**香港社會服務聯會**

**《簡易年報編撰指引》**

**The Hong Kong Council of Social Service**

**Guide to Producing a Simple Annual Report**

**引言**

**根據香港社會服務聯會章程的規定，機構會員機構均須每年向本會提供「年報」以供閱覽及存檔，有關年報亦將存放於本會，以供會員及公眾閱覽。質素良好的年報既可讓機構的持分者（包括董事局成員、職員、服務受眾、義工及捐助者等）及公眾人士明瞭機構的服務及營運狀況，亦有助提升機構的公眾形象，以及機構管治的透明度與問責性。此等公開資料對於機構的健全管理及發展，實具有積極的意義。**

**為協助在年報編撰工作上欠缺經驗或遇到困難的會員機構，《簡易年報編撰指引》可為有需要的機構會員提供簡明的參考。《指引》建議年報內應包含的項目均為基本應備的內容，以期讀者能夠從而增進對有關機構的認識與了解。**

**本會鼓勵機構會員出版能夠反映機構風格及服務特色的年報，惟因應個別機構的需要，本會亦製備方便機構編撰簡易年報的範本(【附錄】)，以供有需要的機構參考或採用。如有垂詢，請致電 2864 2985與會員聯繫及服務組聯絡。**

**Introduction**

The Constitution of the Hong Kong Council of Social Service requires all Agency Members to furnish the Council with their annual report yearly for record for perusal by Council Members and the public. A good annual report not only facilitates stakeholders (including board members, employees, service users, volunteers and donors, etc. ) and the general public to have a better understanding of an organization, it also helps strengthen its image and promote transparency and accountability of its governance. All of which are important to the healthy development of an organization.

To assist Agency Members who may encounter difficulties in preparing their annual reports, *Guide to Producing a Simple Annual Report* is produced for reference. The items recommended in this *Guide* for including in an annual report are considered essential items, which should be able to enhance readers’ knowledge and understanding of the organization concerned.

While the Council encourages Agency Members to publish annual reports that reflect their styles and uniqueness, a template for compiling a simple annual report is provided in Appendix for reference and readily use. For enquiries, please contact us at *Membership Liaison and Service* at 2864 2985.

**社會服務機構在撰寫簡明而扼要的機構年報時，應包含以下的基本內容：**

**The following items should be included in a simple and concise annual report prepared by a social service organization -**

1. **封面載列資料 Information on Cover**
   1. 機構名稱 (需填寫機構的正式註冊名稱，如屬有限公司，亦需註明。)

Name of Organization (Official registered name of Agency should be used. If the Agency is a Limited Company, please also specify.)

* 1. 機構徽號 Logo of Organization (如有If any)
  2. 年報年份 (例：二零一八至一九年度) Year of Annual Report (eg. Year 2018-19)

**2. 機構基本資料 Basic Information of Agency**

2.1 成立年份Year of Establishment

2.2 機構註冊類別Type of Organization Registration

2.3 稅務豁免慈善團體地位Status of Tax-exempted Charity

2.4 機構地址Organization address

2.5 聯繫資料 Contact Information： 電話Telephone No. / 傳真Fax

電郵Email / 網址Website

2.6 服務中心/單位總數 (如有；不包括總辦事處或總部)

No. of Service Centers/Units (If any; Head Office/Headquarter excluded)

2.7 員工總數(如有；包括全職及兼職人員)

No. of Staff (If any; Full-time &Part-time to be included)

**3. 機構管治 Corporate Governance**

3.1 願景、使命、價值觀Vision, Mission and Values

3.2 董事局成員之姓名及其職銜Name and Title of members of Board of Directors

3.3 機構主管姓名及職銜Name and Title of Agency Head

3.4 機構組織架構說明 (建議採用圖示，例如「組織架構圖」)

Description on Organizational Structure (Graphic presentation, such as organization chart, is preferable)

**4. 年度主要會務及活動報告Annual Report on Major Businesses& Activities**

4.1 主席及/或機構主管工作報告－主要會務簡介及服務回顧(選填，建議提供)

Report from Chairperson&/or Head of Agency - Brief on Key Business and Service Review (Optional; Supply of information advisable)

4.2 主要服務、計劃及活動簡報 Brief Description on Major Services, Events and Projects

4.2.1 服務、計劃及活動名稱 Name of Services/ Events/Projects

4.2.2 服務、計劃及活動目的 Objective of Services/Events/Projects

4.2.3 服務、計劃及活動內容 Content of Services/Events/Projects

4.2.4 服務、計劃及活動主要對象Major Targets of Service Users/Participants

4.2.5 服務受惠/參與計劃及活動的人數 No. of Service Users/Participants

(建議提供服務及活動的照片Photos for illustration may be inserted)

