額外供款作為獎勵。為提高財政透明度，本會已透過網站和年度服務報告向工作人員、服務使用者及公眾披露有關的儲備結存。

In compliance with the guidelines of the Lump Sum Grant and Best Practice Manuals on financial and human resources management, the optimal level of the LSG Reserve was approved by the Board of Executive Committee Members. Following the guidelines to the use of LSG Reserve, the Finance Sub-committee suggested using the Reserve in staff remuneration, research, development and capital expenditure. To boost employees' morale, additional contributions were made to employees Occupational Schemes' Employer Voluntary Contribution Account as employee incentives if they attained a specifically high levels of performance in their appraisals. To enhance the financial transparency of the Fellowship, the balance of Reserves has been disclosed to staff members, service users and the public through the website and annual report.

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