

**TASK FORCE ON NGO STATISTICS AND SOCIAL AUDITING**  
**Working Group on NGO Statistics**

Results of the Survey of NGO Reporting and Data/Statistics Collection Practices

Institution	NGO Type	Registration	Organizational Data	Reports	Accounting /Financial Guidelines	Consolidated Statistics / Reports	Public Availability
<b>Social Welfare Department</b>	Welfare Services	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> <li>● Organizational memorandum (only for recurrent subvention)</li> </ul>	<ul style="list-style-type: none"> <li>● Annual Report</li> <li>● Annual Audited Financial Statement (for Lump Sum Grant)</li> <li>● Income &amp; Expenditure Statement (for Lotteries Fund Experimental Projects)</li> <li>● Disclosure in NGO Audited Financial Statements (Lotteries Fund)</li> <li>● Annual Fund-raising report</li> <li>● Project evaluation report (Lotteries Fund)</li> <li>● Statistical Information System Form (under Funding and</li> </ul>	<ul style="list-style-type: none"> <li>● Accounting and financial guidelines in the Lump Sum Grant Manual and Lotteries Fund Manual</li> </ul>	Annual analysis of service performance of respective services under Funding and Service Agreements and of respective NGOs	No. SWD may consider written request on individual basis.

				Service Agreement)			
<b>Health Department</b>	Health Services	Yes. Registration/license required for clinics, private hospitals, nursing homes, and maternity homes (some are NGOs)	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Applicant Information (individual or corporate)</li> <li>● Details of medical practitioner(s) in charge</li> <li>● Employee information (number, name, position, salary)</li> </ul>	<ul style="list-style-type: none"> <li>● Annual report</li> <li>● Financial Statement</li> <li>● Audited Financial Statement – registered clinics</li> <li>● Performance of subvented activities</li> <li>● Appointment matter</li> </ul>	<ul style="list-style-type: none"> <li>● Financial Circular No. 9/2004 Guidelines on the Management and Control of Government Funding for Subvented Organizations</li> </ul>	No	No
<b>Companies Registry</b>	Companies Limited by Guarantee	Yes. Incorporation by filing “Statement of Compliance on Incorporation of a Company” with Memorandum and Articles of Association	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Number of Members</li> <li>● Management and Board</li> <li>● Organizational charter</li> <li>● Statement of Purpose</li> <li>● Notification filing required if change to the above</li> </ul>	<ul style="list-style-type: none"> <li>● Annual Return</li> <li>● Financial Statement</li> <li>● Auditor’s report</li> <li>● Director’s report</li> </ul>	<ul style="list-style-type: none"> <li>● Must comply with contents and form of accounts under §122 &amp; §123 of Companies Ordinance</li> </ul>	No	All filed documents available for public inspection in microfiche form upon payment of a fee at the Public Search Section.  Cybersearch Center on the Internet to come online February 28, 2005. Can view or download documents online or on site at the Public Search Center.
<b>Education and Man Power Bureau</b>	Education and Research	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Management and Board</li> </ul>	No	No	No	No

<b>Inland Revenue Department</b>	Exempt Charitable Organizations	Yes. Application for tax exemption under Section 88 of the IRO can be made by submitting <ul style="list-style-type: none"> <li>- Application letter</li> <li>- Organization governing instrument</li> <li>- List of activities in the past 12 months</li> <li>- Last year's financial accounts</li> </ul>	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Statement of Purpose in Governing Instrument</li> </ul>	<ul style="list-style-type: none"> <li>● Annual Report of organization</li> <li>● Financial accounts required upon application or review (approximately every 4 years)</li> </ul>	No	Only number of tax exempt charitable organization available	<ul style="list-style-type: none"> <li>● List of tax exempt organization on department website</li> <li>● Number of tax exempt charities in department annual report</li> </ul>
<b>Hong Kong Police Force</b>	Societies registered under the Societies Ordinance	Yes. Registration required for any clubs, company, partnership or association of persons, whatever the nature or object, to which the Ordinance applies  Exemption available for a society established solely for religious, charitable, social or recreational purpose or as a rural committee	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> </ul>	No	No	List of all registered societies kept	<ul style="list-style-type: none"> <li>● List of all registered societies kept at the Licensing Office for public inspection</li> <li>● Section 12 of the Ordinance provides the Societies Officer may, upon written request and payment of fees, provide information or document or extract thereof in respect of a registered society</li> </ul>
<b>Home Affairs Bureau</b>  Division IV	District and community organizations, civic and advocacy, politics, welfare services, religion	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> </ul>	<ul style="list-style-type: none"> <li>● Funding and evaluation report upon completion of project. (Examples of projects: language programme, equal opportunities funding)</li> </ul>	<ul style="list-style-type: none"> <li>● Guideline on "Use of Sponsorship" given to NGOs under equal opportunities funding</li> </ul>	No	Race Relations Unit published a list of NGOs and ethnic groups on the department web site

