

**立法會**  
***Legislative Council***

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**Subcommittee on  
Members' Remuneration and Operating Expenses Reimbursement**

**Statistics of Members' Operating Expenses  
in the period  
from October to December 2000**

**Purpose**

This paper shows the major components of Members' operating expenses in the period from October to December 2000.

**Background**

2. The information contained in this paper is based on Members' reimbursement claims and a survey on Members' unclaimed expenses. Both reimbursed and unclaimed expenses were certified by Members and supported by invoices and/or receipts, where applicable.

3. Data were collected up to 19 February 2001. The data included 166 Members' reimbursement claims (had all Members submitted their reimbursement claims, the total number would be 178) and 46 returns on survey of unclaimed expenses in the period from October to December 2000. The data were screened before the following statistics were compiled.

**Operating Expenses in Summary**

4. In summary, the average monthly expenses per claim (per Member) are as follows :

	October 2000		November 2000		December 2000	
	\$	<i>% of Monthly Expenses Ceiling (\$109,840)</i>	\$	<i>% of Monthly Expenses Ceiling (\$109,840)</i>	\$	<i>% of Monthly Expenses Ceiling (\$109,840)</i>
Reimbursed	96,116	88	96,226	88	98,774	90
Unclaimed	3,603	3	4,652	4	4,236	4
Reimbursed + Unclaimed	99,719	91	100,878	92	103,010	94
No. of claims received	58		54		54	
Possible no. of claims	59		59		60	

Table 1

5. There are 28 Members who have revealed unclaimed over-ceiling expenses. The unclaimed amounts ranged from \$165 to \$127,230 for the three months, but mostly (20 out of 28) spread between \$5,000 and \$60,000.

6. The ceiling for reimbursable expenses (i.e. \$109,840) in each month was the sum of two separate ceilings on office operation expenses (OOE) and entertainment and travelling expenses (ETE). The average monthly expenses per Member, as against the corresponding reimbursement ceilings, for the period are as follows:

	Reimbursed		Reimbursed + Unclaimed	
	\$	%	\$	%
<b>Monthly ceiling for office operation expenses reimbursement</b>	<b>96,120</b>	<b>100</b>	<b>96,120</b>	<b>100</b>
Staff remuneration and expenses	58,818	61	59,591	62
Office accommodation expenses	9,108	10	9,996	10
Other operating expenses	14,354	15	15,965	17
Equipment and furniture	1,931	2	1,951	2
<b>OOE reimbursement</b>	<b>84,211</b>	<b>88</b>	<b>87,503</b>	<b>91</b>

	Reimbursed		Reimbursed + Unclaimed	
	\$	%	\$	%
<b>Monthly ceiling for entertainment and travelling expenses reimbursement</b>	<b>13,720</b>	<b>100</b>	<b>13,720</b>	<b>100</b>
Entertainment and travelling expenses	12,077	88	12,935	94
Staff remuneration	729	5	729	5
<b>ETE reimbursement</b>	<b>12,806</b>	<b>93</b>	<b>13,664</b>	<b>99</b>

Table 2

7. Among the 166 claims received, the extent to which the maximum reimbursable amount was claimed is shown below:

<b>% of the 166 claims</b> <b>Amount claimed</b>	<b>Office Operating Expenses (OOE)</b>	<b>Entertainment and Travelling Expenses (ETE)</b>	<b>Total (OOE + ETE)</b>
100%	49	85	47
96% - 99%	6	2	7
91% - 95%	6	1	9
86% - 90%	5	0	8
81% - 85%	8	0	5
71% - 80%	10	3	8
61% - 70%	5	0	5
51% - 60%	5	3	5
41% - 50%	2	2	4
31% - 40%	3	1	1
1% - 30%	1	0	1
0%	0	3	0
<b>Total %</b>	<b>100</b>	<b>100</b>	<b>100</b>

Table 3

## Detailed Breakdown

8. The expenses in table 2 above are broken down below :

<b>Staff Expenses</b>				
	<b>Reimbursed</b>		<b>Reimbursed + Unclaimed</b>	
<b>Items</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>
Salaries	55,425	50.46	55,962	50.95
Medical benefits	138	0.12	159	0.15
Insurance premiums	226	0.21	287	0.26
Others	1,016	0.93	1,170	1.06
Funds set aside	2,013	1.83	2,013	1.83
Total	58,818	53.55	59,591	54.25

Table 4

9. Statistics on the number of employees hired by each Member and the range of salaries are shown in **Appendices I** and **II** respectively.

10. Forty-five per cent of the 166 reimbursement claims had funds set aside for payment of future staff expenses. Out of the average of \$2,013 set aside, \$1,547 was for year-end double pay, \$282 for contract-end gratuities and \$184 for provident fund contributions.

