

# Guidelines on Yau Tsim Mong District Council Funds

## 1. Ambit of the Funds

- 1.1 The guidelines set out the nature of the community involvement (“CI”) projects implemented with the District Council Funds (“DC funds”) as follows:
- (a) Projects to celebrate traditional festivals, district-wide arts festivals, sports festivals, district festivals, etc.;
  - (b) Projects to promote culture and arts at district level, e.g. cultural and arts performances and art project training courses; and
  - (c) other community projects such as recreational and sports activities, exhibitions, research and surveys, social services, activities which support heritage initiatives at district level, greening activities, activities which strengthen public hygiene and disease prevention efforts, activities which foster inter-cultural understanding and activities which help enhance public understanding of the District Administration Scheme.
- 1.2 The proposed project must comply with the following general requirements in order to be considered for funding:
- (a) The project should be non-profit making;
  - (b) The target group should be people living, working or studying in Yau Tsim Mong (“YTM”) District;
  - (c) The project should be open to the public and widely publicised in YTM District;
  - (d) The project must be held in the Hong Kong Special Administrative Region (“HKSAR”); and
  - (e) The project has not yet been held. No reimbursement will be made for expenses already incurred except the expenditure for renting venues under the Leisure and Cultural Services Department (“LCSD”).
- 1.3 The DC funds shall not be used for any project/item:
- (a) that is more appropriately charged to other government or departmental votes;
  - (b) that may give undue credit or publicity to an individual or any commercial firm or political party/organisation;
  - (c) where the organiser/co-organiser/collaborator is a Legislative Councillor, a district councillor, a political party or a political organisation/group and the full name or abbreviated name of the political party is included;
  - (d) that is intended for the exclusive or personal benefit of an individual;
  - (e) that involves the disbursement of cash relief;
  - (f) of a recurrent nature and not directly related to the project, such as basic equipment of the organisation, its office rent, maintenance fees, etc.; or
  - (g) that is launched primarily for profit making or fund raising purposes.

## **2. Eligibility for Application**

- 2.1 Government departments, the Yau Tsim Mong District Council (“YTMDC”) and the committees/working groups related to the YTMDC/Yau Tsim Mong District Office (“YTMDO”) are eligible to apply for the DC funds.
- 2.2 The applicant must be a non-profit-making organisation. When applying for the DC funds for the first time, the organisation should submit the registration document. The memorandum and articles of association and financial information of the organisation should also be provided upon request.
- 2.3 Non-government organisations (“NGOs”) fulfilling the following criteria are also eligible for application:
- (a) A statutory organisation or an organisation registered under the laws of the HKSAR (e.g. the Companies Ordinance (Cap.622), the Societies Ordinance (Cap.151) and the Inland Revenue Ordinance (Cap.112)) and established wholly or mainly with the aim of bringing benefits to YTM District. For territory-wide organisations established for the purpose of serving the public in Hong Kong, their applications should be related to projects that will benefit the local community and people living, working or studying in the district; or
  - (b) An autonomous body (whether incorporated or not) established wholly or mainly with the aim of bringing benefits to YTM District, or an organisation established for the purpose of serving the general public, and the proposed project will benefit the local community and people living, working or studying in the district.

The offices of Legislative Councillors, YTMDC members and political parties/organisations are not regarded as NGOs with respect to DC fund applications.

- 2.4 *The primary target group of the project should be people living, working or studying in YTM District; and*
- 2.5 The organisation should be capable of undertaking the proposed project, e.g. it has previous experience in organising similar projects.

## **3. Classification of Organisations**

Applicant organisations are generally classified into the following two categories:

- 3.1 NGOs; and
- 3.2 Mutual aid committees/owners’ corporations/owners’ committees.

## **4. Application and Vetting Procedures**

- 4.1 All DC fund applications for implementation of CI projects should be submitted to the CBC for endorsement after being vetted by the Working Group on Community Funds. Applications exceeding \$100,000 should be

submitted to the YTMDC for approval. The committees/working groups related to the YTMDC/ YTMDO should follow the time frames as far as possible in submission of applications. Government departments, committees/ working groups related to the YTMDC/ YTMDO may submit their applications 14 working days prior to the CBC meeting, if necessary. The Working Group on Community Funds may, on a need basis, hold a special meeting to consider the applications, and submit them to the CBC/ the YTMDC for endorsement.

- 4.2 The applicant organisation is required to submit the original of an application for the DC funds (Form 1) *by mail or in person* to the YTMDC Secretariat at Room 408, 4/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon *in accordance with the timetable for the suitable category of organisations (not applicable to the YTMDC or the committees/working groups related to the YTMDC/YTMDO)*. The closing time for submission in person is 6 pm. In the event that the Secretariat is closed before 6 pm on the last day of application due to an emergency, inclement weather or any other reason, the deadline for submission will be extended to the next working day.

<b>Date of Project</b>	<b>Deadline for Submission</b> <small>Note 1</small>	<b>Date of Announcement of Results</b> <small>Note 2</small>
<b><u>For Financial Year 2021-22</u></b> 1 July to 31 October 2021 (2 <sup>nd</sup> Phase)	<b>1 April 2021</b>	Mid-June 2021
1 November 2021 to 28 February 2022 (3 <sup>rd</sup> Phase)	<b>6 August 2021</b>	Mid-October 2021
<b><u>For Financial Year 2022-23</u></b> 1 April to 30 June 2022 (1 <sup>st</sup> Phase)	<b>26 November 2021</b>	Early March 2022

Note 1: In case of mail delivery, the postmark date shall be deemed the date of submission.

Note 2: The applicant organisation will be notified in writing.

## **5. Factors to be Considered in Granting of Funds**

5.1 The DC funds are not without a limit. Therefore, not all projects meeting the application requirements will be approved for funding, and those approved for funding may not necessarily be fully reimbursed. In determining whether to subsidise a project and the level of grant, the YTMDC generally takes the following factors into consideration:

- (a) the nature and purpose of the project;
- (b) the target group;
- (c) the creativity displayed by the project and its benefits;
- (d) whether the applicant has good past records in organising CI projects, having regard to the reports it submitted upon the completion of these projects and the evaluation reports completed by the YTMDC;
- (e) whether similar projects have been conducted, or are currently being organised, by other groups, leading to or possibly resulting in a duplication

of efforts;

- (f) whether the implementation schedule is well planned and practicable;
- (g) whether the proposed budget is prudent and realistic; whether the proposed project is cost effective and whether the proposed expenditure items are reasonable in terms of nature and quantity;
- (h) whether there are other sources of funding support for the proposed project, or whether it will be more appropriate for other organisations to provide funding for the project; and
- (i) whether the applicant organisation is still willing to carry out the project if the grant approved is lower than its expectation.

