

**Funding Scheme for Women's Development (Women's Commission Stream)  
Financial Report**

Points to note when preparing financial report:-

1. All receipts are to be properly fixed on A-4 sized paper for easy record (recycled paper can be used) and certified by either the officer-in-charge of the project or the authorised person of the funded organisation and stamped with the funded organisation's chop as per Appendix I. The name and signature should be the same as those provided in the project proposal.
2. For payment of honorarium to a guest/speaker who may not provide an official receipt, a confirmation of his/her receipt of the payment by showing his/her full name in block letters, Hong Kong Identity Card number (English alphabet and first 3 digits) and signature is required as per Appendix II.
3. For payments below \$500 made without official receipts, cash disbursement slips can be used in lieu of receipts. However, the name of the receiver/responsible person in block letters, signature, Hong Kong Identity Card number (English alphabet and the first 3 digits), date of payment and a breakdown of the expenditure must be provided on the slip as per Appendix III.
4. For payment of allowances to performers, guests and volunteers, please show their confirmation of receipt by a table as per Appendix IV.
5. For claiming travelling expenses of volunteers, details must be given as per Appendix V.

To : Women's Commission Secretariat  
10/F, West Wing,  
Central Government Offices,  
2 Tim Mei Avenue, Tamar, Hong Kong  
(Fax : 2501 0478)

**Funding Scheme for Women's Development (Women's Commission Stream)  
Financial Report**

Project No.:

**Part A : Basic Information**

Name of Organisation	
Project Name	
Total Approved Project Funding	
Project Implementation Date	
Project End Date	

**Part B : Income and Expenditure Statement as at \_\_\_\_\_.**  
**(dd/mm/yyyy)**

(A)	Income				
	Sources				Amount (\$)
	1. Participants's Fees (if applicable)				
	2. Contribution from the Funded Organisation (if applicable)				
	3. Sponsorship and Donation (if applicable)				
	4. Others (if applicable)				
	Total :				
(B)	Expenditure				
	Item	Approved Budget Expenditure (\$)	Actual Expenditure (\$)	Receipt Serial No.	Remarks



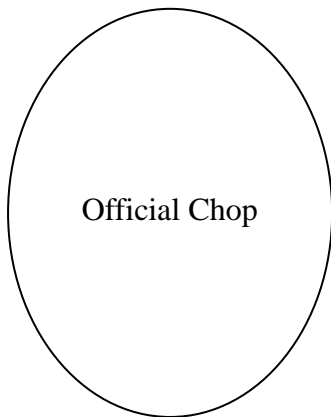
	Cheque Payable to:	
(F)	Surplus Amount to be returned to “The Government of the Hong Kong Special Administrative Region” [(D) – (C)]	\$

\* delete as appropriate

**Part C : Certification by the Funded Organisation**

I certify that:

- (1) The information provided above is correct and other sources of income including sponsorship and donation stated in Part B are complete without any omission;
- (2) the goods purchased have been received in good order and all the services detailed were considered reasonable and necessary to the project, and all expenditures are in compliance with the Funding Scheme for Women’s Development (Women’s Commission Stream) Funding Guidelines and any other additional conditions as may be prescribed by WoC in writing.
- (3) the prices quoted and accepted for purchases of goods and services in the project are considered reasonable compared with the market prices;
- (4) the expenditure listed in Part B is solely incurred for the use of the above mentioned project.



Official Chop

Signature:

\_\_\_\_\_

Name of Officer-in-charge:

\_\_\_\_\_

Post:

\_\_\_\_\_

Tel. No.:

\_\_\_\_\_

Fax No.:

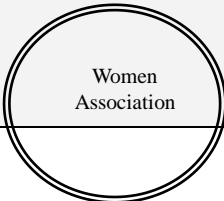
\_\_\_\_\_

Date:

\_\_\_\_\_

*Sample for Submission of Receipts*

Receipt   XXX  
Serial  
no.:

<b>TAI OI STATIONERY</b>		
Tel: 2121-2120    Fax: 2121-2111		
Shop G102, G/F, Tai Hing Centre, Yuen Long		
<b><u>Official Receipt</u></b>		
No.: 129012		
		Date: 25-10-2011
Red cards	100 pcs	\$200.00
		Total: \$200.00
		
<b>CM WONG</b>		

Appendix II

**Acknowledgement of Receipt of Honorarium**

I, \_\_\_\_\_ (ID No. \_ \_ \_ \_xxx[x]), have received HK\$ \_\_\_\_\_ from (name of the funded organisation), being the payment for \_\_\_\_\_.

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

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

Appendix III

**Cash Disbursement Slip**

I, \_\_\_\_\_ (ID No. \_ \_ \_ \_xxx[x]), certify that HK\$ \_\_\_\_\_ was used for the purchase of the following items. No receipt is available for these items.

**Item:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name : \_\_\_\_\_

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

