

**Sai Kung District Council**  
**Finance and Administration Committee**  
**Minutes of the Third Meeting in 2016**

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Date: 24 May 2016 (Tuesday)

Time: 9:30 a.m.

Venue: Conference Room of the Sai Kung District Council

<b><u>Present</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Mr WAN Yuet-cheung, BBS, MH, JP (Chairman)	9:30 a.m.	10:10 a.m.
Mr CHEUNG Chin-pang, Edwin (Vice Chairman)	9:30 a.m.	10:10 a.m.
Mr NG Sze-fuk, George, GBS, JP	9:30 a.m.	10:10 a.m.
Mr SING Hon-keung, BBS, MH	9:30 a.m.	10:10 a.m.
Mr AU Ning-fat, Alfred, MH	9:30 a.m.	10:10 a.m.
Mr CHAN Kai-wai	9:30 a.m.	10:10 a.m.
Mr CHAN Pok-chi, Jonathan	9:30 a.m.	10:10 a.m.
Mr CHAU Yin-ming, Francis, BBS, MH	9:30 a.m.	10:10 a.m.
Mr CHEUNG Mei-hung	9:30 a.m.	10:10 a.m.
Mr CHONG Yuen-tung	9:41 a.m.	10:10 a.m.
Mr HO Man-kit, Raymond	9:33 a.m.	10:10 a.m.
Mr KAN Siu-kei	9:39 a.m.	10:10 a.m.
Mr LAI Ming-chak	9:30 a.m.	10:10 a.m.
Mr LAU Wai-cheung, Peter, MH	9:41 a.m.	10:10 a.m.
Mr LI Ka-leung, Philip	9:30 a.m.	10:10 a.m.
Mr LUI Man-kwong	9:30 a.m.	10:10 a.m.
Mr TSE Ching-fung	9:36 a.m.	10:10 a.m.
Mr TAM Lanny, Stanley, MH	9:30 a.m.	10:10 a.m.
Mr WAN Kai-ming	9:30 a.m.	10:10 a.m.
Mr WONG Shui-sang	9:30 a.m.	10:10 a.m.
Miss TANG Wing-yan, Emmy (Secretary)	Executive Officer (District Council)4, Sai Kung District Office	

**In Attendance**

Mr KWOK Chung-kai, Peter	Assistant District Officer (Sai Kung)1, Sai Kung District Office
Miss LAU Tang, Moira	Senior Executive Officer (District Council), Sai Kung District Office
Mr WU Tat-chee, Mike	Executive Officer I (District Council), Sai Kung District Office
Ms MOK Yuen-ling, Mokie	Liaison Officer i/c (Hang Hau), Sai Kung District Office
Miss NG Sheung-han, Alice	Manager (New Territories East) Marketing & District Activities, Leisure and Cultural Services Department
Mr MAK On-ki, Andrew	Deputy District Leisure Manager (Sai Kung)1, Leisure and Cultural Services Department

**Absent**

Mr CHUNG Kam-lun

**Welcoming Remarks**

The Chairman welcomed Members and representatives of departments to the third meeting of the Finance and Administration Committee (FAC) of the Sai Kung District Council (SKDC) in 2016.

2. The Chairman reminded Members that a Member might speak for each agenda item twice at the meeting and could speak up to two minutes each time. Any Member who could not attend the meeting was required to give the Notification of Absence from Meeting to the Secretariat before the meeting. FAC would decide whether the application for absence from meeting should be approved.

**I. Confirmation of Minutes of the Second Meeting of FAC in 2016**

3. There being no amendment from Members to the minutes of the second meeting, the Chairman declared that the minutes of the above meeting were confirmed.

**II. Report Items**

**(1) Financial Status of Sai Kung Community Involvement Funds 2016-2017  
as at 15 May 2016  
(SKDC(FAC) Paper Nos. 14/16 and 15/16)**

4. Members noted the above papers.

5. The Secretary reported the financial position of the 2016-17 Sai Kung Community Involvement Funds. As at 15 May 2016, the total approved commitment of the Sai Kung Community Involvement Funds was \$10,063,805.96 and the total actual expenditure was \$2,011,396.31.

