禁毒基金2019年度
一般撥款計劃
新獲撥款項目簡介

2020年4月

大　綱

1. 禁毒基金程序指引重點
2. 發放款項流程
3. 擬備「推行計劃」須注意事項
4. 問答時間

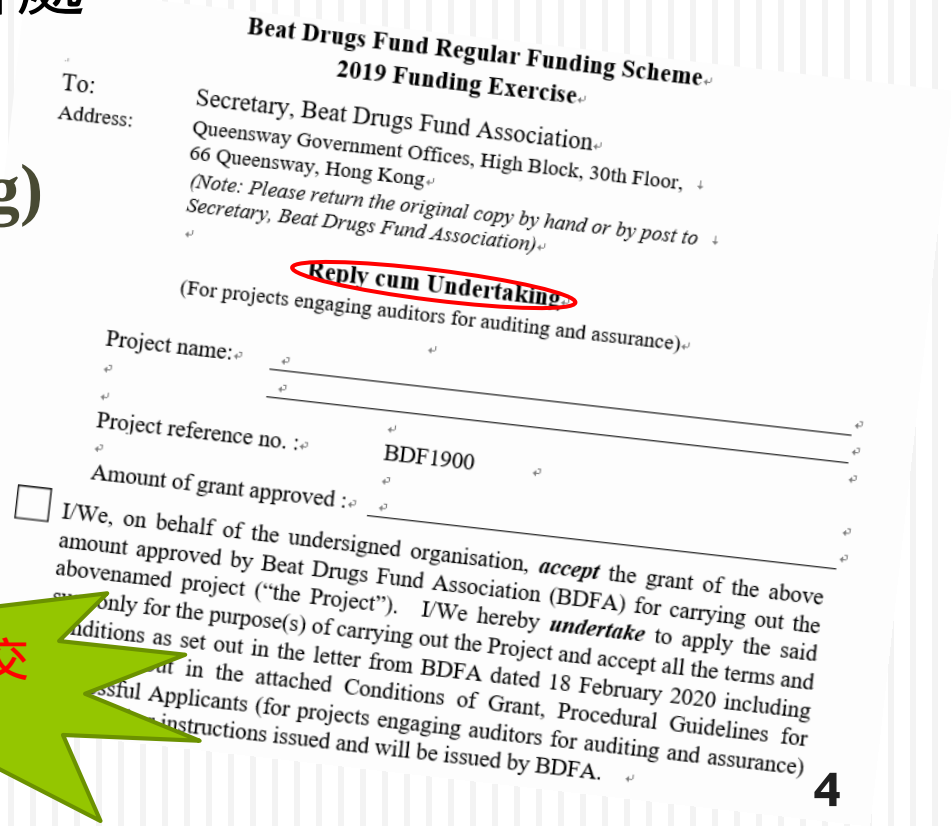
3

第一部分

禁毒基金程序指引重點

程序指引重點 – 接受撥款

- 如決定接受撥款，須於**4月23日（星期四）**或以前填妥以下文件交回基金會秘書處－
  - ✓ **答覆暨承諾書 (Reply cum Undertaking)**
  - ✓ **推行計劃 (Implementation Plan)**



Beat Drugs Fund Regular Funding Scheme
2019 Funding Exercise

To:
Address: Secretary, Beat Drugs Fund Association
Queensway Government Offices, High Block, 30th Floor,
66 Queensway, Hong Kong
(Note: Please return the original copy by hand or by post to Secretary, Beat Drugs Fund Association)

Reply cum Undertaking

(For projects engaging auditors for auditing and assurance)

Project name:

Project reference no. : BDF1900

Amount of grant approved :

