

To be submitted with verifiable proof (e.g. photographs and posters of the project, etc.), Form 3 and Form 4 (if applicable)

Income and Expenditure Statement
Application for (*1st/2nd Partial/Final) Reimbursement of
Community Involvement Fund

Part A: Basic information of financed project

Name of Organisation :	Telephone No. :
Project Name :	Project No. :
Project Implementation/Commencement Date :	Project End Date :
Project Venue :	
Maximum amount of Community Involvement (CI) Fund : \$	

Part B: Income and Expenditure Statement (as of _____._____._____)
(day/month/year)

Total Expenditure ¹ : \$	Total Income ² : \$
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(I) Income

(A) Participants' fees (if any) : \$ × (No. of participants) = \$		
(B) Funding Commitment of the Organisation : \$		
(C) Other*Donors/Sponsors (sponsorship/donations in cash or in kind from companies selling tobacco and hard liquor, or from those individuals or organisations who are the service or equipment contractors for the project shall not be accepted)		
*Name of Donor/Sponsor	Amount(\$)	Goods
(D) Amount of advance payment already received (if any) :		\$
(E) *Amount of 1 st /2 nd partial reimbursement received (if any) :		\$
(F) Amount of final reimbursement applied :		\$
(G) Total income = (A)+(B)+(C)+(D)+(E)+(F) :		\$

¹ The total project expenditure should equal the breakdown of total expenditure.

² When an application for final reimbursement is made, the total project income should equal the total project expenditure.

* Delete as appropriate

(II) Details of Expenditure Items³

<u>Receipt No.</u>	<u>Breakdown of Expenditure Items</u>	<u>Amount(\$)</u>
Total Amount :		

³ Unless otherwise specified, the grantee is required to submit receipts for all items shown on the income and expenditure statement irrespective of whether the items are financed by CI fund.

Part C: Declaration

I hereby 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. all 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 Guidelines on the Use of Islands District Community Involvement Fund and the terms and conditions imposed by the Islands District Office;
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;
5. the above project has not earned any profit; and
6. the amount of Central Administrative Overheads claimed has not been covered by government subvention. *

*Delete as appropriate

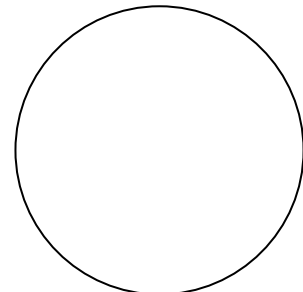
Signature : _____

Name of Authorised Person : _____

Post : _____

Name of Grantee : _____

Date : _____



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Purposes of Collecting Personal Data

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 CI Fund as well as promoting community involvement activities and public participation in community affairs.

Classes of Transferees

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

Access to Personal Data

3. 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

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

Executive Officer (District Council)
Islands District Office
Telephone No. : 2852 4297/2852 4317