The Hong Kong Council of Social Service Appendix 1

Reply Form

Questionnaire on LSG Reserve and Central Administration Cost

Please return the reply form to email: lw.cheung@hkcss.org.hk on or before 1 Sept, 2012. Thanks!

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. LSG and LSG Reserve
2. Level of LSG Reserve and the percentage of LSG Reserve

1a. Amount of SWD LSG Subvention in 2010-2011

Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: Exclude Provident Fund, Central Items, Rent & Rates

1b. The Amount of LSG Accumulated Reserve

|  |  |  |
| --- | --- | --- |
| Period | Amount ($) | Important Remarks (Elaborated by Agency, if any) |
| 2000/01 – 2006/07[N/A for 25% capping] |  | * Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Others (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| (2007/08 – 2010/11)

|  |
| --- |
| [25% capping commenced]  |

 |  | * NGOs received SOG in these years.
* The Reserve was “reset” to zero as at 1/4/2007.
* Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Others (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 2000/01-2010/11 |  | * Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Others (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Remarks: Exclude Provident Fund and other Central Items but include interest accumulation

1c. Projection on the amount of LSG Reserve **(**Please put 🗸 into the □)

|  |  |
| --- | --- |
|  | Reasons (Please specify the situations and difficulties your agency is facing, including the purpose of keeping the reserve )  |
| □ The amount of Reserve is on rising trend |  |
| □ The amount of Reserve is on dropping trend |  |
| □ Our Agency has deficit budget now  |  |
| □ Others |  |

1d. It is anticipated that the existing LSG is not sufficient and the accumulated reserve will need to be utilized within a few years. How long would your Agency expect to take to exhaust the reserve?

□less than 1 year □ 1-3 years □4-6 years □7-9 years □10 and more years

1. Subvention Level related with the provision of Central Administration Allocation

B1. SWD Central Administration Allocation and Accounting Support Allocation (Include PE & OC but exclude service supervisory support)

\*Given by SWD or could be traced back/ calculated/estimated by your approach.

|  |  |
| --- | --- |
|  | Subvention Amount  |
| 2000-2001 | # |
| 2007-2008 | @ |
| 2011-2012 | @ |

Remarks:

#- The figure was provided by SWD in the subvention paper. Please refer your own record.

@- Since there was no detail nor breakdown on the LSG allocation, please estimate and provide the allocated amounted of subvention for Central Administration. Please note that the OC for insurance should be included.

Any further elaborations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B2. Expenditures on actual Central Administration (include PE & OC but exclude Service Supervisory Support

\*Calculated or estimated by Agency

|  |  |
| --- | --- |
|  | Actual Expenditure  |
| 2000-2001 |  |
| 2007-2008 |  |
| 2011-2012 |  |

Any further elaborations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Included items

□ IT Support (including hardware, software, License and maintenance

□ Accounting Support

□ Finance Management support (including Internal and external Audit Fees)

□ HR Support (including manpower requirements arising from legislation compliance)

□ Property Management Support

□ Corporate Communication Affairs

□ Driver (serve the Central function, exclude the service needs in unit level)

□ Car Licensing Fees

□ Insurance Fees

□ Pls specify (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ Pls specify (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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□ Pls specify (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ Pls specify (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Excluded items

□Supervisory support

□Rent & Rates

□Pls specify (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□Pls specify (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Remarks for Questionnaire :-

* According to the SWD paper, Subventions for Central Administration would cover both staff costs and other charges.
* Both the professional staff and supporting staff should be included.
* To calculate the amounts of both B1 & B2, please refer to the above included/excluded items and then put 🗸 into the □ which your Agency has included in the total amount. If your Agency wants to add some other items, please specify.
* All the manpower expenditures which are serving the central administration function or strengthening the central administration capacity should be included.
* If there is a common practice that your Agency is charging the administrative costs from Service Units and the manpower expenditures are also serving the central administration function. All these expenditures spent at the Central Level (headquarters) should be included.