**(2) Variations of Projects  
(SKDC(FAC) Paper No. 16/16)**

6. Members noted the above paper.

7. Mr WONG Shui-sang declared that he was the Chairman of Sai Kung District Community Centre Limited and would abstain from voting. Two other Members also indicated that they would abstain from voting.

8. Members' views were consolidated as follows:

- During planning and preparation of projects, all grantees should avoid submitting post-event applications for amendment or variation of their projects as far as possible; and
- Even if SKDC had endorsed at its discretion a post-event application for variation of project submitted by a grantee, the Secretariat should, upon endorsement, give

a written notification to inform the relevant grantee that the endorsement was an exceptional case only.

9. There being no objection from Members, the Chairman declared that all applications for variation of projects in the above paper were endorsed according to paragraph 71 of the Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects (the Guidelines).

**(3) Reports of Working Groups established under FAC**

**(a) Report of Working Group on Arts and Cultural Activities  
(SKDC(FAC) Paper No. 17/16)**

**(b) Report of Working Group of Publicity and Editing  
(SKDC(FAC) Paper No. 18/16)**

10. Members noted the above papers.

11. There being no objection from Members, the Chairman declared that the above two reports were endorsed.

12. Members endorsed that Mr CHUNG Kam-lun joined the Working Group of Publicity and Editing, as well as the Working Group on Arts and Cultural Activities. Members also endorsed that Mr WAN Kai-ming joined the Working Group of Publicity and Editing and that Mr CHEUNG Mei-hung joined the Working Group on Arts and Cultural Activities.

**III. Discussion Items**

**(1) Applications for 2016-2017 Sai Kung Community Involvement Funds  
Submitted for Endorsement at the Third Meeting of FAC in 2016  
(SKDC(FAC) Paper Nos. 19/16 and 20/16)**

13. The Chairman asked Members to refer to SKDC(FAC) Paper Nos. 19/16 to 20/16 and note the section on declaration of interests. The Secretariat did not receive any updated information on declaration of interest before the meeting and had sent the latest information on Members' declaration of interests to all Members by email. If Members found any incorrect or missing information on the paper, they were requested to make a declaration immediately and complete the declaration form after the meeting for the Secretariat's record. In addition, Members should declare interests or update the information before the meeting for the Secretariat to send the updated information to all Members by email for reference. If Members present at the meeting had any doubt about the information or the relationship with an organisation as declared by a Member, they should raise it immediately at the meeting for discussion and resolution by FAC.

14. The Chairman said regarding the funding application for Re-unification Celebrations as stated in SKDC(FAC) Paper No. 20/16, the Secretariat did not receive the membership list of the applicant (i.e. Sai Kung Sectors on Celebration Events for the 19th Anniversary of the Establishment of the HKSAR Organising Committee) for the time being. Therefore, the "Records on Declaration of Interest" stated in the paper was prepared by the Secretariat according

to past records. In case there was any update to be made to these records, Members were asked to make declaration of interests immediately and complete the declaration form after the meeting for filing by the Secretariat. As the first meeting of the above Organising Committee was just held on 13 May 2016, the Organising Committee was sending letters to personnel of various social sectors in a progressive manner to invite them to be its members. Once the membership list was confirmed, the Organising Committee would immediately submit such information to the Secretariat.

15. The Chairman continued that the funding applications submitted to FAC for consideration had been vetted by the Secretariat based on the Guidelines before they were recommended to FAC for approval. If there was no provision under the existing items listed in the Guidelines for a particular funding item under request, the item would be regarded as “non-standard item”. Members could decide whether funding should be granted for such “non-standard item”. Members were asked to vet the funding applications prudently with a view to making more effective use of resources.

16. The Chairman reported that there were a total of 17 funding applications for financial year 2016-17 and the total funding amount recommended for approval was \$2,007,858.48.

17. The Secretary continued to supplement that regarding the application for Partnership Projects, the Social Services Working Group endorsed the expenditure on taxi fee of the application “2016-2017 Youth Need Direction, Development and Determination Program” (Application No. 16/16-17(CA)) at its first meeting in 2016 on condition that the applicant specified the necessity of taking taxi and the unavailability of other public transport options at the time of using taxi service. Subsequently, the Social Services & Healthy and Safe City Committee (SSHSCC) decided at its third meeting in 2016 to recommend the above application for the approval of FAC. To ensure that the applicant would resort to the use of taxi service only under the prescribed conditions, SSHSCC also endorsed at the meeting that the applicant had to clearly state the details on the receipt of the taxi fee concerned.

