

**Sai Kung District Council**  
**Finance and Administration Committee**  
**Minutes of the Third Meeting in 2017**

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Date: 23 May 2017 (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.	11:42 a.m.
Mr. CHEUNG Chin-pang, Edwin (Vice-chairman)	9:30 a.m.	11:42 a.m.
Mr. NG Sze-fuk, George, GBS, JP	9:30 a.m.	11:23 a.m.
Mr. SING Hon-keung, BBS, MH	9:30 a.m.	11:17 a.m.
Mr. AU Ning-fat, Alfred, MH	9:30 a.m.	11:42 a.m.
Mr. CHAN Kai-wai	9:30 a.m.	11:42 a.m.
Mr. CHAU Yin-ming, Francis, BBS,MH	9:32 a.m.	11:42 a.m.
Mr. CHEUNG Mei-hung	9:40 a.m.	11:42 a.m.
Mr. CHONG Yuen-tung	9:30 a.m.	11:42 a.m.
Mr. CHUNG Kam-lun	9:38 a.m.	11:42 a.m.
Mr. HO Man-kit, Raymond	9:39 a.m.	11:42 a.m.
Mr. KAN Siu-kei	9:30 a.m.	11:17 a.m.
Mr. LAI Ming-chak	9:30 a.m.	11:42 a.m.
Mr. LAU Wai-cheung, Peter, MH	9:35 a.m.	11:42 a.m.
Mr. LI Ka-leung, Philip	9:30 a.m.	11:42 a.m.
Mr. LUI Man-kwong	9:30 a.m.	11:42 a.m.
Mr. TAM Lanny, Stanley, MH	10:10 a.m.	11:42 a.m.
Mr. TSE Ching-fung	9:39 a.m.	11:42 a.m.
Mr. WAN Kai-ming	9:30 a.m.	11:42 a.m.
Mr. WONG Shui-sang	9:30 a.m.	11:42 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. LIU Chung-him, Michael	Executive Officer I (District Council), Sai Kung District Office
Mr LAI Po-kwan, Rayco	Liaison Officer In-charge (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. CHAN Pok-chi, Jonathan

## **Welcome 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 2017.

2. The Chairman reported that Mr. Jonathan CHAN had given a Notification of Absence from the meeting to the Secretariat as he had to attend another meeting. There being no objection from Members, the Chairman declared that the application for absence from meeting was approved in accordance with Order 51(1) of the Sai Kung District Council Standing Orders (“Standing Orders”).

### **I. Confirmation of Minutes of the Second Meeting of FAC on 6 April 2017**

3. There being no amendment from Members to the second meeting in 2017, the Chairman declared that the minutes of the meeting were confirmed.

## **II. Report Items**

### **(1) Financial Status of Sai Kung Community Involvement Funds 2017-18 as at 15 May 2017 (SKDC(FAC) Paper Nos. 13/17 to 14/17)**

4. Members noted the above paper.

5. The Secretary reported the financial status of Sai Kung Community Involvement Funds 2017-2018. As at 15 May 2017, the total amount of funds approved under the SKDC Community Involvement Projects was \$12,735,463.80 and the total actual expenditure was \$2,543,733.84.

### **(2) Reports of Working Groups established under FAC**

(a) Working Group on Arts and Cultural Activities  
(SKDC(FAC) Paper No. 15/17)

(b) Working Group of Publicity and Editing  
(SKDC(FAC) Paper No.16/17)

6. The Secretary and the convenor of the Working Group on Arts and Cultural Activities briefly introduced the above papers.

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

## **III. Discussion Items**

### **(1) DC Funds Allocation and Draft Estimates for Financial Year 2017-2018 (SKDC(FAC) Paper No.17/17)**

8. Members noted the above paper. °

9. The Chairman stated that the Home Affairs Department (HAD) announced on 4 May the funds allocated to SKDC for the financial year 2017-18 and the total allocation for the current financial year was \$25,190,000. According to last year's practice, the budget and funding allocation basing on 110% of the actual provision was formulated. At the last meeting Members suggested setting up a non-standing working group to discuss funding allocation on a needed basis. However, the Secretariat received a notice on the funding amount for 2017-2018 from HAD one month after the last meeting held on 6 April, which was only two weeks before this meeting. As time was running short and with reference to past practice, the chairmen of the various committees and conveners of relevant working groups conducted informal meetings for preliminary discussion on the proposals by the Secretariat. After discussion, initial consensus on the allocation proposals was reached.

10. The Secretary supplemented that the funds allocated for 2017-2018 were \$7.1 million more than that of last year. After the last meeting, the Secretariat amended the initial proposals on District Council (DC) Fund Allocation for 2017/18 (SKDC(FAC) Paper No. 10/17) which was endorsed by circulation of papers at the DC full council meeting on 12 April 2017. HAD later officially announced the allocation for SKDC for 2017/18 and after discussion by the committee chairmen and working group conveners, allocations for the following categories of projects were revised: -

- Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations;
- Others under Cultural, Sports and Recreational activities;
- Mid-Autumn Festival Lightings by DC;
- National Day Celebrations;
- Lunar New Year Celebration;
- Elderly Festival;
- Healthy City and Safe Community Accreditation;
- Civil Education;
- Road Safety;
- Building Maintenance;
- Promotion of Economy in District;
- Victory Remembrance;
- Partnership Projects;
- LCSD Projects;
- Lunar New Year Souvenirs; and
- Reserve/Contingency.

