

# 禁毒基金2024年度 一般撥款計劃 新獲撥款項目簡介



2025年4月22日

# 大綱

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1. 禁毒基金程序指引重點
2. 發放款項流程
3. 維護國家安全簡介
4. 撰備「推行計劃」
5. 項目管理：推行項目及評估
6. 問答時間

## 第一部分

# 禁毒基金程序指引重點

# 程序指引重點 – 接受撥款

4

- 如決定接受撥款，獲撥款機構／人須於5月20日（星期二）或以前填妥以下文件交回基金會秘書處（「秘書處」） –

- ✓ **回條暨承諾書  
(Reply Slip cum Undertaking)**
- ✓ **推行計劃  
(Implementation Plan)**



## Beat Drugs Fund Regular Funding Scheme<sup>④</sup> 2024 Funding Exercise<sup>④</sup>

To: Secretary, Beat Drugs Fund Association<sup>④</sup>  
Address: Queensway Government Offices, High Block, 30<sup>th</sup> Floor, 66 Queensway,  
Hong Kong<sup>④</sup>

*(Note: Please return the original copy by hand or by post to the above address)<sup>④</sup>*

### Reply Slip cum Undertaking<sup>④</sup>

(For projects engaging auditors for auditing and assurance)<sup>④</sup>

Project name<sup>④</sup> \_\_\_\_\_<sup>④</sup>

Project reference no.<sup>④</sup> BDF2400<sup>④</sup> \_\_\_\_\_<sup>④</sup>

Amount of grant approved<sup>④</sup> \_\_\_\_\_<sup>④</sup>

# 程序指引重點 – 撥款用途

5

- 禁毒基金（「基金」）屬公帑，獲撥款機構／人須就基金所批款項的使用向公眾負責
- 撥款必須依照獲批預算和撥款條款及條件，專用於禁毒基金會（「基金會」）所核准的用途及範疇



# 程序指引重點 – 撥款用途

6

- 項目計劃／活動／數量及動用的撥款金額必須在獲批項目（「項目」）的範圍以內，並必須與之相稱
- 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



# 程序指引重點 – 條款及條件

7

- 在推行項目時，須遵守以下文件訂明的所有條款及條件 –

- ✓ 批准書 (Approval Letter)
- ✓ 撥款條件 (Conditions of Grant)
- ✓ 獲撥款機構／人的程序指引

(Procedural Guidelines for Successful Applicants)



# 程序指引重點 – 條款及條件

8

- 在推行項目時，須遵守以下文件訂明的所有條款及條件（續） –

- ✓ 禁毒基金一般撥款計劃指引

(Guide to Beat Drugs Fund Regular Funding Scheme)

- ✓ 基金會不時發出的所有其他指示及信函



# 程序指引重點 – 政府資助及資源的使用

9

- 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-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.<sup>4</sup>

# 程序指引重點 – 成果及成效的計算

10

- 獲撥款機構／人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**

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.<sup>4)</sup>

# 程序指引重點 – 獲准財政預算

11

- 須按照基金會批准的財政預算和分項開支使用撥款



| Beat Drugs Fund Regular Funding Scheme<br>"Project"<br>(Project reference no.: BDF2000 )<br><u>Approved Budget</u>  |                 |
|---|-----------------|
| Item  | Amount Approved |
| 1 Personal emolument <sup>1</sup> :<br><br>1 Full-time Assistant Social Work Officer:<br>\$33,350.00 per month for first 12 months; and<br>\$35,040.00 per month for subsequent 12 months<br><br>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 <sup>4</sup>  | \$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 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.

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# 程序指引重點 – 獲准財政預算

12

- 獲撥款機構／人必須依循基金會批准的財政預算和分項開支使用撥款。項目如需任何更改，須具備充分理據及事先得到基金會書面批准



# 程序指引重點 – 現金需求預測

13

- 須向基金會提交項目的「推行計劃」(Implementation Plan)，包括「每年現金需求」(Yearly Funding Requirement)預測數字
- 預測現金需求時，應參考撥款申請表中財政預算部份

(N) Yearly funding requirement

(Please provide the estimated expenditure on each approved budget item in each project year. The commencement date of the first project should be the date of commencement set out in Part (E). The total should equal to amount of grant approved (i.e. Part (D) on page 1). For projects which auditors are engaged for auditing and assurance, please set a realistic funding requirement, as disbursement of grants will be arranged in accordance with the requirement provided here. Requests for changing the yearly requirement will not normally be entertained unless it is related to a reduction of the requirement such as cancellation of activities due to unforeseen circumstances.)

| <u>Approved budget item<sup>3</sup></u> | <u>Estimated item expenditure and income for the first project year (\$)</u> | <u>Estimated item expenditure and income for the second project year (\$)</u> | <u>Estimated item expenditure and income for the third project year (\$)</u> |
|---|--|---|--|
| 1                                       |  |   |  |
| 2                                       |  |   |  |
| 3                                       |  |   |  |
| 4                                       |  |   |  |
| 5                                       |  |   |  |
| 6                                       |  |   |  |
| 7                                       |  |   |  |
| 8                                       |  |   |  |
| <u>Yearly total</u>                     |  |   |  |

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# 程序指引重點 – 行政支援撥款

14

- 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<br>“Project ”<br>(Project reference no.: BDF2000 )  |                 |
|--|-----------------|
| <u>Approved Budget</u>   |                 |
| Item   | Amount Approved |
| 1 Personal emolument <sup>1</sup> :<br><br>1 Full-time Assistant Social Work Officer:<br>\$33,350.00 per month for first 12 months; and<br>\$35,040.00 per month for subsequent 12 months<br><br>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 <sup>4</sup>   | \$40,000.00     |
| Total \$1,176,080.00   |                 |
| <p>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.</p> <p>(2) Photocopiers and personal computers are <u>not supported</u>.</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> |                 |

# 程序指引重點 – 行政支援撥款

15

- 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
- 「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 )

Approved Budget

|   | Item  | Amount Approved      |
|---|---|----------------------|
| 1 | Personal emolument <sup>1</sup> :<br><br>1 Full-time Assistant Social Work Officer:<br>\$33,350.00 per month for first 12 months; and<br>\$35,040.00 per month for subsequent 12 months<br><br>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 <sup>4</sup>  | \$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 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.

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# 程序指引重點 – 執行項目時限

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- 除非另有規定，否則獲批項目須在獲批撥款之日起計**六個月**內展開，又或如該項目延續現有項目，則由基金會協定的日期起展開。如未能於指明期間內展開該項目，必須徵求基金會特別書面批准
- 如在執行項目期間，發生任何可能導致項目無法如期完成的情況，須盡快通知秘書處

Appendix VI

## BEAT DRUGS FUND REGULAR FUNDING EXERCISE

### IMPLEMENTATION PLAN

(Grantee should wait for Beat Drugs Fund Association (BDFA)'s confirmation of this plan before commencement of project.  
Once this plan is confirmed, prior approval shall be obtained from BDFA in case a change in the implementation plan is required, say cancellation of a project activity or amendment to questionnaires.)

