

禁毒基金一般撥款計劃

擬備財務文件工作坊



2023年5月11日及22日

大綱

2

1. 禁毒基金程序指引的相關規定
2. 擬備財務文件需注意事項
3. 財務文件範例焦點討論
4. 問答時間



第一部分

禁毒基金程序指引的相關規定

發放撥款安排

發還款項模式
Reimbursement
Mode

或

分期發放模式
Instalment Mode

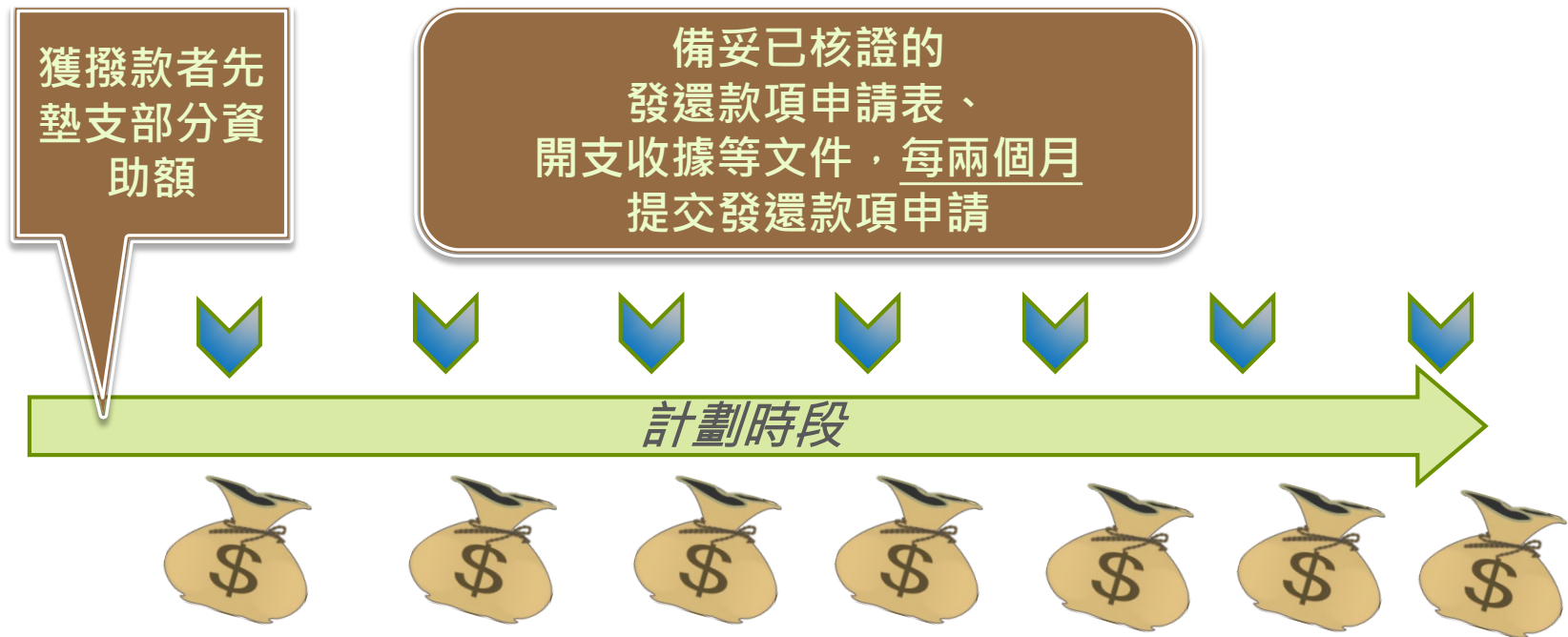
發放撥款安排 - 發還款項模式

發還款項模式 (Reimbursement mode)

- ❖ 適用於獲批撥款少於50萬元而獲撥款者選擇不聘用核數師的項目



發放撥款安排 - 發還款項模式



如秘書處滿意機構恪守撥款條件，
會安排款項經庫務署發還。

發放撥款安排 - 分期發放模式

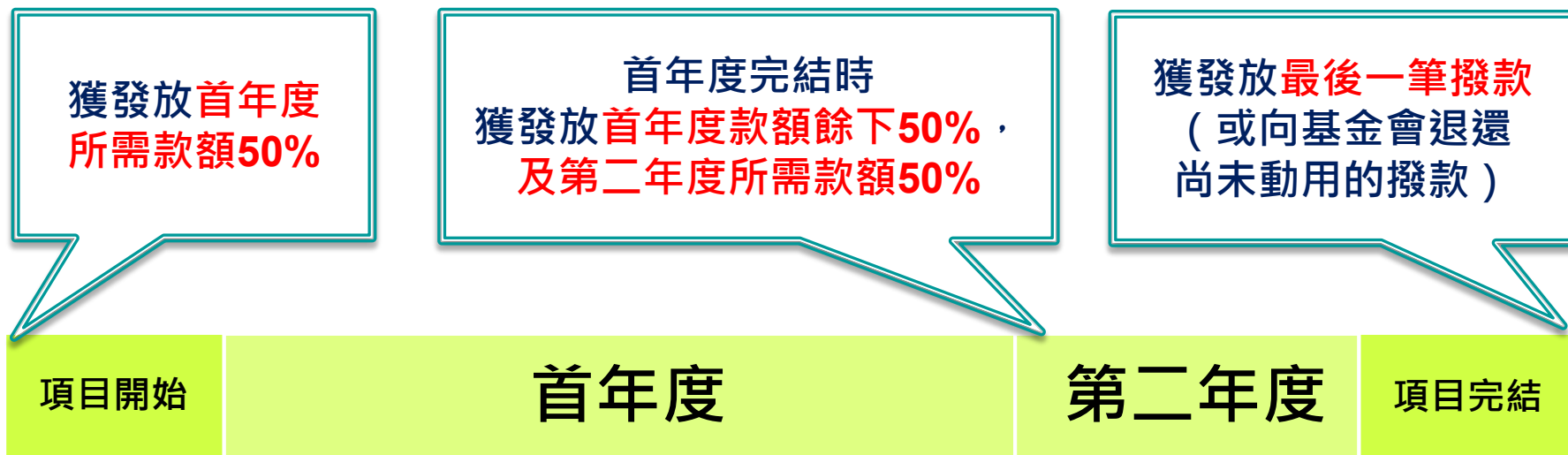
分期發放模式 (Instalment mode)

- ❖ 適用於獲批撥款**少於50萬元**而獲撥款者**選擇聘用核數師**的項目；
- ❖ 以及獲批撥款**50萬元或以上**的項目（**必須聘用核數師**）





發放撥款安排 - 分期發放模式


如項目為期少於18個月



獲撥款者
按時提交：

 進度報告
(每半年 / 季及按
基金會秘書處要求)

 年度「經審計
帳目」

 最終「經審計帳目」
和詳盡報告
(項目完結時)

發放撥款安排 - 分期發放模式

如項目為期18個月或以上

獲發放**首年度**
所需款額**100%**

首年度完結時
獲發放**第二年度**
所需款額**50%**

其後每年度完結時
獲發放**上一年度款額**
餘下**50%**，及**下一年度**
所需款額**50%**

獲發放**最後一筆撥款**
(或向基金會退還
尚未動用的撥款)

項目開始


首年度


第二年度


其後年度

項目完結

獲撥款者
按時提交：

 進度報告
(每半年/季及
按基金會秘書處要求)

 年度「經審計
帳目」

 最終「經審計帳目」
和詳盡報告
(項目完結時)

禁毒基金程序指引

10

- 撥款須**專**用於基金會批准的用途
- 在推行計劃時，須遵守批准書和承諾書訂明的所有條件
- 撥款必須以經濟及審慎的方式用於獲批項目的範圍內，以達成目標



禁毒基金程序指引

11

- 機構須確保項目不得使用基金會對其他項目的資助；或不得接受其他政府資助，亦不得交叉使用資源（例如以其他政府基金及／或政府資助服務／計劃的撥款及人員推行項目，反之亦然）。

3. The project must not be funded by BDF funding for other projects or other Government funding, and there must not be cross-subsidisation of resources (e.g. using funding and personnel under other BDF projects and/or Government subvented services/projects to carry out the project, or vice versa).....

Beat Drugs Fund Regular Funding Scheme

Conditions of Grant

General

1. Beat Drugs Fund ("BDF") is public money. A grantee is accountable to the public for the use of the funds allocated from BDF. The grant must be used specifically for the purpose(s) and scope approved by the Beat Drugs Fund Association ("BDFA") in accordance with the approved budget and the terms and conditions of grant. Project programme/activities/output and funding used must be within and commensurate with the ambit of the approved project ("the project").
2. In executing, implementing, administering and managing the project, the grantee shall comply with all the terms and conditions of grant. The Approval Letter, this set of Conditions of Grant, the Procedural Guidelines for Successful Applicants ("Procedural Guidelines"), Guide to Beat Drugs Fund Regular Funding Scheme, and other instructions and correspondences issued by BDFA or BDFA Secretariat ("the Secretariat") related to the execution and management of the project from time to time, form the terms and conditions of grant and are binding on the grantee. If necessary, proper reference shall also be made to the implementation plan submitted by the grantee which has been agreed by BDFA, and the approved application (the project proposal) submitted by the grantee at the time of application. Failure to comply with the terms and conditions of grant may lead to termination of grant. Circumstances which would lead to BDFA withholding any payment to a grantee or reclaim any payment from a grantee are set out in the Procedural Guidelines.
3. The project must not be funded by BDF funding for other projects or other Government funding, and there must not be cross-utilisation of resources (e.g. using funding and personnel under other BDF projects and/or Government subvented services/projects to carry out the project, or vice versa). Accordingly, the output/outcome of the project must not be double-counted as any output/outcome under any other BDF projects or Government subvented services or projects.

11

禁毒基金程序指引

12

- 獲撥款人／機構須確保項目的成果及成效**不得重複計算**作其他基金項目及／或政府資助服務／計劃的成果及成效

Beat Drugs Fund Regular Funding Scheme

Conditions of Grant

General

1. Beat Drugs Fund ("BDF") is public money. A grantee is accountable to the public for the use of the funds allocated from BDF. The grant must be used specifically for the purpose(s) and scope approved by the Beat Drugs Fund Association ("BDFA") in accordance with the approved budget and the terms and conditions of grant. Project programme/activities/output and funding used must be within and commensurate with the ambit of the approved project ("the project").
2. In executing, implementing, administering and managing the project, the grantee shall comply with all the terms and conditions of grant. The Approval Letter, this set of Conditions of Grant, the Procedural Guidelines for Successful Applicants ("Procedural Guidelines"), Guide to Beat Drugs Fund Regular Funding Scheme, and other instructions and correspondences issued by BDFA or BDFA Secretariat ("the Secretariat") related to the execution and management of the project from time to time, form the terms and conditions of grant and are binding on the grantee. If necessary, proper reference shall also be made to the implementation plan submitted by the grantee which has been agreed by BDFA, and the approved application (the project proposal) submitted by the grantee at the time of application. Failure to comply with the terms and conditions of grant may lead to termination of grant. Circumstances which would lead to BDFA withholding any payment to a grantee or reclaim any payment from a grantee are set out in the Procedural Guidelines.
3. The project **must not be funded by BDF funding for other projects or other Government funding, and there must not be cross-utilisation of resources** (e.g. using funding and personnel under other BDF projects and/or Government subvented services/projects to carry out the project, or vice versa). Accordingly, the output/outcome of the project must not be double-counted as any output/outcome under any other BDF projects or Government subvented services or projects.

3.Accordingly, the output/outcome of the project must not be double-counted as any output/outcome under any other BDF projects or Government subvented services or projects.

禁毒基金程序指引

13

- 須按照基金會批准的
財政預算和**分項開支**
使用撥款

(例) 分項開支：
6項

Beat Drugs Fund Regular Funding Scheme "Project" (Project reference no.: BDF2000...) Approved Budget		
	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Work Officer: \$33,350.00 per month for first 12 months; and \$35,040.00 per month for subsequent 12 months MPF is included in all rates	\$820,680.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$40,000.00
	Total	\$1,176,680.00
Note :	(1) The grantee shall observe the maximum headcount, employment period and salary approved for each job position. For annual increment (such as advancement in the pay point of staff, e.g. from MPS 10 to MPS 11, arising from the continuous service of the staff member in the second or third year of the project) as approved in the project, it should be granted only if the staff member employed concerned has satisfactory continuous performance.	
	(2) Photocopiers and personal computers are <u>not</u> supported.	
	(3) External Audit Fee are <u>excluded</u> from the computation of the Administrative Overhead funding.	
	(4) The final recognised amount of administrative overhead will be adjusted according to the actual spending of the project.	

xx/20 (PE&P) February 2021

禁毒基金程序指引

14

- 須備存詳細的會計紀錄和證明文件(例如單據和發票)，以證明款項如何運用及申請發還款項
- 須備存活動收入紀錄，於申請發還款項時把收入(包括利息收入)扣除



14

禁毒基金程序指引

- 須保存與一般撥款計劃資助有關的帳簿及所有其他相關紀錄及資料，保存期為計劃完成或最後一筆撥款發放後最少7年，或按照現行法例規定的期限，以較長時間者為準。
- 這些帳簿及紀錄須於任何合理時間供秘書處及審計署的獲授權人員查閱。



禁毒基金程序指引 – 以發還款項模式推行的項目

16

- 提交發還款項申請表及開支收據時，須一併提交「**收支結算表**」(income and expenditure account)

Anti-drug Pioneer Alliance
Project Title: Hong Kong Let's Beat Drugs
Project No.: BDF 159999
Project Period: 1 June 2016 to 28 February 2017

Interim/Final Income and Expenditure Account

Income		From 1 June 2016 to 28 February 2017	Total Amount Received (HK\$)
Item			
1	Grant from BDF		\$121,532.70
2	Programme income	\$1,000.00	\$1,000.00
	Total	\$122,532.70	\$122,532.70

Expenditure		From 1 June 2016 to 28 February 2017	Total Amount Claimed (HK\$)
Item	Amount Approved (HK\$)		
1	Publicity	\$50,000.00	\$50,000.00
2	Preventive education activities (after income)	\$60,000.00	\$56,999.00
3	Transportation	\$5,000.00	\$4,533.70
4	Vocational training	\$10,000.00	\$10,000.00
	Total	\$125,000.00	\$121,532.70

Balance (Amount Approved - Total Amount Claimed) (HK\$): \$3,467.30

16

禁毒基金程序指引 – 須提交**審計報告**的項目

17

- 須按年及於項目完成後提交「**經審計帳目**」
(audited account) ，內容包括：
 - ✓ 核數師報告 (auditors' report)
 - ✓ 收支表 (statement of income and expenditure)
 - ✓ 財務狀況表 (statement of financial position)
 - ✓ 帳目附註 (notes to account)
- 核數師報告須述明機構已符合基金會訂明的撥款條件



禁毒基金程序指引 - 須提交審計報告的項目

- 經審計**收支表** (statement of income and expenditure) 須按基金會批准的「分項開支」分類

禁毒基金會 Beat Drugs Fund Association
由獲撥款人填報開支的帳目及支出細項 (適用於基金會批准的開支項目 "行政支撥撥款" 的項目)
Particulars of Income and Expenditure Items to be Completed by Grantee (for projects with approved cost item "Administrative Overhead")

計劃編號 Project No. 1800102
獲撥款人/機構名稱 Name of grantee: Anti-Dope Pioneer Alliance
計劃名稱 Name of project: Hong Kong Let's Beat Drugs