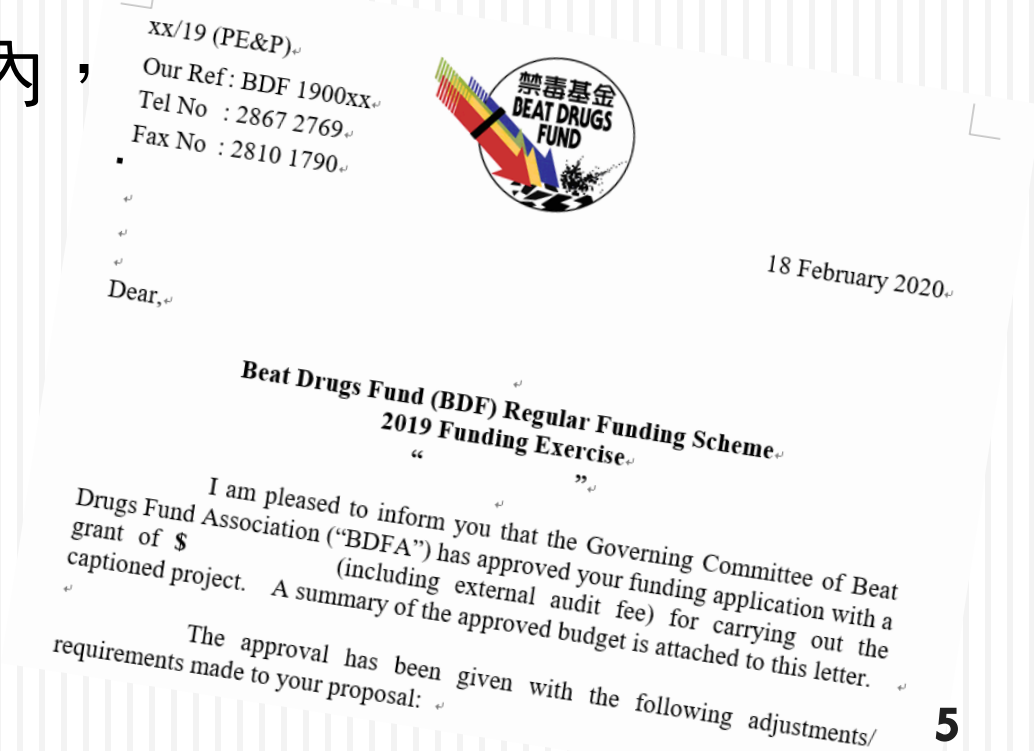
☐ I/We, on behalf of the undersigned organisation, ***accept*** the grant of the above amount approved by Beat Drugs Fund Association (BDFA) for carrying out the abovenamed project ("the Project"). I/We hereby ***undertake*** to apply the said ...only for the purpose(s) of carrying out the Project and accept all the terms and ...nditions as set out in the letter from BDFA dated 18 February 2020 including ...t in the attached Conditions of Grant, Procedural Guidelines for ...ssful Applicants (for projects engaging auditors for auditing and assurance) ...instructions issued and will be issued by BDFA.

4

郵寄或親自交回正本

程序指引重點 – 撥款用途

- 撥款須**專用**於基金會核准的用途
- 撥款必須以**經濟**、**明智**的方式用於獲批項目的範圍內，以達成目標



xx/19 (PE&P)

Our Ref : BDF 1900xx

Tel No : 2867 2769

Fax No : 2810 1790

禁毒基金 BEAT DRUGS FUND

18 February 2020

Dear,

Beat Drugs Fund (BDF) Regular Funding Scheme
2019 Funding Exercise
"
"

I am pleased to inform you that the Governing Committee of Beat Drugs Fund Association ("BDFA") has approved your funding application with a grant of $ (including external audit fee) for carrying out the captioned project. A summary of the approved budget is attached to this letter.

The approval has been given with the following adjustments/ requirements made to your proposal:

程序指引重點 – 條款及條件

- 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
  - ✓ 撥款條件
  - ✓ 獲撥款人／機構的程序指引
  - ✓ 基金會不時發出的所有其他指示及信函

程序指引重點 – 條款及條件

- 機構須確保**項目不得接受其他政府資助**，而**資助資源亦不得用以補貼非受資助的活動**。

3. The project shall not be funded by other government funding and there shall be no cross-subsidisation of subvented resources to non-subvented activities.

Beat Drugs Fund Regular Funding Scheme

Conditions of Grant

General

1. Beat Drugs Fund (BDF) is public money. The grant must be used specifically for the purpose(s) approved by Beat Drugs Fund Association (BDFA) in accordance with the approved budget and the terms and conditions of grant. A grantee is accountable to the public for the use of the funds allocated from BDF.

2. In executing, implementing, administering and managing the approved project ("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"), and other instructions and correspondences issued by BDFA or BDFA Secretariat 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.