5.2 Generally, projects featuring the following characteristics are accorded higher priorities:

- (a) programmes and activities at district level with district characteristics;
- (b) joint activities with different sectors and NGOs for the purpose of achieving specific social objectives, e.g. to support heritage initiatives at district level, strengthen public hygiene and disease prevention efforts, foster inter-cultural understanding, target the underprivileged, etc.; or programmes that can bring long-lasting and sustainable benefits to the community.

5.3 **The approved amount should be commensurate with the standard level set by the YTMDC or a level deemed reasonable by CBC members, irrespective of the amount requested by the applicant organisation. As for the maximum subsidy amounts for various expenditure items for the organisation of activities with district characteristics/projects with specific social objectives, please refer to Appendix I for details.**

5.4 **Where the YTMDC endorses an NGO to organise a specified activity, the maximum subsidy amounts for activities with district characteristics/projects with specific social objectives set out in Appendix I shall apply.**

5.5 The YTMDC will appoint representatives to participate in the funded projects conducted by first-time applicant organisations. Therefore, it is necessary for these applicant organisations to reserve two places for this purpose and pay the expenses involved. Apart from first-year applicant organisations, the YTMDC will also appoint representatives to observe or participate in other YTMDC-funded projects by sampling. These organisations have to reserve places for this purpose and pay the expenses involved. When the YTMDC evaluates the effectiveness of a project, the applicant organisation should provide administrative assistance.

**(The criteria set out in para. 5.6 and 5.10 below are only applicable to NGOs, mutual aid committees/owners' incorporations/owners' committees.)**

5.6 As a general rule, the YTMDC will determine the appropriate levels of grant for NGOs, mutual aid committees/owners' incorporations/owners' committees according to the following criteria for three project categories:

**Category A: Projects with a maximum grant of 100% of amount under application**

Projects which promote community building themes recognised by the YTMDC in an innovative and cost-effective manner, such as projects on environmental protection, environmental cleanliness, building management, traffic safety, fight against crime, fire prevention, supporting heritage initiatives at district level, strengthening public hygiene and disease prevention efforts, fostering inter-cultural understanding, etc. A large proportion of the expenditure for the project should be the actual expenses incurred for publicity and education purposes and the implementation of the project.

**Category B: Projects with a maximum grant of 85% of amount under application**

- (a) Projects which promote community building themes recognised by the YTMDC in a cost-effective manner. A large proportion of the expenditure for the project should be the actual expenses incurred for publicity and education purposes and the implementation of the project; or
- (b) Projects which target group is of particular concern to the YTMDC, e.g. singleton elderly persons, ethnic minorities, street sleepers, the chronically ill, the disabled, youths at risk, neglected children, low-income families, new arrivals, etc. A large proportion of the expenditure for the project should be the actual expenses incurred for publicity and education purposes and the implementation of the project.

**Category C: Projects with a maximum grant of 70% of amount under application**

Projects which are not completely in line with the guidelines set out under Category A or Category B. A large proportion of the expenditure for the project should be the actual expenses incurred for publicity and education purposes and the implementation of the project.

- 5.7 To ensure effective utilisation of resources, the YTMDC has set a maximum amount of subsidy for each application from NGOs, mutual aid committees/owners' corporations/owners' committees, as well as a ceiling on the annual accumulated funds for individual organisations. The ceiling on annual accumulated funds means the maximum amount that may be granted to an organisation in the same financial year. For NGOs, mutual aid committees/owners' corporations/owners' committees applying for the DC funds for the first time, the YTMDC will impose a tighter ceiling and observe their performance in organising the proposed projects. The related stipulations are as follows:

	<b>Maximum amount of subsidy for each application (\$)</b>	<b>Ceiling on annual accumulated funds for individual organisations (\$)</b>
First-year applicant organisations	25,000	50,000
Non-first year applicant organisations	50,000	80,000

- 5.8 For *first-year applicant organisations*, the YTMDC may approve only one application from each organisation in each phase within the first year of application.
- 5.9 For non-first year applicant organisations, the YTMDC may approve no more than two applications from each organisation in each phase of the financial year.
- 5.10 As NGOs may organise meaningful projects with themes approved by the YTMDC but the subsidies required will exceed the ceiling stated in para. 5.6 above, under special circumstances NGOs may apply to the YTMDC for exemption from the ceiling restrictions. Such applications will be discussed by the CBC before they are submitted to the YTMDC for its consideration.

## 6. Points to Note in Organising Projects

- |   | <u><b>Applicable Form</b></u>     |
|---|-----------------------------------|
| 6.1 <b><u>Details of Project:</u></b> The project should be conducted according to the approved plan and budget. If any major amendments or variations are made to the details of project or participants' fees of the project (i.e. if the approved funding is \$100,000 or less, the adjustment in the total amount of participants' fees of each project shall not exceed \$1,000; If the approved funding is above \$100,000, the adjustment in the total amount of participants' fees of each project shall not exceed \$5,000, except for the situation where the fee for each participant is unchanged), the grantee <i>must submit a written application to the YTMDC at least 12 working days before the scheduled date of the project. The project should only be conducted after such application is approved by the YTMDC. If the project is conducted on the scheduled date but there is a change of time, the grantee is still required to submit a written application to the YTMDC at least five working days before the scheduled date of the project.</i> If the project is not conducted as scheduled, the funding may be cancelled and any advance payment for the project must be returned to the YTMDC. | —                                 |
| 6.2 <b><u>Acceptance of Funding:</u></b> Successful organisations are required to give a written reply to the YTMDC Secretariat within one week after receipt of the approval letter to indicate whether they   | <b>Letter of Consent (Form 2)</b> |

accept the funding. Organisations that have decided to relinquish the funds should also inform the YTMDC Secretariat soonest to facilitate funding rearrangements. The grantee must comply with the terms and conditions set out in Appendix II when carrying out the project.

## Appendix II

6.3 **Bank Accounts for Payment of DC Funds:** All DC fund payments (including advance payment and reimbursement) should be credited to the bank account opened in the name of the grantee. In managing the bank account, the grantee should note the following:

- (i) A ledger recording receipts/payments and balance (sample ledger at Appendix III) should be maintained for each project;
- (ii) The unspent balance of the grant funds (save for petty cash) should be deposited in the bank account at all times;
- (iii) Bank interest generated from the grant, if any, should be regarded as an income arising from the project. It should not be used for any purpose different from the project;
- (iv) No bank surcharges or negative interest should be charged to the grant; and
- (v) The grantee should keep the project ledgers, bank statements and other documents related to the project for seven years for inspection by the Government as and when necessary.