- (A) Project reference no.: \_\_\_\_\_
- (B) Project title: \_\_\_\_\_
- (C) Name of grantee: \_\_\_\_\_
- (D) Amount of grant approved: \_\_\_\_\_
- (E) Date of commencement:  
*(The commencement date stated here will be regarded as the start date of the first project year in Part (N))* \_\_\_\_\_
- (F) Expected date of completion: \_\_\_\_\_

# 程序指引重點 – 利益衝突

17

- 在採購的過程中，獲撥款機構／人必須秉持公平原則及避免利益衝突
- 如發覺有可合理地被視作會引致利益衝突的情況，獲撥款機構／人須以書面通知秘書處所有或任何相關實情

# 程序指引重點 – 秉持誠信

18

為確保獲撥款機構／人的董事、職員（不論長工或臨時工）、代理人及次承辦人在與項目有關的工作上秉持誠信，獲撥款機構／人應：

- (a) 禁止參與項目的有關人士就撥款及項目向他人提供、索取或接受《防止賄賂條例》（香港法例第201章）所定義的利益，獲基金會許可者則不在此限；
- (b) 避免在項目推行期間，處理任何與其應就所獲撥款及項目而履行的職務有衝突，或被視為有衝突的服務、職務、工作或事情，並要求其董事、職員（不論長工或臨時工）、代理人及次承辦人遵守相同規定；以及
- (c) 如衝突無可避免，確保衝突得到適當處理，並盡快以書面通知秘書處有關情況，以及所採取旨在解除／減低影響的措施（例如免去所涉董事或職員相關職務）。

# 程序指引重點 – 秉持誠信

19

- 此外，獲撥款機構／人須在切實可行的情況下遵守《防貪錦囊》（即《「誠信・問責」－政府基金資助計劃受資助機構實務手冊》  
([https://cpas.icac.hk/UPloadImages/InfoFile/cate\\_43/2017/b725a7ed-5dd7-4a33-b13c-c68da84b43bf.pdf](https://cpas.icac.hk/UPloadImages/InfoFile/cate_43/2017/b725a7ed-5dd7-4a33-b13c-c68da84b43bf.pdf)) 及廉政公署不時發出的其他相關指引



19

# 程序指引重點 – 監察及分享

20

- 獲撥款機構／人須遵循一系列的規定，在項目推行期間及項目完結或終止後，**評估計劃的成果及成效**，以確保項目達到預期效益。
- 獲撥款機構／人須於推行項目期間，以基金會訂明的格式每隔一段指定時間提交**進度報告**（電子本及列印本）。
- 項目完成或終止後，獲撥款機構／人須在項目結束日期起計兩個月內，以基金會訂明的格式提交一份**詳盡報告**（電子本及列印本）。

# 程序指引重點 – 監察及分享

21

- 獲撥款機構／人也可能須要把中期報告及／或詳盡報告提交基金會管理委員會、禁毒常務委員會或其轄下小組委員會及／或研究諮詢小組成員，以供審議及通過。有關委員會／小組的意見會交予獲撥款機構／人，並紀錄在案，以供日後參考。
- 為提高獲資助項目的透明度和推廣有效做法，獲撥款機構／人一律須提交詳盡報告及項目成果的合適電子版本，以上載基金網站，供公眾瀏覽。如項目有製作網站或網頁，也應把有關連結交予禁毒處，讓該處按情況把有關連結上載基金網站，以便公眾檢索和瀏覽。

# 程序指引重點 – 監察及分享

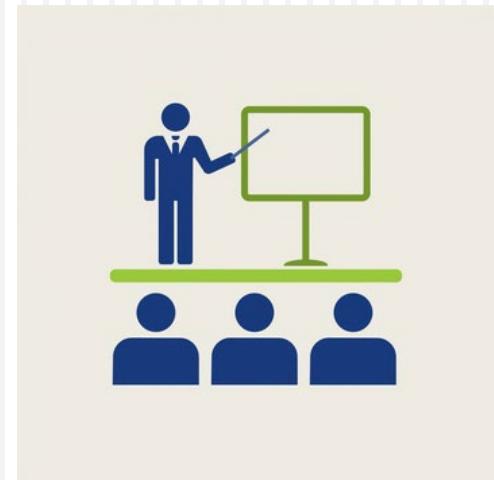
22

- 基金會成員、禁毒常務委員會成員或禁毒處人員會不時**視察**獲批項目，以檢視檢查和檢討項目
- 撥款期超逾兩年或獲批超過600萬元的項目會由兩位禁毒常務委員會或其小組委員會成員 (care-takers) 監察
- 獲撥款機構／人或須不時與基金會代表出席會議及／或向他們作出簡報，以檢討／匯報項目進度。

# 程序指引重點 – 監察及分享

23

- 獲撥款機構／人機構須在基金會舉辦的發布會／經驗分享會等活動提供協助，包括派員作**經驗分享**
- 獲撥款機構／人須在有需要時，於基金會所辦的報告會、經驗分享會或其他宣傳活動中提供協助。



# 程序指引重點－知識產權

24

- 因推行項目而採購或編製的所有材料，包括但不限於報告或研究、影音產品、錄音帶、唯讀光碟、數碼內容、劇本、手冊、印刷或電子材料、戲劇、短片等或其他類似材料（「項目成果」），**其擁有權、版權及其他一切知識產權，均屬於基金會**。

# 程序指引重點 – 知識產權

25

- 在項目推行期間或項目完成後，基金會、保安局禁毒處、各政府決策局／部門及／或任何一方均可**使用項目成果作任何用途**
- 在取得基金會書面批准下，獲撥款機構／人可使用項目成果作學術研究或項目以外的其他有意義用途。



# 程序指引重點 – 鳴謝

26

- 獲撥款機構／人推行項目時須適當地**鳴謝基金會**，包括在所有項目宣傳品或出版物上（不論實體或網上版）作出鳴謝
- 獲撥款機構／人**不得**把未經基金會批准的活動或其他並非由基金會資助的計劃／活動，當作項目的一部分來宣傳或包裝
- 就項目所採購的**器材**（包括但不限於平板電腦及虛擬實境頭戴裝置），獲撥款機構／人須在器材實物上及有關數碼內容中（如有的話）**適當地鳴謝基金會**



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# 程序指引重點 – 鳴謝

27

- 當獲撥款機構／人為所有與項目相關並已適當地鳴謝基金會的宣傳品或出版物制定內容時，須確保滿足以下條件：
  - ◆ 相關活動已獲得基金會批准；
  - ◆ 傳達的信息符合政府的禁毒政策；和
  - ◆ 主題口號與政府目前採用之相同。



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# 程序指引重點 – 鳴謝

28

- 在合適情況下，基金會鼓勵獲撥款機構／人適當地展示二零二四年一月推出的**政府資助計劃標誌**（相關圖片檔案將稍後發送予各機構）



# 程序指引重點 – 宣傳

29

- 在合適情況下，獲撥款機構／人須在其計劃、活動、宣傳品、出版物等**推廣香港賽馬會禁毒資訊天地、禁毒處的「186 186」禁毒電話諮詢服務及「98 186 186」禁毒即時通訊諮詢服務、禁毒處的網頁及社交媒体帳戶（例如Facebook及Instagram）及禁毒處指明的其他禁毒信息／資料**



香港賽馬會禁毒資訊天地  
HKJC Drug InfoCentre

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# 程序指引重點 – 宣傳

30

- 獲撥款機構／人如要在項目宣傳品或出版物上使用**保安局、禁毒處及／或禁毒常務委員會的徽號**，須事先經秘書處向禁毒處取得書面批准。



保安局禁毒處



# 程序指引重點 – 宣傳

31

- 獲撥款機構／人應適當地涵蓋禁毒處的**整體禁毒工作主題、標誌、主題口號、宣傳設計、宣傳大使「冬冬」(Agent Don't)和「希希」(Agent Hope)**，其詳情可參閱禁毒處的網頁。