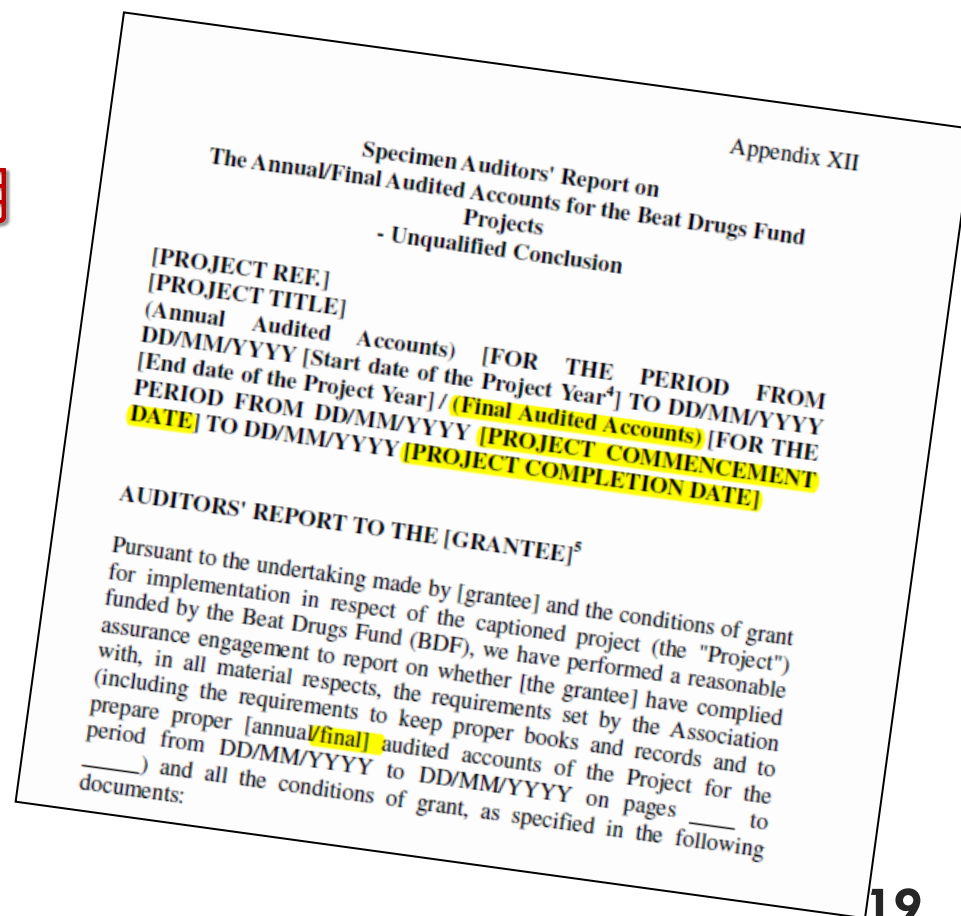
備註: (1)所有開支均須有憑證。All the financial information in this applicable column should be filled in. Guidance notes to completion of this form should be read before completing this form.
(2) 以收貨單或發票為準。Guidance notes to completion of this form should be read before completing this form.

開支項目名稱 Name of approved cost item	收據日期 Receipt date number	日期 Date of receipt	用途/用途 Purpose of purchase, description of the programme materials purchased/service contractual terms signed and date of expiry	承辦商名稱 Name of vendor	承辦人 No. of beneficiaries	數量 Quantity purchased	單位 Unit	金額(港幣) Expense (HKD)	可以計算開支的行政支撥 撥款項目 (V1) Expense for completion of administrative overheads to be claimed (V1)	可能符合申報的開支數目 符合申報的開支數目 Sufficient no. of documents obtained before procurement (if applicable) (N/A/V1)	不獲核對的開支項目 Justification for not accepting the lowest offer, or receipt no. of quotation is obtained
Personal Emolument	101	2019-09-31	Social Work Assistant, Chan Siu Wo		12 months	12	hours	\$10,400.00	✓		
Publicity	201	2018-06-11	Colour posters	UNISIGN Design Co.		800	pcs	\$8,400.00	✓		
Publicity	202	2018-06-11	Stickers for posting stickers	Free Ko Ho. Comp.		10	pcs	\$24.00	✓		
Publicity	203	2018-06-11	Stickers	China Free Food Company		20	pcs	\$1,728.00	✓		
Publicity	204	2018-06-11	Stickers	China Free Food Company		700	pcs	\$7,204.00	✓		
Publicity	205	2018-06-11	Stickers	China Free Food Company		100	pcs	\$980.00	✓		
Publicity	206	2018-07-02	School fee collected from ABCD	ABCD				\$4,000.00	✓		
Publicity	207	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	208	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	209	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	210	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	211	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	212	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	213	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	214	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	215	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	216	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	217	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	218	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	219	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	220	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	221	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	222	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	223	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	224	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	225	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	226	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	227	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	228	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	229	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	230	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	231	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	232	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	233	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	234	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	235	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	236	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	237	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	238	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	239	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	240	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	241	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	242	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	243	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	244	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	245	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	246	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	247	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	248	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	249	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	250	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	251	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	252	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	253	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	254	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	255	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	256	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	257	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	258	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	259	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	260	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	261	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	262	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	263	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	264	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	265	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	266	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	267	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	268	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	269	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	270	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	271	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	272	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	273	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	274	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	275	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	276	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	277	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	278	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	279	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	280	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	281	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	282	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	283	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	284	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	285	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	286	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	287	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	288	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	289	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	290	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	291	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	292	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	293	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	294	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	295	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	296	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	297	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	298	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	299	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	300	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	301	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	302	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	303	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	304	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	305	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	306	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	307	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	308	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity	309	2018-07-02	School fee collected from ABCD	DEF				\$4,000.00	✓		
Publicity	310	2018-07-02	School fee collected from ABCD	ABC				\$4,000.00	✓		
Publicity											

禁毒基金程序指引 – 須提交**審計報告**的項目

19

- ❑ 最終「經審計帳目」(final audited account) 須涵蓋**項目開始至結束的整個時期**



19

禁毒基金程序指引 - 購置物品及設備 / 僱用服務

20

採購5千至5萬元的
貨品或服務



取得不少於**2個**
符合要求的書面報價



20

禁毒基金程序指引 - 購置物品及設備 / 僱用服務

21

採購5萬元以上
至20萬元的貨品

採購5萬元以上
至50萬元的服務

取得不少於5個
符合要求的書面報價



21

禁毒基金程序指引 - 購置物品及設備 / 僱用服務

22

採購20萬元以上的貨品

採購50萬元以上的服務

邀請不少於5份投標書



採納投標書可毋須徵求基金會批准；
惟機構須於完成投標程序後，隨即向基金會提交
所有投標書和投標價格比較表；
如不採納索價最低的投標書，須提供充足理據

22

禁毒基金程序指引

23

- 如有就項目申請「行政支援撥款」，將獲批**一筆過的開支項目**“Administrative Overhead”
- 在計算「行政支援撥款」的批款時，個別項目／活動（例如審計費用）的款項已被**剔除**

例子：

(3) External Audit Fee are excluded from the computation of Administrative Overhead funding.

Beat Drugs Fund Regular Funding Scheme "Project" (Project reference no.: BDF2000) <u>Approved Budget</u>		
	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Work Officer: \$33,350.00 per month for first 12 months; and \$35,040.00 per month for subsequent 12 months MPF is included in all rates	\$820,680.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$40,000.00
	Total	\$1,176,680.00
Note	(1) The grantee shall observe the maximum headcount, employment period and salary approved for each job position. For annual increment (such as advancement in the pay point of staff, e.g. from MPS 10 to MPS 11, arising from the continuous service of the staff member in the second or third year of the project) as approved in the project, it should be granted only if the staff member employed concerned has satisfactory continuous performance.	
	(2) Photocopiers and personal computers are <u>not</u> supported.	
	(3) External Audit Fee are <u>excluded</u> from the computation of the Administrative Overhead funding.	
	(4) The final recognised amount of administrative overhead will be adjusted according to the actual spending of the project.	
	xx/20 (PE&P) February 2021	

23

禁毒基金程序指引

24

- 須註明每年度擬向基金會申領發放的「行政支援撥款」的金額，惟毋須就此提交任何收據或付款單據等文件
- 「行政支援撥款」的最終確認金額會根據項目的實際開支及剔除項目的款項作調整。

Beat Drugs Fund Regular Funding Scheme "Project" (Project reference no.: BDF2000) <u>Approved Budget</u>		
	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Work Officer: \$33,350.00 per month for first 12 months; and \$35,040.00 per month for subsequent 12 months MPF is included in all rates	\$820,680.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$40,000.00
Total		\$1,176,680.00
Note	<p>(1) The grantee shall observe the maximum headcount, employment period and salary approved for each job position. For annual increment (such as advancement in the pay point of staff, e.g. from MPS 10 to MPS 11, arising from the continuous service of the staff member in the second or third year of the project) as approved in the project, it should be granted only if the staff member employed concerned has satisfactory continuous performance.</p> <p>(2) Photocopiers and personal computers are <u>not</u> supported.</p> <p>(3) External Audit Fee are <u>excluded</u> from the computation of the Administrative Overhead funding.</p> <p>(4) The final recognised amount of administrative overhead will be adjusted according to the actual spending of the project.</p>	

(4) The final recognised amount of administrative overhead will be adjusted according to the actual spending of the project.

禁毒基金程序指引

25

- 應備存**資產記錄冊**，記錄獲禁毒基金資助**\$1,000**或以上的固定資產



請注意批准信
及財政預算內的
細則

Beat Drugs Fund Regular Funding Scheme "Project" (Project reference no.: BDF2000) Approved Budget		
	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Work Officer: \$33,350.00 per month for first 12 months; and \$35,040.00 per month for subsequent 12 months MPF is included in all rates	\$820,680.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$40,000.00
	Total	\$1,176,680.00
Note	(1) The grantee shall observe the maximum headcount, employment period and salary approved for each job position. For annual increment (such as advancement in the pay point of staff, e.g. from MPS 10 to MPS 11, arising from the continuous service of the staff member in the second or third year of the project) as approved in the project, it should be granted only if the staff member employed concerned has satisfactory continuous performance.	
	(2) Photocopiers and personal computers are <u>not</u> supported.	
	(3) External Audit Fee are <u>excluded</u> from the computation of the Administrative Overhead funding.	
	(4) The final recognised amount of administrative overhead will be adjusted according to the actual spending of the project.	
	xx/20 (PE&P) February 2021	

禁毒基金程序指引

26

□ 固定資產記錄冊樣本



Register of Assets for BDF Project No. 189999

Grantee: Anti-drug Pioneer Alliance

Item	Date of Purchase	Price	Brand	Model	Serial No.	No. of Units	Location of Item	Person-in-charge
Camera	30/6/2020	\$5,000	Hello Cameras	HKR D90(B)	8434055, 8434056, 8434507, 8434433, 8434434	5	APA Centre	Lui Ka Ho

第二部分

擬備財務文件需注意事項

擬備財務文件需注意事項

28

禁毒基金會表格

- ❖ 收入及支出細項表 (I&E Form)
- ❖ 薪酬記錄 (Form B)
- ❖ 交通支出表格 (Form A)



擬備財務文件需注意事項

29

禁毒基金會表格

- ❖ 收入及支出細項表 (I&E Form)
- ❖ 薪酬記錄 (Form B)
- ❖ 交通支出表格 (Form A)



擬備財務文件需注意事項

30

如項目不包含獲批開支
「行政支援撥款」

適用於不包含獲批准的開支項目「行政支援撥款」的項目

收入及支出細項表

Appendix IX

禁毒基金會 Beat Drugs Fund Association

由獲撥款人機構填寫的收入及支出細項表 (適用於不包含獲批准的開支項目「行政支援撥款」的項目)

Particulars of Income and Expenditure Items to be Completed by Grantee (for projects without approved cost item "Administrative Overhead")

計劃編號
Project No.: 2000xx

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱:
Name of project: Hong Kong Let's Beat Drugs

注意: (1)所有適用的欄均應填寫。All the required information in all applicable columns should be filled in.
Note: (2)填寫本表前應先參閱相關的說明。Guidance notes to completion of this form should be read before completing this form.

獲批准項目名稱 Name of approved cost item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	款項用途, 物件/服務/購得的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出/(收入) Expense / (Income) (H)	用數前已取得足夠數量而符合要求的報價(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (NA/Y/N) (K)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (L)
Personal Emolument	(1)-1	2021/05/31	Social Work Assistant, Lui Ka Ho	--	--	12 months	\$211,995.00	--	--
	(1)-2	2021/05/31	Activity Assistant, Chan Siu Wo	--	--	68 hours	\$13,600.00	--	--
	(1)-3	2021/05/31	Activity Assistant, Wong Lok Ying	--	--	52 hours	\$10,400.00	--	--
Personal Emolument						Sub-total	\$235,995.00		
Publicity	(2)-1	2020/06/13	Leaflets	Link2Sight Design Co.	--	500	\$5,440.00	Y	N/A, lowest offer accepted
	(2)-2	2020/06/13	Colour posters	Good View Colour Laser Copy Centre	--	10	\$35.00	N/A	
	(2)-3	2020/06/17	Stamps for posting posters	7-Eleven	--	20	\$34.00	N/A	
	(2)-4	2020/06/18	Badges	Pak Ko Ind. Comp.	750	750	\$1,725.00	N/A	
Publicity						Sub-total	\$7,234.00		
Anti-drug activities	(3)-1	2020/07/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$960.00	N/A	
	(3)-2	2020/07/22	Stationery	Hoi Kee Book Store	50	--	\$300.00	N/A	
	---	---	---	---	---	---	---	---	
	(3)-43	2020/07/23	School fee collected from ABC小學	ABC小學	--	--	(\$500.00)	N/A	
	(3)-44	2020/07/25	School fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)	N/A	
	(3)-45	2021/03/25	Computers	Hello Computers	--	1	\$4,600.00	N/A	
Anti-drug activities						Sub-total	\$5,060.00		
Travel Expenses	Form A-Lui Ka Ho (June)	2020/06/28	Transportation	N/A	N/A	N/A	\$42.70	N/A	
	(4)-1	2020/10/18	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$850.00	N/A	
Travel Expenses						Sub-total	\$692.70		
External Audit Fee	(5)-1	2021/06/03	Audit for first project year	United Partners CPA Ltd.	N/A	1 job	\$3,000.00	N/A	
External Audit Fee						Sub-total	\$3,000.00		
						總數 Total	\$254,984.70		

本人註

(1)本人確定所有資料均真確無誤，而所有費用均用於禁毒基金會已批准的用途。

(2)本人確定購物/僱用服務/提供膳食均為必需，及符合計劃實際需要。

(3)本人確定所有開支，已嚴格根據禁毒基金會發出的程序指引及撥款條件。

(4)本人認為在採購/僱用服務/用膳時，已盡所有能力，確保根據公平競爭的原則採購物品及服務，採購過程具透明度，而所採購的物品及服務是符合經濟原則的。

(5)本人確認已適當分攤開支(若有的話)，而有關分攤的開支是直接用於計劃。

(1)We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by Beat Drugs Fund Association.

(2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the actual project requirement.

(3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association have been strictly followed when incurring project expenses.

(4)We are satisfied that in the procurement/hire of service/provision of meals, goods, services and meals are purchased in a competitive and equitable way, the process is transparent, and the purchases represent value for money.

(5)We confirm that reasonable apportionment of expenses, if any, has been made and the apportioned expenses are directly related to the project.