3. The project shall not be funded by other government funding and there shall be no cross-subsidisation of subvented resources to non-subvented activities.

4. Failure to observe the terms and conditions of grant may lead to termination of grant.

程序指引重點 – 獲准財政預算

- 須按照基金會批准的**財政預算**和**分項開支**使用撥款
- 如有更改，必須<u>事先</u>取得基金會書面同意

（例）分項開支：6項

Beat Drugs Fund Regular Funding Scheme
"Project "
(Project reference no.: BDF1900)
Approved Budget

	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 activties *(after income)*	$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 <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/19 (PE&P) February 2020

程序指引重點 – 現金需求預測

- 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

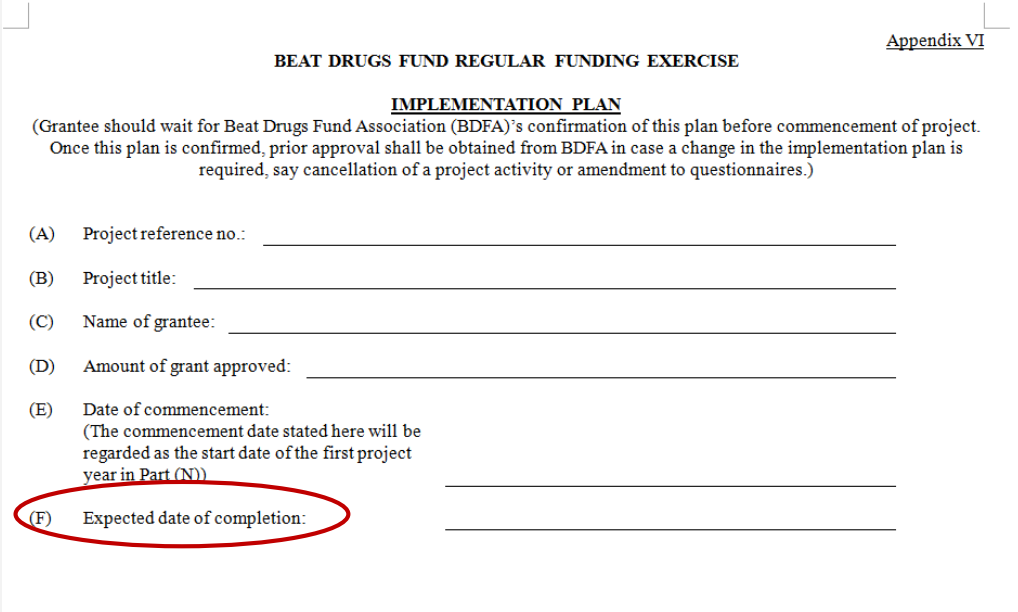
(N) Yearly funding requirement

(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.)

	Approved budget item[3]	Estimated item expenditure and income for the first project year ($)	Estimated item expenditure and income for the second project year ($)	Estimated item expenditure and income for the third project year ($)
1				
2				
3				
4				
5				
6				
7				
8				
	Yearly total			

程序指引重點 – 執行項目時限

- 在獲撥款日期起計**六個月**內開展項目（批准信另有規定除外），並按已訂時限、獲批財政預算及人手完成項目
- 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**盡快通知基金會**



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 – 招聘員工

- 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

5月（日期待定）
禁毒基金一般撥款計劃項目管理及擬備財務文件工作坊
（如工作坊因屆時新型冠狀病毒病疫情
持續而未能舉行，
基金會秘書處將稍後另行公布）

程序指引重點 – 採購貨品／服務

- 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

程序指引重點－採購貨品／服務

採購5千至5萬元的

貨品或服務

取得不少於2個

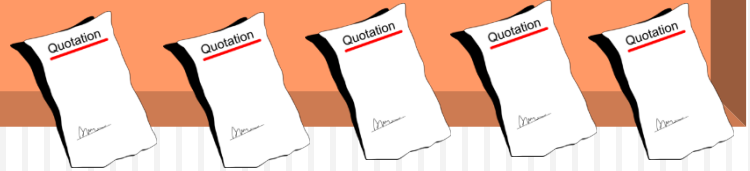
合符要求的書面報價

程序指引重點－採購貨品／服務

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
合符要求的書面報價



程序指引重點－採購貨品／服務

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

程序指引重點 – 行政支援撥款

- 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）已被**剔除在計算基數之內**

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.: BDF1900)
Approved Budget

	Item	Amount Approved
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2	Publicity	$150,000.00
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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.