11. The Chairman said in order that the applicant organisations would obtain the allocation as soon as possible, Members were asked to consider whether the DC funding allocation proposals for 2017/18 be endorsed by circulation of papers at the full council meeting with reference to last year's practice.

12. There being no other comment from Members, the Chairman declared that the 2017/18 DC funding allocation proposals were endorsed and they would be endorsed by circulation of papers at the full council meeting.

(Post-meeting note: The 2017/18 DC funding allocation proposals (Paper No. 17/17) were endorsed by circulation of paper at the DC full council meeting on 31 May 2017.)

**(2) Tightening of Reimbursement Rules  
(SKDC(FAC) Paper No. 18/17)**

13. Members noted the above paper.

14. The Secretary reported that the Secretariat made the following 3 proposals on administration arrangements:

- Requested all organisations to submit audit reports for activities completed after the deadline on 15 February;
- No reimbursement of expenditure would be made without the provision of complete set of documents within the designated deadline; and
- All documents submitted had to be signed by the authorised person or designated person-in-charge and specimen signatures had to be provided.

15. A Member enquired whether 2% of the approved fund for activities was sufficient to cover the audit fee. He continued to ask whether there could be more than one designated person-in-charge.

16. The Secretary supplemented that according to the experience of the Secretariat, there were more than one activity submitting an audit report to the Secretariat in the past two years. Under the Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects (“the Guidelines”), if the allocation amount for the approved activity exceeded \$600,000, the grantee must attach a Report of an Agreed-Upon Procedures Engagement Conducted by a CPA or a Corporate Practice within the Meaning of the Professional Accountants Ordinance (Cap. 50), i.e. an audit report, upon the submission of an Income and Expenditure Statement. The maximum 2% of the allocation amount for an approved activity as audit fee was prescribed in the Manual on the Use of DC Funds prepared by HAD. Up to the present, the Secretariat had not learnt of any incident that the 2% maximum amount was unable to pay for the audit fee by any grantee. In addition, more than one designated person-in-charge for the activity was accepted by the Secretariat. Previously there were activities co-hosted by organisations, and it was not stated in the application form that the form should be signed by their designated person(s)-in-charge. To ensure that the Secretariat could verify the signature(s) on the final report, receipts and other documents in respect of the projects, the Secretariat suggested that the grantee submit a confirmation letter signed by their authorised person and provide the specimen signatures of relevant designated person(s)-in-charge.

17. Members raised the following views:

- The Secretariat should upload the above arrangements onto the DC website for information by organisations intending to apply for DC funds. The Secretariat should also consider writing to this year’s grantees and let them know the latest measures; and
- The Secretariat might consider arranging a briefing session for attendance by grantees and the organisations intending to apply for the DC funds in the future and give guidance on application in detail.

18. There being no other comment, the Chairman declared that the above paper was endorsed and it was also endorsed that the Secretariat would upload the latest arrangements onto the DC website for reference by the applicant organisations and write to this year’s grantees at the same time.

**(3) Applications for 2017-2018 Sai Kung Community Involvement Funds  
Submitted for Endorsement at the Third Meeting of FAC in 2017  
(SKDC(FAC) Paper Nos. 19/17 to 20/17)**

19. The Chairman requested Members to note the information on declaration of interests stated in SKDC(FAC) Paper Nos. 19/17 to 20/17. No updated information was received by the Secretariat before the meeting and the latest information on declaration of interests was emailed to Members before the meeting. In case there were errors or omissions, Members were asked to make declaration immediately and complete the declaration form after the meeting for filing by the Secretariat. Furthermore, Members should declare interests or update the information before the meeting for the Secretariat to send the information on Members' declaration of interest to all Members by email for reference. If there was any question on the declaration of any Member or its relationship with the organisations, the attendees should raise it at the meeting for discussion and decision. The Chairman requested Members to decide whether Members who had made declaration of interests could speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.

20. A Member enquired the Secretariat whether there was any new proposal under the mechanism of declaration of interests.

21. Miss Moira LAU, Senior Executive Officer (District Council), Sai Kung District Office stated that Members could made reference to Order 48 of the Standing Orders and every Member had already details of his/her declaration of interests as required. Regarding the recent report by the Audit Commission on DC fund allocation and arrangements on declaration of interests for funded projects, the Secretariat was at present awaiting the latest proposals to be provided to the 18 District Councils by HAD.

22. Members raised the following views:

- SKDC welcomed the further improvement proposals to the present mechanism by HAD; and
- Chairmen of various DCs would reflect to HAD that there was no transfer of benefits in respect of the present mechanism of vetting and approval of DC fund allocation.