日期Date: 2021/06/04

日期Date: 2021/06/13

計劃主管姓名，職銜及簽名

Name, title and signature of the project-in-charge:

Felix Wong Tai Ho, Project leader

獲撥款人/機構高級職員的姓名，職銜及簽名

Name, title and signature of senior officer of the grantee:

Elaine Chan Mei Kuen, Director

機構蓋章

Official seal:



填寫表格的說明 Guidance Notes to Completion of the Form

(1)程序物資包括已包裝食/飲品、文價用品、現金券/書券、禮品等物件；通常這些物件已現成可用，無需加工。例如：購買小食、紙張、小禮物、郵票。

(2)僱用服務包括設計及印刷、影印、網上服務、導師費、講員費、場地費用、租用旅遊巴、租用器材、承包商服務、訂製的物件。例如速遞服務、輸出海報、興趣班導師、醫生費用。

(3)每行以一張單據為準。即使一張單據包括多個項目，亦只佔一行。

(4)同一獲批准項目下的開支細項應以一組按年列出。請不要按月列出開支。

(5)向參加者徵收的費用，應以獨立一項列明，撥入對應的獲批准項目。如有收費收據，亦應連同其他單據一同提交。

(6)計劃主管或獲撥款機構高級職員應在單據上逐一簽署作實。

(7)若涉及交通開支(僱用服務如租用旅行車等除外)，請同時遞交表格A；員工開支則須同時遞交表格B。

(8)如向參加者派任何面額的現金券/書券，必須保留分發名單記錄。

備註 Remarks:

(A)根據禁毒基金發出的通知書上的「獲批准項目」名稱，填寫對應的名稱。

(B)為每張單據編號，以便對應。

(D)簡略介紹物件/服務/膳食的資料。如文具等未有指定內容的項目，應加上詳情。如物品/服務/膳食是針對某一活動而設，該活動的名稱及日期亦應填寫。

(F)膳食/茶點單據應寫上用膳人數，分別列明工作人員、義工和參加者的人數。如物件作派發用途，應寫上接受物件的人數。

(G)如單據上包括多個項目，而各項目對應的數量亦已清楚顯明於單據上，可略去不寫。

(H)填上每一張單據的總額。

(K)每次採購(即件數乘以單價，或各項目價格的總和)價值\$5,000或以上的物件、僱用服務或用膳前，應按禁毒基金的指引取得足夠數量而符合要求的報價/投標。獲撥款機構應妥善記錄報價資料，以便禁毒基金會作隨時的檢查。至於招標記錄則應在確定招標記錄後隨即遞交至禁毒基金會。

(1) Programme materials include pre-packed food/drinks, stationery, coupons, gifts. Usually these materials are ready-made for immediate deployment. Examples: snacks, paper, small gifts, stamps

(2) Services include design and printing, photocopying, online services, instructor fee, speaker fee, venue expenses, hire of coach and lorry, equipment rental, contractor service, production of custom-made items. Examples: courier service, production of publicity materials, interest-class instructor fee, doctor's fee.

(3) Each receipt should occupy one line, even if the receipt contains multiple items.

(4) All expenditure items in a project year under the same approved cost item should be grouped together in a single list. Please do not use separate list for each month.

(5) Income collected from participants should be indicated in a separate row and marked under corresponding approved cost item. Income receipts should be submitted if available.

(6) The project in-charge or the senior officer of the grantee should sign each receipt for certification.

(7) Please also submit the completed Form A if travelling expenses (excluding hiring of services such as rental of coaches, etc) are involved; and Form B if staff costs are involved.

(8) A record on the distribution of the cash coupons of any value to participants should be maintained.

(A) The name of the approved cost item as indicated on the notification of successful grant application should be marked in the column.

(B) Each receipt should be serially numbered for cross-checking.

(D) Briefly describe the items purchased/service hire/meal provided. For vague items such as "stationery", details should be specified. The name and date of the activity should be indicated as well if the purchase/service/meal is specially designated for one activity.

(F) The number of staff members, volunteers and participants should be separately indicated for meals/refreshment served. If the purchase was/will be distributed, the number of people receiving the items should be marked.

(G) If the receipt relates to multiple different items and the individual quantities have been clearly marked in the receipt, the quantities may be omitted.

(H) The total for each receipt should be marked.

(K) Sufficient number of quotations with conforming offers/tenders should be obtained for a single purchase (i.e. no. of units x unit price) or purchases of a list of items costing \$5,000 or above in accordance with Beat Drugs Fund Guidelines before proceeding with the purchase. Quotation records should be duly prepared and readily available for Beat Drugs Fund Association's inspection upon request. Tender documents should be submitted to Beat Drugs Fund Association once the tender is awarded.

擬備財務文件需注意事項

33

如項目包含獲批開支
「行政支援撥款」

收入及支出細項表

禁毒基金會 Beat Drugs Fund Association

由獲撥款人機構填寫的收入及支出細項表 (適用於包含獲批准的開支項目「行政支援撥款」的項目)
Particulars of Income and Expenditure Items to be Completed by Grantee (for projects with approved cost item "Administrative Overhead")

計劃編號
Project No.: 2000xx

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱:
Name of project: Hong Kong Let's Beat Drugs

注意 (1)所有填用的欄位均應填寫。* All the required information in all applicable columns should be filled in.
Note: (2)填寫本表前應先參閱相關的說明。* Guidance notes to completion of this form should be read before completing this form.

獲批准項目名稱 Name of approved cost item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	款項用途, 物件/服務/膳食的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出/(收入) Expense / (Income) (H)	用以計算擬申領的行政支援撥款的支出 (✓) Expense for computation of Administrative Overhead to be claimed (✓) (K)	用款前已取得足夠數量而符合要求的報價(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (NAY/N) (L)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (M)
Personal Emolument	(1)-1	2021/05/31	Social Work Assistant, Lui Ka Ho	--	--	12 months	\$211,995.00	✓	--	--
	(1)-2	2021/05/31	Activity Assistant, Chan Siu Wo	--	--	68 hours	\$13,600.00	✓	--	--
	(1)-3	2021/05/31	Activity Assistant, Wong Lok Ying	--	--	52 hours	\$10,400.00	✓	--	--
Personal Emolument						Sub-total	\$235,995.00			
Publicity	(2)-1	2020/09/13	Leaflets	Link2Sight Design Co.	--	500	\$5,440.00	✓	Y	N/A, lowest offer accepted
	(2)-2	2020/09/13	Colour posters	Good View Colour Laser Copy Centre	--	10	\$35.00	✓	N/A	
	(2)-3	2020/09/17	Stamps for posting posters	7-Eleven	--	20	\$34.00	✓	N/A	
	(2)-4	2020/09/18	Badges	Pak Ko Ind. Comp.	750	750	\$1,725.00	✓	N/A	
Publicity						Sub-total	\$7,234.00			
Anti-drug activities	(3)-1	2020/07/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$960.00	✓	N/A	
	(3)-2	2020/07/22	Stationery	Hoi Kee Book Store	50	--	\$300.00	✓	N/A	
	---	---	---	---	---	---	---		---	
	(3)-43	2020/07/23	School fee collected from ABC小學	ABC小學	--	--	(\$500.00)		N/A	
	(3)-44	2020/07/25	School fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)		N/A	
	(3)-45	2021/03/25	Computers	Hello Computers	--	1	\$4,800.00		N/A	
Anti-drug activities						Sub-total	\$5,060.00			
Travel Expenses	Form A-Lui Ka Ho (June)	2020/08/28	Transportation	N/A	N/A	N/A	\$42.70	✓	N/A	
	(4)-1	2020/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$650.00	✓	N/A	
Travel Expenses						Sub-total	\$692.70			
External Audit Fee	(5)-1	2021/08/03	Audit for first project year	United Partners CPA Ltd.	N/A	1 job	\$3,000.00		N/A	
External Audit Fee						Sub-total	\$3,000.00			
Administrative Overhead	N/A	N/A	Administrative overhead for first project year	N/A	N/A	N/A	\$15,000.00		N/A	
Administrative Overhead						Sub-total	\$15,000.00			
						總數 Total	\$266,981.70			

收入及支出細項表

禁毒基金會 Beat Drugs Fund Association

由獲撥款人機構填寫的收入及支出細項表 (適用於包含獲批准的開支項目「行政支援撥款」的項目)
 Particulars of Income and Expenditure Items to be Completed by Grantee (for projects with approved cost item "Administrative Overhead")

35

計劃編號
Project No.: 2000xx

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱:
Name of project: Hong Kong Let's Beat Drugs

注意 (1)所有填用的欄位均應填寫。 All the required information in all applicable columns should be filled in.
 Note: (2)填寫本表前應先參閱相關的說明。 Guidance notes to completion of this form should be read before completing this form.

獲批准項目名稱 Name of approved cost item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	款項用途, 物件/服務/膳食的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出/(收入) Expense / (Income) (H)	用以計算擬申領的行政支援撥款的支出 (✓) Expense for computation of Administrative Overhead to be claimed (✓)	用款前已取得滿足數量而符合要求的報價(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (N/A/Y/N) (L)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (M)
Personal Emolument	(1)-1	2021/05/31	Social Work Assistant, Lui Ka Ho	--	--	12 months	\$211,995.00	✓	--	--
	(1)-2	2021/05/31	Activity Assistant, Chan Siu Wo	--	--	68 hours	\$15,995.00	✓	--	--
	(1)-3	2021/05/31	Activity Assistant, Wong Lok Ying	--	--	52 hours	\$10,400.00	✓	--	--
							5,995.00			
Publicity							5,440.00	✓	Y	N/A, lowest offer accepted
							\$35.00	✓	N/A	
							\$34.00	✓	N/A	
Publicity	(2)-4	2020/06/18	Badges	Pak Ko Ind. Comp.	750	750	\$1,725.00	✓	N/A	
							Sub-total			
							\$7,234.00			
Anti-drug activities	(3)-1	2020/07/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$960.00	✓	N/A	
	(3)-2	2020/07/22	Stationery	Hoi Kee Book Store	50	--	\$300.00	✓	N/A	
	---	---	---	---	---	---	---			
	(3)-43	2020/07/23	School fee collected from ABC小學	ABC小學	--	--	(\$500.00)		N/A	
	(3)-44	2020/07/25	School fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)		N/A	
	(3)-45	2021/03/25	Computers	Hello Computers	--	1	\$4,800.00		N/A	
Anti-drug activities										
Travel Expenses	Form A-Lui Ka Ho (June)	2020/08/28								
	(4)-1	2020/10/16								
Travel Expenses										
External Audit Fee	(5)-1	2021/06/03	Audit for first project year	United Partners CPA Ltd.	N/A	1 job	\$3,000.00		N/A	
							Sub-total			
							\$3,000.00			
Administrative Overhead	N/A	N/A	Administrative overhead for first project year	N/A	N/A	N/A	\$1,000.00		N/A	
							Sub-total			
							\$1,000.00			
							總數 Total			
							\$266,981.70			

如該開支細項為用以計算擬申領的「行政支援撥款」的支出，請於(K)欄加上剔號(✓)註明。

請註明擬向基金會申領發放的「行政支援撥款」的金額，惟毋須提交任何收據或付款單據等文件。

本人茲證明 We certify that:-

(1)本人確認所有資料均屬正確無誤，而所有費用均用於禁毒基金會已批准的用途。

(2)本人確定購物/僱用服務/提供膳食均為必需，及符合計劃實際需要。

(3)本人確定所有開支，已恪守根據禁毒基金會發出的程序指引及撥款條件。

(4)本人認為在採購/僱用服務/用膳時，已盡所有能力，確保根據公平競爭的原則採購物品及服務，採購過程具透明度，而所採購的物品及服務是符合經濟原則的。

(5)本人確認已適當地方攤開支(若有的話)，而有關分攤的開支是直接用於計劃。

(1)We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by Beat Drugs Fund Association.

(2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the actual project requirement.

(3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association have been strictly followed when incurring project expenses.

(4)We are satisfied that in the procurement/hire of service/provision of meals, goods, services and meals are purchased in a competitive and equitable way, the process is transparent, and the purchases represent value for money.

(5)We confirm that reasonable apportionment of expenses, if any, has been made and the apportioned expenses are directly related to the project.

日期Date: 2021/06/04

日期Date: 2021/06/13

計劃主管姓名、職銜及簽名
Name, title and signature of the project-in-charge:

Felix
Felix Wong Tai Ho, Project leader

E Chan
Elaine Chan Mei Kuen, Director

獲撥款人/機構高級職員的姓名、職銜及簽名
Name, title and signature of senior officer of the grantee:

Official seal:



填寫表格的說明 Guidance Notes to Completion of the Form

(1)程序物資包括已包裝食/飲品、文備用品、現金券/書券、禮品等物件；通常這些物件已現成可用，無需加工。例如：購買小食、紙張、小禮物、郵票。

(2)僱用服務包括設計及印刷、影印、網上服務、導師費、講員費、場地費用、租用旅遊巴士、租用器材、承包商服務、訂製的物件。例如速遞服務、輸出海報、興趣班導師、醫生費用。

(3)每行以一張單據為準，即使一張單據包括多個項目，亦只佔一行。

(4)同一獲批准項目下的開支細項應以一組按年列出，請不要按月列出開支。

(5)向參加者徵收的費用，應以獨立一項列明，撥入對應的獲批准項目，如有收費收據，亦應連同其他單據一同提交。

(6)計劃主管或獲撥款機構高級職員應在單據上逐一簽署作實。

(7)若涉及交通開支(僱用服務如租用旅行車等除外)，請同時遞交表格A；員工開支則須同時遞交表格B。

(8)如向參加者派任何面額的現金券/書券，必須保留分發名單記錄。

(1) Programme materials include pre-packed food/drinks, stationery, coupons, gifts. Usually these materials are ready-made for immediate deployment.

Examples: snacks, paper, small gifts, stamps

(2) Services include design and printing, photocopying, online services, instructor fee, speaker fee, venue expenses, hire of coach and lorry, equipment rental, contractor service, production of custom-made items. Examples: courier service, production of publicity materials, interest-class instructor fee, doctor's fee.

(3) Each receipt should occupy one line, even if the receipt contains multiple items.

(4) All expenditure items in a project year under the same approved cost item should be grouped together in a single list. Please do not use separate list for each month.

(5) Income collected from participants should be indicated in a separate row and marked under corresponding approved cost item. Income receipts should be submitted if available.

(6) The project in-charge or the senior officer of the grantee should sign each receipt for certification.

(7) Please also submit the completed Form A if travelling expenses (excluding hiring of services such as rental of coaches, etc) are involved; and Form B if staff costs are involved.

(8) A record on the distribution of the cash coupons of any value to participants should be maintained.

備註 Remarks:

(A)根據禁毒基金會發出的通知書上的「獲批准項目」名稱，填寫對應的名稱。

(B)為每張單據編號，以便對應。

(D)簡略介紹物件/服務/膳食的資料，如文具等未有指定內容的項目，應加上詳情，如物品/服務/膳食是針對某一活動而設，該活動的名稱及日期亦應填寫。

(F)膳食/茶點單據應寫上用膳人數，分別列明工作人員、義工和參加者的人數，如物件作派發用途，應寫上接受物件的人數。

(G)如單據上包括多個項目，而各項目對應的數量亦已清楚顯明於單據上，可略去不寫。

(H)填上每一張單據的總額。

(K)如有開支是用以計算撥申領的行政支援撥款，請加上剔號(✓)。

(L)每次採購(即件數乘以單價，或各項價格的總和)價值\$5,000或以上的物件、僱用服務或用膳費，應按禁毒基金會的指引取得足夠數量而符合要求的報價/投標。獲撥款機構應妥善記錄報價資料，以便禁毒基金會作隨時的檢查。至於招標記錄則應在確定招標記錄後隨即遞交至禁毒基金會。

(A) The name of the approved cost item as indicated on the notification of successful grant application should be marked in the column.