## Appendix III

6.4 **Advance Payments:** Successful organisations may apply for advance payment not exceeding 50% of the approved subsidy. Normally, advance payment will be made two weeks before the project is conducted.

**Application and Undertaking for Advance Payment (Form 3)**

6.5 **Delay in Implementation of Project after Advance Payment has been made:** If the project is aborted or delayed beyond the scheduled date, the grantee should return any advance payment to the Government immediately unless an acceptable explanation is supplied. If the project is delayed beyond the scheduled implementation date (i.e. the date stated on the undertaking), the organisation is required to submit an Application for Change of Project Implementation Date within one month from the scheduled date of the project to explain why the delay has occurred [see Form 3(i)]. The project must be implemented no later than two months after the scheduled date, otherwise the organisation has to return the advance payment and the DC funding will be withdrawn.

**Application for Change of Project Implementation Date [Form 3(i)]**

**Application  
for  
Reimburse-  
ment of  
Funds  
(Form 4)**

6.6 **Procurement of Goods and Services:** Prior to the commencement of the project, the organisation should nominate responsible persons for the procurement of goods or services. All payments must be made by these designated persons. Should the procurement of goods or services be delegated to a co-organiser/collaborator/outside party, these parties or their representatives must be an adviser, an office bearer or a co-opted member of the host organisation who is nominated by that organisation to be responsible for the procurement. After the procurement of goods or services, the designated persons should ensure that the goods or services have been provided. All receipts should be certified by the authorised person of the organisation to the effect that such goods/services are ordered, received and used appropriately for the project. The particulars of the designated persons should be provided in the Application for Reimbursement of Funds.

6.7 **Procurement Arrangements:**

- (a) The organisation should exercise utmost prudence and uphold the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in making procurement with the DC funds. In particular, in making procurement with the DC funds, regardless of the procurement value, the organisation should strictly observe the following quotation requirements and accept the lowest conforming offer or the conforming offer with the highest overall score (if a marking scheme is used):

Item of Procurement	Estimated value	No. of written quotations required
Goods	\$1,500 or below	Preferably 2 <sup>1</sup>
	\$1,501 – \$14,999	2
	\$15,000 – \$49,999	3
	\$50,000 or above	5
Services	\$9,000 or below	Preferably 2 <sup>1</sup>
	\$9,001 – \$14,999	2
	\$15,000 – \$49,999	3
	\$50,000 or above	5

- (b) The organisation should nominate its employee(s) or member(s) as designated person(s) for the procurement of

<sup>1</sup> To meet immediate needs, cash payment is allowed for purchase of low-value goods and services. No quotations will be required if the total value of goods or services does not exceed \$1,500.

goods or services and provide their particulars (e.g. identity card (ID card) number and address) to the Government as and when necessary.

- (c) Prior to procurement, the designated person should obtain the required number of quotations and complete a Record of Quotations (Form 5), attached with all written quotations from suppliers. Subsequent to procurement, the designated person(s) should acknowledge the delivery of the goods/services procured, be responsible for the use of such goods/services, and ensure that such goods/services are ordered, received and used appropriately for the project. **Record of Quotations (Form 5)**
- (d) If the organisation does not follow the procurement procedures stated in para. 6.7(a)-(c) above (e.g. in the case of a sole supplier), full justifications must be given and properly recorded in Form 5 for auditing.
- (e) The NGO, its co-organiser(s), members and staff should avoid engaging in activities which may result in actual or perceived conflict of interest (e.g. a project staff member procuring goods / services or inviting quotations for the project from company of his own or his immediate family) arising from their involvement in the approved project. They should declare any interest during procurement of goods and services, recruitment and other processes in managing projects (e.g. ticket allocation, adjudicating at competitions) which might involve financial or personal interests. They are prohibited from soliciting, accepting or offering any advantages in the course of planning and conducting the project. If there is a conflict of interest, the NGO should decide whether the co-organiser(s), member(s) or staff concerned should abstain from the process(es) concerned and record the reason(s) for its decision.
- (f) The NGO should observe the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in making procurement with the DC funds. It should refer to the Corruption Prevention Best Practice Checklist on procurement issued by the Independent Commission Against Corruption (“ICAC”) where appropriate. The information is available on the ICAC website at [www.icac.org.hk](http://www.icac.org.hk).
- (g) The organiser, sponsor/donor, the person authorised by the grantee to prepare and sign the application form for the DC funds, and the designated person for procurement should, as far as practicable, not be a paid

supplier/contractor/service provider.

- |      |   |   |
|------|---|---|
| 6.8  | <b><u>Production of Souvenirs</u></b> : If souvenirs are produced, the grantee should complete Form 6 and submit photos of the souvenirs when handing in the Application for Reimbursement of Funds.  | <b>Production of Souvenirs (Form 6)</b> |
| 6.9  | <b><u>Distribution of Publicity Items</u></b> : Promotional items for commercial activities should not be delivered together with the publicity materials for the project.  | -                                       |
| 6.10 | <b><u>Virement Between Expenditure Items</u></b> : The applicant organisation should carry out the project according to the estimates approved by the YTMDC. Upon completion of the project, any discrepancy between the “payment met by the DC funds” and the “expenditure originally approved by the YTMDC” must be justified by a <b>written</b> explanation from the applicant organisation and approved by the YTMDC before reimbursement of funds is made. Virement between expenditure items must meet the following <b>three</b> conditions:<br><br>(1) The total expenditure originally approved by the YTMDC should not be exceeded;<br><br>(2) If the approved funding is \$100,000 or less, virements shall not exceed \$1,000 per item. If the approved funding is above \$100,000, the virement per item shall not exceed \$5,000; and<br><br>(3) The expenditure for individual items after virement should not exceed the respective maximum subsidy amount as set out in Appendix I. | -                                       |
| 6.11 | <b><u>Project Income and Surplus Funds</u></b> : Fees may be charged for the programmes and activities financed by the DC funds. In formulating charges for CI projects, the grantee should follow the Government’s fee-charging policy and arrangements where appropriate. An NGO granted with the DC funds should utilise all sources of income from the project prior to using the DC funds to meet the necessary expenses arising from the project itself, irrespective of whether this is stated in the project proposal. The same arrangement should apply to sponsorship, cash donations and other sources of income. Any unspent amount of the DC funds shall be returned to the Government after the completion of the project. The income records of the project should be kept for seven years and be available for inspection by the Government where necessary.  |   |
| 6.12 | <b><u>Sponsorship and Donation</u></b> :<br><br>(a) Sponsorship and donations in cash, in kind, in the form of services or otherwise, are generally acceptable, except for sponsorship/donations from companies selling tobacco and hard liquor, or from contractors providing services or  |   |

equipment for the project.