23. There being no other comment, the Chairman declared that Members who had made declaration of interest could not to speak or vote in respect of the relevant applications but they could stay at the meeting as attendees and not required to withdraw from the meeting.

24. The Chairman continued that the funding applications reviewed by the Secretariat for submission to FAC for consideration were recommended for approval by the Secretariat according to the Guidelines. An item would be regarded as a "non-standard item" if funding could not be granted according to the Guidelines. Members could decide whether to agree recommending funding approval for those "non-standard items". Members were asked to vet the funding applications prudently with a view to making more effective use of resources.

25. The Secretary reported the above paper.

26. The Secretary supplemented that as in Paper No. 20/17, for the activity the Youth Need Direction, Development and Determination Programme 2017-2019 YND3 (Application No.

8/17-18(CA)) which was co-hosted with the Social Service & Healthy and Safe City Committee (SSHSCC)–, it was suggested that reimbursement be provided to the participants, volunteers and instructors for taking taxi if the activity was conducted late night but it should be limited to the hours when MTR stopped service or to the remote areas with no MTR stations. The organiser must state in the receipts the reasons of the participants not being able to take other public transport and provide the relevant details. It was also endorsed by SSHSCC that if the fees for the music exchange platform (including loud speakers etc.) involved such equipment like microphones, microphone stands, music stands, and loud speaker systems etc. the organisation could only rent them and was not allowed to purchase those equipment.

27. The Secretary continued to supplement that for the Partnership Projects and Healthy City and Safe Community Accreditation applications listed in Paper No. 20/17, including the projects YND3 Youth Need Direction, Development and Determination Programme 2017-2019 (8/17-18(CA)), Photos Our City (12/17-18(CA)), Peace Begins at Home 2017 (13/17-18(CA)), S.H.E. Project 2017 (14/17-18(CA)), “Healthy and Happy Elderly” Community Programme 2017 (15/17-18(CA)), Lifeful Teen's Talent in Performing Arts (19/17-18(CA)), Energizing Life (起動人生) – Community Programme (21/17-18(CA)), the applicant organisations already stated in the funding application and the project proposal that their training classes or training courses were not interest classes in nature. Members were reminded to note that in the past years, DC treated similar training such as musical instrument, handicraft and dancing classes with lessons on a continuous basis and attended by the same group of trainees as interest classes when approving fund allocation. According to the Guidelines, DC would only subsidise half of the tutors’ fees for the interest classes. However, in accordance with the Guidelines updated in or before 2015, such limit was not applied to activities co-hosted with the committees/working groups under DC/ District Office and non-governmental organisations. The above exemption was not provided after the Guidelines were updated in 2016 and 2017. Relevant organisations stated that nurses and social workers were arranged for the classes/groups to assist in counselling and providing introduction etc., and the activities were not solely interest classes. Thus SSHSCC was convinced that the relevant applications were training courses. Members were asked to consider whether to treat them as training classes and approve their funding applications.

28. A Member stated that the applicant organisation hosting the Healthy and Happy Elderly Community Programme 2017 under the Partnership Projects (Application No.: 15/17-18(CA)) had not co-operated with DC before and its registered address was not in Sai Kung. It was suggested that the Secretariat send staff to check the response, arrangements etc. of the activities when it was conducted.

29. Details of the approval results after discussion were at the Annex.

30. The Chairman stated SSHSCC also suggested that consideration be made by the Committee whether exemption would be provided again for the activities co-hosted with the committees/working groups under DC/ District Office and non-governmental organisations, i.e. full subsidy to be provided for the tutors’ fees of the relevant interest classes. The co-hosted activities would generally be vetted by the committees/working groups under DC/District Office and they would be co-organisers only when it was considered that the projects were suitable activities and would meet the goals set.

31. Mr. Peter KWOK, Assistant District Officer (Sai Kung)<sup>1</sup>, Sai Kung District Office supplemented that there were no such exemption arrangements after the update of the Guidelines in 2016 and the amendments then were endorsed by the Committee and the full council meeting. If the Committee wished to provide exemption again, consideration should be made whether

there were sufficient justifications by DC.

32. On whether exemption would be provided again for the activities co-hosted with the committees/working groups under DC/District Office and non-governmental organisations, Members' views were consolidated as follows:

- Organisations which co-hosted activities with DC in the past year stated that the activities were generally targeted at the low-income families. As DC would only subsidise half of the tutor's fees, the organisers had to charge the participants which had imposed considerable difficulties on them. Thus it was hoped that additional resources in support of the activities would be provided by DC;
- Under the current Guidelines, the maximum subsidy for tutors/speakers of cultural and recreational activities was \$380 per hour which was not sufficient for hiring professionals for the courses or trainings, for example, some organisations wished to hire dieticians for their food courses but their fees were as high as \$900 per hour on the average. As such, the organisers had to foot part of the expenditure or charge the participants when required;
- Individual committees, when vetting/approving the funding applications, would enquire the applicant organisations about the specific aims and modes of their class/group courses to determine whether they were interest classes or training courses. With an aim to serve the community, the activities co-hosted by DC and the relevant organisations were not solely on cultural and recreational basis. Instead, when the needs of the community and service users were identified by the local district council, it would send invitation letters to different organisations in the district to cater for the needs by organising suitable activities. Take the Partnership Projects and the Healthy City and Safe Community Accreditation activities as examples, plenty of professional support was provided for the classes/group courses, including assistance from nurses and social workers. When discussing the maximum allocation amount of individual applications, DC should not just dwell on the contents of the classes/group courses but should fully consider the objective and effectiveness of the whole programme;
- Under the current Guidelines, if an organisation was to host an education camp, a social service activity or a district-wide activity, apart from the application form, the organisation also needed to provide a detailed activity proposal. Thus, individual committees had considered whether the classes/group courses were of the nature of interest activities based on the proposal submitted by the applicant organisations before their recommendations;
- In case that the service recipients of the Partnership Projects and the Healthy City and Safe Community Accreditation activities were the under-privileged groups, they would undoubtedly face considerable economic pressure. Under the Guidelines, if the maximum allocation amount for individual projects deviated from the market price, a review on the maximum allocation amount for different projects could be made by DC in the next financial year. The Secretariat should send clear and specific notice to the grantees which should proactively try to understand the requirements and criteria of DC and the Secretariat;
- Generally speaking, most of the partnership organisations which had co-hosted activities with DC were very familiar with the Guidelines and their past performance was acknowledged by DC. Among this year's applications of Partnership Projects and Healthy City and Safe Community Accreditation in which the amount applied for were above \$80,000, most of the applicant organisations had briefly introduced the projects at the meetings of the Social Service Working Group and the Working Group on Healthy and Safe City Activities. The above two types

of applications to be vetted and approved at this meeting involved activities co-hosted with SSHSCC and were all recommended by that committee. Thus it was left to FAC to decide whether full subsidy would be provided for the tutors' fees;

- In general, applicant organisations such as residents' organisations would only be reimbursed half of the tutor's fees by DC for their interest classes. In order to treat all parties equally, exemption should not be given to activities co-hosted with DC. However, if FAC accepted that the classes/group courses were not solely interest-based but were training-oriented and were able to reach the goals under their plans, full subsidy for their expenditures might be made by DC. DC should not vet and approve the applications strictly on the basis of the Guidelines or the number of course lessons but should carefully refer to the proposals and application details when making judgement. Decision on the subsidy for each application should not be based only on the written presentation in the application form;
- Relevant committees should perform their gate-keeping duties well before recommending the applications to FAC;
- At present many social welfare organisations incorporated dancing, music, drama etc. in the provision of trainings and therapy. When required, consideration should be made by DC to have a mechanism in place to judge whether the classes/group courses were interest classes or training classes for reference and abidance by the future applicant organisations for funds;
- Under the Guidelines, organisations given subsidy were required to produce a duplicated copy of the certificate in respect of their tutors or coaches conducting the interest classes or activities issued by the cultural and arts bodies or the sports association. However, some sectors might not have accredited organisations which were in a position to issue certificates in respect of some projects. Thus for some projects, such as unicorn dance performance, Hakka folk songs etc., even though their tutors were very experienced, their qualifications might not be recognised by DC.

33. Mr. Peter KWOK, Assistant District Officer (Sai Kung)<sup>1</sup>, Sai Kung District Office supplemented that all along the communication with grantees by the Secretariat was by means of letters and very clear instructions were provided therein. Most of the grantees submitted their applications for subsidy to DC every year and were very familiar with the Guidelines.

34. The Chairman supplemented that previously there were doubts on the qualifications of some tutors of some interest class activities, and this was why DC would only subsidise half of the tutors' fees. In the future, if there were classes/group activities under any project co-hosted with DC, individual responsible committees should first vet the contents of the plan to decide whether the classes/group courses were interest classes. After initial vetting of the plan by the relevant committees, it would be referred to FAC to decide whether to accept the recommendations and views of the relevant committees.

35. A Member enquired about the definition of interest classes.

36. The Secretary supplemented that the contents of the application would be studied carefully by the Secretariat before recommendations of application approval was made to FAC. If the application involved classes/group courses, special attention to their number of lessons and hours would be paid by the Secretariat. Generally, if the courses involved a number of lessons on a continuous basis and were attended by the same batch of trainees, the Secretariat would treat them as interest classes. Regarding the qualifications of tutors, flexibility was generally exercised by the Secretariat as some applicant organisations would run different courses such as



zen mediation, leather works, latte art etc. but the course tutors might not be able to produce their qualifications recognised by the relevant cultural art bodies. Generally there were recognised organisations which could issue certificates for some art programmes such as dancing and musical instrument classes. If the organisations were unable to produce such certificates, proof on the relevant experience of the tutors might also be accepted by the Secretariat.

37. There being no other comment, the Chairman declared that Members were convinced that the Partnership Projects listed in Paper No. 20/17 and the classes/groups of the Healthy City and Safe Community Accreditation applications were training courses and full subsidy for their tutors' fees would be provided. In addition, FAC would not amend the Guidelines, i.e. for the activities co-hosted with the committees/working groups under DC/District Office and non-governmental organisations, no exemption would be provided for the time being, meaning that if they were interest classes, DC would only subsidise half of the tutors' fees.

