



Walk-through of Financial Report Templates

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**For project with grants
less than or equal to \$100,000**

For projects with grants less than or equal to \$100,000



1

“Summary” tab

	A	B	C	D	E	F	G	H	I	J	K	
1	Quality Education Fund ("QEF") Project Financial Report											
2												
3	Please fill in highlighted fields only.											
4												
5	1.	Name of School / Organisation :										
6												
7	2.	Project No. :									(For example: 2023/0001, 22/17/01, 01/17)	
8												
9	3.	Project Title :										
10												
11												
12												
13	4.	Project Start Date:			Project End Date:							
14												
15	5.	According to the Schedule in the Proposal, do you need to submit the Interim Financial Report?									(Yes / No)	
16												
17	6.	Frequency of submitting financial reports									(6 months / 1 year)	
18												
19	7.	Approved Budget (Please fill in the latest / revised amount, if applicable.)										
20		Staff Cost										
21		General Expenses										
22		Equipment										
23		Services										
24		Works										
25		Others: Contingency (Please amend if not "Contingency")										
26												
27		Grant Released					-					
28												
29	8.	Please submit the following Interim Financial Reports and Certificate of Completion:										
30		(Please click the hyperlink below and fill in the highlighted fields.										
31		The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.										
32		In case of discrepancies, please amend the report period after clicking below hyperlink.)										
33		From	To	1st Interim Financial Report		Sec I i (1)	Sec I ii (1)	Sec II (1)				
34		Summary										

Fill in the fields highlighted in yellow in accordance with the project proposal



For projects with grants less than or equal to \$100,000



“Summary” tab

Quality Education Fund ("QEF") Project Financial Report

Please fill in highlighted fields only.

1. Name of School / Organisation : ABC Primary School
2. Project No. : 2021/9999 (For example: 2023/0001)
3. Project Title : STEAM Project
4. Project Start Date: 2022/9/1 Project End Date: 2024/8/31

SCHEDULE I

PROPOSAL

Summary of Proposal

Name of Project : STEAM Project

Reference Number : EDB/QEF 2021/9999

A: Objectives : Strengthen students' ability to integrate and apply knowledge and skills across different STEM disciplines, and to nurture their creativity, collaboration and problem solving skills, as well as to foster their innovation and entrepreneurial spirit

B. Action Plan
Implementation Date : 01 September 2022

Completion Date : 31 August 2024

For projects with grants less than or equal to \$100,000



1

“Summary” tab

5. According to the Schedule in the Proposal, do you need to submit the Interim Financial Report? Yes (Yes / No)
6. Frequency of submitting financial reports 1 year (6 months / 1 year)

Schedule I

Report submission schedule

Project Management		Financial Management	
(Should be submitted via the “Electronic Project Management System (EPMS))		(Hard copy together with supporting documents should be submitted to the QEF Secretariat by mail or in person)	
Type of report and reporting period	Report due on	Type of report and reporting period	Report due on
Progress Report	30/09/2023	Interim Financial Report	30/09/2023
01/09/2022 – 31/08/2023		01/09/2022 – 31/08/2023	
Final Report	30/11/2024	Final Financial Report	30/11/2024
01/09/2023 – 31/08/2024		01/09/2023 – 31/08/2024	

For projects with grants less than or equal to \$100,000



1

“Summary” tab

7. **Approved Budget (Please fill in the latest / revised amount, if applicable.)**

Staff Cost	-
General Expenses	3,000.00
Equipment	15,000.00
Services	60,000.00
Works	-
Others: Contingency (Please amend if not "Contingency")	-
Grant Released	<u>78,000.00</u>

SCHEDULE II

BUDGET

Name of Project : STEAM Project
 Reference Number : EDB/QEF/2021/9999
 Total Grant Approved : HK\$78,000

A. Items to be Financed

Item	Amount
Equipment	\$15,000
Service	\$60,000
General Expenses	\$3,000

Grant Released \$78,000

For projects with grants less than or equal to \$100,000



2

Interim Financial Report

8. Please submit the following Interim Financial Reports and Certificate of Completion:

(Please click the hyperlink below and fill in the highlighted fields.)

The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.

In case of discrepancies, please amend the report period after clicking below hyperlink.)

From	To	
2022/9/1	2023/8/31	1st Interim Financial Report
N/A	N/A	2nd Interim Financial Report
N/A	N/A	3rd Interim Financial Report
N/A	N/A	4th Interim Financial Report
N/A	N/A	5th Interim Financial Report
N/A	N/A	6th Interim Financial Report
N/A	N/A	7th Interim Financial Report
N/A	N/A	8th Interim Financial Report

[Sec I i \(1\)](#)

[Sec I ii \(1\)](#)

[Sec II \(1\)](#)

**Select “Sec II(1)” of the
1st Interim Financial Report**

For projects with grants less than or equal to \$100,000



2

Interim Financial Report

Please click the hyperlink below and fill in the highlighted fields.

