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| **範本（附示例）**  **社區參與計劃撥款資助項目的分類帳** | | | | | | | | | | | | | | |
|  |  | | | |  | | |  | | | |  |  | |
| 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 | | |  | | |  |  | | | |
|  | | | | | | | | | | | | | | |
| **銀行帳戶** | | | | | | | | | | | | | | |
| 銀行名稱：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 銀行帳戶持有人名稱：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 銀行帳戶號碼：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
|  |  | | |  | | |  | | | |  | |  | |
| **日期** | **詳情** | | | **支票編號** | | | **存入（元）** | | | | **支出（元）** | | **結餘（元）** | |
| 2.4.2011 | 社區參與計劃撥款  （預支款項） | | | 245678 | | | 20,000.00 | | | |  | | 20,000.00 | |
| 3.4.2011 | 參加費用 | | | 234111 | | | 1,000.00 | | | |  | | 21,000.00 | |
| 7.4.2011 | 李文先生的贊助 | | | 411111 | | | 4,000.00 | | | |  | | 25,000.00 | |
| 8.4.2011 | 小額現款 | | | 123455 | | |  | | | | 1,000.00 | | 24,000.00 | |
| 8.4.2011 | ABC印務公司 | | | 123456 | | |  | | | | 2,000.00 | | 22,000.00 | |
| 13.4.2011 | 陳大文先生的逾時工作補薪 | | | 123457 | | |  | | | | 300.00 | | 21,700.00 | |
| 14.4.2011 | E.F.D.文具行 | | | 123458 | | |  | | | | 200.00 | | 21,500.00 | |
| 29.4.2011 | 社區參與計劃撥款  （部分獲發還款項） | | | 245690 | | | 2,500.00 | | | |  | | ***24,000.00*** | |
|  |  | | |  | | | 27,500.00 | | | | 3,500.00 | |  | |
| 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： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**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 | | | |  | | |  | | |  | | |
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| **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。 | | | | | | | | | | | | | | | | |
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| 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： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| **範本（附示例）**  **社區參與計劃撥款資助項目的銀行對帳表** | | | | | |
| **（截至二零一一年四月三十日）** | | | | | |
|  |  |  |  |  |  |
| 銀行名稱：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |
| 銀行帳戶持有人名稱：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |
| 銀行帳戶號碼：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |
|  |  |  |  |  |  |
|  |  |  | 元 | 元 |  |
| 銀行帳戶結餘 | |  |  | 24,000.00 |  |
| 加： | 尚未交兌的支票 |  |  |  |  |
|  | ABC印務公司 | 123456 | 2,000.00 |  |  |
|  | E.F.D.文具行 | 123458 | 200.00 | 2,200.00 |  |
|  |  |  |  | 26,200.00 |  |
|  |  |  |  |  |  |
| 加： | 利息收入 |  |  | 2.00 |  |
| 截至二零一一年四月三十日銀行結單上的結餘 | | |  | 26,202.00 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 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： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |  | |