- (b) Sponsorship/donations in cash and in kind, such as prizes, food, beverages and printing services, must be acknowledged in writing and disbursed according to the wishes of the sponsors/donors. Contributions unspent or donated items unused should be returned to the sponsors/donors unless they wish them to be used in other activities.
- (c) To acknowledge sponsorship/donations on publicity materials of the project, the name(s) and the logo(s) of sponsor(s)/donor(s) must not be larger and more prominent than the name(s) and the logo(s) of the YTMDC, the committees/working groups related to the YTMDC/YTMDO, the YTMDO, the Home Affairs Department or any other government departments.
- (d) All publicity materials of the project (backdrops, posters, banners, invitation letters/cards, admission tickets, coupons, flyers, etc.) should bear the words “Sponsored by the Yau Tsim Mong District Council” and display the YTMDC logo as far as practicable.
- (e) The names of sponsors/donors, the type, the amount and the ultimate use of the sponsorship/donations, as well as copies of acknowledgement letters to the sponsors/donors should be kept for seven years and be available for inspection by the Government where necessary.

6.13 **Deviation of Actual Expenditure from Estimated Expenditure:** If the actual expenditure incurred is less than 85% of the amount of funds considered eligible by the CBC (“Eligible Amount”) (as shown in the application form), the subsidy amount will be reduced. The YTMDC Secretariat will calculate the amount to be reimbursed on a pro rata basis by comparing the amount of funds approved by the CBC (“Approved Amount”) and the Eligible Amount. An example is given below:

<b>Eligible Amount</b>	<b>Approved Amount</b>	<b>85% of Eligible Amount</b>
\$8,000	\$4,000	\$6,800

- If the actual expenditure incurred is \$7,000, which exceeds 85% of the Eligible Amount (\$6,800), full reimbursement of the Approved Amount (**\$4,000**) will be granted.
- If the actual expenditure incurred is \$6,000, which is below 85% of the Eligible Amount (\$6,800), the amount reimbursed will be calculated according to the following formula:

$$\frac{\text{Approved Amount}}{\text{Eligible Amount}} \times \text{actual expenditure}$$

$$\frac{\$4,000}{\$8,000} \times \$6,000$$

$$= \$3,000$$

6.14 **Submission of Verifiable Evidence:** The applicant organisation should submit photographs and posters to prove that the project has been carried out. Publicity materials such as admission tickets and publicity leaflets (if available) should also be submitted.

6.15 For projects with a full grant or a maximum grant of 85% of the amount under application (i.e. projects under categories A and B in para. 5.5), the organisation should provide information on the target group, including the names of participants, their ages and their category/categories among the sectors receiving the special attention of the YTMDC.

6.16 **Breach of Terms and Conditions of Grant:**

(a) If the grantee fails to observe the terms and conditions of grant (if any) in implementing the CI project without a reasonable explanation, the YTMDC may take the following penalty actions:

- (i) Low priority will be accorded for its next application; and
- (ii) When the organisation is granted the DC funds for implementing another CI project, if it fails to observe the terms and conditions of grant again, no funding applications from the organisation will be accepted in future.

(b) **If the grantee has breached the terms and conditions of grant in two consecutive phases (please refer to para. 4.2 above) within the same financial year, with two or more warning letters in each phase (i.e. four or more warning letters in total), further funding applications from the organisation will not be accepted in the next financial year.**

6.17 **Handling of Suspected Cases of Obtaining DC Funds by Fraud:**

(a) If the YTMDC Secretariat reasonably believes that the responsible officer of the applicant or grantee has submitted falsified claims or documents (e.g. receipts), the matter will be dealt with in the following manner:

- (i) Processing of any application for reimbursement of funds in relation to the project will be suspended immediately, and the case will be referred to the Police for investigation;

- (ii) Funding applications for all other projects of the organisation, where notification of grant has not been made, will not be processed until police investigation is completed;
  - (iii) Other projects of the organisation, where notification of grant has been made, may be implemented but no advance payment will be provided; and
  - (iv) For other funded projects of the organisation, the YTMDC Secretariat will process the application for reimbursement of funds in accordance with the prescribed procedures after the completion of each project.
- (b) Upon conviction of a person for obtaining the DC funds by fraud, the organisation concerned shall be held fully responsible for any expenditure incurred for the project in question and return all grants to the YTMDC. No application for reimbursement of funds for the project will be entertained. Moreover, no funding applications from the organisation will be entertained in the next financial year.

6.18 **Others:**

- (a) The organiser and its staff are required to declare any interest when making procurement of goods and services for the project, and are prohibited from making profit, soliciting, accepting or offering any advantage related to the project.
- (b) The organiser is accountable for its acts, including the performance of its employees and/or members and shall bear all liabilities and legal responsibilities arising from the implementation of the project. In particular, it should be responsible for its purchasing and spending decisions with the use of the DC funds.
- (c) The grantee should adopt fair and open recruitment procedures in recruiting staff to conduct the project, such as publicising vacancies through the Labour Department. For hiring of casual/non-skilled workers, the hourly rate should be pegged at the prevailing market rate for the relevant industry/occupation as published in the latest Quarterly Report of Wage and Payroll Statistics issued by the Census and Statistics Department.
- (d) Grantees are suggested to make reference to the “Waste Reduction Guidebook for Large Scale Event Organisers” which assists event organisers and other relevant stakeholders in formulating waste management strategies to minimise waste generation and to save useful resources as much as possible for reuse, recycling or upcycling. The Guidebook is available at [https://www.wastereduction.gov.hk/en/green\\_event\\_guide.htm](https://www.wastereduction.gov.hk/en/green_event_guide.htm)