xx/19 (PE&P) February 2020

程序指引重點 – 行政支援撥款

- 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。

Beat Drugs Fund Regular Funding Scheme
"Project "
(Project reference no.: BDF1900)
Approved Budget

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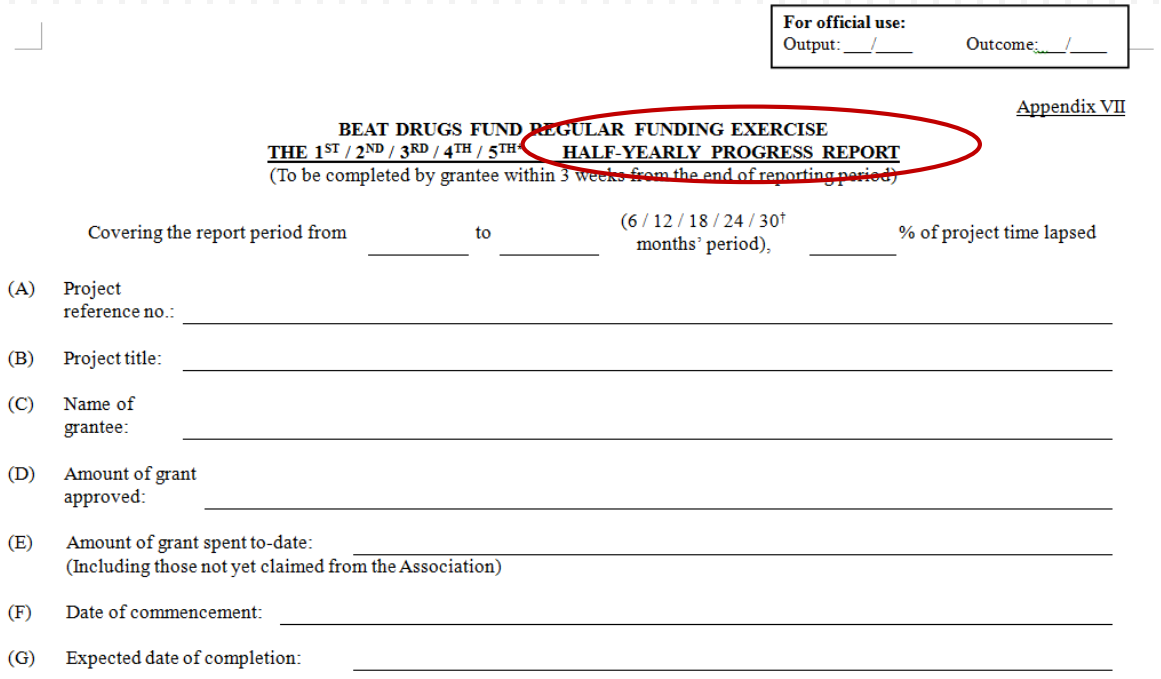
程序指引重點 – 進度報告 – 非研究項目

- 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 1ST / 2ND / 3RD / 4TH / 5TH† 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† 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: _____

程序指引重點 – 進度報告 – 研究項目

- 自項目開展起計**每滿三個月後的兩個星期內**（或其他指定時間）提交**季度進度報告**，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

QUARTERLY PROGRESS REPORT

(To be completed by grantee of research-type projects on a quarterly basis and submitted within two 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[1]: _____

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)

(F) Commencement date: _____

(G) Expected completion date: _____

程序指引重點 – 詳盡報告

- 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 (with targets)	Target Population	Output Achieved	Remarks (Please provide explanation for not meeting the expected target and report the corresponding remedial action(s) taken to meet the target)	For official use
Output indicator 1					☐ TM ☐ TNM
Output indicator 2					☐ TM ☐ TNM