#### **(IV) Any Other Business**

##### **(1) 2016-2017 DC Fund Activities: 2016 Peace Begins at Home**

38. The Chairman stated DC endorsed at the meeting held on 24 May last year that subsidy would be granted for the activity "2016 Peace Begins at Home", organised by the Hong Kong Family Welfare Society Artiste Training Alumni Association Tseung Kwan O Youth Square (Application No. 13/16-17 (CA)). The amount approved to the grantee was \$220,300.50, among which an amount of \$38,000.00 was approved as tutors' fees and the actual expenditure was \$40,000. However, the applicant organisation was not aware that it was stated in the Guidelines that for the interest classes, DC would only subsidise half of the expenditure on tutor's fee, i.e. about \$20,000. In its letter to DC, the organisation mentioned that "in the past few years, similar training applications were not regarded as interest classes". However, in the past years, similar trainings were regarded as interest classes by the Secretariat and only half of the actual expenditure on tutor's fees would be subsidised. It was that under the Guidelines updated to 2015, such stipulation did not apply to the activities co-hosted with the committees/working groups under DC/ District Office and non-governmental organisations. However, no such exemption was provided after amendments were made to the Guidelines in 2016. Thus, equal treatment was given to the interest classes/courses of other Partnership Projects under which DC would only subsidise half of the actual expenditure on tutors' fees. In addition, for the rest of the Healthy City and Safe Community Accreditation activities, only half of actual expenditure on tutors' fees would be subsidised by DC for the interest classes. According to the allocation practice in the past years, no approval to raise its original allocation amount for any activity after its completion was given by DC.

39. SSHSCC endorsed at its meeting on 16 May that recommendation be made to FAC to allow the relevant organisation to apply for full reimbursement of the actual expenditure on tutors' fees at its discretion.

40. The Chairman stated that DC did not encourage any grantee to raise queries on the amount of subsidy or its maximum subsidy on the completion of activities and would not set a precedent in allowing the grantee to apply to DC for reimbursement of expenditures which were not compatible with the Guidelines at its discretion on the completion of the activities. Recently the Audit Commission had issued a Director of Audit's Report on fund allocation by DC in which it was suggested that DC should enhance supervision on the use of DC funds and its effectiveness. As such, DC would pay special heed to the stipulations in the Guidelines and the use of public funds.

41. Members' views were consolidated as follows: :

- Previously the Primary School Development Project applied for DC funds to subsidise its activities, but expenditures were incurred before its application was approved by DC. As it was provided in the Guidelines that any expenditure incurred before funding allocation would not be subsidised, ultimately no allocation was made by DC for the relevant expenditure. If a grantee overlooked the requirements in the Guideline, DC should not provide the subsidy in contravention of its stipulations;
- Discretionary allocation made by DC should not become an established practice to avoid taking one into consideration while neglecting the other in handling future funding applications or reimbursement applications;
- The Secretariat had explained to the organiser the relevant requirements of the Guidelines, but the organiser failed to understand the details and arrangements. The whole Peace Begins at Home project had rooted in the district and had been conducted in the district for years. It aimed to drive home the message of family coherence and fight against violence and was co-hosted by the social welfare organisations, SSHSCC and the Social Welfare Integrated Family Service Centre in the district. The organiser then applied for \$50,000 as tutors' fees. However, they were inadvertently not aware that similar activities had all along been regarded as interest classes. The organiser were not trying to recover the subsidy from DC but hoped that discretion by DC would be given to the case and full subsidy for the actual expenditures would be provided;
- As there were relevant rules and provisions in the Guidelines in respect of interest classes, if the activities or projects were approved under the provisions of interest classes, the rules governing interest classes should not be contravened. In case there were similar classes/group activities involving talks or guidance by professionals in the future, the Secretariat might consider recommending DC to approve an allocation amount under "non-standard items";
- The organiser of the above activity in fact played the role of a coordinator. All activities were organized by different social welfare organisations and the service recipients were all grass-roots families or families vulnerable to domestic violence. As such, those activities were very meaningful in terms of their purpose and nature. SSHSCC did not treat the above activities as interest classes in consideration that they contained a theoretical element in the prevention of domestic violence. Thus its recommendation to FAC for exercising discretion was endorsed. FAC could consider whether to endorse and accept the recommendation by SSHSCC in accordance with the programme's contents;
- Members should carefully study the contents of each application. The allocation amount recommended by the Secretariat was for reference only and the final decision was vested on Members;
- The whole Peace Begins at Home project was originated from the United States. It provided professional training and was not for any interest purpose. The participants, with mutual respect, learnt to ascertain themselves under a peaceful and joyous atmosphere. They were also attentive to other persons' views and did not resort to violence to ease conflicts so as to rebuild friendliness with other people and foster peacefulness. The project was introduced from overseas and even though there were classes/group courses in the programme, the classes/ courses were not interest classes. A supplementary approach was adopted in the class/group courses in order to reach the goal of the project with an aim mainly to train the volunteers to serve the community for the promotion of peace to solve problems and to ease conflicts, and therefore to reduce violence; and
- To prevent the recurrence of similar cases, the Secretariat might consider stating clearly the requirements under the Guidelines in its letters or papers and the grantees should be constantly reminded of those requirements.