## 7. Applying for Reimbursement

- 7.1 Applicant organisations must submit the Application for Reimbursement of Funds (Form 4) and the Final Report (Form 7) *by mail or in person within **two months** after the completion of the project or before 1<sup>st</sup> March of the relevant financial year (whichever is the earlier). Late submissions will be deemed to have disclaimed the allocation.* If 1<sup>st</sup> March falls on a Saturday, Sunday or general holiday, or the Secretariat is closed that day due to certain circumstances, the deadline will be extended to the next working day. The closing time for submission in person is 6 pm. In case of mail delivery, the postmark date shall be deemed the date of submission.
- 7.2 If the organiser, in the absence of a satisfactory explanation to the YTMDO, fails to provide a statement of accounts together with all supporting documents and receipts within two months after the completion of the project or before 1<sup>st</sup> March of the relevant financial year (whichever is the earlier), the YTMDC may take the following penalty actions:
- (a) Low priority will be accorded for its future funding applications for CI projects;
  - (b) If the local organisation is subsequently granted the DC funds for implementing CI projects, but once fails again to submit a statement of accounts together with all supporting documents and receipts within two months after the completion of the project or before 1<sup>st</sup> March of the relevant financial year (whichever is the earlier), no funding applications from the organisation will be accepted in future.
- 7.3 The following points should be noted when completing the Application for Reimbursement of Funds:
- (a) **Receipt and Invoice:**
    - The applicant organisation shall submit original copies of receipts clearly marked with the purchased items and quantities. If the receipts do not list out such information clearly, the organisation shall provide invoices or write the information on the receipts.
    - The YTMDC Secretariat only accepts receipts as official proof of expenditure. If the organisation can only provide invoices, the invoices should be marked as paid. The YTMDC Secretariat will decide whether to accept the invoices as proof of expenditure, depending on the payment method and the amount involved.
    - For expenditure items not subsidised by the YTMDC, the organisation can submit a duplicate copy of receipt marked as “certified true copy”.

## Appendix IV

- The original and duplicate copies of all receipts must bear the chop of the organisation and the signature of its authorised person, and marked as “certified correct”.
- The addressee on all receipts and invoices should be the name of the organisation. (See sample receipts in Appendix IV).
- Any correction made should be initialed.
- Any receipt for goods or services paid by the DC funds must be issued after the date of approval of funding. The DC funds granted to the applicant organisation should only be used to pay the necessary expenses incurred in conducting the project during the project period. Except the booking charges payable to the LCSD, *the YTMDC will not subsidise any expenditure items paid prior to approval of funding.*

- (b) **Cash Disbursement Slip**: Cash disbursement slip can be used if no official receipt is issued for a small payment. However, the slip should list out the name of receiver/responsible person in block letters, his/her signature, ID card number, address, telephone number, the date of payment and the breakdowns of expenditure.
- (c) **Payments to Workers**: Whenever payments to workers are incurred in the project, the organisation must provide full details of the workers engaged (i.e. names, ID card numbers, telephone numbers and addresses) and state the job nature, the duration of service and the service fee/remuneration (the claim form is attached as Form 4(i)). The organisation should also send the employers’ returns to the Inland Revenue Department, listing out the wages/allowances paid to the workers.

7.4 Individuals **will be held personally accountable** if they provide false information to obtain the DC funds or submit falsified documents (e.g. false receipts).

## **8. Enquiries**

For enquiries about the guidelines, please contact the YTMDC Secretariat:

<u>Enquiries</u>	<u>Contact person</u>	<u>Telephone no.</u>	<u>Fax no.</u>
Application procedures and vetting criteria	Miss Kathy TSANG	2399 2587	2722 7696
Arrangements for advance payment or reimbursement	Miss Annette LU	2399 2154	2722 7696
	Mr Kenny SUN	2399 2556	2722 7696
	Ms Angel SUEN	2399 2557	2722 7696

### Maximum Subsidy Amount for Expenditure Items

*Point to Note:*

*Where the DC endorses an NGO to organise a specified activity, the maximum subsidy amounts for activities with district characteristics/projects with specific social objectives shall apply.*

Code No.	Expenditure Item	NGOs/MACs/OIs/OCs Maximum Subsidy Amount	Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives
<b>1</b>	<b>Publicity and Printing</b>		
	<b>Publicity</b> The maximum subsidy amount for district-wide projects and constituency-wide projects is \$8,000 and \$5,000 respectively <sup>Note 8</sup> (increase of the subsidy amount for individual large-scale projects may be considered on a case-by-case basis)		
1.1	Posters (not more than \$6 per piece)	\$500	\$1,000
1.2	Publicity leaflets (not more than \$0.5 per piece)	\$800	\$1,600
1.3	Banners (not more than \$265 per piece)	\$1,200	\$2,400
1.4	Postage	Double the No. of expected participants or 1 000 sets (whichever is the lower)  x postage per set determined by the Hongkong Post	2 000 sets x postage per set determined by the Hongkong Post
1.5	Online publicity	\$500	\$1,000
1.6	Design and layout	\$3,000	\$6,000
	<b>Printing</b>		
1.7	Booklets (not more than \$3 per copy)	\$1,500	\$3,000
1.8	Admission tickets (not more than \$0.8 per copy)	\$400	\$800
1.9	Banners (non-publicity) (not more than \$265 per piece)	\$950	\$1,900
1.10	Invitation cards (not more than \$4.6 per set)	\$460	\$920
1.11	Application forms/regulations	\$1,000	\$2,000
1.12	Participant cards/badges (not more than \$2 per item)	\$600	\$1,200
1.13	Photocopying fee	\$200	\$400

<b>Code No.</b>	<b>Expenditure Item</b>	<b>NGOs/MACs/OIs/OCs Maximum Subsidy Amount</b>	<b>Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives</b>
1.14	Production of display boards (not more than \$500 per piece)	\$7,200	\$20,000
1.15	Printing of questionnaires (not more than \$2 per set)	\$2,000	\$4,000
1.16	Survey reports (not more than \$10 per copy)	\$5,000	\$10,000
1.17	House programmes (not more than \$4 per copy)	\$3,000	\$6,000
1.18	Camp programmes (not more than \$2 per copy)	\$400	\$800
1.19	Postage (non-publicity)	Double the No. of expected participants or 1 000 sets (whichever is the lower) x postage per set determined by the Hongkong Post	2 000 sets x postage per set determined by the Hongkong Post
1.20	Design and layout (non-publicity)	\$1,000	\$2,000