(B) Each receipt should be serially numbered for cross-checking.

(D) Briefly describe the items purchased/service hire/meal provided. For vague items such as "stationery", details should be specified. The name and date of the activity should be indicated as well if the purchase/service/meal is specially designated for one activity.

(F) The number of staff members, volunteers and participants should be separately indicated for meals/refreshment served. If the purchase was/will be distributed, the number of people receiving the items should be marked.

(G) If the receipt relates to multiple different items and the individual quantities have been clearly marked in the receipt, the quantities may be omitted.

(H) The total for each receipt should be marked.

(K) If the expense is for computation of Administrative Overhead to be claimed, please insert a tick mark (✓).

(L) Sufficient number of quotations with conforming offers/tenders should be obtained for a single purchase (i.e. no. of units x unit price) or purchases of a list of items costing \$5,000 or above in accordance with Beat Drugs Fund Guidelines before proceeding with the purchase. Quotation records should be duly prepared and readily available for Beat Drugs Fund Association's inspection upon request. Tender documents should be submitted to Beat Drugs Fund Association once the tender is awarded.

擬備財務文件需注意事項

37

禁毒基金會表格

- ❖ 收入及支出細項表 (I&E Form)
- ❖ **薪酬記錄 (Form B)**
- ❖ 交通支出表格 (Form A)



薪酬記錄

禁毒基金會 Beat Drugs Fund Association
薪酬記錄 Records of Personal Emoluments

(1)-1

Appendix - FORM B

計劃編號
Project No.: 189999

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱:
Name of project: Hong Kong Let's Beat Drugs

注意 (1)所有適用的欄內應填寫。Fill in the required information in all applicable columns.
Note: (2)填寫本表前應先參閱相關的說明。Guidance notes to completion of this form should be read before marking this form.

月薪制的員工 Monthly paid staff

職銜 Rank of staff (A)	獲批准的月薪水平(連同強積金) Monthly claim limit (incl. MPF) (B)	剩餘的獲批准的聘用時限(按月計) Remaining balance of approved employment period (in months) (C)	員工姓名 Name of staff (D)	員工實收的月薪(連強積金) Actual Monthly salary (incl. MPF) (E)	申領薪金的期間 Salary period claimed (F)	期間內的薪金 Salary for the period (G)	因早前出現的調整而現時申請補領/退回的薪金(如有) Additional claim/refund due to adjustment from previous months (if applicable) (H)	實際向禁毒基金申領的金額(請參閱說明(2)及(3)) Actual Amount of Claim from BDF (See Notes (2) & (3)) (I)=(G)+(H)	剩下還可申領薪金的時限(按月計) Remaining period that can be claimed (in months) (J)=(C)-(I)	僱員簽署 Signature of staff (K)
Assistant Social Work Officer	\$29,547.00	24	Lui Ka Ho	\$29,547.00	1 Jun 2019 - 31 May 2020	\$354,564.00	0	\$354,564.00	12.00	Lui
月薪和Sub-total for monthly paid staff								\$354,564.00		
獲批准的總薪金Approved staff cost								\$727,020.00		

時薪制的員工 Hourly rated staff

職銜 Rank of staff (L)	獲批准的時薪水平(連同強積金) Hourly Rate (incl. MPF) approved (M)	剩餘的獲批准的聘用時限(按小時計) Remaining balance of approved employment period (in hours) (N)	員工姓名 Name of staff (O)	員工實收的時薪(連同強積金) Actual hourly rate (incl. MPF) (P)	申領薪金的期間 Salary period claimed (Q)	期間內的實際工作時間(包括休息/用膳時間(是/否)) Actual number of working hours including rest/meal time (Yes/No) (R)	實際工作時間(是/否) Actual number of working hours including rest/meal time (Yes/No) (S)	因早前出現的調整而現時申請補領/退回的薪金(如有) Additional claim/refund due to adjustment from previous months(if applicable) (U)	實際向禁毒基金申領的金額(請參閱說明(2)及(3)) Actual Amount of Claim from BDF (See Notes (2) & (3)) (V)=(T)+(U)	剩下還可申領薪金的時限(按小時計) Remaining no. of hours that can be claimed (W)=(N)-(R)	僱員簽署 Signature of staff (X)
時薪和Sub-total for hourly rated staff								\$0.00			
獲批准的總薪金Approved staff cost											

本人茲證明 We certify that:

- (1)本人確定所有資料均真實無誤。
- (2)本人確定表格上列出的員工於列明的時段內曾為本計劃獲批准的範疇工作，期間他們沒有計劃轉往其他的職責。
- (3)本人確定向禁毒基金匯報及申領的薪金，已全數發放給員工，並沒有扣除任何金額。

- (1) We confirm that the information provided above is true and correct.
- (2) We confirm that the staff on list had been working on the approved scopes of the Beat Drugs Fund project in the stated period and during the stated period they were not deployed to other duties beyond the scope of the project.
- (3) We confirm that the personal emolument reported to and claimed from Beat Drugs Fund is fully disbursed to the staff concerned with no amount withheld or deducted whatsoever.

日期Date: 31/5/2020

計劃主管的姓名、職銜及簽名
Name, title and signature of the project-in-charge: Felix Wong Tai Ho, Project leader

日期Date: 3/8/2020

獲撥款人機構高級職員的姓名、職銜及簽名
Name, title and signature of senior officer of the grantee: Elaine Chan Mei Kuen, Director

機構蓋章
Official chop:

填寫表格的說明 Guidance Notes to Completion of the Form

(1)此表格記錄月薪及時薪制的僱員薪酬資料。如計劃所涉及人員並非獲撥款人/機構招聘的僱員，或該人員以完成每項工作的形式收取收入的話，應以「僱用服務」的形式於「由撥款人機構填寫的收入及支出細項表」記錄這等資料。

(1) This form records the personal emoluments of monthly-paid and hourly-rated staff. Project personnel who are not the grantee's emp recorded as "hire of service" in the "Particulars of income and expenditure item" form.

機構蓋章
Official seal:

completion of jobs should be

擬備財務文件需注意事項

39

禁毒基金會表格

- ❖ 收入及支出細項表 (I&E Form)
- ❖ 薪酬記錄 (Form B)
- ❖ **交通支出表格 (Form A)**



交通支出表格

禁毒基金會 Beat Drugs Fund Association
申領發還交通支出表格 Claim Form for Travelling Expenses

Appendix IX - FORM A

申領人姓名 Claimant's name: **Lui Ka Ho**
計劃編號 Project No.: **189999**

申領人職銜 Claimant's post title: **Project Officer**
獲撥款人/機構名稱 Name of grantee: **Anti-drug Pioneer Alliance**

若路程包括往返居所，則須填寫居所地址(只需地區及街名)

If home-office journey is involved, the claimant's home address should be provided (district and street name only)

居所地址 Home address: **Kai Tin Road, Lam Tin**

申領發還款項總額 Total amount claimed: **\$85.10**

交通支出是從右方的項目支付: **Travel Expenses**

(獲批准項目名稱)
(name of approved cost item)

第一部份 (由申領人填寫)

Section I (to be completed by claimant)

行程記錄 Records of journeys

日期 Date	由 Origin	至 Destination	使用的交通工具(包括巴士和小巴路線號碼) Mode of transport used (incl. route no. of bus and minibus)	交通費 Travelling expenses		扣除平日往返居所的 交通費用 Deduction for normal home- office journey (c)	申領發還款項 Actual amount claimed for the journey (a)+(b)-(c)	行程目的 Purpose of journey	乘搭的士的理由及乘客人數 Justification for use of taxi and number of passengers	
				的士費 Taxi fare (a)	其他 expenses (b)					
2020-06-18	Wong Tai Sin (Office)	Cheung Sha Wan	MTR		5.5	0	5.5	School programme	--	
2020-06-18	Cheung Sha Wan	Wong Tai Sin (Office)	MTR		5.5	0	5.5	School programme	--	
2020-06-19	Wong Tai Sin (Office)	Cheung Sha Wan	Bus No. 2F		5	0	5	School programme	--	
2020-06-19	Cheung Sha Wan	Lam Tin	MTR		6.7	5.5	1.2	Return home after programme	--	
2020-06-23	Diamond Hill	Wong Tai Sin (Office)	Taxi	19.5		0	19.5	Return to office after school programme	Travelling with 3 volunteers. Materials were very heavy; it was cheaper to ride a taxi than using public transportation.	
2020-06-24	Wong Tai Sin (Office)	Tin Yiu Estate	Bus No. 2B + 69X		4.2+13.3	0	17.5	School programme	--	
2020-06-24	Tin Yiu Estate	Wong Tai Sin (Office)	Bus No. 69X + 2B		13.3+4.2	0	17.5	Return to office after programme	--	
2020-06-29	Lam Tin	Cheung Sha Wan	MTR		6.7	Not applicable (non-workday)	6.7	School programme	--	
2020-06-29	Cheung Sha Wan	Lam Tin	MTR		6.7	Not applicable (non-workday)	6.7	School programme	--	
申領發還款項總額 Total amount claimed							\$85.10			

注意 Note:

(1) 乘搭公共交通工具及的士的行程記錄應寫在此表格。租用輕型客貨車、旅遊巴或貨車的資料不應記錄於此表格。的士的單據應與本表格一同提交。
(2) 獲撥款人應在節省開支及提高效率的前提下採用最合適的交通工具。
(3) 在行程中乘坐的士，應嚴加管制。申領人應事先取得上司的批准，才乘搭的士。申領人上可在批准屬員因執行職務而乘坐的士之前，必須有充分理由確信當時並無較廉宜或合適的交通工具。申領人在申請發還的士費時，必須提出理由，說明為何乘坐的士而不採用其他交通工具。

(4) 申領人往返居所和工作地點之間的行程所支付的交通費，通常不可獲全數發還，而須扣除申領人平日往返居所的交還費。如因特殊情況(例如行程是在非工作日作出)並無扣除相關費用，必須詳述理由。

(1) Records of journeys for use of public transports and taxis should be marked in this form. The hire of coaches, light goods vehicles or lorries for transportation of group of passengers or items in bulk should NOT be recorded in this form. Receipts of taxis should be submitted together with this form.
(2) The most appropriate method of conveyance in the interest of economy and efficiency should be used.

(3) The use of taxis should be strictly controlled. The claimant should have obtained prior approval before use of taxi. The claimant's supervisor must be fully satisfied that a more economical mode of transport is not available or appropriate before approving the use of taxis for duty purposes. Accordingly, claimants are required to explain in their claims for reimbursement of taxi fares the reasons for using taxis instead of other modes of transport.

(4) Travelling expenses incurred on journeys between the claimant's home and places of work are normally not reimbursable in full. Deductions should be made based on the expenses for a normal home-office journey of the claimant. If no deduction is made in exceptional circumstances (e.g. journeys taken on non-working days), full justifications must be provided.



交通支出表格

本人謹此聲明，在本申領表上填報的資料均真確無誤。 I declare that the information provided in this claim is true and correct.

41

日期Date:

2021-Jul-02

申領人簽名Signature of claimant:

Lui

第二部份 (由申領人上司或獲撥款人/機構高級職員填寫)

Section II (to be completed by the claimant's supervisor/senior officer of the grantee)

本人茲證明 I certify that

(1) 本人確定第一部分的所有資料均真確無誤。

(2) 本人確定申領人已在節省開支及提高效率的前提下採用最合適的交通工具。

(3) (如適用) 申領人乘坐的士前已得到事先批准，乘坐的士是因為無其他較廉宜或較合適的交通工具可供乘搭。

(4) 本人認為已對交通支出嚴加管制和提出申領支出的理由是非常充分的。

(5) 本人明白獲發還交通支出的條件，即任何多付給申領人的款項可悉數向獲撥款人/機構討回。

(1) I confirm that the information provided in Section I above is true and correct.

(2) I confirm that the claimant has used the most appropriate method of conveyance in the interest of economy and efficiency.

(3) (If applicable) Prior approval on use of taxi has been obtained. Taxi was used because there was no other cheaper/suitable method of conveyance available.

(4) I am satisfied that claim of travelling expenses is strictly controlled and fully justified.

(5) I acknowledge that the travelling expenses are reimbursed on the condition that any overpayment is recoverable in full.

日期Date:

2021-Jul-10

申領人上司或獲撥款人/機構高級職員簽名
Signature of claimant's supervisor/senior officer of the grantee:

Felix

Felix Wong Tai Ho, Project leader

機構蓋章
Official seal:



個人資料私隱聲明 Personal Data Privacy Statement:

申領人所提供的資料，將用於處理發還交通費及其他相關事務的用途。禁毒基金會人員、各政策局局長、部門首長及/或獲指派負責處理款項及有關事宜的人員，可能會得知這些資料。根據《個人資料（私隱）條例》，申領人有權查閱和更正所提供的個人資料。The information provided by the claimant will be used for processing reimbursement of travelling expenses and other related purposes. The information provided may be disclosed to members of the Beat Drugs Fund Association, Heads of Bureau/Department and/or their designated officers who are required to handle claims of the Beat Drugs Fund Association and other related matters. Claimants have a right of access and correction with respect to personal data as provided for in the Personal Data (Privacy) Ordinance.

(rev February 2021)

擬備財務文件需注意事項

42

❖ 收入及支出細項表 (I&E Form)

- ✓ 每行列出一張單據的詳情，包括金額、單據編號、日期、款項用途、受惠人數、購買數量、供應商名稱等（申領發放「**行政支援撥款**」除外，稍後將作解說）
- ✓ 按獲批准的**開支分項**(cost items)排列，列出**小計(sub-total)**及**總計(total)**

分項開支：6項

	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Worker: \$29,547 per month for first 12 months; and \$31,038 per month for subsequent 12 months MPF is included in all rates	\$727,020.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$30,000.00
	Total	\$1,073,020.00

42

擬備財務文件需注意事項

43

❖ 收入及支出細項表 (I&E Form)

- ✓ 如開支款項為5千元或以上，須列明是否已取得**足夠報價**、是否採納最低報價等
- ✓ **活動收入**須撥入對應的開支分項，並作扣減
- ✓ **按年**填寫，小計及總計數目與**核數師報告**相同
- ✓ 由計劃主管及機構高級職員**簽署**作實，加上機構**蓋章**



收入及支出細項表

禁毒基金會 Beat Drugs Fund Association

由獲撥款人機構填寫的收入及支出細項表 (適用於不包獲批准的開支項目「行政支援撥款」的項目)

Particulars of Income and Expenditure Items to be Completed by Grantee (for projects without approved cost item "Administrative Overhead")

計劃編號
Project No.: 2000xx

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱:
Name of project: Hong Kong Let's Beat Drugs

註釋: (1)所有適用的欄位均應填寫。All the required information in all applicable columns should be filed in.
Note: (2)填寫本表前應先參閱相關的說明。Guidance notes to completion of this form should be read before completing this form.