4.2.6服務/活動/計劃成效或影響Outcome or Impact of Services/Events/Projects

**5. 未來計劃及發展Future Plans and Development**

**6.財務狀況**(參考機構提供最近年度的經核實之周年帳目或財務報告。)

**Financial Situation** (Refer to the latest available audited Financial Statements)

**有關財務資料提供的說明：**

**為讓年報讀者進一步瞭解本機構的會務及服務營運情況，本機構現提供以下資料，以讓讀者增進對本機構財務狀況的瞭解。**

**Note on provision of financial information:**

**To enable readers of annual report better understand of the business and operation of the organization, the below information is provided so that readers may be able to access disclosed financial information of the organization.**

6.1 機構最新經核實之周年財務報表覆蓋年度：

Period covered by the latest available audited Annual Financial Statements

\_\_\_\_\_\_年(year) \_\_\_\_\_月(month) 至to \_\_\_\_\_\_年(year) \_\_\_\_\_月(month)

6.2 機構的年度**收入**為The Annual Income of the organization is $HKD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

機構的年度**支出**為The Annual Expenditure of the organization is $HKD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.3 機構最新的周年財務報表，包括核數師報告及董事報告已向公司註冊處提交。

The latest annual financial statements including the report of the auditors and the report of the directors have been submitted to Companies Registry.

❒是yes　❒否 No　❒不適用 Not applicable

6.4 機構最新經核實之周年財務報表是否有向公眾披露?

Are the latest available audited Financial Statements publicly disclosed?

❒是yes　❒否 No

6.5 如是，可透過以下方法閱覽:

If yes, the latest audited Financial Statements could be accessible via:

網頁Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ 其他途徑Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

香港社會服務聯會

會員聯繫及服務組

2019年12月

【附錄】

香港社會服務聯會  
THE HONG KONG COUNCIL OF SOCIAL SERVICE

「簡易年報」製作範本

Template for Producing a “Simple Annual Report”

僅供參考　For reference only

封面頁Cover Page

|  |
| --- |
| 機構徽號  Logo of Organization  (如有 If any)  機構名稱  (需填寫機構的正式註冊名稱，如屬有限公司，亦需註明。)  Name of Organization  Official registered name of Agency should be used.  If the Agency is a Limited Company, please also specify.  如機構慣常使用的名稱並非為機構的正式註冊名稱，  該慣常名稱亦可刊印於年報封面。  If the name of the organization that is commonly used differs from its official registered name,  the common name may also be printed on the cover of the annual report.  報告年份Year of Report  (例：二零一八至一九年度)  (Example: 2018-2019)  *封面可配上照片及圖像設計以增加版面的吸引力*  *Photos and graphic designs may be used on cover for attractiveness in page layout* |