Code No.	Expenditure Item	NGOs/MACs/OIs/OCs Maximum Subsidy Amount	Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives
2	<b>Venue [Henry G. Leong Yaumatei Community Centre (HGLCC), Mong Kok Community Hall (MKCH), Chan Hing Social Service Centre of Mong Kok Kaifong Welfare Association (CHSSC) or Yau Tsim Mong Multicultural Activity Centre (YTMMAC)]</b>		
2.1	Hall	According to the charges of local day schools and universities registered with the Education Bureau, HGLCC, MKCH, CHSSC or YTMMAC	According to the charges of local day schools and universities registered with the Education Bureau, HGLCC, MKCH, CHSSC or YTMMAC
2.2	Air-conditioning in the Hall		
2.3	Lighting panel		
2.4	Piano		
2.5	Male and female dressing rooms		
2.6	Conference room		
2.7	Each basketball court with air-conditioning	\$236 per hour	\$236 per hour
2.8	Each badminton court with air-conditioning	\$59 per hour	\$59 per hour
2.9	Indoor recreation room with air-conditioning	\$47 per hour (below 100 m <sup>2</sup> ) \$75 per hour (above 100 m <sup>2</sup> )	\$47 per hour (below 100 m <sup>2</sup> ) \$75 per hour (above 100 m <sup>2</sup> )
2.10	Other venues that can accommodate 200 persons and provide air-conditioning	\$4,000 for every 4 hours	\$4,000 for every 4 hours
2.11	Venues provided by the Leisure and Cultural Services Department (LCSD)	According to the LCSD charges	According to the LCSD charges

Code No.	Expenditure Item	NGOs/MACs/OIs/OCs Maximum Subsidy Amount	Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives
<b>3</b>	<b>Ceremony</b>		
3.1	Guests' book/signature board	\$300	\$600
3.2	Rosettes for the ribbon-cutting ceremony (not more than \$32 each)	\$320	\$640
3.3	Souvenirs for officiating guests or speakers <sup>Notes 1 &amp; 2</sup> (not more than \$150 per item)	\$750	\$2,000
3.4	Souvenirs for others <sup>Notes 1 &amp; 2</sup> (not more than \$100 per item)	\$1,000	\$2,000
3.5	Buttonholes/name badges for guests (not more than \$3 per item)	\$50	\$400
3.6	Ceremony items (fa pao, ceremony table, red table cloth, flowers for the table, name card tray, sign pen etc.)	\$1,500	\$3,000

<b>Code No.</b>	<b>Expenditure Item</b>	<b>NGOs/MACs/OIs/OCs Maximum Subsidy Amount</b>	<b>Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives</b>
<b>4</b>	<b>Programmes</b>		
4.1	Rental of a vessel (accommodating not less than 200 persons)	\$2,000 per hour	\$2,000 per hour
4.2	Performance fee (including rental of clothes, make-up, MC service, etc.)	(Applicant organisation cannot apply for subsidy under 4.15 at the same time) \$10,000 and not more than 50% of the total expenditure (whichever is the lower)	\$50,000
4.3	Games stalls at a carnival (maximum number of stalls)	15	No specified limit
	(a) stall erection and decoration (each stall)	\$1,000	\$2,000
	(b) stall prizes (each stall)	\$1,000	\$2,000
4.4	Variety show at a carnival		
	(a) props and backdrop	\$5,000	\$16,000
	(b) rental of a stage	\$6,000	\$12,000
	(c) lighting	\$3,000	\$20,000
	(d) venue decoration	\$3,000	\$6,000
	(e) chairs	\$3,000	\$6,000
4.5	Public address system/rental of karaoke equipment	\$4,000	\$10,000
4.6	Materials and facilities for the activity	\$5,000	\$10,000
4.7	Marching band	\$3,000	\$10,000

Code No.	Expenditure Item	NGOs/MACs/OIs/OCs Maximum Subsidy Amount	Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives
4.8	Rental of a parade bus (including bus rental, public address system and decoration)	\$4,000	\$8,000
4.9	Souvenirs for participants <sup>Note 1 and 2</sup> (not more than \$10 per item)	\$1,800	\$3,600
4.10	Prizes for lucky draws <sup>Note 2</sup> (not more than \$50 per item)	\$1,000	\$2,000
4.11	Gifts to be distributed during visits to organisations (e.g. elderly homes and orphanages) and vulnerable groups	\$5,000 (not exceeding \$30 per item)	\$20,000 (not exceeding \$50 per item)
4.12	Prizes for games (not more than \$30 per item)	\$2,000	\$4,000
4.13	Prizes for competitions <sup>Notes 2 &amp; 3</sup> <b>(Each trophy/cup not more than \$800, each medal not more than \$25)</b>	\$2,000	\$3,000 per competition
4.14	Umpires/referees	According to the standard charges of the sports associations concerned (for categories other than sports, the ceiling is \$1,500)	According to the standard charges of the sports associations concerned (for categories other than sports, the ceiling is \$2,000)
4.15	Cantonese music performance/Cantonese opera		
	(a) Cantonese music musicians/bands	(Applicant organisation cannot apply for subsidy under 4.2 at the same time) \$10,000 and not more than 50% of the total expenditure (whichever is the lower)	\$12,000
	(b) Performance fees for professional groups		\$80,000
4.16	Copyright royalties	\$5,000	\$18,000

<b>Code No.</b>	<b>Expenditure Item</b>	<b>NGOs/MACs/OIs/OCs Maximum Subsidy Amount</b>	<b>Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives</b>
<b>5</b>	<b>Meals (maximum number of persons to be subsidised)</b>	420 persons	600 persons (increase of the subsidy amount for individual large-scale projects may be considered on a case-by-case basis)
5.1	Lunch/dinner with drinks <sup>Note 4</sup> (if an activity lasts for 3 hours or more and includes a lunch or dinner break)	\$87 per person	\$87 per person
5.2	Refreshments/snacks with drinks <sup>Note 5</sup> (if an activity lasts for not more than 3 hours)	\$64 per person	\$64 per person
5.3	Drinks	\$6 per person	\$6 per person

<b>6</b>	<b>Transport</b>		
6.1	Trucks (including labourers)	\$1,000	\$4,000
6.2	Coaches (per coach)	\$1,600	\$1,600
6.3	Ferry fare (the maximum subsidy amount is \$5,160)	\$43 per person	\$43 per person
6.4	Taxi	\$40	\$160

<b>7</b>	<b>Voluntary Workers</b>		
7.1	Lunch/dinner with drinks <sup>Note 4</sup> (if an activity lasts for 3 hours or more and includes a lunch or dinner break)	\$87 per person	\$87 per person
7.2	Refreshments/snacks with drinks <sup>Note 5</sup> (if an activity lasts for not more than 3 hours)	\$64 per person	\$64 per person
7.3	Drinks	\$6 per person	\$6 per person
7.4	Travelling allowance (not more than \$50 per person)	\$25 per person for every 4 hours	\$25 per person for every 4 hours

