

Sharing Session on Pilot Management and Financial Audit (MFA)
2015/16 School Year
20 September 2016 (Tuesday)

Questions-and-Answers Session

Q1: Will MFA cover all Direct Subsidy Scheme (DSS) schools on its full implementation as planned to commence from the 2017/18 school year?

A1: On full implementation, MFA will be conducted to all DSS schools according to the Education Bureau (EDB)'s audit schedule. Generally speaking, EDB selects around 18 DSS schools for audit inspection each year based on a systematic risk analysis mechanism and past audit results.

Q2: Should all school managers be required to make written declaration of conflict of interest every year?

A2: Yes, for managers of schools operated under an Incorporated Management Committee (IMC) as in accordance with section 40BF(1) of the Education Ordinance, Cap. 279.

For managers of schools not operated under an IMC, they should declare any conflict of interest in accordance with the school-based policies and procedures as endorsed by the school management committee.

Q3: Can schools accept non-monetary value-added services or upgraded goods from suppliers after opening of tenders?

A3: In general, schools should select suppliers in accordance with the specifications of the tender documents. Under the principle of fairness, no post-tender negotiation or change in tender specifications of services or goods should be allowed.

Q4: Please quote some examples of security of information requirements for procurement.

A4: With reference to the *Guidelines on Procurement Procedures in Aided Schools*, schools should require all staff involved in procurement to sign an undertaking that they would not make any unauthorised disclosure of quotation/ tender information.

Q5: Is there any standard template of online simulation test for school fee remission provided by the EDB?

A5: According to paragraph 5 of the EDB Circular No. 10/2012, DSS schools are encouraged to provide a simulation test for school fee remission on their websites. Schools are free to design the format of the simulation test based on their own fee remission scheme. As such, EDB does not provide any standard template for schools. DSS schools with simulation test posted on their website are encouraged to share their experience with their counterparts.

Q6: Student admission cycle of DSS schools usually starts before the adjusted annual school fees have been approved by EDB and the adjusted eligibility benchmarks have been available from the Student Finance Office (SFO). How could DSS schools provide details of the fee remission scheme, such as school fees and eligibility criteria in the school prospectus or other documents?

A6: Schools might indicate clearly that the information on school fees and eligibility benchmarks as provided on the school information documents is subject to update pending EDB's approval and SFO's announcement respectively.

**School Administration 3 Section
October 2016**