程序指引重點 – 會計紀錄

- 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

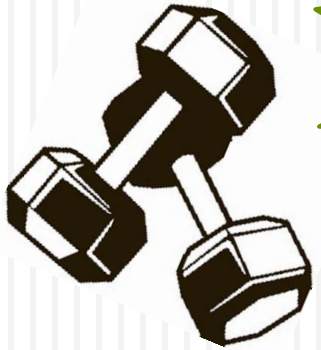
Anti-drug Pioneer Alliance
"Hong Kong Let's Beat Drugs" (3)-1
昌記食品公司
CHEONG KEE FOODS COMPANY
No. 1127
收 RECEIPT據
Date, 8 July 2016
茲收到 Received from Anti-drug Pioneer Alliance
港幣 the sum of H. K. Dollars 玖佰陸拾元正
憑付 in payment of S20100300529
H.K. $ 960-
現金/ 銀行支票號碼 收委作實 證手人
Felix
Felix Wong Tai Ho, Project leader
Anti-drug Pioneer Alliance

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。

程序指引重點－購置資產

- 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



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.: BDF1900)
Approved Budget

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xx/19 (PE&P) February 2020

程序指引重點 – 版權材料

- 因推行項目而製作或編寫的所有材料（包括研究報告、影音產品、手冊等）或其他類似材料的**擁有權、版權及其他一切知識產權，均屬基金會所有**
- 基金會可隨時使用上述材料作任何用途
- 如經基金會事先批准，獲撥款者亦可使用上述材料作學術研究或其他有意義的用途

程序指引重點 – 監察及分享

- 基金會成員、禁毒常務委員會成員或禁毒處人員可不時進行**實地視察**，監察項目的進展
- 部份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
- 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

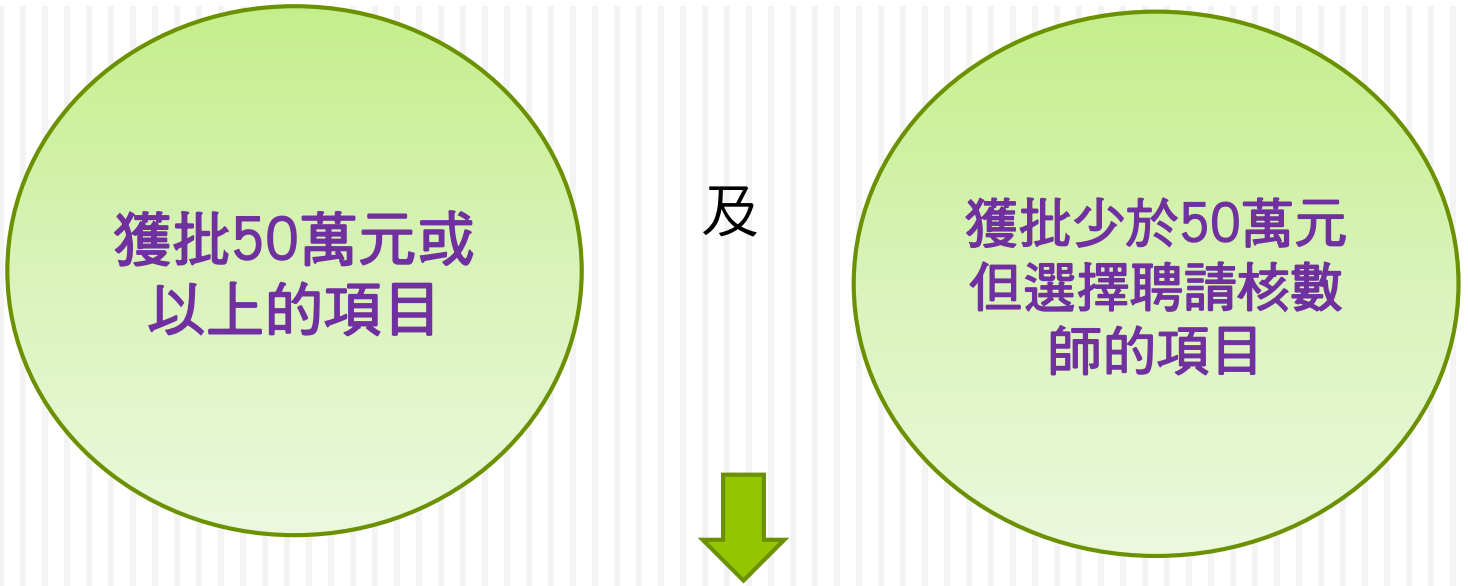
程序指引重點 – 鳴謝及贊助

- 須**向基金會鳴謝**，包括在所有有關宣傳品或刊物上列明
- 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

