

Women's Commission
Funding Scheme for Women's Development
Detailed Payment Arrangements

1. Advance Payment

- (a) To assist the funded organisation in meeting the initial outlay of a project and cash flow requirements, Women's Commission (WoC) may, prior to the implementation of the project, consider that a single advance payment of not exceeding 30% of the total approved funding amount be made to the funded organisation upon written application. In receiving the advance payment, the authorised person of the funded organisation will be required to sign an undertaking at *Appendix I*. If the funded organisation has applied/is applying for funding from sources other than the Scheme, advance payment will be arranged after the funded organisation notified the result of relevant application and upon written notification made to WoC.
- (b) WoC will monitor the progress of the projects upon release of an advance payment and remind the funded organisation to clear the advance payment by submitting certified official receipts¹ to account for the expenditure incurred as early as practicable.
- (c) If, subsequent to the receipt of the advance payment, the project has not been held or was delayed beyond the scheduled implementation date, the funded organisation will be required to return the advance payment to the HKSAR Government immediately unless it can provide acceptable explanations to WoC and is accepted by WoC.

2. Partial Reimbursements

Irrespective of whether it has received an advance payment, the funded organisation may apply for up to **one partial reimbursement** of the funding before the completion of the project. The amount of funding to be given out for each project prior to its completion should not exceed 90% of the total approved funding amount. In applying for reimbursement, the funded organisation should submit an up-to-date financial report (see paragraph 5 below) together with supporting receipts duly certified correct by the authorised person of the funded organisation or officer-in-charge of the project for checking purposes.

¹ A receipt submitted for reimbursement purposes must bear the date of purchase and full description of the individual expenditure items. Otherwise, supporting documents such as invoices and billing statements showing the aforesaid details are to be submitted to supplement the receipt.

3. Final or One-off Reimbursement

One-off reimbursement of funding, or the balance of funding where advance payment or partial reimbursement have been made, will be given to the funded organisation on completion of the project. To apply for final or one-off reimbursement, the funded organisation must submit the financial report (see paragraph 5(a) below) with all supporting receipts¹ and a project final report to WoC for processing **within one month after the completion of the project or by the designated date**. For projects with approved funding exceeding \$100,000, the funded organisation shall submit, in conjunction with the project final report, a financial report with the accounts audited by an independent Certified Public Accountant (“CPA”) (see para 5(b) below). The amount of advance payment, reimbursement and expenditure incurred should be completely and accurately recorded in the financial report. Reimbursement will be made when all reports (see paragraph 64 of the Funding Guidelines) are accepted by WoC.

4. Handling of Cheque

Payment of funding to the funded organisation will be made in form of cheque. The cheque shall be payable within 6 months from the date of issuance. Upon receipt of the cheque, the funded organisation should cash the cheque as soon as practicable. If the cheque is not cashed within 6 months from the date of issuance, WoC will cancel the cheque payment automatically without prior notice to the funded organisation. If the funded organisation intends to re-issue the cheque, the funded organisation should submit application in writing within the same financial year. Otherwise, WoC or LWB will not be responsible in connection with the stale cheque.

5. Financial Report

- (a) The format of the financial report referred to in paragraphs 2 and 3 above are at Annex G. The funded organisation is required to submit the original copy of the supporting receipts for the expenses incurred together with the financial report to WoC. For avoidance of doubt, irrespective of whether the items are funded under the Scheme, receipts¹ are required for all items shown on the financial report unless otherwise specified.
- (b) A specimen of the auditor’s report is at Annex H (the specific procedures mentioned in items (1) to (3) of the first paragraph and the relevant report findings in items (a) to (c) of the second paragraph of Annex H must be included in the auditor’s report and should not be amended). All receipts related to the expenditure of the Scheme, if not submitted to WoC for reimbursement purposes, should be kept by the funded organisation properly for five years after the completion of the project for WoC’s inspection as and when necessary.

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

Women's Commission
Funding Scheme for Women's Development
Undertaking of Receipt of Advance Payment

In consideration of you agreeing to pay to us a sum of \$ _____ as the advance payment to finance the following project-

Project No. _____
Project Name _____

We hereby undertake to:-

- (i) carry out the above project in accordance with the approved work plan and the implementation date/period and the terms and conditions specified by your office;
- (ii) clear the advance payment as early as practicable by submitting the certified official receipts¹ to account for the expenditure incurred;
- (iii) report to you immediately when there is a substantial change in work schedule or cash flow requirement from the original approved plan which may affect the subsequent payments (including advance payment) to be made to us;
- (iv) submit to you a project final report and financial report together with supporting receipts within one month after completion of the project or by the designated date; and
- (v) return the unspent balance of the advance payment, if any, to the WoC immediately.

We agree and accept that should we fail to observe any of the items set out above, we shall be liable to repay the WoC the full amount of the advance payment of \$ _____ immediately. We also understand that a failure to observe any of the items set out above may result in our future applications under the Scheme being rejected.

Dated the _____ day of _____ 20____ .

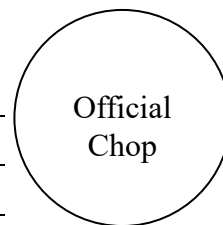
SIGNED by:

Name of Authorised Person _____

Post _____

For and on behalf of _____

(Name of Organisation)



¹ A receipt submitted for reimbursement purposes must bear the date of purchase and full description of the individual expenditure items. Otherwise, supporting documents such as invoices and billing statements showing the aforesaid details are to be submitted to supplement the receipt.