18. Mr Raymond HO declared that he was the Advisor of Choi Ming Court Tenants’ Association.

19. The details of the approval results after discussion were set out in the **Annex**.

#### **IV. Any Other Business**

##### **(1) Matters on Electronic Receipts**

20. The Chairman said FAC discussed whether to approve reimbursement of District Council (DC) Funds for expenditures only supported by electronic receipts, electronic bills, online payment records or other electronic records at the previous meeting. Subsequently, the Secretariat had consulted the Home Affairs Department (HAD) on the matter.

21. The Secretary reported that the Secretariat had consulted HAD after the previous FAC meeting and learned that electronic receipts would be regarded as copies of receipts only. According to HAD Standing Circular No. 3/2010 “Accounting Procedures for the Disbursement of District Council Funds”, a grantee should explain the reasons in case the original receipts were not available. The authorised person or designated officer-in-charge should certify the following:

- the electronic receipts were true copies;
- the related expenses had really been paid;
- the related expenses had been incurred solely on implementing the activities; and
- the related expenses had not been reimbursed previously by any government or non-government bodies.

22. There being no objection from Members, the Chairman declared that the Secretariat had to follow the disbursement arrangement of DC Funds as stipulated in HAD Standing Circular No. 3/2010 “Accounting Procedures for the Disbursement of District Council Funds” for expenditures supported by electronic receipts, electronic bills or online payment records, etc. Waybills and tracking records would not be accepted.

23. Members learnt that staff members of some grantees were convicted of conspiracy to defraud in Magistrates’ Courts earlier for fraud cases involving the DC Fund of other DCs. The Secretariat was asked to obtain information on such fraud cases from HAD and send the information to SKDC or applicants to achieve deterrent effect.

**V. Date of Next Meeting**

24. The Chairman declared that the next FAC meeting would be held at 9:30 a.m. on 26 July 2016 (Tuesday). The meeting was adjourned at 10:10 a.m.

**Finance and Administration Committee**

**Sai Kung District Council**

**May 2016**

西貢區議會  
Sai Kung District Council (SKDC)  
財務及行政委員會  
Finance and Administration Committee  
撥款申請  
Funding Applications for the Community Involvement Projects

(一) 引言 Introduction

本文列載17項2016/2017年度區議會撥款申請的詳情。

This paper includes the details of 17 funding applications of Financial Year 2016/2017 for the Community Involvement Projects under the SKDC.

(二) 活動詳情 Project details

<u>項目</u> <u>Item</u>	<u>分類</u> <u>Category</u>	<u>活動性質</u> <u>Project Nature</u>	<u>申請編號</u> <u>Application Number</u>	<u>活動名稱</u> <u>Name of Project</u>	<u>申請機構</u> <u>Applicant</u>	<u>申請撥款(元)</u> <u>Applied Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved Amount(\$)</u>	<u>備註</u> <u>Remarks</u>
1	1a	西貢區體育會 Sai Kung Sports Club	36/16-17(CRS)	第五屆新界區際七人欖球錦標賽 The 5th N.T. Inter-District Rugby Competition	西貢區體育會 Sai Kung District Sports Association Ltd	10,560.00	10,560.00	
							<b>10,560.00</b>	
2	1d	居民團體旅行、嘉年華及辦事處開幕 Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations	37/16-17(CRS)	夏日大澳生態遊 Summer Tai O Ecology Tour	都會駅住宅業主小組委員會 Residential Owners Sub-Committee of Metro Town	3,000.00	3,000.00	
3	1d	居民團體旅行、嘉年華及辦事處開幕 Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations	38/16-17(CRS)	彩明苑和諧親子一天遊2016 Choi Ming 1 Day Tour 2016	彩明苑租客協會 Choi Ming Court Tenants' Association	7,750.00	7,750.00	
4	1d	居民團體旅行、嘉年華及辦事處開幕 Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations	39/16-17(CRS)	大棠荔枝山莊、未圓湖、龍華乳鴿 午宴一天遊 Tai Tong Organic ECO Park, Lake Ad Excellentiam, Lung Wah Squab Tasting One Day Trip	首都業主附屬委員會 The Capitol Owners Sub-Committee	4,980.00	4,750.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 4 (\$250)
5	1d	居民團體旅行、嘉年華及辦事處開幕 Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations	40/16-17(CRS)	維景中秋嘉年華 Ocean Shores Mid-Autumn Carnival	維景灣畔業主委員會 Ocean Shores Owners' Committee	26,900.00	14,000.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 6 (\$1,500)  不獲批撥項目 <u>Rejected items</u> 1, 4, 5, 9, 10 and 12
							<b>29,500.00</b>	