				<p>scheme, mobile information services, children' rights.</p> <ul style="list-style-type: none"> <li>● Financial reports required before release of final payment</li> </ul>	<ul style="list-style-type: none"> <li>● Audited financial accounts required from after school support programme for ethnic minorities children and parents.</li> </ul>		
<b>HAB – Division I</b>	Youth Uniformed Groups	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> <li>● Statement of Purpose</li> </ul>	<ul style="list-style-type: none"> <li>● Annual report</li> <li>● Audited Financial Statement</li> <li>● Activities Report</li> </ul>	No	No	No
<b>HAB – Culture Section I</b>	Arts and Culture	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> <li>● Management and Board</li> <li>● Organizational Charter</li> <li>● Statement of Purpose</li> </ul>	<ul style="list-style-type: none"> <li>● Annual Report</li> <li>● Monthly Financial Statement</li> <li>● Annual activities report</li> <li>● Annual funding/evaluation report</li> <li>● Audited financial statement</li> <li>● Report of enumeration of first three tiers of administrative staff</li> </ul>	Pursuant to requirements in funding applications and subvention agreements	Annual analysis of performance, income and financial arrangements	No. NGOs themselves may publish annual reports
<b>HAB –</b>	Education	No	<ul style="list-style-type: none"> <li>● Organization</li> </ul>	<ul style="list-style-type: none"> <li>● Annual reports</li> </ul>	No	No	No

Division I	and research, District and community based organizations, civic and advocacy, welfare services (relating to the Committee on the Promotion of Civic Education and Commission on Youth)		<ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Contact information</li> </ul>				
<b>HAB-</b> Division I	Counseling and treatment centers for problem and pathological gamblers	No. Service agreements are signed with 2 NGOs providing services.	<ul style="list-style-type: none"> <li>Organization Name</li> <li>Address</li> <li>Contact information</li> </ul>	<ul style="list-style-type: none"> <li>Annual Report</li> <li>Audited financial statement</li> </ul>	No.	<ul style="list-style-type: none"> <li>Monthly Service statistics</li> <li>Client profile</li> </ul>	No. Statistics re monthly service and client profile provided by NGO themselves on their web sites
<b>HAB –</b> Recreation and Sports Section	Sports	No	<ul style="list-style-type: none"> <li>Organization Name</li> <li>Address</li> <li>Contact information</li> <li>Membership information</li> <li>Management and Board</li> <li>Organizational Charter</li> </ul>	<ul style="list-style-type: none"> <li>Annual report</li> <li>Audited Financial statement</li> <li>Fund raising report</li> <li>Activities report</li> <li>Periodic report as needed</li> </ul>	No specific guideline. Financial Circular No. 9/2004 Guidelines on the Management and Control of Government Funding for Subvented Organizations are used.	<ul style="list-style-type: none"> <li>Periodic analysis of data</li> </ul>	No. Public inquiries will be directed to the NGO concerned

			<ul style="list-style-type: none"> <li>• Statement of Purpose</li> </ul>				
<b>HAB – LCSD</b>	Sports	No	<ul style="list-style-type: none"> <li>• Organization Name</li> <li>• Address</li> <li>• Contact information</li> <li>• Membership information</li> <li>• Management and Board</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report</li> <li>• Financial statement</li> </ul>	No	Annual/quarterly statistics on utilization of subvented NGO camps and centers	No
<b>Census and Statistics Department</b>	None	No	No	No	No	In compiling the GDP statistics, reference is made to the income and expenditure data available from the financial statements of selected NGOs under the purview of the Education and Manpower Bureau, Social Welfare Department and the Department of Health. The value added contribution of NGOs is included in the major economic sector of community, social and personal services under the GDP	Aggregated data of value added of community and social services provided by non-profit institutions (NGOs and others) are available to the public upon written or telephone request