第二部分

發放款項流程

發放款項流程 – 分期發放模式



- ✓ 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

如項目為期少於18個月

獲發放首年度所需款額50%

首年度完結時
獲發放首年度款額餘下50%，及第二年度所需款額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	項目完結

獲撥款人／機構按時提交：

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）

發放款項流程 – 分期發放模式

如項目為期18個月或以上

項目開始	首年度	第二年度	其後年度	項目完結
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）	

獲撥款人／機構按時提交：

- 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）

審計費用（適用於分期發放模式）

- 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

- 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。

Beat Drugs Fund Regular Funding Scheme
"Project "
(Project reference no.: BDF1900)
Approved Budget

	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 activties *(after income)*	$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.

xx/19 (PE&P) February 2020

（例）分項開支：6項

發放款項流程 – 現金需求預測

Beat Drugs Fund Regular Funding Scheme
"Project "
(Project reference no.: BDF1900)
Approved Budget

	Item	Amount Approved	First Year Funding requirement	Second Year Funding requirement	Total
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	$354,564.00	$372,456.00	$727,020.00
2	Publicity	$150,000.00	$75,000.00	$75,000.00	$150,000.00
3	Preventive education activties *(after income)*	$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[4]	$30,000.00	$15,000.00	$15,000.00	$30,000.00
	Total	**$1,073,020.00**	$527,564.00 50%	$545,456.00 $272,728.00	**$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.

xx/19 (PE&P) February 2020

發放款項流程 – 核數師報告

- 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

- 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

收入及支出細項表

禁毒基金會 Beat Drugs Fund Association

Appendix IX

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

注意 Note: (1)所有適用的欄均須填寫 · All the required information in all applicable columns should be filled in.
(2)填寫本表前須先參閱相關的說明 · 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/膳食的資料和劇集活動的日期 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)	用以計算擬申報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) (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)
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						**Sub-total**	**$236,995.00**			
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						**Sub-total**	**$7,234.00**			
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 DEF紀念小學	DEF紀念小學	–	–	($500.00)		N/A	
	(3)-45	2020/03/25	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)	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						**Sub-total**	**$692.70**			
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						**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	$288,981.70			

薪酬記錄

Appendix IX
FORM B

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

(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.

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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)-(F)	僱員簽署 Signature of staff (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 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 Actual hourly rate (incl. MPF) (P)	申領薪金的期間 Salary period claimed (Q)	期間內的實際工時 Actual number of working hours in the period (R)	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)	期間內的薪金 Salary for the period (T)=(P)x(R)	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確無誤。
(1) We confirm that the information provided above is true and correct.

(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。
(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)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。
(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 Felix

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 E Chan

機構蓋章 Official seal: Anti-drug Alliance Volunteer

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

交通支出表格

Appendix IX
FORM A

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

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： 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)

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: 的士費 Taxi fare (a)	交通費 Travelling expenses: 其他 Other expenses (b)	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
2016-06-18	Wong Tai Sin (Office)	Cheung Sha Wan	MTR		5.5	0	5.5	School programme	--
2016-06-18	Cheung Sha Wan	Wong Tai Sin (Office)	MTR		5.5	0	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 programme	--
2016-06-23	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.
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 programme	--
2016-06-29	Lam Tin	Cheung Sha Wan	MTR		6.7	Not applicable (non-workday)	6.7	School programme	--
2016-06-29	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。的士的單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，通常不可獲全數發還，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.

發放款項流程 – 其他財務文件

Name of Grantee: _____

Project Title/ No.: _____ (BDF _____)

Project Year : 1st/ 2nd/ 3rd 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)