1.	Income			
2.	Staff Cost			
3.	General Expenses			
4.	Equipment			
5.	Services			
6.	Works			
7.	Others			

Navigate to different sections using the hyperlinks at the top

Income Item				
<i>Particulars / Description</i>	Actual Income ¹	Date	Receipt / Voucher Reference Number ²	Deposit Reference Number ²
	\$			
QEF Grant :				
1st instalment	19,500.00	16/01/2023		
2nd instalment	19,500.00	14/04/2023		
	0.00			
	0.00			
	0.00			
	0.00			
Total ²	39,000.00			
Interest Earned :				
QEF bank account	100.00	31/5/2023		
	0.00			
	0.00			
	0.00			
	0.00			
Total ²	100.00			
Other Income :				
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
Total ²	0.00			

Fill in the income items with details (i.e. description, amount, date, receipt / voucher / reference number etc.)

For projects with grants less than or equal to \$100,000



2

Interim Financial Report

Section II					
Quality Education Fund Project					
1st Interim Financial Report					
Project No. :	2021/9999				
Project Title :	STEAM Project				
For the period from	01/09/2022	to	31/08/2023		
Expenditure item ¹ :	<u>Equipment</u>				
Description of sub-item in Approved Budget	Particulars / Description of Actual Item Procured	Amount	Date	Invoice / Receipt / Voucher Reference Number ²	Cheque Number ²
		\$			
Camera	Camera	6,000.00	31/05/2023	INV0001	00001
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			

Fill in expenditure items under each category with details (i.e. descriptions, date of purchase, invoice number, cheque number etc.)

Submit the certified true copies of all supporting documents (e.g. invoices and bank statements covering the report period, etc.)

Items purchased should be in accordance with the approved budget

For projects with grants less than or equal to \$100,000



2

Interim Financial Report

Quality Education Fund Project 1st Interim Financial Report		Section I		
Project No. :	2021/9999			
Project Title :	STEAM Project			
For the period from	01/09/2022	to	31/08/2023	
Income and Expenditure	Approved Budget ¹	Actual		
		Opening balance ²	Amount for the period	Closing balance
		i	ii	iii = i + ii
	\$	\$	\$	\$
Income				
- QEF Grant	78,000.00	0.00	39,000.00	39,000.00
- Interest Earned	0.00	0.00	100.00	100.00
- Other Income	0.00	0.00	0.00	0.00
Total Income :	78,000.00	0.00	39,100.00	39,100.00
Less : Expenditure³				
- Staff Cost	0.00	0.00	0.00	0.00
- General Expenses	3,000.00	0.00	1,000.00	1,000.00
- Equipment	15,000.00	0.00	6,000.00	6,000.00
- Services	60,000.00	0.00	20,000.00	20,000.00
- Works	0.00	0.00	0.00	0.00
- Others (Please specify) :	0.00	0.00	0.00	0.00
Total Expenditure :	78,000.00	0.00	27,000.00	27,000.00
Fund balance as at period end		(Surplus ⁴ / (Deficit))		12,100.00

Section I ii (1) will be automatically filled in based on the inputs in Section II (1)

Please sign Section I i (1) and print all pages in Section I & II for submission

Quality Education Fund ("QEF") Project 1st Interim Financial Report		Section I	
Project No. :	2021/9999		
Project Title :	STEAM Project		
For the period from#	01/09/2022 <i>(dd/mm/yyyy)</i>	to	31/08/2023 <i>(dd/mm/yyyy)</i>
Declaration			
I declare that -			
(a)	all the income and expenditure information and supporting documents (if any) provided in this Report are true and correct,		
(b)	all the expenditure of the project was spent in accordance with the approved budget, the terms and conditions of the Grant Agreement and the directives or instructions issued by the QEF Secretariat,		
(c)	all incomes relating to the projects were reported in this Report,		
(d)	the Grantee understands that this Report will be subject to examination by the QEF and undertakes to make appropriate adjustment in the report based on the result of such examination, and		
(e)	the Grantee understands and undertakes that, if there is unused fund upon the project end, a cheque / bank draft payable to "Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)" for refunding the unused grant shall be attached to the submitted Final Financial Report (Summary) and Certificate of Completion of Project / Declaration.		
Signature of Authorised Person [®]		Name of Authorised Person [®]	
*(head of the school / head of department or centre / head of organisation)			
Date:			
<i>(dd/mm/yyyy)</i>			
* Delete where appropriate.			