獲批准項目名稱 Name of approved cost item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	用途/服務/購得的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出/(收入) Expense / (Income) (H)	用款前已取得足夠數量而符合採購程序(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (Y/N)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (L)
Personal Emolument	(1)-1	2021/05/31	Social Work Assistant, Lui Ka Ho	--	--	12 months	\$211,995.00	--	--
	(1)-2	2021/05/31	Activity Assistant, Chan Siu Wo	--	--	68 hours	\$13,800.00	--	--
	(1)-3	2021/05/31	Activity Assistant, Wong Lok Ying	--	--	52 hours	\$10,400.00	--	--
Personal Emolument							Sub-total	\$235,995.00	
Publicity	(2)-1	2020/08/13	Leaflets	Link2Sight Design Co.	--	500	\$5,440.00	Y	N/A, lowest offer accepted
	(2)-2	2020/08/13	Colour posters	Good View Colour Laser Copy Centre	--	10	\$35.00	N/A	
	(2)-3	2020/08/17	Stamps for posting posters	7-Eleven	--	20	\$34.00	N/A	
	(2)-4	2020/08/18	Badges	Pak Ko Ind. Comp.	750	750	\$1,725.00	N/A	
Publicity							Sub-total	\$7,234.00	
Anti-drug activities	(3)-1	2020/07/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$980.00	N/A	
	(3)-2	2020/07/22	Stationery	Hoi Kee Book Store	50	--	\$300.00	N/A	
	---	---	---	---	---	---	---	---	
	(3)-43	2020/07/23	School fee collected from ABC小學	ABC小學	--	--	(\$500.00)	N/A	
	(3)-44	2020/07/25	School fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)	N/A	
	(3)-45	2021/03/25	Computers	Hello Computers	--	1	\$4,800.00	N/A	
Anti-drug activities							Sub-total	\$5,060.00	
Travel Expenses	Form A-Lui Ka Ho (June)	2020/08/28	Transportation	N/A	N/A	N/A	\$42.70	N/A	
	(4)-1	2020/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$850.00	N/A	
Travel Expenses							Sub-total	\$692.70	
External Audit Fee	(5)-1	2021/08/03	Audit for first project year	United Partners CPA Ltd.	N/A	1 job	\$3,000.00	N/A	
External Audit Fee							Sub-total	\$3,000.00	
總數Total								\$254,984.70	

填寫單據編號

填寫有關報價詳情

各分項均不應超支，小計(sub-total)數字應與核數報告相同

收入扣減

本人註

(1)本人確定所有資料均真確無誤，而所有費用均用於禁毒基金會已批准的用途。

(2)本人確定購物/僱用服務/提供膳食均為必需，及符合計劃實際需要。

(3)本人確定所有開支，已嚴格根據禁毒基金會發出的程序指引及撥款條件。

(4)本人認為在採購/僱用服務/用膳時，已盡所有能力，確保根據公平競爭的原則採購物品及服務，採購過程具透明度，而所採購的物品及服務是符合經濟原則的。

(5)本人確認已適當地分攤開支(若有的話)，而有關分攤的開支是直接用於計劃。

日期Date: 2021/06/04

日期Date: 2021/06/13

(1)We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by Beat Drugs Fund Association.

(2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the actual project requirement.

(3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association have been strictly followed when incurring project expenses.

(4)We are satisfied that in the procurement/hire of services/provision of meals, goods, services and meals are purchased in a competitive and equitable way, the process is transparent, and the purchases represent value for money.

(5)We confirm that reasonable apportionment of expenses, if any, has been made and the apportioned expenses are directly related to the project.

計劃主管姓名、職銜及簽名

Name, title and signature of the project-in-charge: Felix Wong Tai Ho, Project leader

獲撥款人/機構高級職員的姓名、職銜及簽名

Name, title and signature of senior officer of the grantee: Elaine Chan Mei Kuen, Director

機構蓋章

Official seal:

填寫表格的說明 Guidance Notes to Completion of the Form

(1)程序物資包括已包裝食品/飲品、文價用品、現金券/書券、禮品等物件；通常這些物件已現成可用，無需加工。例如：購買小食、紙張、小禮物、郵票。

(2)僱用服務包括設計及印刷、影印、網上服務、導師費、講員費、場地費用、租用旅遊巴士、租用器材、承包商服務、訂製的物件。例如速遞服務、輸出海報、興趣班導師、醫生費用。

(3)每行以一張單據為準。即使一張單據包括多個項目，亦只佔一行。

(4)同一獲批准項目下的開支細項應以一組按年列出。請不要按月列出開支。

(5)向參加者徵收的費用，應以獨立一項列明，撥入對應的獲批准項目。如有收費收據，亦應連同其他單據一同提交。

(6)計劃主管或獲撥款機構高級職員應在單據上逐一簽署作實。

(7)若涉及交通開支(僱用服務如租用旅行車等除外)，請同時遞交表格A；員工開支則須同時遞交表格B。

(8)如向參加者派任何面額的現金券/書券，必須保留分發名單記錄。

備註 Remarks:

(A)根據禁毒基金會發出的通知書上的「獲批准項目」名稱，填寫對應的名稱。

(B)為每張單據編號，以便對應。

(D)簡略介紹物件/服務/膳食的資料。如文具等未有指定內容的項目，應加上詳情。如物品/服務/膳食是針對某一活動而設，該活動的名稱及日期亦應填寫。

(F)膳食/茶點單據應寫上用膳人數，分別列明工作人員、義工和參加者的人數。如物件作派發用途，應寫上接受物件的人數。

(G)如單據上包括多個項目，而各項目對應的數量亦已清楚顯明於單據上，可略去不寫。

(H)填上每一張單據的總額。

(K)每次採購(即件數乘以單價，或各項目價格的總和)價值\$5,000或以上的物件、僱用服務或用膳前，應按禁毒基金會的指引取得足夠數量而符合要求的報價/投標。獲撥款機構應妥善記錄報價資料，以便禁毒基金會作隨時的檢查。至於招標記錄則應在確定招標記錄後隨即遞交至禁毒基金會。

(1) Programme materials include pre-packed food/drink, stationery, cash vouchers, book vouchers, gifts, etc. deployment. Examples: snacks, paper, small gifts, etc.

(2) Services include design and printing, photocopying, equipment rental, contractor service, production of class instructor fee, doctor's fee.

(3) Each receipt should occupy one line, even if the receipt contains multiple items.

(4) All expenditure items in a project year under the same approved cost item should be grouped together in a single list. Please do not use separate list for each month.

(5) Income collected from participants should be indicated in a separate row and marked under corresponding approved cost item. Income receipts should be submitted if available.

(6) The project in-charge or the senior officer of the grantee should sign each receipt for certification.

(7) Please also submit the completed Form A if travelling expenses (excluding hiring of services such as rental of coaches, etc) are involved; and Form B if staff costs are involved.

(8) A record on the distribution of the cash coupons of any value to participants should be maintained.

(A) The name of the approved cost item as indicated on the notification of successful grant application should be marked in the column.

(B) Each receipt should be serially numbered for cross-checking.

(D) Briefly describe the items purchased/service hire/meal provided. For vague items such as "stationery", details should be specified. The name and date of the activity should be indicated as well if the purchase/service/meal is specially designated for one activity.

(F) The number of staff members, volunteers and participants should be separately indicated for meals/refreshment served. If the purchase was/will be distributed, the number of people receiving the items should be marked.

(G) If the receipt relates to multiple different items and the individual quantities have been clearly marked in the receipt, the quantities may be omitted.

(H) The total for each receipt should be marked.

(K) Sufficient number of quotations with conforming offers/tenders should be obtained for a single purchase (i.e. no. of units x unit price) or purchases of a list of items costing \$5,000 or above in accordance with Beat Drugs Fund Guidelines before proceeding with the purchase. Quotation records should be duly prepared and readily available for Beat Drugs Fund Association's inspection upon request. Tender documents should be submitted to Beat Drugs Fund Association once the tender is awarded.

由計劃主管及機構高級職員
簽署作實，加上機構蓋章

擬備財務文件需注意事項

46

❖ 收入及支出細項表 (I&E Form)

(如項目包含獲批開支「行政支援撥款」)

- ✓ 如有關開支是用以計算擬申領的行政支援撥款，請在(K)欄加上剔號(✓)註明。
- ✓ 須註明每年度擬向基金會申領發放的「行政支援撥款」的金額，惟毋須就此提交任何收據或付款單據等文件
- ✓ 「行政支援撥款」的最終確認金額會根據項目的實際開支及剔除項目作調整。

收入及支出細項表

禁毒基金會 Beat Drugs Fund Association

由獲撥款人/機構填寫的收入及支出細項表 (適用於包含獲批准的開支項目「行政支援撥款」的項目)

Particulars of Income and Expenditure Items to be Completed by Grantee (for projects with approved cost item "Administrative Support Grant")

計劃編號
Project No.: 2000xx

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱
Name of project: Beat Drugs

注意 (1)所有適用的欄位應填寫。 All the required information in all applicable columns should be filled in.
Note: (2)填寫本表前應先參閱相關的說明。 Guidance notes to completion of this form should be read before completing this form.

獲批准項目名稱 Name of approved cost item (A)	日期 Date (B)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出/(收入) Expense / (Income) (H)	用以計算擬申報的行政支援撥款的支出 (✓) Expense for computation of Administrative Overhead to be claimed (✓) (K)	款前已 Sufficient before p			
Personal Emolument	(1)-1	2021/05/31	Social Work Assistant, Lui Ka Ho	--	12 months	\$211,995.00	✓	--		
	(1)-2	2021/05/31	Activity Assistant, Chan Siu Wo	--	68 hours	\$13,600.00	✓	--		
	(1)-3	2021/05/31	Activity Assistant, Wong Lok Ying	--	52 hours	\$10,400.00	✓	--		
Personal Emolument					Sub-total	\$235,995.00				
Publicity	(2)-1	2020/06/13	Leaflets	Link2Sight Design Co.	--	500	\$5,440.00	✓	Y	N/A, lowest offer accepted
	(2)-2	2020/06/13	Colour posters	Good View Colour Laser Copy Centre	--	10	\$35.00	✓	N/A	
	(2)-3	2020/06/17	Stamps for posting posters	7-Eleven	--	20	\$34.00	✓	N/A	
	(2)-4	2020/06/18	Badges	Pak Ko Ind. Comp.	750	750	\$1,725.00	✓	N/A	
Publicity					Sub-total	\$7,234.00				
Anti-drug activities	(3)-1	2020/07/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$680.00	✓	N/A	
	(3)-2	2020/07/22	Stationery	Hoi Kee Book Store	50	--	\$300.00	✓	N/A	
	---	---	---	---	---	---	---			
	(3)-43	2020/07/23	School fee collected from ABC小學	ABC小學	--	--	(\$500.00)			
	(3)-44	2020/07/25	School fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)			
	(3)-45	2021/03/25	Computers	Hello Computers	--	1	\$4,800.00			
Anti-drug activities					Sub-total	\$5,060.00				
Travel Expenses	Form A-Lui Ka Ho (June)	2020/06/28	Transportation	N/A	N/A	N/A	\$42.70	✓	N/A	
	(4)-1	2020/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$650.00	✓	N/A	
Travel Expenses					Sub-total		\$692.70			
External Audit Fee	(5)-1	2021/06/03	Audit for first project year	United Partners CPA Ltd.	N/A	1 job	\$3,000.00			
External Audit Fee					Sub-total		\$3,000.00			
Administrative Overhead	N/A	N/A	Administrative overhead for first project year	N/A	N/A	N/A	\$15,000.00		N/A	
Administrative Overhead					Sub-total		\$15,000.00			
					總數 Total		\$266,981.70			

如有關開支是
用以計算擬申領的行政支援撥款，請加上別號 (✓) 註明。

填寫單據編號

填寫有關報價詳情

各分項均不應超支，小計(sub-total)數字應與核數報告相同

收入扣減

收入及支出細項表

48

本人茲證明 We certify that:

- (1)本人確定所有資料均屬真確，而所有費用均用於禁毒基金會已批准的用途。
- (2)本人確定購物/僱用服務/提供膳食均為必需，及符合計劃實際需要。
- (3)本人確定所有開支，已恪守根據禁毒基金會發出的程序指引及撥款條件。
- (4)本人認為在採購/僱用服務/用膳時，已盡所有能力，確保根據公平競爭的原則採購物品及服務，採購過程具透明度，而所採購的物品及服務是符合經濟原則的。
- (5)本人確認已適當地分攤開支(若有的話)，而有關分攤的開支是直接用於計劃。

- (1)We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by Beat Drugs Fund Association.
- (2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the actual project requirement.
- (3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association have been strictly followed when incurring project expenses.
- (4)We are satisfied that in the procurement/hire of service/provision of meals, goods, services and meals are purchased in a competitive and equitable way, the process is transparent, and the purchases represent value for money.
- (5)We confirm that reasonable apportionment of expenses, if any, has been made and the apportioned expenses are directly related to the project.

日期Date:

日期Date:

計劃主管姓名，職銜及簽名
Name, title and signature of the project-in-charge:

獲撥款人/機構高級職員的姓名，職銜及簽名
Name, title and signature of senior officer of the grantee:

Official seal:

填寫表格的說明 Guidance Notes to Completion of the Form

- (1)程序物資包括已包裝食/飲品、文備用品、現金券/書券、禮品等物件；通常這些物件已現成可用，無需加工。例如：購買小食、紙張、小禮物、郵票。
- (2)僱用服務包括設計及印刷、影印、網上服務、導師費、講員費、場地費用、租用旅遊巴、租用器材、承包商服務、訂製的物件。例如速遞服務、輸出海報、興趣班導師、醫生費用。
- (3)每行以一張單據為準，即使一張單據包括多個項目，亦只佔一行。
- (4)同一獲批准項目下的開支細項應以一組按年列出，請不要按月列出開支。
- (5)向參加者徵收的費用，應以獨立一項列明，撥入對應的獲批准項目，如有收費收據，亦應連同其他單據一同提交。
- (6)計劃主管或獲撥款機構高級職員應在單據上逐一簽署作實。
- (7)若涉及交通開支(僱用服務如租用旅行車等除外)，請同時遞交表格A；員工開支則須同時遞交表格B。
- (8)如向參加者派任何面額的現金券/書券，必須保留分發名單記錄。
- (9)根據禁毒基金會發出的通知書上的「獲批准項目」名稱，填寫對應的名稱。
- (10)為每張單據編號，以便對照。
- (11)簡略介紹物件/服務/膳食的資料，如文具等未有指定內容的項目，應加上詳情，如物品/服務/膳食是針對某一活動而設，該活動的名稱及日期亦應填寫。
- (12)膳食/茶點單據應寫上用膳人數，分別列明工作人員、義工和參加者的人數。如物件作派發用途，應寫上接受物件的人數。
- (13)如單據上包括多個項目，而各項目對應的數量亦已清楚顯明於單據上，可略去不寫。
- (14)填上每一張單據的總額。
- (15)如有關開支是用以計算擬申領的行政支援撥款，請加上剔號(✓)。
- (16)每次採購(即件數乘以單價，或各項目價格的總和)價值\$5,000或以上的物件、僱用服務或用膳，應按禁毒基金會的指引取得足夠數量而符合要求的報價/投標。獲撥款機構應妥善記錄報價資料，以便禁毒基金會作隨時的檢查。至於招標記錄則應在確定招標記錄後隨即遞交至禁毒基金會。
- (17)Programme materials include pre-packed food/drinks, stationery, cash coupons/vouchers, gifts etc.; usually these items are readily available and do not need processing. Examples: snacks, paper, small gifts, stamps
- (18)Services include design and printing, photocopying, online services, tutor fees, speaker fees, venue charges, hiring of coaches, hiring of equipment, contractor service, production of custom-made items. Examples: express delivery services, printing of posters, interest class tutors, doctor's fees.
- (19)Each receipt should occupy one line, even if the receipt covers multiple items.
- (20)All expenditure items in a project year under the same approved cost item should be grouped together in a single list. Please do not use separate list for each month.
- (21)Income collected from participants should be indicated in a separate row and marked under corresponding approved cost item. Income receipts should be submitted if available.
- (22)The project in-charge or the senior officer of the grantee should sign each receipt for certification.
- (23)Please also submit the completed Form A if travelling expenses (excluding hiring of services such as rental of coaches, etc) are involved; and Form B if staff costs are involved.
- (24)A record on the distribution of the cash coupons of any value to participants should be maintained.
- (25)The name of the approved cost item as indicated on the notification of successful grant application should be marked in the column.
- (26)Each receipt should be serially numbered for cross-checking.
- (27)Briefly describe the items purchased/service hire/meal provided. For vague items such as "stationery", details should be specified. The name and date of the activity should be indicated as well if the purchase/service/meal is specially designated for one activity.
- (28)The number of staff members, volunteers and participants should be separately indicated for meals/refreshment served. If the purchase was/will be distributed, the number of people receiving the items should be marked.
- (29)If the receipt relates to multiple different items and the individual quantities have been clearly marked in the receipt, the quantities may be omitted.
- (30)The total for each receipt should be marked.
- (31)If the expense is for computation of Administrative Overhead to be claimed, please insert a tick mark (✓).
- (32)Sufficient number of quotations with conforming offers/tenders should be obtained for a single purchase (i.e. no. of units x unit price) or purchases of a list of items costing \$5,000 or above in accordance with Beat Drugs Fund Guidelines before proceeding with the purchase. Quotation records should be duly prepared and submitted to Beat Drugs Fund Association for Beat Drugs Fund Association's inspection upon request. Tender documents should be submitted to Beat Drugs Fund Association once