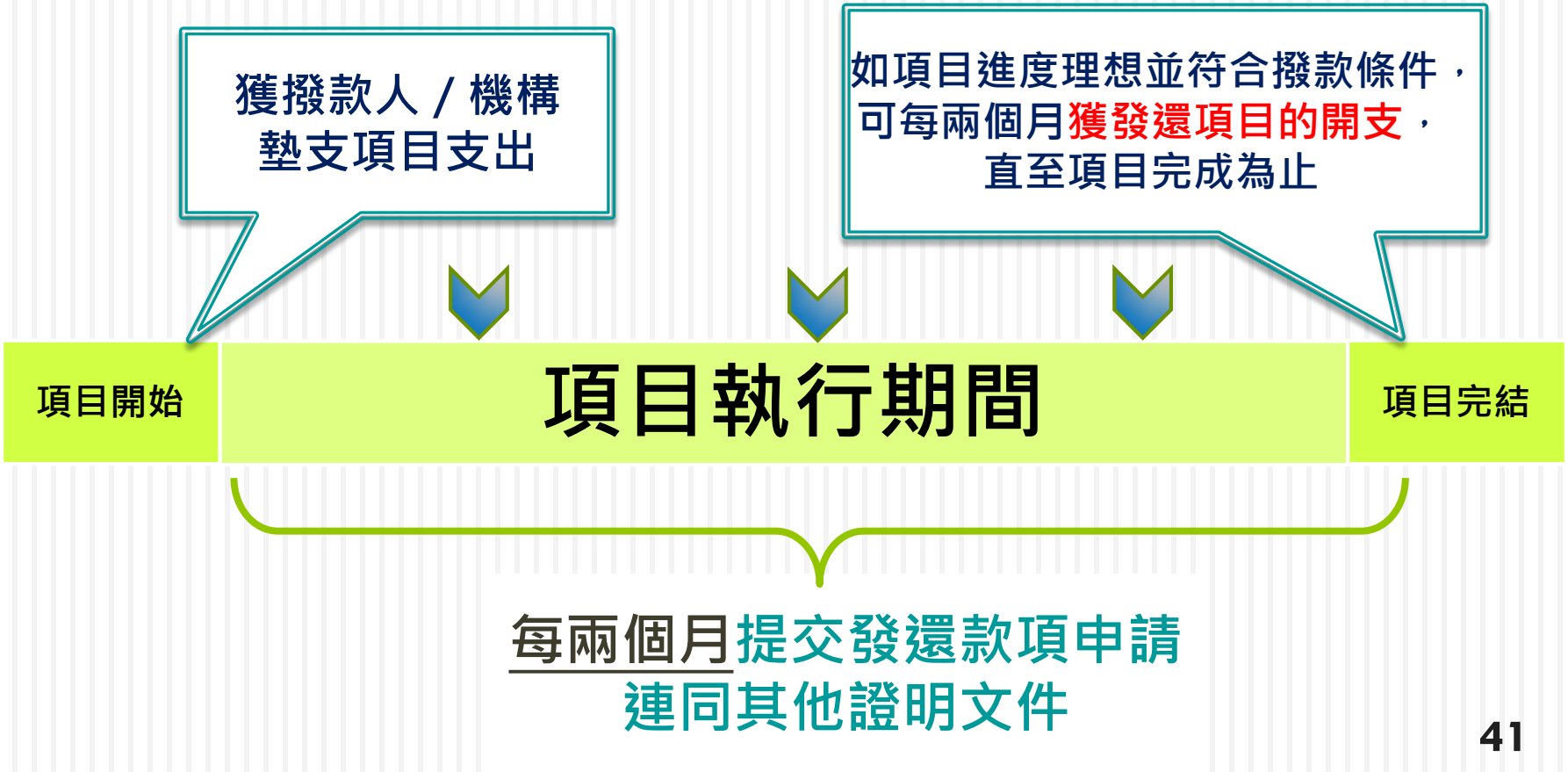
Please read carefully the "Procedural Guidelines for Successful Applicants" (Procedural Guidelines) and the terms and conditions as stipulated in the approval letter and the approved budget for the project issued by the Beat Drugs Fund Association (BDFA) before filling in this Checklist.

(I) Submission of financial documents[1]	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[2] for the project year / Final audited account and auditor's report[2] 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 -				
(i) "Particulars of Income and Expenditure Items" (Appendix IX)				
(ii) "Claim for Travel Expenses" (Form *A, if applicable)*				
(iii) "Records of Personal Emolument" (Form B, *if applicable)*, 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[3] and/or coupon distribution records *(if applicable)*				
(f) Other financial documents as required in the approval letter and/or approved budget *(please specify if applicable:_____)*				
(g) For final payment, additional submission of the following -				
(i) Register of assets *(if applicable; please state "N/A" if not applicable)*				
(ii) Copies of deliverables *(if not already submitted)*				