42. Mr. Peter KWOK, Assistant District Officer (Sai Kung)<sup>1</sup>, Sai Kung District Office supplemented that according to past years' practice in approving DC funds, DC had never approved any application to increase the original allocation amount after the completion of activities. Thus, consideration should be made by FAC that if discretion was exercised in the above case, a precedent would be set for the future funding applications. The above activity was approved in accordance with the established procedures in the 2016-2017 financial year and was endorsed by DC. Prudent consideration should then be made by FAC on whether the nature of the classes/group courses should be re-defined.

43. A Member enquired about the information of the classes/group activities provided by the organiser in the application and another Member asked how the maximum allocation for tutors' fees was calculated.

44. The Secretary supplemented that the above project was divided into a total of 5 parts. The "Creative Peace Training (Translation)" under Part 3 involved classes/group courses and it was scheduled in the proposal that 25 training sessions, each lasting for 8 hours with a unit cost of \$250, were provided and the estimated total expenditure was \$50,000. Apart from the application form, the applicant organisations, in accordance with the Guidelines, submitted a detailed activity proposal. When vetting the application at the beginning of last year, the Secretariat noticed in the proposal that some classes/group courses were attended by the same batch of trainees on a continued basis. On the basis of the above information, the Secretariat suggested the Committee to treat some of the training sessions as interest classes in the vetting and approval process, i.e. DC would only subsidise half of the actual expenditure on tutors' fees. However, some of the tutors' expenditure of the whole project did not involve courses attended by the same batch of trainees on a continuous basis and the Secretariat then suggested the Committee not to treat all classes/group activities as interest class activities. Nonetheless, the activities conducted later departed from the information stated in the application form and the activity proposal. It was shown in the documents submitted by the organiser on completion of the activities that the actual expenditure of the whole project amounted to \$207,747.70 and there was less expenditure on tutors' fees than estimated, amounting to about \$40,536 only. Ultimately there were 24 classes/group courses included in the whole project and each class/group course lasted from 6 to 8 hours with 4 to 15 participants. The courses, including handicraft, dancing, bead works, leather works, yoga, clay art, funny balloon etc., were attended by the same batch of trainees.

45. The Chairman stated that Members could make actual proposals on how to handle the above case and then voting on the proposals would be carried out by the Committee.

46. A Member requested that discretion be exercised to permit full reimbursement of the tutors' fees to the relevant organisation.

47. A Member suggested a suspension of meeting for further discussion.

48. There being no objection from Members, the Chairman declared that the meeting be suspended for discussion by Members.

(The meeting was resumed after 10 minutes.)

49. The Chairman asked Members to vote on whether discretion be exercised to fully reimburse the tutors' fees for the organisation. The voting results were as follows: Affirmative Votes: 9, Negative Votes: 3, Abstention Votes: 4.

50. The Chairman declared that discretion be exercised to fully reimburse the tutors' fees of this co-hosted activity for the organisation with a maximum amount of \$38,000. The Secretariat was also asked to arrange a briefing session for the applicant organisations.

**(V) Date of Next Meeting**

51. The Chairman declared that the next meeting be held at 9:30 a.m. on 25 July 2017 (Tuesday). The meeting adjourned at 11:42 a.m.

**Sai Kung District Council  
Finance and Administration Committee  
June 2017**

**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27項2017/2018年度區議會撥款申請的詳情。

This paper includes the details of 27 funding applications of Financial Year 2017/2018 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	76/17-18(CRS)	第六屆新界區際七人欖球錦標賽 The 6th N.T. Inter-District Rugby Competition	西貢區體育會 Sai Kung District Sports Association Ltd	11,550.00	11,550.00	
2	1a	西貢區體育會 Sai Kung Sports Club	77/17-18(CRS)	第三十二屆新界區際水運大會 The 32nd N.T. Inter-District Swimming Competition	西貢區體育會 Sai Kung District Sports Association Ltd	33,495.00	33,495.00	
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	78/17-18(CRS)	怡明邨怡悅樓互助委員會辦事處開幕典禮 Yee Ming Est Yee Yuet Hse MAC Office Opening Ceremony	怡明邨怡悅樓互助委員會 Yee Ming Estate Yee Yuet House Mutual Aid Committee	2,250.00	2,250.00	
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	79/17-18(CRS)	首都水上嘉年華2017 The Capitol Water Carnival 2017	首都業主附屬委員會 The Capitol Owners Sub-Committee	11,542.00	8,042.00	不獲批撥項目 <u>Rejected items</u> 8, 9, 10 and 11
5	2f	居民團體中秋節日燈飾 Mid-Autumn Festival Lightings for Residents' Organisations	80/17-18(CRS)	中秋節日裝飾 Mid-Autumn Festival Decoration	君傲灣業主委員會 Owners Committee of the Grandiose	5,000.00	5,000.00	
6	3b	健康城市及安全社區認證 Healthy City and Safe Community Accreditation	8/17-18(CA)	2017-2019夜墟YND <sup>3</sup> Youth Need Direction, Development and Determination Programme (06/2017-02/2019)	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	176,237.50	172,497.50	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 22 (\$1,000) and 28 (\$12,759)  無此項項目 <u>Non-standard items</u> 6, 7, 17 and 21

