

**Permissible Items of Expenditure for Projects
Under the Neighbourhood Mutual Help Programme**

- (a) Employment of project staff including hire of temporary or casual workers¹
- (b) Central Administrative Overheads such as supervisory staff and Headquarter expenses in overseeing the project (The amount spent on the Central Administrative Overheads should not exceed 5% of the approved reimbursement amount)
- (c) Audit Fee²
- (d) Payment of fees to hire experienced and professional trainers / tutors / coaches in various interest, cultural, recreational and sport activities
- (e) Expenses which are incidental to the programme activities or services provided such as entrance fees to exhibitions and teaching materials
- (f) Procurement of postage, stationery, stores and minor equipment
- (g) Procurement of capitalised equipment and furniture³
- (h) Hire of transport
- (i) Travelling expenses for volunteers using public transport

¹ Non-Governmental Organisations should comply with the stipulated requirements under the Minimum Wage Ordinance, Cap. 608, when employing staff for projects under this Programme.

² Where an auditor is engaged, the amount to be spent on audit fee should normally not exceed 2% of the approved funding. The amount of audit fee should be clearly stated in the proposed budget.

³ A capitalised item refers to any piece of equipment or furniture with a unit cost of over \$1,000 and an expected life-span of one year or more. Computer software and fixtures such as built-in cabinets are not classified as capitalized items. Procurement of capitalised items shall only be made if the item is considered absolutely essential for implementing the project and where it is more cost-effective to acquire the item by procurement than renting it. If the capitalised item is found to be not being used for the project or the project has come to an end, the Government reserves the right to take back the capitalised items. Non-Governmental Organisations should state clearly such capitalised items in its final evaluation report to HAD.

- (j) Hire and decoration of venue, hire of lighting and public address facilities
- (k) Hire of slides, videos, furniture and equipment
- (l) Payment of fees to performers (including master of ceremony) and artists
- (m) Purchase of beverages, light refreshments and light meals:

Item	Rate per head / per day of activity	Recipient
Beverages and light refreshments	\$71	Performers, volunteers, guests and participants involved in activities continuously for less than three hours
Or Light meals (including beverages)	\$97	Performers, volunteers, guests and participants involved in activities continuously for three hours or more and with a lunch or supper break

- (n) Purchase of souvenirs, prizes and gifts of a token nature, e.g. to be given during goodwill visits to hospitals, orphanages, and homes for the elderly, etc.:

Item	Limit of expenditure per item
Souvenir or gift of a token nature	Not exceeding \$440
Prizes	Not exceeding \$1,590

Cash or items that may be cashed (e.g. bank coupons) must not be given. Grantees are required to use environmentally-friendly materials for their souvenirs or gifts of a token nature. (Note: Grantees are suggested to make reference to the “Waste Reduction Guidebook for Large Scale Event Organisers” which assists event organisers and other relevant stakeholders in formulating waste management strategies to minimise waste generation and to save useful resources as much as possible for reuse, recycling or upcycling. The Guidebook is available at https://www.wastereduction.gov.hk/en/green_event_guide.htm.)

- (o) Expenses for the promotion of the Neighbourhood Mutual Help Programme
- (p) Premium and relevant levy for public liability insurance and accident insurance where necessary