發放款項流程－發還款項模式

機構可選擇「實報實銷」發還款項方式

發放款項流程 – 發還款項模式



發放款項流程 – 發還款項申請表

BEAT DRUGS FUND
禁毒基金

Annex I

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 獲撥款人/機構

Project No. : 1900xx
計劃編號

Project Title : Hong Kong Let's Beat Drugs
計劃名稱

Date of approval of grant : 27 February 2020
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. 編號	Approved item 獲批准項目	Approved Amount ($) 批准撥款額 ($)
(1)	Personal emolument	$144,000.00
(2)	Publicity	$50,000.00
(3)	Preventive education activities *(after income)*	$60,000.00
(4)	Transportation	$5,000.00
(5)	Administrative overhead	$10,000.00
	Total 總數 :	**$269,000.00**

Date: 29 April 2020 日期
Signature: 簽署
(Miss ABC)
for Beat Drugs Fund Association 禁毒基金會

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Section 2 : CLAIM
第二節 申請撥款

This ☐* is 此次 是 ☑* is not the final claim. 不是最後一次申領撥款。

Balance of unclaimed grant at the time of submitting this form:
在遞交表格時仍未申領的撥款餘數為 $46,890

Please arrange for the reimbursement/payment of $43,422.70 as detailed below -
請安排發還/支付款項合共 $43,422.70 ，詳情如下：

Item No. 編號	Approved item 獲批准項目	Balance of Unclaimed Amount *of each item* at the time of submitting this form 在遞交表格時*各獲批准項目*仍未申領的撥款餘數	Amount claimed 申領款額
(1)	Personal emolument	$36,000	$36,000.00
(2)	Publicity	$6,120	$6,120.00 (機構支付$1,639)
(3)	Preventive education activities	$3,261	$260.00
(4)	Transportation	$1,509	$1,042.70
(5)	Administrative overhead	$1,000	$1,000
	Total 總數 :		$44,422.70

請付款予§
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:

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
§: Please provide cheque addressee in English 請提供英文支票抬頭

續下頁 Go to next page

發放款項流程－擬備財務文件需注意事項

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

發放款項流程 – 擬備財務文件需注意事項

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（日期待定）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*（如工作坊因屆時新型冠狀病毒病疫情持續而未能舉行，基金會秘書處將稍後另行公布）*

第三部分

擬備「推行計劃」須注意事項

擬備「推行計劃」須注意事項

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) Project reference no.: BDF 190000

(B) Project title: Drug-free Community Programme

(C) Name of grantee: ABC Anti-drug Centre

(D) Amount of grant approved: $536,000

(E) Date of commencement:
(The commencement date stated here will be regarded as the start date of the first project year in part (N))
1 Jul 2020

(F) Expected date of completion: 30 Jun 2022

1. 計劃須於獲批計劃後 6 個月內開始 (除個別延續計劃另有指明外)
2. 於計劃開始前，如需修改計劃開始及完結日期，請盡早以書面通知基金會

如對填寫本表格有任何疑問，歡迎聯絡禁毒基金秘書處

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.

S/N	Name of Activity	Start Date	End Date	Duration	2020												2021												2022-2023											
					3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2
1	計劃宣傳	7/2020	12/2021	18 mths					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
2	才藝訓練	8/2020 & 6/2021	8/2021 & 6/2022	11 mths & 11 mths						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
3	社區禁毒宣傳	11/2020	12/2022	10 mths (共 5 次)									X	X	X	X	X	X						X	X				X	X										
4	家長工作坊	10/2020	6/2022	21 mths								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
5	印製計劃報告書	4/2022	6/2022	3 mths																											X	X	X							

須包括所有計劃書內提及的活動，即使有關活動並無指標(如「計劃總結發佈會」)，亦應清楚列明，以免負責同工有所遺漏，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**必須包含籌備階段**

機構需於計劃推行後 3 個月向基金會提交中期服務指標預測，基金會將參考推行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。於擬訂時間表時，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. 部分如尋找隱蔽吸毒者或其家長的活動/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**必須包含籌備階段**)

查詢

如對此項簡介內容有任何查詢，請致電本會的行政主任或計劃主任電話號碼，他們的聯絡電話號碼已載於本會2020年2月底發出的通知信上。