|  |  |  |  |
| --- | --- | --- | --- |
| **項目 Item** | **資料名稱 Field Name** | **內容 Contents** | **填寫資料提示 Explanatory Notes** |
| 1. **基本資料Basic Information** | | | |
| 2.1 | 成立年份 Year of Establishment |  | 須根據正式註冊文件的紀錄  Should be based on records in official registration document(s) |
| 2.2 | 註冊類別  Registration Type  (註冊證書編號  Reference Number of the Certificate) |  | 請註明註冊登記的性質，例如「公司註冊」或「社團註冊」等  Please specify the nature of registration, e.g., Registered under Companies Ordinance or Societies Ordinance |
| 2.3 | 是否獲豁免繳稅的慈善團體? Tax Exempted Charitable Institute? |  | 依據香港稅務條例第88條，獲稅務局認可的慈善團體 Charitable institutes exempted from taxes under Section 88 of the Inland Revenue Ordinance |
| 2.4 | 機構地址  Organization address |  |  |
| 2.5 | 電話 Telephone No. |  |  |
| 2.5.1 | 傳真 Fax |  |  |
| 2.5.2 | 電郵 Email |  |  |
| 2.5.3 | 機構網址 Organization's Website |  |  |
| 2.6 | 服務中心/單位總數  No. of Service Centers/Units |  | 如有；不包括總辦事處/總部  If any; excluding Head Office/Headquarter |
| 2.7 | 員工總數  No. of Staff |  | 如有；包括全職及兼職員工  If any; Full-time & Part-time to be included |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **3. 機構管治Corporate Governance** | | | | |
| 3.1 | 願景、使命、價值觀  Vision, Mission and Values |  | |  |
| 3.2 | 董事局成員之姓名及其職銜  Name and Title of Members of Board of Directors | **姓名Name** | **職銜Title** | 提供機構董事局成員資料有助讀者增進對機構背景及管治的瞭解  Provision of information of Members of Board of Directors/Executive Committee enhances readers’ understanding of the background and governance of the organization |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| (如行數不敷，請自行加行)  (Please add row if not enough space) | |
| 3.3 | 機構主管姓名及職銜  Name and Title of Agency Head |  | |  |
| 3.4 | 機構組織架構說明  Description on Organizational Structure |  | | 建議採用圖示，如：組織架構圖  Graphic Presentation, such as an organization chart, is preferable |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. 4. **年度主要會務及活動報告Annual Report on Major Businesses & Activities** | | | | | | | |
| 4.1 | 主席及/或  機構主管工作報告  Report from Chairperson and/or Head of Organization | |  | | | ***選填，建議提供***  ***Optional. Supply of information advisable***  在主席/機構主管的報提供年度內的主要會務簡介及服務回顧有助讀者明瞭機構在有關年度內的主要工作  Chairperson/Head’s Report on major business and service review of the year could help readers to know more about the works and missions of the organization | |
| 4.2 | 主要服務、計劃及活動簡報 Brief Description on Major Service, Events and Projects | | | | | | |
| 4.2.1  活動名稱  Name of the Events/Activities | | 4.2.2  活動目的  Objective | | 4.2.3  活動內容簡介  Content | 4.2.4  主要對象  Major Targets | | 4.2.5  服務使用者／受惠人數  Number of Service Users/beneficiaries |
|  | |  | |  |  | |  |
|  | |  | |  |  | |  |
|  | |  | |  |  | |  |
|  | |  | |  |  | |  |
|  | |  | |  |  | |  |
|  | |  | |  |  | |  |

*(可提供相關活動的照片作為輔助介紹Photos of respective activities may be supplied for illustration)*

|  |
| --- |
| 4.2.6服務/活動/計劃成效或影響Outcome or Impact of Services/Events/Projects |
| 請簡介機構的服務/活動/計劃(即4.2所描述之內容)對受惠者或對社會之裨益。(如有使用特定的成效評估工具或曾作出質性/量性研究，均可在此作出簡介)  Please describe the benefits of the organization's services/events/projects (i.e. Described in 4.2) to the beneficiaries or to the society. (If it is evaluated by a particular tool or assessed by qualitative/ quantitative study, please provide a brief introduction) |
|  |
| 1. **未來計劃及發展Future Plans and Development** |
| 簡述機構未來計劃及發展可展示機構的可持續性及創新思維。  Future plans and development could reflect the sustainability and innovation of the organization. |
|  |

1. **財務狀況(參考機構提供最近年度的經核實之周年帳目或財務報告。)**

**Financial Situation (Refer to the latest available audited Annual Accounts or Financial Statements)**

**有關財務資料提供的說明：**

**為讓公眾進一步瞭解本機構的會務及服務營運情況，本機構謹提供以下資料，以增進讀者對本機構財務狀況的認識。**

**Note on provision of financial information**

**To enable readers to better understand the service and operation of this Organization, the below information is provided for easy access to disclosed financial information of this Organization.**

|  |
| --- |
| 6.1 機構最新經核實之周年財務報表覆蓋年度：  Period covered by the latest available audited Annual Financial Statements  \_\_\_\_\_\_年(year) \_\_\_\_\_月(month) 至to \_\_\_\_\_\_年(year) \_\_\_\_\_月(month)  6.2 機構的年度**收入**為The Annual Income of the organization is $HKD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  機構的年度**支出**為The Annual Expenditure of the organization is $HKD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  6.3機構最新的周年財務報表，包括核數師報告及董事報告已向公司註冊處提交。  The latest annual financial statements including the report of the auditors and the report of the directors have been submitted to Companies Registry.  ❒是yes　❒否 No　❒不適用 Not applicable  6.4機構最新經核實之周年財務報表是否有向公眾披露?  Are the latest available audited Financial Statements publicly disclosed?  ❒是yes　❒否 No  6.5 如是，可透過以下方法閱覽: If yes, the latest audited Financial Statements could be accessible via:  網頁Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/其他途徑Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| 機構主管姓名  Name of Head of Organization |  | |
| 機構名稱  Name of Organization |  | |
| 職位  Position |  | 機構印章Organization Chop |
| 簽署  Signature |  |
| 日期  Date |  |

(完 End)