



工作報告：

# 財務與行政

The year in review：

## Finance and administration

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#### 財務

2008/09年度，監管局有2.7百萬元盈餘(2007/08年度的盈餘是4.2百萬元)。

監管局於本年度的總收入是54.9百萬元，較上年度增加了1.8百萬元或3.5%。收入增加的原因是牌照數目持續上升，令牌費收入增加了2.9百萬元。

本年度，監管局的總開支為52.2百萬元，較上年度增加了3.3百萬元或6.8%。監管局在公眾教育和考試服務費方面的開支均有所增加。此外，監管局於2008年4月起，調高高級文員及以下職級員工的薪金6%，其餘職級的薪金則上調4%。而專業服務、宣傳及廣告，以及培訓活動的開支，則較上年度減少。

監管局董事局通過，由累積儲備撥出24.6百萬元，作為牌費寬免計劃的支出。因此，扣除訴訟均衡儲備的撥備額9.8百萬元和用以支付發展資本項目的資本項目基金25.6百萬元後，監管局的累積盈餘為36.1百萬元，較上年度減少37.8%。

#### 行政

監管局的行政架構由行政總裁領導。在2009年3月31日，監管局的職員編制有81名員工(於2008年3月31日，監管局的職員編制為80人)。殘疾僱員佔整體僱員數目1.3%。2008/09年度的員工流失率為16%。

為了吸引優秀員工留任，並建立和諧共融的團隊，監管局在本年度優化人力資源政策，繼續舉辦各樣員工和培訓活動。

#### Finance

For the year under review, the EAA recorded a surplus of \$2.7 million (as compared to a surplus of \$4.2 million at the end of 2007/08).

Income for the year was \$54.9 million, an increase of \$1.8 million or 3.5% over the previous year. The increase was mainly due to continued growth in the number of licences, with income from licence fees up by \$2.9 million.

Expenditure for the year was \$52.2 million, an increase of \$3.3 million or 6.8% over the previous year. Items that saw major increases in expenditure were community education expenses and service fees for examinations. There was also an upward pay adjustment, effective from April 2008, of 6% at the senior clerk level and below, and 4% for other posts. Items that saw major decreases in expenditure were professional services, publicity and advertising, and training activities.