<b>Code No.</b>	<b>Expenditure Item</b>	<b>NGOs/MACs/OIs/OCs Maximum Subsidy Amount</b>	<b>Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives</b>
<b>8</b>	<b>Photography/Video recording</b>		
8.1	Photography	\$500	\$4,000
8.2	Production of slides /transparencies	\$500	\$1,000
8.3	Video recording	\$2,000	\$4,000
<b>9</b>	<b>Admission fee</b>	\$30 per person	\$30 per person
<b>10</b>	<b>Miscellaneous</b> <sup>Note 6</sup>	Not exceeding 10% of the approved amount	Not exceeding 10% of the approved amount
<b>11</b>	<b>Insurance</b>		
11.1	Premium and premium levy for public liability insurance/accident insurance	\$5,000	\$10,000
11.2	Security guard fee (a maximum of 2 persons and not more than 8 hours per person)	\$60 per hour per person	\$60 per hour per person

<b>Code No.</b>	<b>Expenditure Item</b>	<b>NGOs/MACs/OIs/OCs Maximum Subsidy Amount</b>	<b>Maximum Subsidy Amount for Activities with District Characteristics/ Projects with Specific Social Objectives</b>
<b>12</b>	<b>Courses</b>		
12.1	Course notes	\$5 per person for each session	\$5 per person for each session
12.2	Tutor/coach <sup>Note 7</sup> (according to the LCSD charges)		
	(a) beginner	\$209 per hour	\$209 per hour
	(b) intermediate	\$245 per hour	\$245 per hour
	(c) advanced	\$318 per hour	\$318 per hour
	(d) tutor with a professional qualification	An organisation should specify in the Application Form the professional qualification requirements, e.g. certificates or experience required. Such professional qualifications will be considered by the committee or working group concerned.	
12.3	Special training (such as rock-climbing, horse-riding, etc.)	\$120 per person for a one-day training (including coach and equipment expenses)	\$120 per person for a one-day training (including coach and equipment expenses)
12.4	Tutor without a professional certificate (e.g. handicraft, life skills, etc.)	\$209 per hour	\$209 per hour
<b>13</b>	<b>Standard unit cost of an individual activity (including expenditure on publicity, meals, transport, lucky draws, games, photography, etc.)</b>		
13.1	Picnic	\$100 per person	\$120 per person
13.2	Residential camp (the YTMDC will subsidise residential camps of 2 days and 1 night only)	\$150 per person	\$200 per person
13.3	Launch ride	\$140 per person	\$160 per person
<b>14</b>	<b>One-off licence fee</b>	According to the charges of the Government	

Code No.	Expenditure Item	NGOs/MACs/OIs/OCs Maximum Subsidy Amount	Maximum Subsidy Amount for Activities with District Characteristics/Projects with Specific Social Objectives
<b>15</b>	<b>Research and surveys</b>		
	Note: For expenses involving manpower, the mode of employment should be specified (existing staff of the organisation/ staff engaged for the project/ service provided by an outsourced contractor). The maximum expenditure shall not exceed the relevant amount stipulated in the Manual on the Use of DC Funds.		
15.1	(a) Questionnaire designer	N/A	\$350 per hour
	(b) Interviewer in a questionnaire survey	N/A	\$80 per hour per person
	(c) Focus group facilitator	N/A	\$350 per hour per person
	(d) Data entry worker	N/A	\$80 per hour per person
	(e) Advisory service personnel <sup>Note 9</sup>	N/A	\$1,000 per hour per person
	(f) Data analyst	N/A	\$350 per hour per person
15.2	Release of report		
	(a) Backdrop	N/A	\$2,000
	(b) Venue decoration and props	N/A	\$3,000
	(c) Photography and recording	N/A	\$3,000
15.3	Lump sum research fee (service provided by an outsourced contractor)	An applicant organisation may consider applying for subsidy in the form of a lump sum research fee. The budget is subject to the invitation from the committee/working group endorsing the project or the maximum amount stipulated.	
<b>16</b>	<b>Central administrative overheads</b>	For a project with an approved project fund of \$0.2 million or below, the central administrative overheads shall not exceed 10% of the approved project fund. For a project with an approved project fund exceeding \$0.2 million, the central administrative overheads shall not exceed 10% of the actual project cost.	
<b>17</b>	<b>Other expenditure items</b>	Other expenditure items shall not exceed the approved amount by 25% or \$45,000, whichever is lower. The Working Group on Community Funds shall consider each case on its individual merits.	

- Note 1: The value of a souvenir should not exceed \$410, irrespective of whether the YTMDC grants full subsidy for the activity.
- Note 2: The grantee should use environmentally friendly items as souvenirs or gifts of a token nature. No more than one souvenir should be provided for each person.
- Note 3: The value of a prize should not exceed \$1,500, irrespective of whether the YTMDC grants full subsidy for the activity. Cash and items that can be cashed (e.g. bank coupons) should not be used as prizes.
- Note 4: The maximum expenditure per person/per day for performers, voluntary workers, guests and participants who participate in an activity continuously for 3 hours or more (including lunch or dinner breaks) is determined in the Manual on the Use of DC Funds of the Home Affairs Department.
- Note 5: The maximum expenditure per person/per day for performers, voluntary workers, guests and participants who participate in an activity continuously for 3 hours or less is determined in the Manual on the Use of DC Funds of the Home Affairs Department.
- Note 6: The grantee may use the subsidy for miscellaneous expenses to reimburse expenses not included in the application form, subject to the respective ceilings for refund of expenses specified above.
- Note 7: The subsidy ceiling for tutors/coaches is determined according to the charges of the LCSD.
- Note 8: Whether a project is a district-wide project or a constituency-wide project is determined according to Item 3(J) “Scale of Project” of the Yau Tsim Mong District Council Funds Application.
- Note 9: Advisory service personnel provide academic support for an organisation. The relevant proof of qualifications should be submitted. Approval in respect of the qualifications should be obtained from the committee/working group endorsing the project.

Terms and Conditions for Receiving District Council Funds

The terms and conditions set out below only apply to grantees, i.e. non-government organisations (“NGOs”), the Yau Tsim Mong District Council (“YTMDC”) or the committees/working groups related to the YTMDC/Yau Tsim Mong District Office which implement joint projects with NGOs. All of them are referred to as “the grantee” in the following paragraphs.