由計劃主管及機構高級職員簽署作實，加上機構蓋章

如有關開支是用以計算擬申領的行政支援撥款，請加上剔號(✓)。

擬備財務文件需注意事項

49

❖ 收入及支出細項表 (I&E Form) 相關文件

- ✓ 核證付款收據
- ✓ 報價報告
- ✓ 派發現金券/書券記錄
- ✓ 收費收據（如適用）

Anti-drug Pioneer Alliance
"Hong Kong Let's Beat Drugs" (3)-1
No. 1127

收 RECEIPT 據
Date: 8 July 2016

茲收到 Received from Anti-drug Pioneer Alliance
the sum of H. K. Dollars 玖萬陸仟元正
in payment of \$ 20,000.00

H.K. \$ 20,000.00

現金 / 銀行支票號碼 / 收妥作實
經手人 Felix Wong Tai Ho, Project leader

49

核證付款收據

Anti-drug Pioneer Alliance
 “Hong Kong Let’s Beat Drugs”

(2)-2

好景 GOOD VIEW COLOR LASER COPY CENTRE 好景彩色影印中心
 G/F, 70 O'BRIEN ROAD, WANCHAI, HK
 灣仔軒尼詩道70號C地下
 Tel 電話: 2598 8805 Fax 傳真: 2519 8884

Office Copy

Receipt

Customer 客戶: Name 姓名: Department 部門: Telephone 電話: Address 地址:

NO 編號: G3809110826
 Date 日期: 2016-06-13
 Staff 職員: 0009
 Ref 參考:
 Page 頁數: 1/1

Code 代號	Description 項目	Qty 數量	Pri 單價	Dis 折扣	Amount 金額
C2A34S	A3 COLOR COPY	10	3.50		\$ 35.00
Remark 備註					減收 Less \$ 35.00
					合計 Total \$ 35.00
					收款 Receive \$ 35.00
					找回 Return \$ -----

Felix Wong Tai Ho, Project leader

單據由1位職員簽署，寫上其姓名及蓋上機構印章

Anti-drug Pioneer Alliance

“Hong Kong Let’s Beat Drugs”

為單據編號 [如(1)-1, (8)-9-1]

(2)-3

7-ELEVEN
 歡迎光臨 7-Eleven (1011)

7-ELEVEN COPY
 歡迎光臨 7-Eleven (1011)

1	郵票 2037 \$14	14.00	1	郵票 2037 \$14	14.00
1	郵票 2037 \$14 (2)	14.00	1	郵票 2037 \$14 (2)	14.00
總數:		28.00	總數:		28.00
現金:		100.00	現金:		100.00
找續:		72.00	找續:		72.00

2016-06-17 09:30:54 交易編號: 40971
 收銀機: 031 收銀員: 597

2016-06-17 09:30:54 交易編號: 40971
 收銀機: 031 收銀員: 597

Felix Wong Tai Ho, Project leader

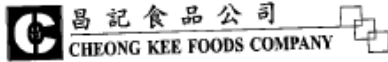
容易褪色的單據應同時交上影印本

核證付款收據

Anti-drug Pioneer Alliance

“Hong Kong Let’s Beat Drugs”

(3)-1



昌記食品公司
CHEONG KEE FOODS COMPANY

No. 1127

收 RECEIPT 據

Date, 8 July 2016

茲收到 Anti-drug Pioneer Alliance
Received from

港幣 玖佰陸拾元正
the sum of H. K. Dollars

俵付 \$ 20100300529
in payment of

H.K. \$ 3600

現金 / 銀行支票號碼 收妥作實

Felix

Felix Wong Tai Ho, Project leader



Anti-drug Pioneer Alliance

“Hong Kong Let’s Beat Drugs”

(3)-1-1

昌記食品公司

CHEONG KEE FOODS COMPANY

新界沙田火炭坳背灣街10-12號禧匯工業中心4樓09室
Tel: (852) 26994286 Fax: (852) 26904286 www.ckf.com.hk

致: Anti-drug Pioneer Alliance

地址:

聯絡人: Mr Wong Tai Ho

電話: 2590 8723

傳真:

發票 INVOICE

發票編號: S20102300529

發票日期: 8 Jul 2016

付款方式: C.O.D

貨品編號 ITEM CODE	貨品內容 DESCRIPTION	單價 UNIT PRICE	數量 QUANTITY	折扣 DISC	金額 AMOUNT
0012	迷你三角夾朱古力1袋 x 80粒	96.00	10袋		HKD 960.00

收據沒有清楚顯示詳情時，
更應提交發票/相關文件以交
代詳情



備註:

折扣 (DISCOUNT): HKD

Confirmed & Accepted by

總金額 (TOTAL): HKD 960.00

For and on behalf of

Company Chop & Signature(s)

Authorized Signature(s)

第1頁共1頁

核證付款收據

Anti-drug Pioneer Alliance

“Hong Kong Let’s Beat Drugs”

(3)-2

註冊商標：香港特別行政區政府
 G/F (A/F02) Solaris Road, Tseung Kwan O (旺角廣場)
 TEL: (852) 23274238 Fax: (852) 23290788
 香港郵政：香港特別行政區政府
 G/F 34 Spring Garden Lane, Tseung Kwan O
 TEL: (852) 51899871 Fax: (852) 51899872

開記書局

HOI KEE BOOK STORE

現沽單 CASH

專營

辦公文具、名廠金筆
 包裝用品、體育用品
 商業用紙、學子印章

2016年07月22日

數量 Quantity	貨名 DESCRIPTION	單價 Unit Price		折扣	金額 Amount	
		\$	cts.		\$	cts.
	文具				300	
	- 木畫紙 10張	5				
	- marker 2 盒	50				
	- Glue stick 5 瓶	10				
	- 繪圖紙 一包	100				
合計 TOTALS					300	

單據應清楚寫明開支內容，例如文具、畫紙等

Felix Wong Tai Ho, Project leader

報價報告

Anti-drug Pioneer Alliance

“Hong Kong Let’s Beat Drugs”

(2)-1



To: Anti-drug Pioneer Alliance
 Attn: Mr Wong Tai Ho
 Tel: 25908723
 Fax: _____
 Email: _____
 Address: _____

Quotation No: RP-100109
 Customer Code: Y1002
 Date: 2016-06-13
 Designer: _____
 Email: _____

Receipt

Item	Description	Amount (HKD)
1	To acknowledge receipt of five thousands and four hundreds forty dollars only as payment of Invoice No. P91214 through Cheque.	5,440.00

PAID

Anti-drug Pioneer Alliance

Felix

Felix Wong Tai Ho, Project leader

For and Behalf of Link2Sight Design Co.



Anti-drug Pioneer Alliance

“Hong Kong Let’s Beat Drugs”

(2)-1-1



To: Anti-drug Pioneer Alliance
 Attn: Mr Wong Tai Ho
 Tel: 25908723
 Fax: _____
 Email: _____
 Address: _____

Quotation No: P91214
 Customer Code: Y1002
 Date: 2016-06-03
 Designer: _____
 Email: _____

INVOICE

Item	Description	QTY	Unit Price(HKD)	Amount(HKD)
1	Project Logo Design	1	800	800
2	Banner 3"x8" 厚帆布平面, 連design	15	176	2640
3	Poster A2 - 158gsm, 連design	500	4	2000

Remarks:
 Payment method:
 a) By Cheque: cheque payable to "Link2Sight Design Co."
 b) Bank transfer to HSBC "512-237611-001"

For and Behalf of Link2Sight Design Co.



Quotation report

This is to report the result of quotation exercises for the following items:

- (1) Logo Design for the Project
- (2) Banner 3" x 8" 厚帆布啞面, 連 design x 15
- (3) Poster A2 size – 158gsm, 連 design x 500

Company	Address	Tel.	Item1	Item2	Item3
Link2Sight Design Co.	Rm. 7, 15/F, Blk. A, Wah Tat Ind. Centre, 8-10 Wah Sing St., Kwai Chung, N. T.	9094 3446	\$800	\$2,640	\$2,000
Attitude Promotion Co. Ltd.	Unit 16, 3/F., New City Centre, 2 Lei Yue Mun Rd., Kwun Tong, Kowloon, H.K.	2851 0805	\$3,500	\$2,880	\$2,250
t.h.a.n. Design House Ltd.	Room 1705, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong	2507 2951	\$1,800	\$6,700	\$2,900

Lowest offers from Link2Sight Design Co. for item (1), (2), (3) are recommended.

Quotations Obtained and Recommended by: Mr. Lau Ka Ho Signature: Lai

Recommendation Approved by:

Anti-drug Pioneer Alliance

Felix

Felix Wong Tai Ho, Project leader

“Hong Kong Let's Beat Drugs”

(2)-1 Quotation

Anti-drug Pioneer Alliance

擬備財務文件需注意事項

55

❖ 薪酬記錄 (Form B)

Beat Drugs Fund Regular Funding Scheme "Project" (Project reference no.: BDF1900) <u>Approved Budget</u>		
	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Worker: \$29,547 per month for first 12 months; and \$31,038 per month for subsequent 12 months MPF is included in all rates	\$727,020.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$30,000.00
	Total	\$1,073,020.00

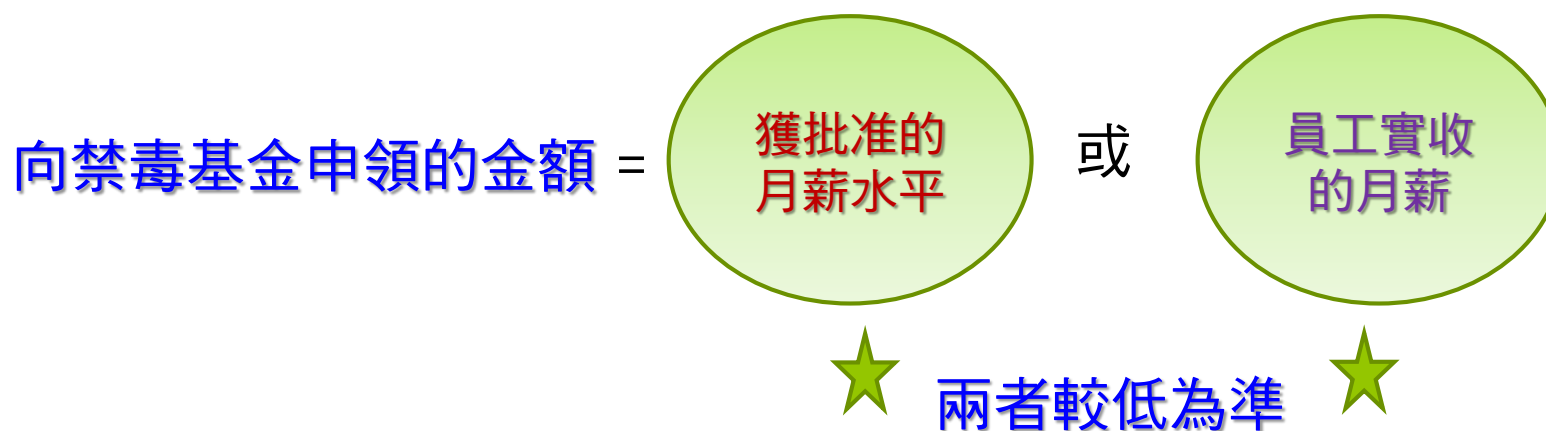
獲批准的月薪水平

擬備財務文件需注意事項

56

❖ 薪酬記錄 (Form B)

- ✓ 列出**獲批准的月薪水平**(連同強積金)、**員工實收的月薪**(連強積金)、**向禁毒基金申領的金額**等



- ✓ **由僱員簽署作實，計劃主管及機構高級職員加簽及蓋章**

擬備財務文件需注意事項

57

❖ 薪酬記錄 (Form B) 相關文件

薪俸結算書/支薪紀錄

(salary statement/payroll record)

The image shows a sample Form B payroll record. It includes the following information:

- Employee Name:** John Smith
- Date:** 27/07/2011 (DD MM YYYY)
- Amount:** \$ 1,146.99
- Pay to the Order of:** John Smith
- Amount in Words:** One Thousand One Hundred Forty Six Dollars and 99/100 DOLLARS
- Bank Name:** ABC Bank, 1000 Street name
- MEMO:** (Blank)
- Barcode:** # 243 # 1:00005#123: 123#456#7#
- Name of Employee:** John Smith
- Employer:** XYZ Inc., 1000, Street Name, City, Province. A1A1A1

- ✓ 須按月列出受薪員工姓名及職銜、受薪日期、薪酬金額、強積金、薪酬調整（如有）
- ✓ 由計劃主管及機構高級職員**簽名**作實，加上機構**蓋章**

擬備財務文件需注意事項

薪俸結算書/
支薪紀錄
(salary statement/
payroll record)

INDIVIDUAL PAYROLL RECORD											
Name _____						Employee # _____					
Address _____						City, State, Zip _____					
Social Security # _____				Position _____				Telephone number _____			
Regular Rate _____			Overtime Rate _____			Date Hired _____			Exemptions _____		
	Pay period ending	Total Hours		Gross pay	Soc. Sec. w/h	Medicare w/h	Federal w/h	State w/h	Local w/h		Net pay
		Regular	O/time								
1											
2											
3											
4											
5											
Total											
1											
2											
3											
4											
5											
Total											
Total quarter											
1											
2											
3											
4											
5											
Total											
Total quarter											
1											
2											
3											
4											
5											
Total											
Total quarter											
Total page											

薪酬記錄

禁毒基金會 Beat Drugs Fund Association
薪酬記錄 Records of Personal Emoluments

實際向禁毒基金
申領的金額

計劃編號
Project No.: 189999

獲撥款人/機構名稱
Name of grantee: Anti-drug Pioneer Alliance

計劃名稱:
Name of project: Hong Kong Let's Beat Drugs

注意 (1)所有適用的欄均應填寫。Fill in the required information in all applicable columns.
Note: (2)填寫本表前應先參閱相關的說明。Guidance notes to completion of this form should be read before marking this form.