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# 程序指引重點 – 宣傳

32

- 在合適情況下，獲撥款機構／人須在其計劃推行期間或在其中心／服務單位播放**禁毒處的宣傳影片**。



# 程序指引重點 – 贊助及協作

33

- 項目如接受任何其他**贊助**，或以贊助者名字為項目命名，必須事先取得**基金會書面批准**
- 獲撥款機構／人如欲接受對獲禁毒基金資助項目的任何贊助，必須事先取得基金會書面批准。基金會提醒獲撥款機構／人，在任何情況下均**不得接受來自經營煙草及大麻相關製品公司或組織的任何贊助（不論現金或實物）**。
- 同樣地，除非有推動禁毒工作的特殊理由及獲基金會同意，否則獲撥款機構／人應避免與該等公司或組織  
33 協作。

# 程序指引重點 – 修改／取消個別項目活動

34

- 在項目推行前或期間，**基金會可行使絕對酌情權修改或取消個別項目活動**，並扣減相關撥款的金額。

# 程序指引重點 – 進度報告 – 非研究項目

35

- 自項目開展起計**每滿六個月後的三個星期內**（或其他指定時間）提交**半年進度報告**，並按照既定的成果／成效指標交代項目進度

|                   |                   |                    |
|-------------------|-------------------|--------------------|
| For official use: | Output: ___ / ___ | Outcome: ___ / ___ |
|-------------------|-------------------|--------------------|

Appendix VII

**BEAT DRUGS FUND REGULAR FUNDING EXERCISE  
THE 1<sup>ST</sup> / 2<sup>ND</sup> / 3<sup>RD</sup> / 4<sup>TH</sup> / 5<sup>TH</sup> HALF-YEARLY PROGRESS REPORT**  
(To be completed by grantee within 3 weeks from the end of reporting period)

Covering the report period from \_\_\_\_\_ to \_\_\_\_\_ (6 / 12 / 18 / 24 / 30<sup>†</sup> months' period), \_\_\_\_\_ % of project time lapsed

- (A) Project reference no.: \_\_\_\_\_
- (B) Project title: \_\_\_\_\_
- (C) Name of grantee: \_\_\_\_\_
- (D) Amount of grant approved: \_\_\_\_\_
- (E) Amount of grant spent to-date: \_\_\_\_\_  
(Including those not yet claimed from the Association)
- (F) Date of commencement: \_\_\_\_\_
- (G) Expected date of completion: \_\_\_\_\_

35

# 程序指引重點 – 進度報告 – 研究項目

36

- 如項目為期少於24個月，自項目開展起計**每滿四個月後的三個星期內**（或其他指定時間）提交**進度報告**，並按照既定的成果／成效指標交代項目進度

Appendix VII

## **BEAT DRUGS FUND REGULAR FUNDING EXERCISE**

### **QUAD-MONTHLY PROGRESS REPORT**

(To be completed by grantee of research-type projects every four months and submitted within three weeks from the end of the reporting period.)

The st / nd / rd / th progress report covering the report period from \_\_\_\_\_ to \_\_\_\_\_.

(A) Project reference no.: \_\_\_\_\_

(B) Project title: \_\_\_\_\_

(C) Name of grantee<sup>1</sup>: \_\_\_\_\_

Please also list the names of the investigator(s) and agencies / units involved below:

| Investigation Team     | Name / Post | Institution / Dept / Unit |
|------------------------|-------------|---------------------------|
| Principal Investigator | _____       | _____                     |
| Co-investigator(s)     | _____       | _____                     |
| Other assistants       | _____       | _____                     |

(D) Amount of grant approved: \_\_\_\_\_

(E) Amount of grant spent to-date: \_\_\_\_\_

(Including those not yet claimed from the Association)

36

# 程序指引重點 – 進度報告 – 研究項目

37

- 如項目為期24個月或以上，自項目開展起計**每滿六個月後的三個星期內**（或其他指定時間）提交**進度報告**，並按照既定的成果／成效指標交代項目進度

Appendix VII

## BEAT DRUGS FUND REGULAR FUNDING EXERCISE

### **HALF-YEARLY PROGRESS REPORT**

(To be completed by grantee of research-type projects every six months and submitted within three weeks from the end of the reporting period.)

The st / nd / rd / th progress report covering the report period from \_\_\_\_\_ to \_\_\_\_\_.

(A) Project reference no.: \_\_\_\_\_

(B) Project title: \_\_\_\_\_

(C) Name of grantee<sup>1</sup>: \_\_\_\_\_

Please also list the names of the investigator(s) and agencies / units involved below:

| Investigation Team     | Name / Post | Institution / Dept / Unit |
|------------------------|-------------|---------------------------|
| Principal Investigator |             |                           |
| Co-investigator(s)     |             |                           |
| Other assistants       |             |                           |

(D) Amount of grant approved: \_\_\_\_\_

(E) Amount of grant spent to-date: \_\_\_\_\_

(Including those not yet claimed from the Association)

37

# 程序指引重點 – 詳盡報告

38

- 項目完成後兩個月內提交詳盡報告

|                        |
|------------------------|
| For official use:      |
| Output: _____ / _____  |
| Outcome: _____ / _____ |

Appendix VIII

## BEAT DRUGS FUND REGULAR FUNDING EXERCISE

### FULL REPORT

(To be completed by grantee within 2 months of completion of the project)

- (A) Project reference no.: \_\_\_\_\_
- (B) Project title: \_\_\_\_\_
- (C) Name of grantee: \_\_\_\_\_
- (D) Amount of grant approved: \_\_\_\_\_
- (E) Amount of grant spent: \_\_\_\_\_
- (F) Date of commencement: \_\_\_\_\_
- (G) Date of completion: \_\_\_\_\_
- (H) Evaluation on Output Indicators  
(Please list the output indicators as stated in the Implementation Plan (IP) and give an evaluation on the accumulative output achieved. Relevant output Excel file should be submitted with this report.)