<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>
7	3b	健康城市及安全社區認證 Healthy City and Safe Community Accreditation	9/17-18(CA)	水上活動安全推廣活動 Safety Campaign for Water Activity	西貢文化中心 Sai Kung Cultural Centre	98,680.00	97,262.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 11 (\$1,000), 12 (\$240) and 26 (\$7,842)
8	3b	健康城市及安全社區認證 Healthy City and Safe Community Accreditation	10/17-18(CA)	陽光伴我行 — 社區精神健康關懷計劃 'Sunshine with Me' Mental Health Care Project	靈實白普理寶林社區健康發展中心 Haven of Hope Bradbury Po Lam Community Health Development Center	66,606.30	66,256.30	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 32 (\$12,084.5) and 33 (\$4,833.8)
9	3b	健康城市及安全社區認證 Healthy City and Safe Community Accreditation	11/17-18(CA)	西貢區快樂人生社區健康推廣計劃 2017 Sai Kung District Happy Living Community Campaign 2017	西貢區社區中心有限公司 Sai Kung District Community Centre Limited	384,837.00	367,233.70	無此項項目 <u>Non-standard items</u> 6, 7, 17 and 21–  按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 19 (\$760)  不獲批撥項目 <u>Rejected items</u> 24  按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 64 (\$28,416.7)
10	3n	伙伴計劃 Partnership Projects	12/17-18(CA)	相賞都市 Photos Our City	基督教家庭服務中心 Christian Family Service Centre	90,170.00	88,018.50	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 26 (\$3,848.5)  無此項項目 <u>Non-standard items</u> 14, 15 and 16
11	3n	伙伴計劃 Partnership Projects	13/17-18(CA)	「家」添動力愛和平2017 Peace Begins at Home 2017	香港家庭福利會藝進同學會賽馬會將軍澳青年坊 Hong Kong Family Welfare Society Artiste Training Alumni Association Jockey Club Tseung Kwan O Youth Square	278,900.00	277,111.80	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 77 (\$12,195.8)  無此項項目 <u>Non-standard items</u> 50
12	3n	伙伴計劃 Partnership Projects	14/17-18(CA)	關心女性S.H.E.健康生活計劃2017 S.H.E. Project 2017	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	140,612.00	136,385.30	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 19 (\$10,739), 20 (\$5,369.5), 21 (\$10,739), 22 (\$2,147.8)

<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>
13	3n	伙伴計劃 Partnership Projects	15/17-18(CA)	「康樂頤年」社區計劃2017 「Healthy and Happy Elderly」 Community Programme 2017	真奧社會服務有限公司 Rhema Social Services Limited	190,536.00	184,488.45	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 12 (\$7,927.45)  不獲批撥項目 <u>Rejected items</u> 1(i), 3(h), 4(h), 7(h) and 9(h)
14	3n	伙伴計劃 Partnership Projects	16/17-18(CA)	「沿途有你」關愛長者服務計劃 2017 「On the Shing Path」 Elderly Care and Support Program 2017	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	117,158.00	110,554.56	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 8 (\$1,000), 33 (\$4,640.4) and 35 (\$1,856.16)  無此項項目 <u>Non-standard items</u> 6, 7 and 9
15	3n	伙伴計劃 Partnership Projects	17/17-18(CA)	「吾體・吾知」青少年性教育計劃 2017/18 Self Introspection Sex Education Project 2017/18	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	99,990.00	88,925.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 23 (\$7,114) and 24 (\$3,557)  無此項項目 <u>Non-standard items</u> 5 and 10
16	3n	伙伴計劃 Partnership Projects	18/17-18(CA)	慢捕人生@慢言・愛 Spread Love Slowly	香港神託會匯晴坊 Stewards Syner-Bright Zone	84,852.00	80,951.20	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 46 (\$200) and 80 (\$6,959.2)  不獲批撥項目 <u>Rejected items</u> 16, 25, 34, 47, 49, 51, 55, 61 and 79  無此項項目 <u>Non-standard items</u> 8 and 26