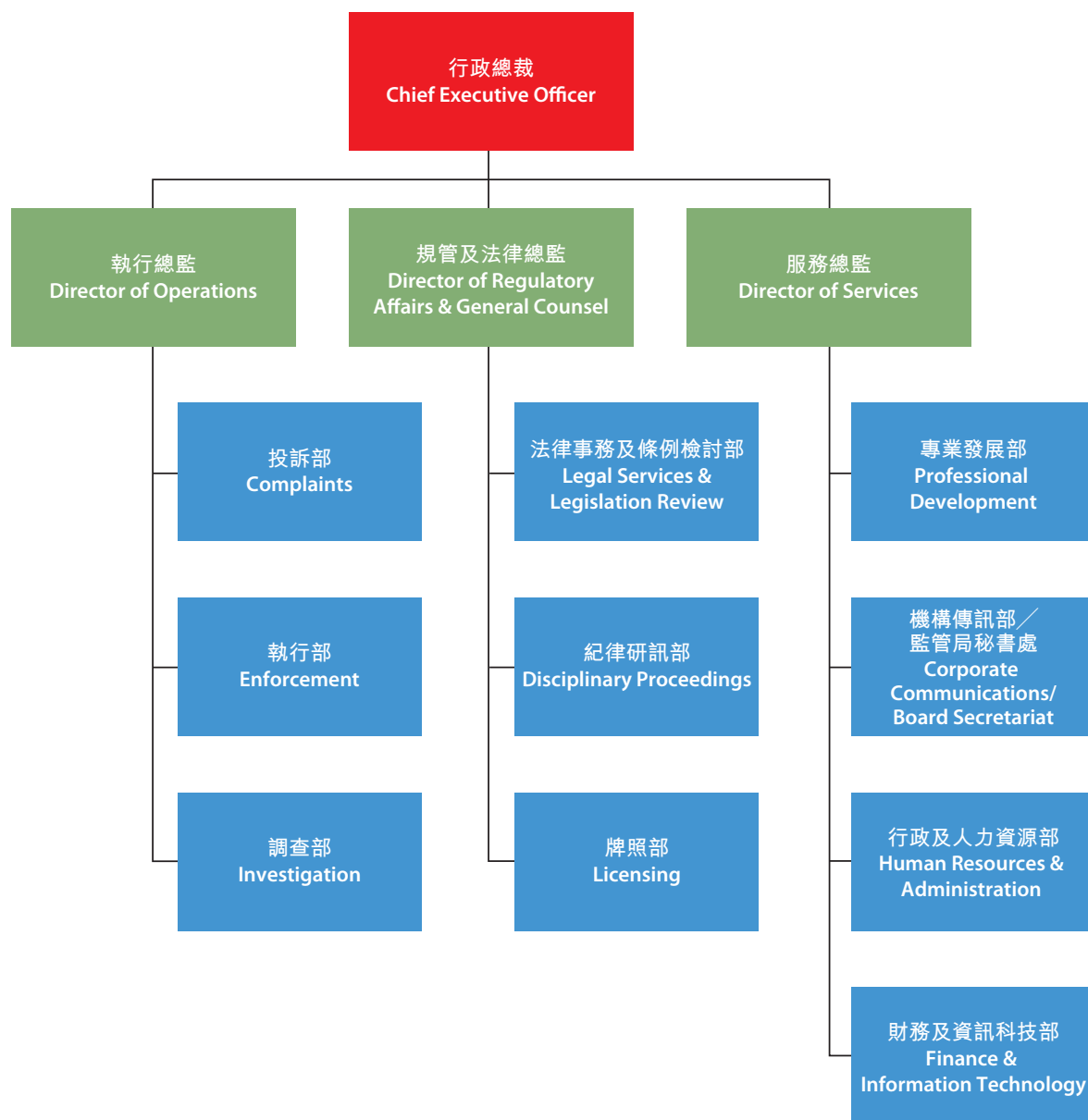
The Board approved setting aside from the cumulative fund a sum of \$24.6 million to finance the fee concession scheme. As a result, the EAA's cumulative surplus decreased by 37.8% to \$36.1 million after appropriation to the litigation equalisation reserve and the capital project fund to cater for the cost of capital projects, which stood at \$9.8 million and \$25.6 million respectively.

#### Administration

The EAA Administration is headed by the Chief Executive Officer. As at 31 March 2009, the staff establishment was 81 (as compared with 80 as at 31 March 2008). The percentage of employees with disabilities was 1.3%. The staff turnover rate for 2008/09 was 16%.

To retain quality employees and build a cohesive and harmonious team, the EAA refined human resources practices and organised staff relations and training activities throughout the past year.

## 監管局行政部門組織架構圖 Organisation chart of the EAA Administration



## 總監級以下的編制 Non-directorate staff establishment

職級	Rank	數目 Number
總經理	Chief Manager	1
高級經理／法律顧問	Senior Manager / Legal Counsel	3
經理	Manager	8
助理經理	Assistant Manager	9
高級主任	Senior Officer	9
主任	Officer	10
行政助理	Administrative Assistant	8
高級文員	Senior Clerk	16
文員	Clerk	11

## 行政總裁和總監的薪酬 Remuneration of Chief Executive Officer and directors during the year

本年度支付予行政總裁和總監<sup>1</sup>的薪酬<sup>2</sup>如下：

The total remuneration<sup>1</sup> of the Chief Executive Officer and directors<sup>2</sup> during the year was as follows:

		人數 No. of individuals
500,001 元至 1,000,000 元	\$500,001 to \$1,000,000	1
1,500,001 元至 2,000,000 元	\$1,500,001 to \$2,000,000	2
2,000,001 元至 2,500,000 元	\$2,000,001 to \$2,500,000	1
合計	Total	4

<sup>1</sup> 包括一名於2008年11月3日加入監管局的總監

<sup>2</sup> 包括約滿酬金和按表現發放的薪金(如適用)

<sup>1</sup> Includes gratuity and performance-linked pay, if applicable

<sup>2</sup> Includes one director who joined the EAA on 3 November 2008.