<b>Office Accommodation Expenses</b>				
	<b>Reimbursed</b>		<b>Reimbursed + Unclaimed</b>	
<b>Items</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>
Rents, management fees, rates and government rents	8,398	7.64	9,172	8.35
Utility charges	710	0.65	824	0.75
Total	9,108	8.29	9,996	9.10

Table 5

11. In December 2000, rents in the amount of \$437,376 for 64 district offices were claimed by 39 Members. Twenty-five of these offices were located in public housing estates, with a total rent of \$112,112, while 39 were situated elsewhere, with a total rent of \$325,264. Some of these were shared offices. If the portions not financed by the Members concerned were eliminated, the 64 offices would be equivalent to 56 full units.

12. Based on the Secretariat's records and Members' rents reported, the number of offices operated by Members in December 2000 ranged from zero to six, including a central office located in the premises of the Legislative Council Secretariat which was provided to each Member on request. Apparently, some Members have used their own offices without claiming or reporting any rent. On the other hand, some shared offices may only serve as liaison points rather than places of major operation.

13. **Appendix III** shows the statistics on the number of offices operated by Members in December 2000.

<b>Other Operating Expenses, Equipment and Furniture</b>				
<b>Items</b>	<b>Reimbursed</b>		<b>Reimbursed + Unclaimed</b>	
	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>
Stationery	865	0.79	1,034	0.94
Periodicals and newspapers	566	0.51	648	0.59
Printing	2,300	2.09	2,667	2.43
Consultancy fees	6,223	5.67	6,690	6.09
Communication	2,251	2.05	2,572	2.34
Publicity and activities	479	0.44	552	0.50
Repairs and maintenance	280	0.25	314	0.28
Members' medical and dental insurance	11	0.01	34	0.03
Minor Tools	347	0.32	360	0.33
Software and fixtures	290	0.26	293	0.27
Equipment and furniture	1,931	1.76	1,951	1.78
Others	742	0.68	801	0.73
<b>Total</b>	<b>16,285</b>	<b>14.83</b>	<b>17,916</b>	<b>16.31</b>

Table 6

<b>Entertainment and Travelling Expenses</b>				
	<b>Reimbursed</b>		<b>Reimbursed + Unclaimed</b>	
<b>Items</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>	<b>\$</b>	<b>% of Monthly Expenses Ceiling</b>
Entertainment and Travelling	12,077	11.00	12,935	11.78
Staff remuneration	729	0.66	729	0.66
Total	12,806	11.66	13,664	12.44

Table 7

14. Eleven per cent of the claims, involving eight Members, used part of the entertainment and travelling expenses reimbursement to pay staff salaries during the period.

### **Presentation**

15. Members are invited to note the pattern and level of Members' expenses.

\* \* \* \* \*

**Statistics on the number of employees  
hired by Members in different salary ranges  
(based on reimbursement claims for the month of December 2000)**

Salary Range (\$)	No. of Employees
0 - 4,999	37 *
5,000 - 9,999	77
10,000 - 14,999	61
15,000 - 19,999	36
20,000 - 24,999	19
25,000 - 29,999	6
30,000 - 34,999	7
35,000 - 39,999	4
40,000 - 44,999	3
Total	250

\* including 34 employees hired on a part-time basis and 3 paid on a pro-rata basis because they only worked for part of the month in December 2000

**Statistics on the number of employees  
hired by Members  
(based on reimbursement claims for the month of December 2000)**

<b>No. of Employees</b>	<b>No. of Members</b>
1	3
2	4
3	9
4	14
5	10
6	1
7	8
8	4
9	0
10	0
11	0
12	1
Total	54



### Statistics on the number of offices operated by Members in December 2000

#### (A) Based on reimbursement claims received

No. of Members	No. of Central Offices		No. of District Offices					No. of Offices Each	Total No. of Offices
	0	1	0	1	2	3	4		
1	0		0					0	0
3	0			1				1	3
14		1	0					1	14
19		1		1				2	38
11		1			2			3	33
4		1				3		4	16
2		1					4	5	10
<b>54</b>	<b>50</b>		<b>64</b>					<b>--</b>	<b>114</b>

#### (B) Based on reimbursement claims and survey on unclaimed expenses

No. of Members	No. of Central Offices		No. of District Offices						No. of Offices Each	Total No. of Offices
	0	1	0	1	2	3	4	5		
1	0		0						0	0
3	0			1					1	3
14		1	0						1	14
17		1		1					2	34
12		1			2				3	36
4		1				3			4	16
2		1					4		5	10
1		1						5	6	6
<b>54</b>	<b>50</b>		<b>69</b>						<b>--</b>	<b>119</b>

#### (C) Based on reimbursement claims, survey on unclaimed expenses and enquiries on Members who have not submitted any claims in respect of December 2000

No. of Members	No. of Central Offices		No. of District Offices						No. of Offices Each	Total No. of Offices
	0	1	0	1	2	3	4	5		
1	0		0						0	0
3	0			1					1	3
16		1	0						1	16
19		1		1					2	38
14		1			2				3	42
4		1				3			4	16
2		1					4		5	10
1		1						5	6	6
<b>60</b>	<b>56</b>		<b>75</b>						<b>--</b>	<b>131</b>