月薪制的員工 Monthly paid staff

職銜 Rank of staff (A)	獲批准的月薪水平(連同強積金) Monthly claim limit (incl. MPF) (B)	剩餘的獲批准的聘用時限(按月計) Remaining balance of approved employment period (in months) (C)	員工姓名 Name of staff (D)	員工實收的月薪(連同強積金) Actual Monthly salary (incl. MPF) (E)	申領薪金的期間 Salary period claimed (F)	期間內的薪金 Salary for the period (G)	因早前出現的調整而現時申請補領/退回的薪金(如有) Additional claim/refund due to adjustment from previous months (if applicable) (H)	實際向禁毒基金申領的金額(請參閱說明(2)及(3)) Actual Amount of Claim from BDF (See Notes (2) & (3)) (I)=(G)+(H)	剩下還可申領薪金的時限(按月計) Remaining period that can be claimed (in months) (J)=(C)-(I)	僱員簽署 Signature of staff (K)
Assistant Social Work Officer	\$29,547.00	24	Lui Ka Ho	\$29,547.00		\$354,564.00	0	\$354,564.00	12.00	Lui
月薪和Sub-total for monthly paid staff								\$354,564.00		
獲批准的總薪金Approved staff cost								\$727,020.00		

獲批准的月薪水平
(連同強積金)

員工實收的月薪
(連同強積金)

僱員簽署

時薪制的員工 Hourly rated staff

職銜 Rank of staff (L)	獲批准的時薪水平(連同強積金) Hourly Rate (incl. MPF) approved (M)	剩餘的獲批准的聘用時限(按小時計) Remaining balance of approved employment period (in hours) (N)	員工姓名 Name of staff (O)	員工實收的時薪(連同強積金) Actual hourly rate (incl. MPF) (P)	申領薪金的期間 Salary period claimed (Q)	期間內的實際工作時間 Actual number of working hours in the period (R)	實際工作時間包括休息/用膳時間(是/否) Actual number of working hours including rest/meal time (Yes/No) (S)	因早前出現的調整而現時申請補領/退回的薪金(如有) Additional claim/refund due to adjustment from previous months (if applicable) (U)	實際向禁毒基金申領的金額(請參閱說明(2)及(3)) Actual Amount of Claim from BDF (See Notes (2) & (3)) (V)=(T)+(U)	剩下還可申領薪金的時限(按小時計) Remaining no. of hours that can be claimed (W)=(N)-(R)	僱員簽署 Signature of staff (X)

由計劃主管及機構高級職員簽署
作實，加上機構蓋章

本人茲證明 We certify that:

- (1)本人確定所有資料均真實無誤。
- (2)本人確定表格上列出的員工於列明的時段內曾為本計劃獲批准的範疇工作，期間他們沒有計劃範疇以外的職責。
- (3)本人確定向禁毒基金匯報及申領的薪金，已全數發放給員工，並沒有扣除任何金額。

- (1) We confirm that the information provided above is true and correct.
- (2) We confirm that the staff on list had been working on the approved scope of work of the Beat Drugs Fund project in the stated period and during the stated period they were not deployed to other duties beyond the scope of the project.
- (3) We confirm that the personal emolument reported to and claimed from Beat Drugs Fund is fully disbursed to the staff concerned with no amount withheld or deducted whatsoever.

日期Date: 31/5/2020

日期Date: 3/8/2020

計劃主管的姓名、職銜及簽名
Name, title and signature of the project-in-charge: Felix Wong Tai Ho, Project leader

獲撥款人機構高級職員的姓名、職銜及簽名
Name, title and signature of senior officer of the grantee: Elaine Chan Mei Kuen, Director

機構蓋章
Official chop: Anti-drug Pioneer Alliance

填寫表格的說明 Guidance Notes to Completion of the Form

(1)此表格記錄月薪及時薪制的僱員薪酬資料。如計劃所涉及人員並非獲撥款人/機構招聘的僱員，或該人員以完成每項工作的形式收取收入的話，應以「僱用服務」的形式於「由撥款人機構填寫的收入及支出細項表」記錄這些資料。

(1) This form records the personal emoluments of monthly-paid and hourly-rated staff. Project personnel who are not the grantee's employee and are engaged to complete jobs should be recorded as "hire of service" in the "Particulars of income and expenditure item" form.

機構蓋章
Official seal:

completion of jobs should be

擬備財務文件需注意事項

60

❖ 交通支出表格 (Form A)

- ✓ 就**每項行程**列出日期、出發地、目的地、公共交通工具種類及路線號碼、交通費
- ✓ 若路程包括往返居所，須填寫居住地區，並**扣除平日往返居所的**交通費****；如因特殊情況(例如行程是在非工作日作出)並無扣除相關費用，須詳述理由
- ✓ 由申領人**簽署作實**，申領人上司或機構高級職員**加簽及蓋章**



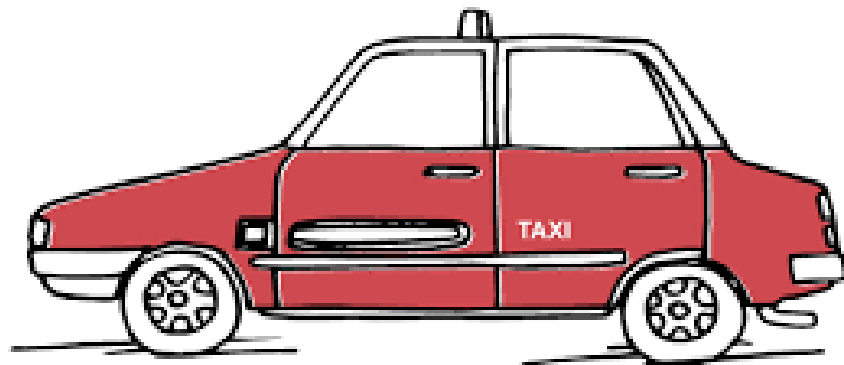
60

擬備財務文件需注意事項

61

❖ 交通支出表格 (Form A)

- ✓ 如申請發還的士費，必須提出理由，並提交的士單據
- ✓ 申領人上司在批准屬員乘坐的士之前，必須有充分理由確信當時並無較廉宜或合適的交通工具



交通支出表格

63

由申領人簽署作實

本人謹此聲明，在本申領表上填報的資料均真確無誤。 I declare that the information provided in this claim is true and correct.

日期Date: 2021-Jul-02
申領人簽名Signature of claimant: Lui

第二部份 (由申領人上司或獲撥款人/機構高級職員填寫)

Section II (to be completed by the claimant's supervisor/senior officer of the grantee)

本人茲證明 I certify that

- (1)本人確定第一部分的所有資料均真確無誤。
(2)本人確定申領人已在節省開支及提高效率的前提下採用最合適的交通工具。
(3)(如適用)申領人乘坐的士前已得到事先批准，乘坐的士是因為無其他較廉宜或較合適的交通工具可供乘搭。
(4)本人認為已對交通支出嚴加管制和提出申領支出的理由是非常充分的。
(5)本人明白獲發還交通支出的條件，即任何多付給申領人的款項可悉數向獲撥款人/機構討回。
- (1) I confirm that the information provided in Section I above is true and correct.
(2) I confirm that the claimant has used the most appropriate method of conveyance available to him/her in order to save costs and improve efficiency.
(3) (If applicable) Prior approval on use of taxi has been obtained from the grantee/supervisor as a cheaper/suitable method of conveyance available.
(4) I am satisfied that claim of travelling expenses is strictly controlled and fully justified.
(5) I acknowledge that the travelling expenses are reimbursed on the condition that any overpayment is recoverable in full.

由計劃主管或機構高級職員
簽署作實，加上機構蓋章

日期Date: 2021-Jul-10
申領人上司或獲撥款人/機構高級職員簽名
Signature of claimant's supervisor/senior officer of the grantee: Felix
Felix Wong Tai Ho, Project leader
機構蓋章
Official seal: Anti-drug Pioneer Alliance

個人資料私隱聲明 Personal Data Privacy Statement:

申領人所提供的資料，將用於處理發還交通費及其他相關用途。禁毒基金會人員、各政策局局長、部門首長及/或獲指派負責處理款項及有關事宜的人員，可能會得知這些資料。根據《個人資料（私隱）條例》，申領人有權查閱和更正所提供的個人資料。The information provided by the claimant will be used for processing reimbursement of travelling expenses and other related purposes. The information provided may be disclosed to members of the Beat Drugs Fund Association, Heads of Bureau/Department and/or their designated officers who are required to handle claims of the Beat Drugs Fund Association and other related matters. Claimants have a right of access and correction with respect to personal data as provided for in the Personal Data (Privacy) Ordinance.

(rev February 2021)

第三部分

財務文件範例焦點討論

範例焦點討論 – 背景資料

65

- ❖ 獲准預算開支
(假設項目獲批
「行政支援撥款」)

	Item	Amount Approved
1	Personal emolument ¹ : 1 Full-time Assistant Social Worker: \$29,547 per month for first 12 months; and \$31,038 per month for subsequent 12 months MPF is included in all rates	\$727,020.00
2	Publicity	\$150,000.00
3	Preventive education activities (<i>after income</i>)	\$100,000.00
4	Counselling materials and transportation	\$50,000.00
5	External audit fee	\$16,000.00
6	Administrative overhead ⁴	\$30,000.00
	Total	\$1,073,020.00

Note (1) The grantee shall observe the maximum headcount, employment period and salary approved for each job position. Annual increment may be granted only for the staff employed for the project with satisfactory continuous performance. The rates for annual pay adjustment shall not exceed the rates approved for civil servants in each financial year.

(2) Photocopiers and personal computers are not supported.

(3) External Audit Fee are excluded from the computation of the Administrative Overhead funding.

(4) The final recognised amount of administrative overhead will be adjusted according to the actual spending of the project.

範例焦點討論－文件樣本

66

- ❖ 收入及支出細項表 (I&E Form)
- ❖ 薪酬記錄 (Form B)
- ❖ 交通支出表格 (Form A)
- ❖ 最終審計報告 (Final auditors' report)



請找出各文件樣本
欠妥善之處；
稍後將作解說

66

1. 各開支細項應按獲批准的
開支分項(cost items)
排列，並列出分項小計(sub-total)

3. 請按開支分項編配單據編號，如
(3)-1, (3)-2 等等

獲批准項目名 Name of approved item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	款項用途，物件/服務/膳食的資料 Purpose and description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出(收入) Expense / (Income) (H)	Expense for computation of Administrative Overhead to be claimed (✓) (K)	用款前已取得足夠數量而符合要求的報價(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (NA/Y/N) (L)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (M)
Transportation		2019/07/10	Transportation (Form A)	N/A	N/A	N/A	\$49.40		N/A	
Publicity										
Publicity										
Day camp										
Day camp										
Publicity										
Day camp		2020/03/08	Fee collected from ABC小學	ABC小學	--	--	(\$500.00)		N/A	
Day camp		2020/03/08	Fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)		N/A	
Transportation		2019/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$1,000.00		N/A	
Equipment		2020/06/03	Personal computer	Hello Computers	--	1	\$4,800.00		N/A	
External Audit Fee		2020/06/30	Audit fee	United Partners CPA Ltd.	N/A	1 job	\$5,000.00		N/A	
總數 Total								\$18,868.40		

2. 薪酬開支(personal emolument) 亦應包括在
「收入及支出細項表」(I&E Form)內

本人茲證明 We certify that:

(1)本人確定所有資料均真確無誤，而所有費用均用於禁毒基金會已批准的用途。

(2)本人確定購物/備用服務/提供膳食均為必需，及符合計劃實際需要。

(3)本人確定所有開支，已恪守根據禁毒基金會發出的程序指引及撥款條件。

(4)本人認為在採購/備用服務/用膳時，已盡所有能力，確保根據公平競爭的原則採購物品及服務，採購過程具透明度，而所採購的物品及服務是符合經濟原則的。

(5)本人確認已適當地分攤開支(若有的話)，而有關分攤的開支是直接用於計劃。

(1)We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by Beat Drugs Fund Association.

(2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the actual project requirement.

(3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association have been strictly followed when incurring project expenses.

(4)We are satisfied that in the procurement/hire of service/provision of meals, goods, services and meals are purchased in a competitive and equitable way, the process is transparent, and the purchases represent value for money.

(5)We confirm that reasonable apportionment of expenses, if any, has been made and the apportioned expenses are directly related to the project.

日期Date: 31/7/2020

日期Date: 31/7/2020

計劃主管姓名，職銜及簽名
Name, title and signature of the project-in-charge:

獲撥款人/機構高級職員的姓名，職銜及簽名
Name, title and signature of senior officer of the grantee:

機構蓋章
Official seal:

機構蓋章
Official seal:

4. 未獲准的開支不應向基金申請還款

禁毒基金會 Beat Drugs Fund Association
 獲撥款人機構填寫的收入及支出細項表 (適用於包含獲批准的開支項目)
 Expenditure Items to be Completed by Grantee (for projects approved)

獲撥款人機構名稱: Anti-drug Pioneer Alliance

5. 請註明購買數量

注意: All the required information in all applicable columns should be filled in.
 請參閱本表格的說明。Guidance notes to completion of this form should be read before completing this form.

獲批准項目的名稱 Name of approved item (A)	收據號碼 Receipt number (B)	單據日期 Date of receipt (C)	款項用途, 物件/服務/膳食的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity purchased (G)	支出(收) Expense / (Income) (H)	是否已獲批准 Whether approved (✓) (K)	用款前已取得足夠數量而符合要求的報價(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (L)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (M)
Transportation		2019/07/10	Transportation (Form A)	N/A	N/A	N/A			N/A	
Publicity		2019/12/17	Stamps	7-Eleven	--	20	10.00		N/A	
Publicity		2020/01/18	Badges	Pak Ko Ind. Comp.	750	750	1,725.00		N/A	
Day camp		2020/03/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$960.00		N/A	
Day camp		2020/03/08	Stationery	Hoi Kee Book Store	50	--	\$300.00		N/A	
Publicity		2019/06/13	Posters	Link2Sight Design Co.	--	--	\$6,000.00		N/A	
Day camp		2020/03/08	Fee collected from ABC小學	ABC小學	--	--	(\$500.00)		N/A	
Day camp		2020/03/08	Fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)		N/A	
Transportation		2019/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$1,000.00		N/A	
Equipment		2020/06/03	Personal computer	Hello Computers	--	1	\$4,800.00		N/A	
External Audit Fee		2020/06/30	Audit fee	Unfiled Partners CPA Ltd.	N/A	1 job	\$5,000.00		N/A	
總數 Total								\$18,868.40		

本人茲證明 We certify that:

- (1)本人確定所有資料均真確無誤, 而所有費用均用於禁毒基金會已批准的用途。
- (2)本人確定購物/備用服務/提供膳食均為必需, 及符合計劃實際需要。
- (3)本人確定所有開支, 已恪守根據禁毒基金會發出的程序指引及撥款條件。
- (4)本人認為在採購/備用服務/用膳時, 已盡所有能力, 確保根據公平競爭的原則採購物品及服務, 採購過程具透明度, 而所採購的物品及服務是符合經濟原則的。
- (5)本人確認已適當地區分開開支(若有的話), 而有關分開的開支是直接用於計劃。

- (1)We confirm that the information provided above is true and correct and all expenses were incurred for the purposes approved by Beat Drugs Fund Association.
- (2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the project requirement.
- (3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association are strictly followed when incurring project expenses.
- (4)We are satisfied that in the procurement/hire of service/provision of meals, goods, services and materials, we have acted in a competitive and equitable way, the process is transparent, and the purchases represent value for money.
- (5)We confirm that reasonable apportionment of expenses, if any, has been made and the applicable expenses are directly related to the project.

