

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

1.1 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.)

1.2 機構徽號 Logo of Organization (如有 If any)

1.3 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



BRING ME A BOOK™
HONG KONG
書伴我行(香港)基金會

Bring Me A Book Hong Kong Limited

書伴我行(香港)基金會有限公司

報告年份 Year of Report
(二零二三年五月至二零二四年四月)

項目 Item	資料名稱 Field Name	內容 Contents	填寫資料提示 Explanatory Notes
2. 基本資料 Basic Information			
2.1	成立年份 Year of Establishment	2006	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)	Company limited by guarantee and not having a share capital	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?	Yes, IR File no. 91/8241.	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	Room 2902, 29/F, United Asia Finance Centre, 333 Lockhard Road, Wan Chai, Hong Kong	
2.5	電話 Telephone No.	21274533	
2.5.1	傳真 Fax	NA	
2.5.2	電郵 Email	Info@bringmeabook.org.hk	
2.5.3	機構網址 Organization's Website	https://www.bringmeabook.org.hk/	
2.6	服務中心/單位總數 No. of Service Centers/Units	NA	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	7	如有；包括全職及兼職員工 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	<p><u>Empower Children, One Book at a Time</u></p> <p>We envision a Hong Kong in which every child is read to, strengthening family and community bonds, and creating a love of learning.</p>		
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
		Pong Ling Cherng	Chairlady and director	
		Kim Yena	Director	
		Lam Wai Fan Fanny	Director	
		Wong Yee Pui Amanda	Director	
		Lau Wing Sze Daisy	Director	
		(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	Jeannie Leung Chi Yan, Executive Director		
3.4	機構組織架構說明 Description on Organizational Structure	2 Founders -> 5 Board of Directors -> 2 Executive Directors -> 5 Staff (3 are part-time)		建議採用圖示，如：組織架構圖 Graphic Presentation, such as an 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 Report from Chairperson and/or Head of Organization	During the year, we have below activities: 1) Library Installations including our bookcase and book bag libraries 2) Community Workshops 3) Volunteer Read Aloud trainings 4) Author Visits and other events 5) Volunteer Trainings 6) Readathon 7) Corporate Social Responsibility initiatives		選填・建議提供 <i>Optional. Supply of information advisable</i> 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	4.2.2	4.2.3	4.2.4	4.2.5
活動名稱 Name of the Events/Activities	活動目的 Objective	活動內容簡介 Content	主要對象 Major Targets	服務使用者 / 受惠人數 Number of Service Users/beneficiaries
Library Installations	Install story book library for schools / community to encourage reading and bonding of families	Install story book library for schools / community	Children and family from schools / community	6 libraries installed for schools /community centers
Community Trainings	Advising related techniques for story telling	Purpose and techniques for story telling	CT Trainers from schools / community	10 events / 200 participants
Fee-based trainings	Customized story telling related events for schools / community	Story Telling / Read Aloud/ building life-long readers	Children and family from schools / community	13 events / around 400 participants
Author Visits and other events	Meeting the author of story books	Meeting and sharing with author of story books	Children and family from schools / community	2 events / around 100 participants
Volunteer Training	Train the trainers	Purpose and technique for	CT Trainers from schools / community	2 events / 40 trainers

		Trainers on story telling		
Readathon	Promoting reading in school / community	Organizing reading with students and children in school and community	Students and children in school and community	3 schools / 200 students

(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)

Our work at BMAB focuses on family literacy. We envision a Hong Kong in which every child is read to, strengthening family and community bonds, and creating a love of learning. We believe that by fostering a culture of read aloud, we empower families and children to create better connections and building a strong foundation for a supportive family structure optimising children's development and welfare.

Our work consists of 6 core pillars:

- **Bring Me A Book:** Curating the best children's picture books in English and Chinese. Donating free libraries to schools and community centers.
- **Bring Me A Training:** Educating parents, social workers and teachers on the benefits in reading aloud to children. We cite findings from the latest scientific research, in particular, the benefits of reading aloud on children's brain development. This practical program teaches easy read-aloud strategies to instill a love of reading at home or in the classroom.
- **Bring Me An Author:** Author visits can often motivate reluctant readers to pick up a book. Children are inspired after hearing an author's creative process. We work with authors to come up with engaging workshops, providing students with another perspective on books and literacy. At the same time, these workshops help inspire educators to think how the author workshops can complement the school curriculum and learning objectives.
- **Find Me A Book:** We provide ongoing support in book selection, curated into lists for children of different ages and developmental needs. The list developed by our BMABHK team consists of books covering over 100 topics. The books selected are curated by our book selection committee which consists of educators and literary specialists. This is a publicly accessible tool for parents and educators to find the best books for children.
- **Thought Leadership:** We advocate original Chinese picture books through our special project, Feng Zikai Children's Book Award. We also share our top recommendations of books through our social media platforms such as Facebook and Instagram.
- **Early Childhood:** Increasingly, scientific research which shows that children who are read to in the early years (particularly pre-school), enjoy stronger parent-child relationships. Such children have better organised brain structures and development (through findings from MRI scans) and gain valuable language and literacy skills. BMABHK provide education seminars to parents, educators and caregivers by equipping them to understand the benefits of reading and to encourage them to implement reading aloud for children at home.

5. 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.

We recognise the impact of the COVID pandemic on children's well-being and emotional development. To respond to this, we have introduced our READCONNECT campaign in 2025. We encourage parents and children to put down their digital devices and spend some time each day (at least 10 minutes) to reconnect with each other through sharing and discussing a book. This campaign includes a collaboration with the Hong Kong Public Library (as part of Hong Kong Reading Week in April) where we will host a number of parent-child storytelling workshops at various local libraries. Our community workshops remain true to our ethos that reading should be FUN and ENJOYABLE for the whole family. Our signature workshops include both a storytelling and an interactive element where we demonstrate various ways for children to enjoy stories in different formats. For example, we invite children to make their own books inspired by the stories we share or encourage children to make their own arts creation such as making a new character or brainstorming a new setting to add to the stories. We continue to demonstrate the different ways which we can explore stories, this serves to allow parents, teachers and children to enrich their reading experiences. On 27th April 2025, we are organising our first large-scale public event, READCONNECT Family Day where we will have a tram parade, local authors and illustrators to share their creative processes with children. Families are encouraged to participate in this action-packed day at the Hong Kong Central Library where they could participate in various literacy-related activities. We aspire this will be an annual event where we could showcase the benefits of family literacy and inspire parents to be a part of their children's literacy development as well as building lasting memories for the family in the process.

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 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

2023 年(year) 5 月(month) 至 to 2024 年(year) 4 月(month)

6.2 機構的年度收入為 The Annual Income of the organization is \$HKD 5,702,193

機構的年度支出為 The Annual Expenditure of the organization is \$HKD 5,750,527

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: <https://www.bringmeabook.org.hk/zh-hant/about-us/biennial-and-financial-reports/>

/其他途徑 Others: _____

機構主管姓名 Name of Head of Organization	Jeannie Leung Chi Yin	
機構名稱 Name of Organization	Bring Me A Book Hong Kong Limited	
職位 Position	Executive Director	 機構印章 Organization Chop
簽署 Signature		
日期 Date	3 March 2025	

(完 End)