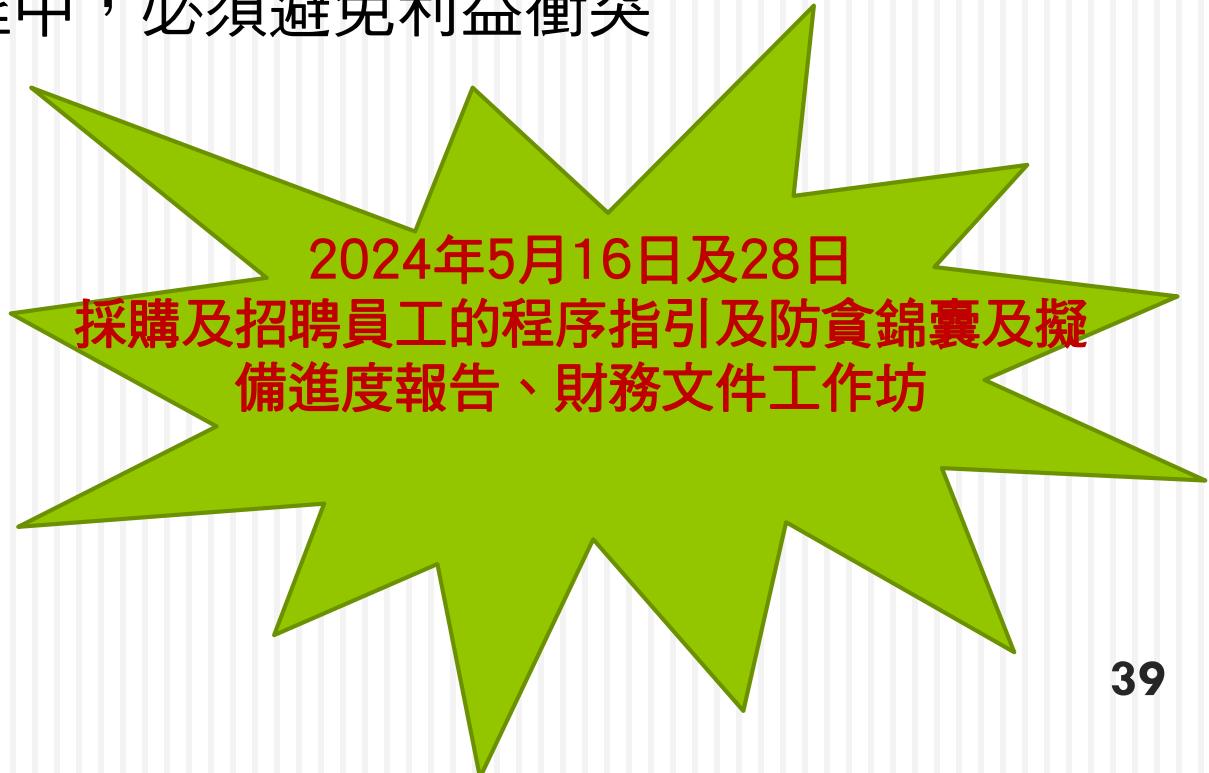
|                    | Description of Indicator<br><u>(with targets)</u> | Target<br>Population | Output Achieved | Remarks<br>(Please provide explanation for not meeting the expected target and report the corresponding remedial action(s) taken to meet the target) | For<br>official<br>use                                      |
|--------------------|---|----------------------|-----------------|--|---|
| Output indicator 1 |   |                      |                 |  | <input type="checkbox"/> TM<br><input type="checkbox"/> TNM |
| Output indicator 2 |   |                      |                 |  | <input type="checkbox"/> TM<br><input type="checkbox"/> TNM |

38

# 程序指引重點 – 招聘員工

39

- 應透過**公開公平**的制度招聘員工
- 按**獲批准的人手及薪酬水平**作出聘任
- 在聘請員工的過程中，必須避免利益衝突



# 程序指引重點 – 採購貨品／服務

40

- 如採購貨品／服務的價值為**5千元**或以上，須按「程序指引」取得足夠數目的書面報價／標書
- 在採購的過程中，必須秉持公平原則及避免利益衝突



40

# 程序指引重點 – 採購貨品／服務

41

採購5千至5萬元的  
貨品或服務



取得不少於2個  
合符要求的書面報價



41

# 程序指引重點 – 採購貨品／服務

42

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



42

# 程序指引重點 – 採購貨品／服務

43

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

43

# 程序指引重點 – 會計紀錄

44

- 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



44

# 程序指引重點 – 保存會計紀錄

- 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。

7



# 程序指引重點 – 購置資產

46

- 應備存**資產記錄冊**，記錄獲禁毒基金批准購置\$1,000或以上的固定資產
- 在項目完成後，基金會有權要求把資產交還基金會



| Beat Drugs Fund Regular Funding Scheme<br>“Project ”<br>(Project reference no.: BDF2000 )  |   |                 |
|--|---|-----------------|
| <u>Approved Budget</u>   |   |                 |
|  | Item  | Amount Approved |
| 1  | Personal emolument <sup>1</sup> :<br><br>1 Full-time Assistant Social Work Officer:<br>\$33,350.00 per month for first 12 months; and<br>\$35,040.00 per month for subsequent 12 months<br><br>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 <sup>4</sup>  | \$40,000.00     |
|  | Total   | \$1,176,680.00  |
| <p>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.</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> |   |                 |

## 第二部分

# 發放款項流程

# 發放款項流程 – 分期發放模式

48

獲批50萬元或  
以上的項目

及

獲批少於50萬元  
但選擇聘請核數  
師的項目



- ✓ 已獲批額外撥款，以外聘核數師，  
進行年度及最終（涵蓋整段項目期間）的核數及核證
- ✓ 須開立及使用專用銀行戶口處理撥款
- ✓ 撥款將分期發放予機構

# 發放款項流程 – 分期發放模式

49

如項目為期少於18個月



獲撥款機構 / 人  
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) 49

# 發放款項流程 – 分期發放模式

50

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

獲撥款機構 / 人  
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 ) 50

# 審計費用（適用於分期發放模式）

51

- 因應核數及核證要求，獲撥款機構已獲批撥款，用以外聘核數師

| 獲批項目年期  | 聘用核數師的<br>撥款額 |
|---------|---------------|
| 1年或以下   | 8,000元        |
| 1年以上至2年 | 16,000元       |
| 2年以上    | 24,000元       |

# 發放款項流程 – 現金需求預測

52

- 如項目獲批年期**超過1年**，須提供每個項目年度各個獲批分項開支（**包括行政支援撥款**）的預算開支。

(例) 分項開支：  
6項



| Beat Drugs Fund Regular Funding Scheme<br>“Project”<br>(Project reference no.: BDF2000 )<br><u>Approved Budget</u>   |   |                             |
|--|---|-----------------------------|
|  | Item  | Amount Approved             |
| 1  | Personal emolument <sup>1</sup> :<br><br>1 Full-time Assistant Social Work Officer:<br>\$33,350.00 per month for first 12 months; and<br>\$35,040.00 per month for subsequent 12 months<br><br>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 <sup>4</sup>  | \$40,000.00                 |
|  |   | <b>Total \$1,176,680.00</b> |
| <p>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.</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> |   |                             |

# 發放款項流程 – 現金需求預測

53

| Beat Drugs Fund Regular Funding Scheme<br>“Project”<br>(Project reference no.: BDF2000 )<br><u>Approved Budget</u> |   |                 |                                      |                                       |                     |
|--|---|-----------------|--------------------------------------|---------------------------------------|---------------------|
|  | Item  | Amount Approved | First Year<br>Funding<br>requirement | Second Year<br>Funding<br>requirement | Total               |
| 1  | Personal emolument <sup>1</sup> :<br><br>1 Full-time Assistant Social Work Officer:<br>\$33,350.00 per month for first 12 months; and<br>\$35,040.00 per month for subsequent 12 months<br><br>MPF is included in all rates | \$820,680.00    | \$400,200.00                         | \$420,480.00                          | \$820,680.00        |
| 2  | Publicity   | \$150,000.00    | \$75,000.00                          | \$75,000.00                           | \$150,000.00        |
| 3  | Preventive education activities ( <i>after income</i> )   | \$100,000.00    | \$50,000.00                          | \$50,000.00                           | \$100,000.00        |
| 4  | Counselling materials and transportation  | \$50,000.00     | \$25,000.00                          | \$25,000.00                           | \$50,000.00         |
| 5  | External audit fee  | \$16,000.00     | \$8,000.00                           | \$8,000.00                            | \$16,000.00         |
| 6  | Administrative overhead <sup>4</sup>  | \$40,000.00     | \$20,000.00                          | \$20,000.00                           | \$40,000.00         |
|  |   | <b>Total</b>    | <b>\$1,176,680.00</b>                | <b>\$578,200.00</b>                   | <b>\$598,480.00</b> |
|  |   |                 | 50%                                  |                                       | <b>\$299,240.00</b> |

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

(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.