日期Date: 31/7/2020

計劃主管姓名, 職銜及簽名
Name, title and signature of the project-in-charge:

日期Date: 31/7/2020

獲撥款人機構高級職員的姓名, 職銜及簽名
Name, title and signature of senior officer of the grantee:

6. 就5千元或以上的購置項目, 須填寫(K)及(L)欄及提交相關報價紀錄

禁毒基金會 Beat Drugs Fund Association
 由獲撥款人機構填寫的收入及支出細項表 (適用於包含獲批准的開支項目「行政支援撥款」的項目)
 Particulars of Income and Expenditure Items to be Completed by Grantee (for projects with approved cost item "Administrative Overhead")

計劃名稱: Hong Kong Let's Beat Drugs
 Name of project:

7. 如有關開支是用以計算擬申領的行政支援撥款，須加上剔號(✓)註明。

獲批准項目名稱 Name of approved cost item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	款項用途、物件/服務/醫藥的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	Quantity purchased (G)	Expense / (income) (H)	用以計算擬申領的行政支援撥款的支出(✓) Expense for computation of Administrative Overhead to be claimed (✓) (I)	用款前已取得足夠數量而符合要求的報價(如適用) Sufficient no. of quotations obtained before procurement (if applicable) (NA/Y/N) (L)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (M)
Transportation		2019/07/10	Transportation (Form A)	N/A	N/A	N/A	\$49.40		N/A	
Publicity		2019/12/17	Stamps	7-Eleven	--	20	\$34.00		N/A	
Publicity		2020/01/18	Badges	Pak Ko Ind. Comp.	750	750	\$1,725.00		N/A	
Day camp		2020/03/08	mini packs of chocolate	Cheong Kee Food Company	80	80 packs	\$960.00		N/A	
Day camp		2020/03/08	Stationery	Hoi Kee Book Store	50	--	\$300.00		N/A	
Publicity		2019/06/13	Posters	Link2Sight Design Co.	--		\$6,000.00		N/A	
Day camp		2020/03/08	Fee collected from ABC小學	ABC小學	--	--	(\$500.00)		N/A	
Day camp		2020/03/08	Fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)		N/A	
Transportation		2019/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$1,000.00		N/A	
Equipment		2020/06/03	Personal computer	Hello Computers	--	1	\$4,800.00		N/A	
External Audit Fee		2020/06/30	Audit fee	United Partners CPA Ltd.	N/A	1 job	\$5,000.00		N/A	
總數 Total								\$18,868.40		

本人茲證明以上資料均屬真實及正確，且所有開支均用於禁毒基金會已批准的用途。(1) We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by Beat Drugs Fund Association.

- (2) 本人確定購物/備用開支均符合實際項目需要。
- (3) 本人確定所有開支均符合實際項目需要。
- (4) 本人認為在採購物件/服務/醫藥時，已嚴格遵守了採購過程員透明度。
- (5) 本人確認已適當處理所有開支。

8. 擬申領的行政支援撥款(administrative overhead)亦應包括在「收入及支出細項表」(I&E Form)內

日期Date:

日期Date: 31/7/2020

獲撥款人/機構高級職員的姓名、職銜及簽名
 Name, title and signature of senior officer of the grantee:

機構蓋章
 Official seal:

機構蓋章
 Official seal:

禁毒基金會 Beat Drugs Fund Association
 由獲撥款人機構填寫的收入及支出細項表 (適用於包含獲批准的開支項目「行政支援撥款」的項目)
 Particulars of Income and Expenditure Items to be Completed by Grantee (for projects with approved cost item "Administrative Overhead")

 計劃編號
 Project No.: 189999

 獲撥款人/機構名稱
 Name of grantee: Anti-drug Pioneer Alliance

 計劃名稱:
 Name of project: Hong Kong Let's Beat Drugs

注意: (1)所有適用的欄均應填寫。All the required information in all applicable columns should be filled in.
 Note: (2)填寫本表前應先參閱相關的說明。Guidance notes to completion of this form should be read before completing this form.

獲批准項目名稱 Name of approved cost item (A)	單據編號/Receipt serial number (B)	單據日期 Date of receipt (C)	款項用途, 物件/服務/膳食的資料和對應活動的日期 Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity (D)	供應商名稱 Name of vendor (E)	受惠人數 No. of beneficiaries (F)	數量 Quantity (G)	用以計算撥中項的行政支援撥款的支出 (✓) Expense for computation of Administrative (H)	用款前已取得足夠數量而符合要求的報價(如適用) Justification for not accepting the (I)	不採納最低報價/沒有足夠報價的理由 Justification for not accepting the (J)
Transportation		2019/07/10	Transportation (Form A)	N/A	N/A	N/A			
Publicity		2019/12/17	Stamps	7-Eleven	--				
Publicity		2020/01/18	Badges	Pak Ko Ind. Comp.	750				
Day camp		2020/03/08	mini packs of chocolate	Cheong Kee Food Company	80	30 pack			
Day camp		2020/03/08	Stationery	Hoi Kee Book Store	50	--			
Publicity		2019/06/13	Posters	Link2Sight Design Co.	--		\$6,000.00	N/A	
Day camp		2020/03/08	Fee collected from ABC小學	ABC小學	--	--	(\$500.00)	N/A	
Day camp		2020/03/08	Fee collected from DEF紀念小學	DEF紀念小學	--	--	(\$500.00)	N/A	
Transportation		2019/10/16	Hire of coach to visit DIC	Jackson Coach Hire Service Ltd.	20	1 job	\$1,000.00	N/A	
Equipment		2020/06/03	Personal computer	Hello Computers	--	1	\$4,800.00	N/A	
External Audit Fee		2020/06/30	Audit fee	Unfiled Partners CPA Ltd.	N/A	1 job	\$5,000.00	N/A	
總數 Total							\$18,868.40		

9. 請計劃主任及高級職員簽署，
並蓋上機構印章

本人茲證明 We certify that:

(1)本人確定所有資料均真確無誤, 而所有費用均用於禁毒基金會已批准的用途。

(2)本人確定購物/備用服務/提供膳食均為必需, 及符合計劃實際需要。

(3)本人確定所有開支, 已恪守根據禁毒基金會發出的程序指引及撥款條件。

(4)本人認為在採購/備用服務/用膳時, 已盡所有能力, 確保根據公平競爭的原則採購物品及服務, 採購過程具透明度, 而所採購的物品及服務是符合經濟原則的。

(5)本人確認已適當地方攤開支(若有的話), 而有關攤開支是直接用於計劃。

(1)We confirm that the information provided above is true and correct and all expenses were incurred under purposes approved by the Beat Drugs Fund Association.

(2)We confirm that the materials purchased/services hired/meals provided are essential for meeting the actual project requirement.

(3)We confirm that procedural guidelines and conditions of grants issued by Beat Drugs Fund Association have been strictly followed when incurring project expenses.

(4)We are satisfied that in the procurement/hire of service/provision of meals, goods, services and meals are purchased in a fair and equitable way, the process is transparent, and the purchases represent value for money.

(5)We confirm that reasonable apportionment of expenses, if any, has been made and the apportioned expenses are directly related to the project.

日期Date: 31/7/2020

 計劃主管姓名, 職銜及簽名
 Name, title and signature of the project-in-charge:

日期Date: 31/7/2020

 獲撥款人機構高級職員的姓名, 職銜及簽名
 Name, title and signature of senior officer of the grantee:

 機構蓋章
 Official seal:

 機構蓋章
 Official seal:

1. 請參照獲批預算
(approved budget) 填寫
本年度獲批的月薪水平

禁毒基金會 Beat Drugs Fund Association
薪酬記錄 Records of Personal Emoluments

Pioneer Alliance

計劃名稱: Hong Kong Let's Beat Drugs

月薪制的員工 Monthly paid

職銜 Rank of staff (A)	獲批准的月薪水平 (連同強積金) Monthly claim limit (incl. MPF) (B)	剩餘的獲批准的聘用 期限(按月計) Remaining balance of approved employment period (in months) (C)	員工姓名 Name of staff (D)	員工實收的月薪 (連強積金) Actual Monthly salary (incl. MPF) (E)	申請薪金的期間 Salary period claimed (F)	期間內的薪金 Salary for the period (G)	因早前出現的調整而現 時申請補償/退回的薪 金(如有) Additional claim/refund due to adjustment from previous months (if applicable) (H)	實際向禁毒基金申請的金額 (請參閱附註(2)及(3)) Actual Amount of Claim from BDF (See Notes (2) & (3)) (I)=(G)+(H)	剩下應可申請薪金的時 限(按月計) Remaining period that can be claimed (in months) (J)=(C)-(F)	僱員簽署 Signature of staff (K)
Assistant Social Work Officer		12	Lui Ka Ho	\$32,000.00	1 Jun 2021 - 31 May 2022	\$384,000.00	\$5,820.00	\$389,820.00	0.00	
月薪制Sub-total for monthly paid staff								\$389,820.00		
獲批准的總薪金Approved staff cost								\$727,020.00		

時薪制的員工 Hourly rated staff

職銜 Rank of (L)	獲批准的月薪水平 (連同強積金) Monthly claim limit (incl. MPF) (B)	剩餘的獲批准的聘用 期限(按月計) Remaining balance of approved employment period (in months) (C)	員工姓名 Name of staff (D)	員工實收的月薪 (連強積金) Actual Monthly salary (incl. MPF) (E)	申請薪金的期間 Salary period claimed (F)	期間內的實際工時 Actual number of working hours in the period (G)	實際工時包括休息 /用膳時間 (是/否) Actual number of working hours including rest/meal time (Yes/No) (S)	因早前出現的調整而現 時申請補償/退回的薪 金(如有) Additional claim/refund due to adjustment from previous months (if applicable) (U)	實際向禁毒基金申請的金額 (請參閱附註(2)及(3)) Actual Amount of Claim from BDF (See Notes (2) & (3)) (V)=(T)+(U)	剩下應可申請薪金的時 限(按小時計) Remaining no. hours that can be claimed (W)=(N)- (G)	僱員簽署 Signature of staff (K)
時薪制Sub-total for hourly rated staff										\$0.00	
獲批准的總薪金Approved staff cost											

2. 須按月列明員工獲調整
的薪酬金額，以便得出獲
調整後的薪酬是否
合乎獲批水平

4. 請受薪員工簽署

3. 向禁毒基金申領的金額 =
獲批准的月薪水平 或 員工實收的月薪；
兩者較低為準

日期Date: 2022/05/31

日期Date: 2022/05/31

填寫表格的說明 Guidance Notes to Complete Form
(1)此表格紀錄月薪及時薪制的僱員薪酬資料
員以完成每項工作的形式支取收入的額，應
項表」紀錄這等資料。

Project personnel who are not the grantee's employees or are paid upon completion of jobs should be

禁毒基金會 Beat Drugs Fund Association
 申領發還交通支出表格 Claim Form for Travelling Expenses

Appendix IX - FORM A

申領人姓名 Claimant's name: **Lui Ka Ho**
 計劃編號 Project No.: **20xxxx**

申領人職
 獲撥款人/機構

1. 請員工填寫居住地區

若路程包括往返居所，則須填寫居所地址(只需地區及街名)
 If home-office journey is involved, the claimant's home address should be provided (district and street name only)

居所地址 Home address:

申領發還款項總額 Total amount claimed: **\$51.40**
 交通支出是從右方的項目支付 The travelling expenses should be deducted from: **Travel Expenses** (獲批准項目名稱 (name of approved cost item))

第一部份 (由申領人填寫)
 Section I (to be completed by claimant)

2. 請填寫獲批准
 分項開支名稱

3. 請扣除平日往返居所的
 交通費

行程記錄 Records of journeys

日期 Date	由 Origin	至 Destination	使用的交通工具(包括巴士和小巴路線號碼) Mode of transport used (incl. route no. of bus and minibus)	交通費 Travelling expenses		扣除平日往返居所的 交通費用 Deduction for normal home- office journey (c)	申領發還款項 Actual amount claimed for journey (d)	行程目的 Purpose of journey	乘搭的士的理由及乘客人數 Justification for use of taxi and number of passengers
				的士費 Taxi fare (a)	其他 Other expenses (b)				
2021-06-18	Wong Tai Sin (Office)	Cheung Sha Wan	MTR		6.7	0	6.7	School programme	-
2021-06-18	Cheung Sha Wan	Wong Tai Sin (Office)	MTR		6.7	0	6.7	School programme	-
2021-06-19	Wong Tai Sin (Office)	Cheung Sha Wan	Bus No. 2F		5.8	0	5.8	School programme	-
2021-06-19	Cheung Sha Wan	Lam Tin	MTR		8.2	0	8.2	Return home after programme	-
2021-06-23	Diamond Hill	Wong Tai Sin (Office)	Taxi	24		0	24	Return to office after school programme	-

注意Note:

- 乘搭公共交通工具及的士的行程記錄應寫在此表格。租用輕型客貨車、旅遊巴或貨車的資料不應記錄於此。的士的單據應隨本表格一同提交。
- 獲撥款人應在節省開支及提高效率的前提下採用最合適的交通工具。
- 在行程中乘坐的士，應嚴加管制。申領人應事先取得上司的批准，才乘搭的士。申領人上司在批准屬員因執行職務而乘坐的士之前，必須有充分理由確信當時並無較廉宜或合適的交通工具。申領人在申請發還的士費時，必須提出理由，說明為何乘坐的士而不採用其他交通工具。
- 申領人往返居所和工作地點之間的行程所支付的交通費，通常不可獲全數發還，而須扣除申領人平日往返居所的交費用。如因特殊情况(例如行程是在非工作日作出)並無扣除相關費用，必須詳述理由。

- Records of journeys for use of public transports and taxis should be marked in this form. The hire of coach, vehicles or lorries for transportation of group of passengers or items in bulk should NOT be recorded in this form. Receipts of taxi should be submitted together with this form.
- The most appropriate method of conveyance in the interest of economy and efficiency should be used.
- The use of taxis should be strictly controlled. The claimant should obtain the approval of the superior officer before using a taxi for work-related purposes. The superior officer must be fully satisfied that a more economical mode of transport is not available. When applying for reimbursement of taxi fares, claimants are required to explain in detail the reasons for using taxis instead of other modes of transport.
- Travelling expenses incurred on journeys between home and work should normally be reimbursed on a net basis, i.e. after deducting the amount of expenses for normal home-office journeys. Full justifications must be provided for non-working days.

4. 請註明乘搭的士的理由，
 並附上士單據

本人茲證明 I certify that

- 本人因獲禁毒基金批准的項目而行走於行程記錄表所示的所有路程，並已在所示的日期支付有關的交通費用。
- (如適用)乘坐的士是因為無其他較廉宜或較合適的交通工具可供乘搭。乘搭的士的理由是充分和正確無誤。

- I have taken all journeys shown on the record of journeys for Beat Drugs Fund-approved purposes and paid for the travelling expenses so incurred on the dates indicated.
- (If applicable) Taxi was used because there was no other cheaper/suitable method of conveyance available. Detailed justifications provided are full, true and correct.

Happy CPA Limited

Project Ref: BDF189999

“Hong Kong Let’s Beat Drugs”

Annual Audited Accounts for the period from 1 June 2019 to 31 May 2020

最終「經審計帳目」須涵蓋
項目開始至結束的整個時期（共24個月）；
並應註明**final audited account**

AUDITORS' REPORT TO THE GRANTEE

Pursuant to the undertaking made by Anti-drug Pioneer Alliance (“the grantee”) and the conditions of grant for implementation in respect of the captioned project (“the Project”) funded by the Beat Drugs Fund (BDF), we have performed a reasonable assurance engagement to report on whether the grantee have complied with, in all material respects, the requirements set by the Association (including the requirements to keep proper books and records and to prepare proper annual audited accounts of the Project for the period from 1 June 2019 to 31 May 2020 on pages 3 to 4) and all the conditions of grant, as specified in the following documents:

同上

第四部分

問答時間

