

服務質素標準七

社會工作服務 管理財政資源及監察財政表現的政策

1. 社會工作服務希望維持有效和有效率的財政系統，以促使單位有秩序井然的財政交收，以及財政資源的有效管理。
2. 為符合財政管理的責任，社會工作服務應有機制清楚說明負責管理財政資源(包括財政資源的授權、委託及批核)及監察財政表現的職員的責任和工作範圍。社會工作服務部長或其授權人在財政管理上的角色與職責會於其工作範疇內列明。
3. 參與財政決策過程的成員皆要向服務單位申報利益；我們亦已設有程序去避免行政委員會成員與服務單位之間的利益衝突的情況。
4. 社會工作服務部長或其授權人會負責處理來自其他提供資助團體的資源、捐款或禮物；我們在收到金錢捐獻後會發出捐款收據。
5. 社會工作服務部長或其授權人會負責定期檢討和監察財政狀況，以確保資源得以有效地運用。

檢討日期：二〇一三年十二月四日

發佈：經各服務的總辦事處傳閱

檢討：根據服務質素標準2，政策會於有需要時或每年由社會工作服務部長或委派代表檢討。

SERVICE QUALITY STANDARD 7**POLICY ON MANAGING FINANCIAL RESOURCES AND MONITORING****FINANCIAL PERFORMANCE OF SOCIAL WORK SERVICES**

1. Social Work Services aim at maintaining effective and efficient financial system to facilitate the orderly conduct of financial transaction of the services, and the effective management of financial resources.
2. To meet the financial management obligation, Social Work Services have a mechanism stating clearly the responsibilities and duties of personnel responsible for managing financial resources (including authorization/delegation/approval level of use of financial resources) and monitoring the financial performance of the service unit. The roles and responsibilities of Director or the delegates for financial management will be noted in their job description.
3. All the members who are involved in the financial decision-making process should disclose their interest to the agency/service unit. Measures are in place to avoid conflict of interest between members of the Board of Management and the agency.
4. Director or the delegates will be responsible for handling resources obtained from other funding bodies, donation proceeds, and gift-in-kind. Donation receipt will be issued after a monetary donation has been received.
5. Regular performance review and monitoring will be conducted by the Director or the service delegates to ensure that the resources will be used in an efficient way.

DATE OF REVIEW: 4 December 2013

DISTRIBUTION: Circulate to all services via Head Office

REVIEW: The policy will be reviewed on need basis or annually by the Director of Social Work Services or delegates as stated in SQS 2.