

# 會務回顧

## Matters of Administration in Retrospect

### 財務委員會 Finance Policy Committee

一個年度很快就在身邊悄悄溜過，要為這一年寫上一個總結真是摸不著頭緒，首先重申委員會的主要職責範圍包括：(一) 向苗圃行動董事局就財務事宜提供意見及負責、(二) 制定及定期檢討苗圃行動的財務監管制度、(三) 制定苗圃行動週年預算案、(四) 進行定期內部審查及提出改善方案、(五) 監察及改進苗圃行動的財務運作、(六) 建議苗圃行動各基金之管理。

今年財務政策委員會的工作都屬於一般事務性質，每個月的常規報告得以按時發佈，全有賴會計部的職員及義工的幫忙。財務政策委員會只是擔當一個匯報的角色，還有部份是對外聯絡的事宜。基於本會的審慎理財的原則所有捐款及支出都有一套既定的流程處理，大體來說，出錯的機會相對少。

財務政策委員會成立至今，一直在兩方面努力，第一件是如何訂定內部程序審查，確保流程運作順暢；第二件是會計軟件的升級。人力及財力兩者都有不同的考量，適當的培訓、系統並行的安排、人力資源的配合，以及用得其所的預算都是不可忽略。

A year slipped by and it is not easy to start writing a summary for the year. To begin with, I would like to repeat the main responsibilities of this committee which include: (1) giving advice to Sowers Action's Board of Directors on matters of finance and being responsible for these matters; (2) formulating a financial supervision and monitoring system for Sowers Action and making regular reviews; (3) drawing up an annual budget for Sowers Action; (4) conducting internal audit on a regular basis and putting forward betterment plans; (5) monitoring and improving Sowers Action's financial operation and (6) providing advice on the management of Sowers Action's trust funds.

This year the Finance Policy Committee was mainly dealing with general affairs. The regular monthly reports that published on time were the efforts of the staff members of the accounts department and the volunteer workers. Apart from making some external communications, the Finance Policy Committee was entirely preparing and rendering reports. As we have always observed the principle of prudent financial management, all the donations and expenditures must follow an established workflow. Therefore, generally speaking, the chances of making errors are comparatively slim.

Since the establishment of the Finance Policy Committee, we have been working hard on two areas. One is to formulate an internal audit procedure to ensure a smooth workflow; and the other is to upgrade our accounting software. There are different considerations in human resources and financial resources. However, proper training, an appropriate system, human resource support and a wise spending budget must be put into consideration.

After the passing of the motion to incorporate Sowers Action as a statutory body in



隨著去年會員大會通過苗圃走向法團法的步伐，財務政策委員會要在財務方面準備將要面對的變化。加上內地政策的改變，苗圃在內地的註冊也要面對改變。凡此種種，對來年財務政策委員會的工作都意味著挑戰。

the general meeting last year, the Finance Policy Committee has been preparing for changes. To meet the policy changes in the mainland, Sowers Action is also prepared to face changes in our mainland registration. All of these changes pose challenges that the Finance Policy Committee has to tackle.

| 委員會 |            | Organizing Committee |                            |
|-----|------------|----------------------|----------------------------|
| 主席  | 趙森如        | Chairperson          | Billy Chau                 |
| 委員  | 張瑞霖<br>陳小慧 | Committee            | Patrick Cheung<br>Ivy Chan |