# 發放款項流程 – 核數師報告

54

□ 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



# 發放款項流程 – 禁毒基金財務表格

55

- ❖ 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)

# 適用於包含獲批准的開支項目「行政支援撥款」的項目

**Appendix IX**

禁藥基金會 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. : 1900xx

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

5.

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)請將本表前首先參閱相關的說明。Guidance notes to completion of this form should be read before completing this form.

| 獲批准項目名稱<br>Name of approved cost item<br>(A) | 單據編號<br>Receipt serial number<br>(B) | 單據日期<br>Date of receipt<br>(C) | 款項用途 - 物件/服務/膳食的資料和剩餘活動的日期<br>Purpose of expense, description of the programme materials purchased/service obtained/meals served and date of activity<br>(D) | 供應商名稱<br>Name of vendor<br>(E)     | 受惠人數<br>No. of beneficiaries<br>(F) | 數量<br>Quantity purchased<br>(G) | 支出/(收入)<br>Expense / (Income)<br>(H) | 用以計算擬申領的行政支援撥款的支出 (V)<br>Expense for computation of Administrative Overhead to be claimed (V)<br>(K) | 用款前已取得足夠數量而符合要求的報價(如適用)<br>Sufficient no. of quotations obtained before procurement (if applicable) (N/A/Y/N)<br>(L) | 不採納最低報價/沒有足夠報價的理由<br>Justification for not accepting the lowest offer, or insufficient no. of quotations is obtained (M) |
|--|--------------------------------------|--------------------------------|--|------------------------------------|-------------------------------------|---------------------------------|--------------------------------------|--|--|--|
|  |                                      |                                |  |                                    |                                     |                                 |                                      |  |  |  |
| Personal Emolument                           | (1)-1                                | 2020/05/31                     | Social Work Assistant, Lui Ka Ho   | —                                  | —                                   | 12 months                       | \$211,995.00                         | ✓  | —  | —  |
|  | (1)-2                                | 2020/05/31                     | Activity Assistant, Chan Siu Wo  | —                                  | —                                   | 68 hours                        | \$13,600.00                          | ✓  | —  | —  |
|  | (1)-3                                | 2020/05/31                     | Activity Assistant, Wong Lok Ying  | —                                  | —                                   | 52 hours                        | \$10,400.00                          | ✓  | —  | —  |
| Personal Emolument                           |                                      |                                |  |                                    |                                     |                                 | <b>Sub-total</b>                     | <b>\$236,895.00</b>  |  |  |
| Publicity                                    | (2)-1                                | 2019/06/13                     | Leaflets   | Link2Sight Design Co.              | —                                   | 500                             | \$5,440.00                           | ✓  | Y  | N/A, lowest offer accepted   |
|  | (2)-2                                | 2019/06/13                     | Colour posters   | Good View Colour Laser Copy Centre | —                                   | 10                              | \$35.00                              | ✓  | N/A  |  |
|  | (2)-3                                | 2019/06/17                     | Stamps for posting posters   | 7-Eleven                           | —                                   | 20                              | \$34.00                              | ✓  | N/A  |  |
|  | (2)-4                                | 2019/06/18                     | Badges   | Pak Ko Ind. Comp.                  | 750                                 | 750                             | \$1,725.00                           | ✓  | N/A  |  |
| Publicity                                    |                                      |                                |  |                                    |                                     |                                 | <b>Sub-total</b>                     | <b>\$7,284.00</b>  |  |  |
| Anti-drug activities                         | (3)-1                                | 2019/07/08                     | mini packs of chocolate  | Cheong Kee Food Company            | 80                                  | 80 packs                        | \$960.00                             | ✓  | N/A  |  |
|  | (3)-2                                | 2019/07/22                     | Stationery   | Hoi Kee Book Store                 | 50                                  | —                               | \$300.00                             | ✓  | N/A  |  |
|  | ...                                  | ...                            | ...  | ...                                | ...                                 | ...                             | ...                                  | ...  | ...  |  |
|  | (3)-43                               | 2019/07/23                     | School fee collected from ABC小學  | ABC小學                              | —                                   | —                               | (\$500.00)                           |  | N/A  |  |
|  | (3)-44                               | 2019/07/25                     | School fee collected from DEFI紀念小學   | DEFI紀念小學                           | —                                   | —                               | (\$500.00)                           |  | N/A  |  |
|  | (3)-45                               | 2020/03/25                     | Computers  | Hello Computers                    | —                                   | 1                               | <b>\$4,800.00</b>                    |  | N/A  |  |
| Anti-drug activities                         |                                      |                                |  |                                    |                                     |                                 | <b>Sub-total</b>                     | <b>\$6,040.00</b>  |  |  |
| Travel Expenses                              | Form A-Lui Ka Ho (June)              | 2019/06/28                     | Transportation   | N/A                                | N/A                                 | N/A                             | \$42.70                              | ✓  | N/A  |  |
|  | (4)-1                                | 2019/10/16                     | Hire of coach to visit DIC   | Jackson Coach Hire Service Ltd.    | 20                                  | 1 job                           | \$650.00                             | ✓  | N/A  |  |
| Travel Expenses                              |                                      |                                |  |                                    |                                     |                                 | <b>Sub-total</b>                     | <b>\$692.70</b>  |  |  |
| External Audit Fee                           | (5)-1                                | 2020/06/03                     | Audit for first project year   | United Partners CPA Ltd.           | N/A                                 | 1 job                           | \$3,000.00                           |  | N/A  |  |
| External Audit Fee                           |                                      |                                |  |                                    |                                     |                                 | <b>Sub-total</b>                     | <b>\$3,000.00</b>  |  |  |
| 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                      |                                      |                                |  |                                    |                                     |                                 | <b>Sub-total</b>                     | <b>\$15,000.00</b>   |  |  |
|  |                                      |                                |  |                                    |                                     |                                 | <b>總數 Total</b>                      | <b>\$286,881.70</b>  |  |  |