						framework.	
<b>Labour Department</b> – Registry of Trade Unions	Trade Unions	Yes. Trade unions are required to register under the Trade Unions Ordinance	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> <li>● Management and Board</li> <li>● Organizational Charter</li> <li>● Statement of Purpose</li> </ul>	Annual audited Statement of Accounts	Must comply with the Statement of Account Form and accompanying Points to Note	Membership figures, financial accounts, names, date of registration, address, amalgamation, dissolution or cancellation are published in the Trade Union Annual Statistical Report	The Trade Union Annual Statistical Report is available on Department web site or upon written request
<b>LD – Youth Work Experience and Training Scheme</b>	Professional, Industry, Business and Trade Unions; Welfare services	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> </ul>	Activities report upon completion of project	Guidelines on operational procedure, including accounting guidelines are issued	Number of placements under the Scheme and amount of service fee paid analyzed weekly	Names of NGO providing service, addresses of their service outlets and consolidated placement figures are available to the public via department web site, upon written or telephone request, department publication and annual report
<b>LD – Youth Pre-employment Training Programme</b>	Education and research, Professional, Industry, Business and Trade Unions, Welfare Services	No. NGOs may apply to provide training services on a contract basis or offer attachment places	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> </ul>	Summary report on trainees' evaluation of the training services upon completion of training service	No	Monthly list of training providers attaining top 25% of scoring	The list of training courses and service providers as well as the monthly list of training providers scoring are available to the public via department web site and publication

<b>LD – Youth Self-Employment Support Scheme</b>	Professional, Industry, Business and Trade Unions, District and community based organizations, Welfare Services	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> </ul>	Project proposal from NGOs for providing services under the Scheme	Guidelines on procurement of equipment and consumables	Periodic performance analysis such as number of trainees recruited, number of successful completions, number of business transactions conducted by trainees	Performance analysis available upon written or telephone request and in department publication
<b>Hong Kong Jockey Club Charities Trust</b>	Education and Research, District and community based organizations, civic and advocacy, welfare, health, environment, sports and culture and philanthropic intermediaries	No	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Management and Board</li> </ul>	<ul style="list-style-type: none"> <li>● Annual report</li> <li>● Annual audited financial statement on project</li> <li>● Quarterly project progress report</li> <li>● Project evaluation report upon completion</li> </ul>	Claim forms provided to NGOs for completion	No	Annual reports and audited accounts of the Trust are available to the public via organization's web site, upon written or telephone request, and organization publication
<b>The Community Chest of Hong Kong</b>	Welfare services, health services	Yes. Membership application required to become a Chest Member Agency	<ul style="list-style-type: none"> <li>● Organization Name</li> <li>● Address</li> <li>● Contact information</li> <li>● Membership information</li> <li>● Management</li> </ul>	<ul style="list-style-type: none"> <li>● Annual report</li> <li>● Annual financial statement</li> <li>● Fund raising report</li> <li>● Activities report</li> <li>● Annual fund-</li> </ul>	No	No	Agency name, address, contact information, brief description of services, amount of allocated funding are available to the public on the Community Chest's web site, publication, annual report and upon written and tele-



			and Board	ing evaluation report <ul style="list-style-type: none"> <li>Type and numbers of Service Units</li> <li>Number of service users</li> </ul>			phone request
<b>Hong Kong Council of Social Service</b>	Civic and Advocacy organizations, welfare services, philanthropic intermediaries, international and cross border activities	Yes. Membership application required to become a Member Agency	<ul style="list-style-type: none"> <li>Organization Name</li> <li>Address</li> <li>Contact information</li> <li>Membership information</li> <li>Management and Board</li> <li>Organizational Charter</li> <li>Statement of Purpose</li> </ul>	<ul style="list-style-type: none"> <li>Annual report</li> <li>Audited financial accounts</li> <li>Activities report</li> <li>Types of services</li> <li>Service items</li> <li>Income sources</li> <li>Service areas</li> </ul>	No	Statistics on social service organizations, including number of non governmental social service organizations, mobilization of HKCSS Agency Members, scope of services of Agency Members, number of self help organizations, number of staff, sources of income, size of Agency Members	<ul style="list-style-type: none"> <li>Directory of Social Service Organization sin Hong Kong to be published every 2-3 years</li> <li>In HKCSS web site and various publications</li> </ul>