<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>
17	3n	伙伴計劃 Partnership Projects	19/17-18(CA)	「Teen」藝展活力 Lifeful Teen's Talent in Performing Arts	香港小童群益會賽馬會將軍澳青少年綜合服務中心 The Boys' and Girls' Clubs Association of Hong Kong Jockey Club Tseung Kwan O Children and Youth Integrated Services Centre	213,391.00	212,481.20	計劃一：「Teen」藝展活力-開幕禮 無此項項目 <u>Non-standard items</u> 12  計劃三：「Teen」藝展活力-展現系列(預演賽) 不獲批撥項目 <u>Rejected items</u> 9  計劃四：「Teen」藝展活力-展現系列(決賽) 不獲批撥項目 <u>Rejected items</u> 9  中央行政費 按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 1 (\$3,821.2)
18	3n	伙伴計劃 Partnership Projects	20/17-18(CA)	「你」想將來 — 青年生涯規劃計劃 IDEAL Project	香港青年協會康城青年空間 The Hong Kong Federation of Youth Groups LOHAS Youth S.P.O.T.	132,786.40	123,338.60	職業博覽起動禮 無此項項目 <u>Non-standard items</u> 7  職業導航訓練活動 按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 2 (\$1,000) and 4 (\$760)  青少年分享會(Finale) 按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 2 (\$1,500)  行政費 按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 1 (\$4,929), 2 (\$1,971.6), 3 (\$9,858)



<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>
19	3n	伙伴計劃 Partnership Projects	21/17-18(CA)	「起動人生」— 社區計劃	香港青年協會黃寬洋青年空間 The Hong Kong Federation of Youth Groups Felix Wong Youth S.P.O.T.	110,640.00	104,581.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 4e (\$9,094), 4q (\$100) and 6 (\$4,547)  無此項項目 <u>Non-standard items</u> 1e and 4m
20	3n	伙伴計劃 Partnership Projects	22/17-18(CA)	西貢區學前教育及小學教育博覽 2017 Sai Kung District Education Expo for Kindergartens and Primary Schools 2017	西貢區校長會 Sai Kung District School Heads Association	142,000.00	131,310.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 3 (\$12,800), 6 (\$160) and 12 (\$250)  不獲批撥項目 <u>Rejected items</u> 9
21	5a	賀年印刷品 Souvenirs	1/17-18(P&O)	製作區議會2018年月曆 Production of Calendars for Sai Kung District Council 2018	西貢區議會財務及行政委員會宣傳及編輯工作小組 Working Group on Publicity and Editing, Finance and Administration Committee, Sai Kung District Council	280,000.00	280,000.00	
22	5a	賀年印刷品 Souvenirs	2/17-18(P&O)	製作區議會2018年迷你福字月曆 Production of Mini Calendars for Sai Kung District Council 2018	西貢區議會財務及行政委員會宣傳及編輯工作小組 Working Group on Publicity and Editing, Finance and Administration Committee, Sai Kung District Council	44,000.00	44,000.00	
23	5a	賀年印刷品 Souvenirs	3/17-18(P&O)	製作區議會2018年利是封 Production of Red Packets for Sai Kung District Council 2018	西貢區議會財務及行政委員會宣傳及編輯工作小組 Working Group on Publicity and Editing, Finance and Administration Committee, Sai Kung District Council	52,000.00	52,000.00	
24	5a	賀年印刷品 Souvenirs	4/17-18(P&O)	製作區議會2018年記事簿 Production of Notebooks for Sai Kung District Council 2018	西貢區議會財務及行政委員會宣傳及編輯工作小組 Working Group on Publicity and Editing, Finance and Administration Committee, Sai Kung District Council	54,000.00	54,000.00	按上限批撥的項目 <u>Items capped at ceiling amounts of expenditure</u> 1 (\$2,500), 2 (\$3,000), 4 (\$3,000), 6 (\$760), 8 (\$200), 9 (\$300), 10 (\$300), 11 (\$250) and 14 (\$280)  不獲批撥項目 <u>Rejected items</u> 5, 7, 12 and 13

<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</u> <u>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</u> <u>Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved</u> <u>Amount(\$)</u>	<u>備註</u> <u>Remarks</u>
25	5g	社區重點項目計劃啟動儀式及宣傳 Kick-off Ceremonies and Related Promotion of Sai Kung Signature Project Scheme	5/17-18(P&O)	社區重點項目計劃相關宣傳推廣活動 Promotional and Publicity Activities of Sai Kung Signature Project Scheme Projects	西貢區議會社區重點項目計劃委員會 Signature Project Scheme Committee, Sai Kung District Council	12,000.00	12,000.00	
26	8a	藝術及文化活動 Arts and Cultural Activities	4/17-18(A&C)	2017/2018西貢區音樂及文化藝術節 — 製作中央宣傳物品 2017/2018 Sai Kung District Music, Arts and Cultural Festival - Production of Central Promotional Items	西貢區議會財務及行政委員會藝術及文化活動工作小組 Working Group on Arts and Cultural Activities, Finance and Administration Committee, Sai Kung District Council	215,000.00	215,000.00	無此項項目 <u>Non-standard items</u> 6, 7 and 8
27	8a	藝術及文化活動 Arts and Cultural Activities	5/17-18(A&C)	白沙灣村恭祝觀音娘娘寶誕公演酬神粵劇 Cantonese Opera in Celebration of Grace Deity Festival at Pak Sha Wan Tsuen	白沙灣村公所 Pak Sha Wan Tsuen Committee	50,000.00	50,000.00	無此項項目 <u>Non-standard items</u> 2
						<u>3,098,233.20</u>	<u>3,008,732.11</u>	