# 薪酬記錄

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

## **Appendix IX**

FORM B

1)-1

計劃編號 Project No.: 159999 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<br>Rank of staff<br>(A)          | 獲批准的月薪水平(連同強積金)<br>Monthly claim limit<br>(incl. MPF)<br>(B) | 剩餘的獲批准的聘用時限(按月計)<br>Remaining balance<br>of approved<br>employment period<br>(in months)<br>(C) | 員工姓名<br>Name of staff<br>(D) | 員工實收的月薪(連強積金)<br>Actual Monthly salary (incl. MPF)<br>(E) | 申領薪金的期間<br>Salary period claimed<br>(F) | 期間內的薪金<br>Salary for the period<br>(G) | 因早前出現的調整而現時申請補領退回的新金(如有)<br>Additional<br>claim/refund due to<br>adjustment from<br>previous months (if<br>applicable)<br>(H) | 實際向禁煙基金申領的金額<br>(請參閱說明(2)及(3))<br>Actual Amount of Claim<br>from BDF<br>(See Notes (2) & (3))<br>(I)=(G)+(H) | 剩下還可申領薪金的時限(按月計)<br>Remaining period that<br>can be claimed (in<br>months)<br>(J)=(C)-(F) | 僱員簽署<br>Signature of<br>staff<br>(K) |
|-------------------------------------|--|---|------------------------------|---|---|--|---|--|---|--------------------------------------|
| Assistant Social Work Officer       | \$29,547.00  | 24  | Lui Ka Ho                    | \$29,547.00   | 1 Jun 2016 - 31 May 2017                | \$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<br>Rank of staff<br>(L)                 | 獲批准的時薪水平(連同強積金)<br>Hourly Rate (incl.<br>MPF) approved<br>(M) | 剩餘的獲批准的聘<br>用時限(按小時計)<br>Remaining balance<br>of approved<br>employment period<br>(in hours)<br>(N) | 員工姓名<br>Name of staff<br>(O) | 員工實收的時薪<br>Actual hourly rate<br>(incl. MPF)<br>(P) | 申領薪金的期<br>間<br>Salary period<br>claimed<br>(Q) | 期間內的實際工<br>時<br>Actual number of<br>working hours in<br>the period<br>(R) | 實際工時包括休<br>息/用膳時間<br>(是否)<br>Actual number of<br>working hours including<br>rest/meal time<br>(Yes/No)<br>(S) | 期間內的新金<br>額<br>Salary for the period<br>(T)=(P)x(R) | 因早前出現的調整而<br>現時申請補領退回的<br>薪金(如有)<br>Additional<br>claim/refund due to<br>adjustment from<br>previous months(if<br>applicable)<br>(U) | 實際向禁煙基金申領的金額<br>(請參閱說明(2)及(3))<br>Actual Amount of Claim<br>from BDF<br>(See Notes (2) & (3))<br>(V)=(T)+(U) | 剩下還可申領薪金的<br>時限(按小時計)<br>Remaining no. of<br>hours that can be<br>claimed<br>(W)=(N)-(R) | 僱員簽署<br>Signature of<br>staff<br>(X) |
|--|---|---|------------------------------|---|--|---|---|---|--|--|--|--------------------------------------|
|  |   |   |                              |   |  |   |   |   |  |  |  |                                      |
|  |   |   |                              |   |  |   |   |   |  |  |  |                                      |
|  |   |   |                              |   |  |   |   |   |  |  |  |                                      |
|  |   |   |                              |   |  |   |   |   |  |  |  |                                      |
| <b>時薪和Sub-total for hourly rated staff</b> |   |   |                              |   |  |   |   |   |  | \$0.00   |  |                                      |
| <b>獲批准的總薪金Approved staff cost</b>          |   |   |                              |   |  |   |   |   |  |  |  |                                      |

本人茲證明 We certify that-

- (1)本人確定所有資料均真確無誤。  
 (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 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: 31/5/2017

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: 3/6/2017

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)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，或該人以完成某項工作為形式支取收入的話，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。

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

申領人姓名 Claimant's name:

Lui Ka Ho

申領人職銜 Claimant's post title:

Project Officer

計劃編號 Project No.:

159999

獲撥款人/機構名稱 Name of grantee:

Anti-drug Pioneer Alliance

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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

(獲批準項目名稱)  
(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

交通費  
Travelling expenses

| 日期<br>Date | 由<br>Origin           | 至<br>Destination      | 使用的交通工具(包括<br>巴士和小巴路線號碼)<br>Mode of transport used<br>(incl. route no. of bus<br>and minibus) | 的士費<br>Taxi fare<br>(a) | 其他<br>Other<br>expenses<br>(b) | 扣除平日往返居<br>所的交通費用<br>Deduction for<br>normal home-<br>office journey<br>(c) | 申領發還款項<br>Actual amount<br>claimed for the<br>journey<br>(a)+(b)-(c) | 行程目的<br>Purpose of journey                 | 乘搭的士的理由及乘客人數<br>Justification for use of taxi and number<br>of passengers  |
|------------|-----------------------|-----------------------|---|-------------------------|--------------------------------|---|--|--|--|
| 2016-06-18 | Wong Tai Sin (Office) | Cheung Sha Wan        | MTR   | 5.5                     | 0                              | 5.5   | 5.5  | School programme                           | --   |
| 2016-06-18 | Cheung Sha Wan        | Wong Tai Sin (Office) | MTR   | 5.5                     | 0                              | 5.5   | 5.5  | School programme                           | --   |
| 2016-06-19 | Wong Tai Sin (Office) | Cheung Sha Wan        | Bus No. 2F  |                         | 5                              | 0   | 5  | School programme                           | --   |
| 2016-06-19 | Cheung Sha Wan        | Lam Tin               | MTR   | 6.7                     |                                | 5.5   | 1.2  | Return home after<br>programme             | --   |
| 2016-06-23 | Diamond Hill          | Wong Tai Sin (Office) | Taxi  | 19.5                    |                                | 0   | 19.5   | Return to office after<br>school programme | Travelling with 3 volunteers. Materials<br>were very heavy; it was cheaper to ride a<br>taxi than using public transportation. |
| 2016-06-24 | Wong Tai Sin (Office) | Tin Yiu Estate        | Bus No. 2B + 69X  |                         | 4.2+13.3                       | 0   | 17.5   | School programme                           | --   |
| 2016-06-24 | Tin Yiu Estate        | Wong Tai Sin (Office) | Bus No. 69X + 2B  |                         | 13.3+4.2                       | 0   | 17.5   | Return to office after<br>programme        | --   |
| 2016-06-29 | Lam Tin               | Cheung Sha Wan        | MTR   |                         | 6.7                            | Not applicable<br>(non-workday)   | 6.7  | School programme                           | --   |
| 2016-06-29 | Cheung Sha Wan        | Lam Tin               | MTR   |                         | 6.7                            | Not applicable<br>(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。的士的量據應隨本表格一同提交。

(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。

(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，通常不可全數發還，而須扣除申領人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，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.

(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.

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# 發放款項流程 – 其他財務文件

59

Name of Grantee: \_\_\_\_\_

Project Title/ No.: \_\_\_\_\_ (BDF \_\_\_\_\_)

Project Year : 1<sup>st</sup>/ 2<sup>nd</sup>/ 3<sup>rd</sup> Year\* from \_\_\_\_\_ (dd/mmyy) to \_\_\_\_\_ (dd/mm/yy)

(\*Pls circle the ordinal number of year as appropriate. One Checklist is to be used for each project year.)

**Beat Drugs Fund (BDF) Regular Funding Exercise**  
**Checklist for financial documents to be submitted by grantee for disbursement of grants**  
**(For projects engaging auditors for auditing and assurance)**

Please read carefully the “Procedural Guidelines for Successful Applicants” (Procedural Guidelines) and the terms and conditions as stipulated in the approval letter and the approved budget for the project issued by the Beat Drugs Fund Association (BDFA) before filling in this Checklist.

| (I) <u>Submission of financial documents</u> <sup>1</sup>  | Please put a “√” if the document is submitted together with this checklist | (For Official Use) |         |                   |
|--|--|--------------------|---------|-------------------|
|  |  | Date of submission | Remarks | Officer's Initial |
| (a) Annual audited account and auditor's report <sup>2</sup> for the project year / Final audited account and auditor's report <sup>2</sup> covering the whole project duration for final payment  |  |                    |         |                   |
| (b) Photocopy of the project bank account passbook or record of sub-ledger account   |  |                    |         |                   |
| (c) Completed forms of -<br>(i) “Particulars of Income and Expenditure Items” (Appendix IX)<br>(ii) “Claim for Travel Expenses” (Form A, <i>if applicable</i> )<br>(iii) “Records of Personal Emolument” (Form B, <i>if applicable</i> ), together with the salary statement/payroll records of project staff, signed by project-in-charge or a senior officer |  |                    |         |                   |
| (d) Original receipts, payment vouchers and other documents substantiating the nature and the amount of expenditure and transactions, certified by project-in-charge or a senior officer   |  |                    |         |                   |
| (e) Tender/quotation records <sup>3</sup> and/or coupon distribution records ( <i>if applicable</i> )  |  |                    |         |                   |
| (f) Other financial documents as required in the approval letter and/or approved budget<br>(please specify if applicable: _____)   |  |                    |         |                   |
| (g) For final payment, additional submission of the following -<br>(i) Register of assets ( <i>if applicable; please state “N/A” if not applicable</i> )<br>(ii) Copies of deliverables ( <i>if not already submitted</i> )  |  |                    |         |                   |