- (a) The grantee is required to carry out the community involvement project in accordance with the provisions contained in the “Guidelines on Yau Tsim Mong District Council Funds” (“the Guidelines”) and the approved plan and budget. The Director of Home Affairs (“DHA”) reserves the right to seek a refund/withhold any further payment if the project is observed to be no longer viable, to have a substantial deviation from the original plan or to be in breach of the terms and conditions of the grant of the district council funds (“DC funds”).
- (b) The grantee is required to ensure that the DC funds are not used to cover expenditure already incurred prior to funding approval, save for very exceptional and unavoidable circumstances under which prior written endorsement from the YTMDC must be obtained.
- (c) The grantee is required, wherever possible, to utilise other sources of income (including cash donations and sponsorship) prior to using the DC funds to meet project expenses. Any unspent amount of DC funds shall be returned to the Government immediately.
- (d) The grantee is required to follow the prescribed procurement procedures contained in the Guidelines to make procurements with the DC funds. Failure to observe the procurement guidelines may result in rejection of application for reimbursement or immediate refund of the DC funds to the Government.
- (e) The grantee, its co-organiser(s), members and staff should avoid engaging in activities which may result in actual or perceived conflict of interest (e.g. a project staff member procuring goods / services or inviting quotations for the project from company of his own or his immediate family) arising from their involvement in the approved project. They should declare any interest during procurement of goods and services, recruitment and other processes in managing projects (e.g. ticket allocation, adjudicating at competitions) which might involve financial or personal interests. They are prohibited from making profit or soliciting, accepting or offering any advantage in the course of

planning and executing the project.

- (f) The grantee is required to adopt fair and open recruitment procedures in recruiting staff for implementation of the project, such as publicising the vacancies through the Labour Department. The grantee should ensure that the employment of staff meets all statutory requirements, including but not being limited to the prevailing Statutory Minimum Wage.
- (g) Upon completion of the project, the grantee is required to submit a final report and an itemised income and expenditure statement together with all supporting receipts and documents within two months after the completion of the project. Relevant documents may be published by the Government as and when necessary.
- (h) The grantee is required to provide written explanations to the YTMDC in the event that the project is delayed beyond the scheduled implementation date or aborted during the preparation or implementation stage. Failure to provide acceptable explanations may result in having to refund the amount of the DC funds to the Government immediately.
- (i) The grantee is required to display the name and, as far as practicable, the YTMDC logo in all publicity materials of the approved project (including backdrops, posters, banners, invitation letters/cards, admission slips, coupons, flyers) and state that the activities are financed by DC funds.
- (j) The grantee is required to submit verifiable proof including photographs to show that the activities of the approved project have been held.
- (k) The Authorised Person, the Designated Officer-in-charge of the project and other responsible officers of the grantee organisation will be held personally accountable if they submit falsified claims or documents such as false receipts.
- (l) The grantee is required to ensure that activities undertaken in the funded project (including articles produced) shall comply with the relevant laws of the HKSAR (e.g. Places of Public Entertainment Ordinance Cap. 172, Copyright Ordinance Cap. 528, Trade Descriptions Ordinance Cap. 362 and Personal Data (Privacy) Ordinance Cap. 486 etc.). The grantee, including its Authorised Persons, Designated Officer-in-charge and/or any other persons involved, who fails to comply with any of the relevant laws shall be responsible for all the liabilities or legal actions arising therefrom.

SAMPLE

Ledger for Project Financed by Yau Tsim Mong District Council Funds (DC Funds)

Name of grantee: ABC Committee  
Project no.: 000001  
Project title: Study Tour to Historic Sites in Hong Kong  
Approved amount of subsidy: \$40,000.00

**Bank Account**

**Name of Bank :** \_\_\_\_\_

**Name of Bank Account Holder :** \_\_\_\_\_

**Bank Account Number :** \_\_\_\_\_

Date	Particulars	Cheque No.	Credit Amount (\$)	Debit Amount (\$)	Balance (\$)
2.4.2011	DC funds (advance payment)	245678	20,000.00		20,000.00
3.4.2011	Participation fee	234111	1,000.00		21,000.00
7.4.2011	Sponsorship from Mr. LEE Man	411111	4,000.00		25,000.00
8.4.2011	Petty cash	123455		1,000.00	24,000.00
8.4.2011	ABC Printing Company	123456		2,000.00	22,000.00
13.4.2011	Overtime payment to Mr. CHAN Tai-man	123457		300.00	21,700.00
14.4.2011	E.F.D. Stationery	123458		200.00	21,500.00
29.4.2011	DC funds (partial reimbursement)	245690	2,500.00		<b>24,000.00</b>
			<u>27,500.00</u>	<u>3,500.00</u>	

I certify that the above is correct.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Certified correct by: \_\_\_\_\_

(Name in block letters)

(Name in block letters)

Post: \_\_\_\_\_

Post: \_\_\_\_\_

(Bank account holder)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

- (1) The receipt does not contain the name of the applicant organisation. It should be pasted onto a sheet of A4 paper and marked "To the order of xxxxxx" on the blank space.
- (2) The receipt does not contain quantity and unit price. The information should be filled in on the blank space of the A4 paper.

<b>ABC Stationery</b>			
G/F., 999 Shanghai Street, Mong Kok, Kowloon			
Tel : 4312 3456      Fax : 4345 6789			
<b>Official Receipt</b>			
Date : <u>15-12-2011</u>			
Quantity	Items	Unit Price	Amount (\$)
	Binder clip		11.20
	Ballpens		48.00
	Adhesive tape		12.00
	A4 paper		43.00
	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Certified correct (Authorised signature)         </div>	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">           Organisation's chop         </div>	
<b>Total (HK\$)</b>			114.20

A Correct Sample Receipt

**SAMPLE**

**文偉旅遊公司**  
**MAN WAI TOURING BUS COMPANY**  
元朗大棠路 1111 號地下 電話: 81234567

No. 0527

收 RECEIPT 據      Date 22-7-2007

茲收到 RECEIVED from 美美木器互助委員會  
交來港幣 陸仟元正      Certified Correct  
the sum of H.K. Dollars

(CHAN Tai-man)

該款係付 2007 年 7 月 22 日租用旅遊巴士 5 輛  
in Payment of 來回大山邨及尖沙咀大空路

H.K. \$ 6000

文偉旅遊公司

交來      銀行支票 No.      號收妥作實      Received by 收款人

Organisation's chop