**範本（附示例）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **社區參與計劃撥款資助活動的小額現金帳** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 獲資助者名稱： | | | ABC委員會 | | | | | | |  | | |  | | |
| 項目編號： | |  | 000001 | | | |  | | |  | | |  | | |
| 項目名稱： | |  | 香港古蹟考察團 | | | | | | |  | | |  | | |
| 核准項目撥款額： | | | 40,000.00元 | | | |  | | |  | | |  | | |
|  |  | | | |  | | | |  | |  | | |  | | |
|  |  | | | |  | | | |  | |  | | |  | | |
| **小額現金帳** | | | | | | | | | | | | | | | | |
| 日期 | 詳情 | | | | 憑單編號 | | | | 存入（元） | | **支出（元）** | | | **結餘（元）** | | |
| 8.4.2011 | 銀行（支票編號123455） | | | |  | A000001 | |  | 1,000.00 | |  | | | 1,000.00 | | |
| 9.4.2011 | 文具 | | | |  | A000002 | |  |  | | 30.00 | | | 970.00 | | |
| 10.4.2011 | 印刷費 | | | |  | A000003 | |  |  | | 2.00 | | | 968.00 | | |
| 11.4.2011 | 郵費 | | |  |  | A000004 | |  |  | |  | 14.00 | |  | 954.00 | |
| 15.4.2011 | 李小玲女士的交通費 | | | |  | A000005 | |  |  | | 20.00 | | | ***934.00*** | | |
|  |  | | | |  | | | | 1,000.00 | | 66.00 | | |  | | |
|  |  | | | |  | | | |  | |  | | |  | | |
| 截至二零一一年四月三十日，小額現金帳的結餘為934元，與手頭的小額現金額相符。 | | | | | | | | | | | | | | | | |
|  |  | | | |  | | | |  | |  | | |  | | |
| 本人核實以上資料正確無誤。 | | | | |  | | | |  | |  | | |  | | |
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| 簽署： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 簽署： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 製備人： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 核實人： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | （姓名請以正楷填寫） |  | （姓名請以正楷填寫） |
| 職位： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 職位： | |
| 日期： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | （銀行帳戶簽署人）  日期： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |  | |