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# 發放款項流程 – 發還款項模式

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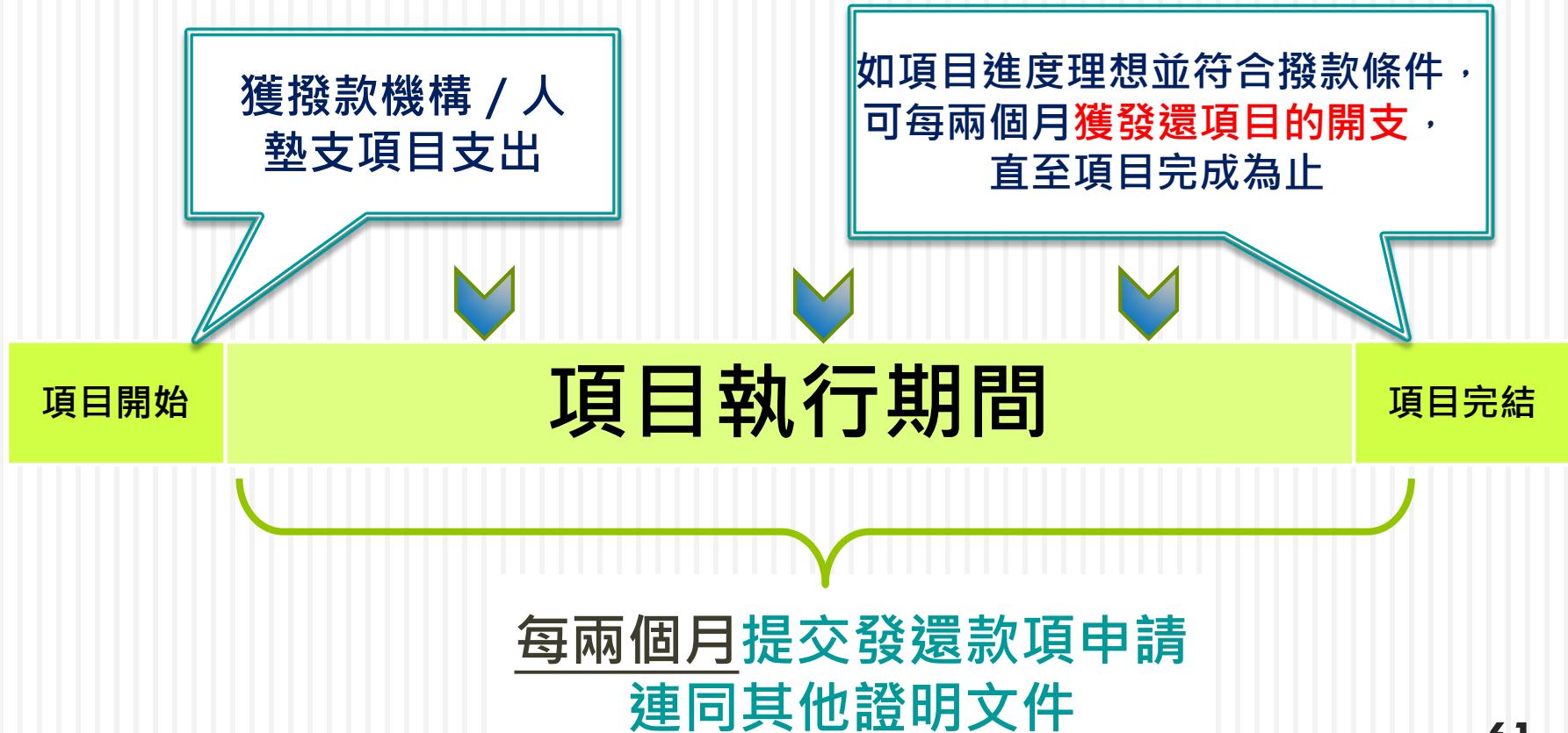


機構可選擇「實報實銷」發還款項方式

60

# 發放款項流程 – 發還款項模式

61



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# 發放款項流程 - 發還款項申請表

Annex I

BEAT DRUGS FUND

禁毒基金

**Section 1 : DETAILS OF APPROVED GRANT**

**第一節 批准撥款詳情**

From : Beat Drugs Fund Association

由 禁毒基金會

To : Grantee name: Anti-drug Pioneer Alliance

致 濟撥款人/機構

Project No. : 2200xx

計劃編號

Project Title : Hong Kong Let's Beat Drugs

計劃名稱

Date of approval of grant : 15 March 2023

批准撥款日期

Funds from the Beat Drugs Fund have been granted for the following purposes -

禁毒基金撥款予閣下/貴機構作下列用途 —

| Item No. <sup>(1)</sup><br>編 號 | Approved item <sup>(2)</sup><br>獲 批 准 項 目                      | Approved Amount (\$) <sup>(3)</sup><br>批 准 撥 款 額 (\$) |
|--------------------------------|--|---|
| (1) <sup>(4)</sup>             | Personal emolument <sup>(5)</sup>                              | \$144,000.00 <sup>(6)</sup>                           |
| (2) <sup>(7)</sup>             | Publicity <sup>(8)</sup>                                       | \$50,000.00 <sup>(9)</sup>                            |
| (3) <sup>(10)</sup>            | Preventive education activities <sup>(11)</sup> (after income) | \$60,000.00 <sup>(12)</sup>                           |
| (4) <sup>(13)</sup>            | Transportation <sup>(14)</sup>                                 | \$5,000.00 <sup>(15)</sup>                            |
| (5) <sup>(16)</sup>            | Administrative overhead <sup>(17)</sup>                        | \$10,000.00 <sup>(18)</sup>                           |
| <b>Total 總 數 :</b>             |  | <b>\$269,000.00</b>                                   |

Date: 30 April 2023

Signature:

