###### Income and Expenditure Statement

**Application for Partial/Final Reimbursement of**

**Community Involvement Fund (CI Fund)\***

# Part A: Basic information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Grantee: | | |  | | | | | |
| Project Name: |  | | | | | | | |
| Project Number: | |  | | | | | | |
| Project Implementation/ Commencement Date: | | | | | | | |  |
| Project End Date: | | |  | | | | | |
| Total Approved Project Fund: | | | |  | | | | |
| Approved Project Fund for Current Year: | | | | | |  | | |
| Total Amount of CI Fund already Received: | | | | | | |  | |
| Nature of Current Claim and Amount: | | | | | Partial (1st/2nd\*)/ Final Reimbursement of Year 1/2/3/4\* | | | |

**Part B: Income and Expenditure Statement as at**

(dd/mm/yyyy)

|  |  |  |
| --- | --- | --- |
| (A) | Total Income (Details as per Attachment I) | $ |
| (B) | Total Expenditure (Details as per Attachment II) | $ |
| ***(C)*** | ***Total Amount to be met by CI Fund ($)***  ***(B) –******(A)*** | ***$*** |
| (D) | Amount of CI Fund already received ($) |  |
|  | Advance Payment | $ |
|  | 1st Partial Reimbursement | $ |
|  | 2nd Partial Reimbursement | $ |
|  | ***Total*** | ***$*** |
| (E) | Amount for application for reimbursement with supporting receipts\* ($) | ***$*** |
| (F) | Amount for clearance of advance payment with supporting receipts\* ($) | $ |
| Amount of advance payment already cleared | ***$*** |
| (G) | Surplus amount to be returned to the Government ($) (D) – (C) |  |

\* Delete as appropriate

# Part C: Certification by Authorised Person of Grantee

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 Guide on Community Involvement Programme (the “Funding Guide”) and the terms and conditions imposed by the Director of Home Affairs (DHA) or his/her authorised officers;

(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; and

(5) the amount of Central Administrative Overheads claimed has not been covered by government subvention.

|  |  |  |
| --- | --- | --- |
| Signature: |  | Official Chop |
| Name: |  |  |
| Post: |  |  |
| Name of Grantee: |  |  |
| Date: |  |  |

**For official use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The above has been checked and found to be in compliance with the Funding Guide and the terms and conditions imposed by the DHA or his/her authorised officers. | |  | I am satisfied that the information provided above are in compliance with the Funding Guide and the terms and conditions imposed by the DHA or his/her authorised officers. | |
| Signature : |  |  | Signature : |  |
| Name : |  |  | Name : |  |
| Designation^ : |  |  |  | (ADO/~~SEO(DC)~~) |
| Date : |  |  | Date : |  |

**^ Rank of the officer should be EOII or above or equivalent**

### Details of Income Items

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Item |  | Number/ Quantity |  | Unit Rate($) |  | Total Income($) |  | Original EstimatedAmount of Income($) |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
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| 4. |  |  |  |  |  |  |  |  |  |
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| 11. |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Total: |  |  |  |  |

**(As per Form I)**

### Details of Expenditure Items

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | **Receipt No.** |  | Total Expenditure($) |  | Amount to be Funded byOther Source(s) of Income($) |  | Amount to be Financed by CI Fund **($)** |  | Original Approved Amount of CI Fund ($) |
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**(As per Form I)**

Purposes of Collection

1. The personal data provided by means of this form will be used by the Home Affairs Department for the purposes of handling matters relating to the use of Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs. The collection of the required data is obligatory and Applications with incomplete personal data as required above will not be considered.

Classes of Transferees

1. The personal data provided by means of this form may be disclosed to other Government departments, bureaux and relevant persons and bodies for the purposes mentioned in paragraph 1 above.

Access to Personal Data

1. The responsible officer(s) of the organisation has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the data subjects’ personal data provided by this form.

Enquiries

1. Enquiries concerning the personal data collected by means of this form, including access to and correction of the personal data, should be addressed to -

|  |
| --- |
| District Secretary |
| Wan Chai District Office |
| 2835 2005 |

**Points to note on Application for Reimbursement of Community Involvement (CI) Fund**

1. The grantee is required to send the following documents by post or submit them to WCDO in person to apply for reimbursement of CI Fund within one month after the completion of the activity or before 7 March of the relevant Financial Year end (whichever is the earlier):

|  |  |
| --- | --- |
| (a) | **Form I**:The “Income and Expenditure Statement” **should be submitted in triplicate. The original copy should be stamped and signed by the Authorised Person of the grantee with two sets of copies**; |
| (b) | **Form II**: “Final Report for Project Financed by CI Fund” (Applicable only when applying for final reimbursement); |
| (c) | **Form III**: For the Record of Quotations, only one set of original copy is required to be submitted together with all originals written quotations; |
| (d) | **Form IV**: All receipts submitted must be **original copies** and affixed to Form IV. They should be stamped with the grantee’s official chop and signed by its Authorised Person or the Designated Officer-in-charge of the project; |
| (e) | **Form V**: If a project involves expense on staffing cost (including allowances for volunteers), details of persons concerned (i.e. name, first 4 digits of ID Card No. and telephone number), work nature, employment period and salary), as well as signed receipts must be provided; |
| (f) | **Photos on the activity**; and |
| (g) | **Samples of publicity items and printed materials (shall display the name and logo of HAD and logo of the “Government-funded Programme”).** |

1. Reimbursement of fund will only be affected subject to verification of fulfilment of terms and conditions set out in the “Funding Guide on Community Involvement Programme” (“Funding Guide”) and those imposed by WCDO (if any). The grantee has to submit all requisite documents before the specified deadlines if it fails to provide with or sign on those documents or receipts as revealed during the verification.
2. If the grantee fails to submit all necessary documents (e.g. certified official receipts, final report, income and expenditure statement, supplementary proof and etc.) as requested by WCDO within specified deadlines, WCDO reserves the right to withhold any further payment and/or demand from the grantee an immediate return of all or part of the payment made.
3. Detailed requirements on receipts are as follows:

|  |  |
| --- | --- |
| (i) | Receipts or cash memos must be original copies. If there are no descriptions of goods or services shown on the receipts or cash memos, concerned invoices should be attached. However, invoices should not be solely submitted without receipts or cash memos. |
| (ii) | Receipts should be issued by suppliers but not the grantee; |
| (iii) | Dates should be borne on receipts and invoices, and such dates should not precede the approved dates; |
| (iv) | Receipts should bear name of grantee, along with name, address and telephone number of the supplier, date of purchase, and descriptions of goods or services such as the item, quantity, unit price and total value; |
| (v) | If the procured goods/services belong to the category of catering, the numbers and types of persons consumed (e.g. participants/guests/volunteers) should be listed; |
| (vi) | Suppliers have to stamp and sign on receipts for any amendments made thereon; |
| (vii) | If any shopping stamps are earned during the procurement, the grantee must affix them in the blank space of Form IV; |
| (viii) | As texts on thermal receipts or invoices are easy to fade, they have to be submitted together with photocopies; and |
| (ix) | Insurance policy must be attached to the insurance receipt, with name of insured object, activity and period of insurance clearly shown thereon. |

1. Please ensure the implementation of funded project is in compliance with the Funding Guide on Community Involvement Programme. For details on requirements for application for reimbursements, requisite supporting documents and any other related regulations, please refer to Annex E of the Funding Guide on Community Involvement Programme.