<u>項目</u> <u>Item</u>	<u>分類</u> <u>Category</u>	<u>活動性質</u> <u>Project Nature</u>	<u>申請編號</u> <u>Application Number</u>	<u>活動名稱</u> <u>Name of Project</u>	<u>申請機構</u> <u>Applicant</u>	<u>申請撥款(元)</u> <u>Applied Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved Amount(\$)</u>	<u>備註</u> <u>Remarks</u>
6	2a	區議會綵燈慶中秋 Mid-Autumn Festival Lightings by DC	41/16-17(CRS)	西貢區綵燈慶中秋 Sai Kung District Mid-Autumn Lantern Display 2016	西貢區議會節日慶典籌備工作小組 Working Group on Organizing Festival Celebration, Sai Kung District Council	400,000.00	400,000.00	無此項項目 <u>Non-standard items</u> 1,3,4
							<b>400,000.00</b>	
7	3n	伙伴計劃 Partnership Projects	12/16-17(CA)	「性・價・比」青少年性教育計劃 2016/17 Project Care and Protection 2016/17	基督教香港信義會尚德青少年綜合服務中心, ELCHK Sheung Tak Integrated Youth Service Centre	111,195.00	96,364.25	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 12 (\$11,400), 22 (\$8,379.5) and 23 (\$4,189.75)  無此項項目 <u>Non-standard items</u> 6, 9, 10 and 18
8	3n	伙伴計劃 Partnership Projects	13/16-17(CA)	「『家』添動力愛和平」計劃2016 Peace Begin @ Home 2016	香港家庭福利會藝進同學會 賽馬會將軍澳青年坊 Artiste Training Alumni Association Jockey Club Tseung Kwan O Youth Square	223,000.00	220,300.50	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 15 (\$38,000)  不獲批撥項目 <u>Rejected items</u> 53  無此項項目 <u>Non-standard items</u> 11, 16, 25 and 30
9	3n	伙伴計劃 Partnership Projects	14/16-17(CA)	藝立方 Art Cubic Project	基督教家庭服務中心 Christian Family Service Centre	184,920.00	177,732.50	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 18 (\$2,280), 20(\$2,280), 68(7,727.5) and 69(\$15,455)  不獲批撥項目 <u>Rejected items</u> 48  無此項項目 <u>Non-standard items</u> 7, 9, 11, 13, 15, 17, 19, 21, 30, 31, 37 and 49