(Miss ABC)

for Beat Drugs Fund Association

F21

禁毒基金會

**Section 2 : CLAIM**

**第二節 申請撥款**

This<sup>(1)</sup>  \* is<sup>(2)</sup> not the final claim.<sup>(3)</sup>

此次<sup>(4)</sup>  是<sup>(5)</sup> 不是最後一次申領撥款。<sup>(6)</sup>

Balance of unclaimed grant at the time of submitting this form:<sup>(7)</sup>

在遞交表格時仍未申領的撥款餘數為<sup>(8)</sup>

\$46,890<sup>(9)</sup>

Please arrange for the reimbursement/payment of<sup>(10)</sup>

請安排發還支付款項合共<sup>(11)</sup>

\$43,422.70<sup>(12)</sup>

as detailed below<sup>(13)</sup>

詳情如下：<sup>(14)</sup>

| Item No. <sup>(1)</sup><br>編 號 | Approved item <sup>(2)</sup><br>獲 批 准 項 目       | Balance of Unclaimed Amount <sup>(3)</sup><br>of each item at the time of <sup>(4)</sup><br>submitting this form <sup>(5)</sup><br>在遞交表格時各項批准項目<br>仍未申領的撥款餘數 <sup>(6)</sup> | Amount claimed <sup>(7)</sup><br>申領款額 <sup>(8)</sup> |
|--------------------------------|---|---|--|
| (1) <sup>(9)</sup>             | Personal emolument <sup>(10)</sup>              | \$36,000 <sup>(11)</sup>  | \$36,000.00 <sup>(12)</sup>                          |
| (2) <sup>(13)</sup>            | Publicity <sup>(14)</sup>                       | \$6,120 <sup>(15)</sup>   | \$6,120.00 <sup>(16)</sup><br>(機構支付 \$1,639)         |
| (3) <sup>(17)</sup>            | Preventive education activities <sup>(18)</sup> | \$3,261 <sup>(19)</sup>   | \$260.00 <sup>(20)</sup>                             |
| (4) <sup>(21)</sup>            | Transportation <sup>(22)</sup>                  | \$1,509 <sup>(23)</sup>   | \$1,042.70 <sup>(24)</sup>                           |
| (5) <sup>(25)</sup>            | Administrative overhead <sup>(26)</sup>         | \$1,000 <sup>(27)</sup>   | \$1,000.00 <sup>(28)</sup>                           |
| <b>Total 總 數 :</b>             |   | <b>\$44,422.70</b>  |  |

請付款予<sup>(1)</sup>

Payment should be made to: Anti-drug Pioneer Alliance

地址 Address: Shop 111, Tung Yuen Hse, Chuk Yuen North Estate

Original copy of receipts/invoices are attached. For further information, please contact:

\*茲隨表格附上單據/發票的正本。如需進一步詳情, 請聯絡<sup>(1)</sup>

Name 姓名: Felix Wong Tai Ho Tel. no. 電話: 2111 1111

\*: Tick where applicable 請在適當方格加上“✓”號<sup>(1)</sup>

\$: Please provide cheque addressee in English 請提供英文支票抬頭<sup>(1)</sup>

# 發放款項流程 – 撰備財務文件需注意事項

63



核數師報告的分項開支  
(cost item) 上限應與獲批財政預算  
(approved budget)相符



核數師報告的用款數字  
應與「收入及支出細項表」相符

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# 發放款項流程 – 擬備財務文件需注意事項

64

向基金申領的員工薪酬不可  
超過獲批的月薪／時薪金額

未獲准的開支  
(例如購置固定資產開支)  
不應向基金申請還款

- 如文件混亂或不齊全，基金會須要求機構提交相關解釋或補充文件，可能因此阻延發放款項的程序
- 在5月舉行的「**擬備財務文件**」工作坊將作詳細介紹，請提名前線同工參加

## 第三部分

# 維護國家安全簡介

# 維護國家安全

66

- 獲撥款機構／人須確保在動用撥款履行相關工作及職能時，**遵守一切香港法律（包括《中華人民共和國香港特別行政區維護國家安全法》及香港有關維護國家安全的法律）**、規例及附例，包括但不限於所有與僱傭條款及條件有關者

# 維護國家安全（採購）

67

- 當運用禁毒基金的撥款進行採購時，獲撥款機構／人須考慮到其維護國家安全的持續性責任，不得從事危害國家安全的行為或活動。**獲撥款機構／人和其管理層在採購過程中的每一階段評估任何可能出現的國家安全風險或問題時，須保持審慎和敏感，並行使其專業判斷。**

# 維護國家安全（採購）

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- 獲撥款機構／人在維護國家安全方面的責任具持續性，並持續在整個採購過程中的每一階段，包括採納合約前的階段及採納合約後的合約管理階段。獲撥款機構／人應確保其每一份採購文件中包含具體條款，根據國家安全利益而取消投標者資格和終止就採購而訂立的合約。

# 維護國家安全（停止發放款項／終止項目）

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- 如出現以下任何情況，基金會可停止向獲撥款機構／人發放款項，或向其收回已發放的款項者，甚至可立即終止項目：
  - 獲撥款機構／人或其以任何方式和身份參與項目的僱員、代理人或承辦商曾經或正在從事任何構成或導致，或任何可能構成或導致危害國家安全的罪行，或其他不利於國家安全利益的行為或活動；
  - 繼續委託獲撥款機構／人或繼續推行項目將不利於國家安全利益；或
  - 基金會合理相信以上所述的任何情況即將出現。

## 第四部分

擬備「推行計劃」須注意事項

# 擬備「推行計劃」須注意事項

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**Toolkit Attachment 1**

## Appendix VI

## **BEAT DRUGS FUND REGULAR FUNDING EXERCISE+**

## **IMPLEMENTATION PLAN.**

(Grantee should wait for Beat Drugs Fund Association (BDFA)'s confirmation of this plan before commencement of project. Once this plan is confirmed, prior approval shall be obtained from the BDFA in case a change in the implementation plan is required, say cancellation of a project activity or amendment to questionnaires.)

- |                  |  |                                      |
|------------------|--|--------------------------------------|
| (A) <sup>v</sup> | Project reference no.: <sup>v</sup>  | BDF 2200XX                           |
| (B) <sup>v</sup> | Project title:   | <u>Drug-free Community Programme</u> |
| (C) <sup>v</sup> | Name of grantee: <sup>v</sup>  | <u>ABC Anti-drug Centre</u>          |
| (D) <sup>v</sup> | Amount of grant approved:  | <u>\$536,000</u>                     |
| (E) <sup>v</sup> | Date of commencement: <sup>v</sup><br>(The commencement date stated here will be regarded as the start date of the first project year in part (N)). <sup>v</sup> | 1 Jul 2023                           |
| (F) <sup>v</sup> | Expected date of completion: <sup>v</sup>  | 30 Jun 2025                          |

如對填寫本表格有任何疑問，歡迎聯絡禁毒基金秘書處

處書寫研究項目執行者表格填寫本，可諮詢組小組對問題疑任何有表格寫本研究研究聯絡聯繫。

## **Toolkit Attachment I: Implementation Plan**

(G) ←

### Project implementation schedule

(Please list, in order of the commencement dates, the names of the activities and target implementation dates by blocking out the relevant dates on the timetable below (using X or █). Please modify the timetable to suit your schedule, if needed. Major publicity activities should be underlined.)

須包括所有計劃書內提及並已獲批的活動，即使有關活動並無指標（如「製作及播映以販毒為題的短片」），亦應清楚列明，以免負責同工所遭漏，亦方便基金會適時跟進相關進度。

活動的開始時間為實際運作時間毋須包含籌備階段。

機構當於計劃推行後 3 個月向基金會提交中期服務指標預測，基金會將參考時間表以評核有關預測是否合理。故此，機構須謹慎計劃推行時間表。

如擬訂時間表時，機構可考慮以下因素：

1. 如為系列性活動(即需完成部分活動方可進入另一階段)，需考慮加入緩衝期，以免前期活動一旦延誤，影響後續活動安排及整個計劃完成。
2. 部分如尋找隱蔽吸菸者或其家長的活動/輔導需較長時間進行招募或建立關係，建議預留足夠籌備時間(時間表內毋須包含籌備階段)。

## 查詢

如對此簡介內容有任何查詢，請致電本會的行政主任或計劃經理/主任電話號碼，他們的聯絡電話號碼已載於本會2025年3月25日發出的批准信上。