<u>項目</u> <u>Item</u>	<u>分類</u> <u>Category</u>	<u>活動性質</u> <u>Project Nature</u>	<u>申請編號</u> <u>Application Number</u>	<u>活動名稱</u> <u>Name of Project</u>	<u>申請機構</u> <u>Applicant</u>	<u>申請撥款(元)</u> <u>Applied Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved Amount(\$)</u>	<u>備註</u> <u>Remarks</u>
10	3n	伙伴計劃 Partnership Projects	15/16-17(CA)	關心女性S.H.E.健康生活計劃2016 S.H.E. Project 2016	香港基督教女青年會將軍澳 綜合社會服務處 Hong Kong Y.W.C.A. Tseung Kwan O Integrated Social Service Centre	160,826.00	148,787.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 2.2 (\$600), 2.4 (\$600), 3.8 (1,520) and 4.1 (\$4,560), 4.2.1 (\$1,520), 4.3.1 (\$1,520), 4.5.1 (\$3,040), 4.6.1 (\$2,1360)  無此項項目 <u>Non-standard items</u> 2.1, 2.3, 4.1.2, 4.3.2, 4.4.2, 4.5.2 and 4.6.2
11	3n	伙伴計劃 Partnership Projects	16/16-17(CA)	2016-2017夜墟YND <sup>3</sup> Youth Need Direction, Development and Determination Program	香港青年協會深宵青年服務 The Hong Kong Federation of Youth Groups Extended Services for Young Night Drifters	144,607.90	136,327.90	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 25 (\$1,000), 28 (\$1,000), 30 (\$11,854.6), 31 (\$5,927.3)  無此項項目 <u>Non-standard items</u> 6, 8, 13, 14, 16, 20, 23, 24 and 27
12	3n	伙伴計劃 Partnership Projects	17/16-17(CA)	「沿途有你」義工支援體弱長者服務計劃 Volunteer Services for the Frail Elderly Project	基督教靈實協會 — 靈實長者 地區服務 Haven of Hope Christian Service - Haven of Hope District Elderly Community Service	74,587.50	61,364.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 22 (\$2,000), 34(\$2,668) and 35 (\$5,336)  無此項項目 <u>Non-standard items</u> 6, 7, 8, 9 and 15
13	3n	伙伴計劃 Partnership Projects	18/16-17(CA)	嬰幼兒家庭七色彩虹支援計劃 Infant and Child Families in 7 Colours of the Rainbow Supportive Scheme	西貢區社區中心有限公司 Sai Kung District Community Centre Limited	101,235.00	84,119.05	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 4 (\$1,140), 9 (\$3,040), 30 (\$3,657.35) and 31 (\$7,314.7)  無此項項目 <u>Non-standard items</u> 7, 10, 11, 15 and 24



<u>項目</u> <u>Item</u>	<u>分類</u> <u>Category</u>	<u>活動性質</u> <u>Project Nature</u>	<u>申請編號</u> <u>Application Number</u>	<u>活動名稱</u> <u>Name of Project</u>	<u>申請機構</u> <u>Applicant</u>	<u>申請撥款(元)</u> <u>Applied Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved Amount(\$)</u>	<u>備註</u> <u>Remarks</u>
14	3n	伙伴計劃 Partnership Projects	19/16-17(CA)	西貢區快樂人生社區健康推廣計劃 2016 Sai Kung District Happy Living Community Campaign 2016	西貢區社區中心有限公司 Sai Kung District Community Centre Limited	316,568.00	302,543.28	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 2 (\$2,280), 26 (\$6,840), 76 (\$5171.68), 77 (\$25,858.4 ) and 78 (\$12,929.2)  不獲批撥項目 <u>Rejected items</u> 19, 24, 29, 54, 67 and 74  無此項項目 <u>Non-standard items</u> 6, 13, 14, 16, 18, 25, 30, 37, 47, 63 and 66
15	3n	伙伴計劃 Partnership Projects	20/16-17(CA)	慢捕人生@慢活x玩樂 We are the Fun	香港神託會匯晴坊 Stewards	57,850.00	57,350.00	不獲批撥項目 <u>Rejected items</u> 24 and 29  無此項項目 <u>Non-standard items</u> 12
16	3n	伙伴計劃 Partnership Projects	21/16-17(CA)	西貢區學前教育及小學教育博覽 2016 Sai Kung District Education Expo for Kindergartens and Primary Schools, 2016	西貢區校長會 Sai Kung District School Heads Association	125,600.00	\$122,910.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 6 (\$160) and 12 (\$250)  不獲批撥項目 <u>Rejected items</u> 9  無此項項目 <u>Non-standard items</u> 10
							<b>1,407,798.48</b>	
17	2c	慶祝香港回歸 Re-Unification Celebrations	42/16-17(CRS)	西貢區各界慶祝香港回歸祖國十九周年活動計劃 Celebration on the 19th Anniversary of the Establishment of the HKSAR by Sai Kung District	西貢區各界慶祝香港回歸祖國十九周年籌備委員會 Sai Kung Sectors on Celebration Events for the 19th Anniversary of the Establishment of the HKSAR Organizing Committee	160,000.00	160,000.00	無此項項目 <u>Non-standard items</u> 2.1
							<b>160,000.00</b>	
						<b>2,113,579.40</b>	<b>2,007,858.48</b>	