For projects with grants less than or equal to \$100,000



3

Final Financial Report

8. Please submit the following Interim Financial Reports and Certificate of Completion:

(Please click the hyperlink below and fill in the highlighted fields.)

The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.

In case of discrepancies, please amend the report period after clicking below hyperlink.)

	From	To				
	2022/9/1	2023/8/31	1st Interim Financial Report	Sec I i (1)	Sec I ii (1)	Sec II (1)
	N/A	N/A	2nd Interim Financial Report			
	N/A	N/A	3rd Interim Financial Report			
	N/A	N/A	4th Interim Financial Report			
	N/A	N/A	5th Interim Financial Report			
	N/A	N/A	6th Interim Financial Report			
	N/A	N/A	7th Interim Financial Report			
	N/A	N/A	8th Interim Financial Report			
9.	2023/9/1	2024/8/31	Final Financial Report	Sec I i (F)	Sec I ii (F)	Sec II (F)

Select "Sec II (F)" on the "Summary" tab

For projects with grants less than or equal to \$100,000



3

Final Financial Report

Quality Education Fund Project Final Financial Report				
Project No. :	2021/9999			
Project Title :	STEAM Project			
For the period from	01/09/2023	to	31/08/2024	
Income and Expenditure	Approved Budget ¹	Actual		
		Opening balance ²	Amount for the period	Closing balance
		i	ii	iii = i + ii
	\$	\$	\$	\$
Income				
- QEF Grant	78,000.00	39,000.00	39,000.00	78,000.00
- Interest Earned	0.00	100.00	300.00	400.00
- Other Income	0.00	0.00	0.00	0.00
Total Income :	78,000.00	39,100.00	39,300.00	78,400.00
Less : Expenditure³				
- Staff Cost	0.00	0.00	0.00	0.00
- General Expenses	3,000.00	1,000.00	1,000.00	2,000.00
- Equipment	15,000.00	6,000.00	3,000.00	9,000.00
- Services	60,000.00	20,000.00	25,000.00	45,000.00
- Works	0.00	0.00	0.00	0.00
- Others (Please specify) :	0.00	0.00	0.00	0.00
Total Expenditure :	78,000.00	27,000.00	29,000.00	56,000.00
Fund balance as at period end		(Surplus ⁴ / (Deficit))	22,400.00	

- Total approved budget of the project.
- There is no opening balance in the first Financial Report. For subsequent Financial Report(s), the last financial report's closing balance has to be brought forward correctly in this column.
- List out expenditure items in accordance with the approved budget.
- Return any surplus at the end of the project (i.e. unused fund) to the QEF.

Section I ii (F) will be automatically filled in based on the inputs in Section II (F)

Please sign Section I i (F) and print all pages in Section I & II for submission

Quality Education Fund ("QEF") Project Final Financial Report				
Project No. :	2021/9999			
Project Title :	STEAM Project			
For the period from#	01/09/2023 <i>(dd/mm/yyyy)</i>	to	31/08/2024 <i>(dd/mm/yyyy)</i>	
Declaration				
I declare that –				
(a)	all the income and expenditure information and supporting documents (if any) provided in this Report are true and correct,			
(b)	all the expenditure of the project was spent in accordance with the approved budget, the terms and conditions of the Grant Agreement and the directives or instructions issued by the QEF Secretariat;			
(c)	all incomes relating to the projects were reported in this Report,			
(d)	the Grantee understands that this Report will be subject to examination by the QEF and undertakes to make appropriate adjustment in the report based on the result of such examination; and			
(e)	the Grantee understands and undertakes that, if there is unused fund upon the project end, a cheque / bank draft payable to "Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)" for refunding the unused grant shall be attached to the submitted Final Financial Report (Summary) and Certificate of Completion of Project / Declaration.			
	Signature of Authorised Person [®]		Name of Authorised Person [®]	
	*(head of the school / head of department or centre / head of organisation)			
	Date:			
			<i>(dd/mm/yyyy)</i>	



For projects with grants less than or equal to \$100,000



4

Final Financial Report (Summary) and Certificate of Completion of Project / Declaration

8. Please submit the following Interim Financial Reports and Certificate of Completion:

(Please click the hyperlink below and fill in the highlighted fields.)

The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.

In case of discrepancies, please amend the report period after clicking below hyperlink.)

	From	To				
	2022/9/1	2023/8/31	1st Interim Financial Report	Sec I i (1)	Sec I ii (1)	Sec II (1)
	N/A	N/A	2nd Interim Financial Report			
	N/A	N/A	3rd Interim Financial Report			
	N/A	N/A	4th Interim Financial Report			
	N/A	N/A	5th Interim Financial Report			
	N/A	N/A	6th Interim Financial Report			
	N/A	N/A	7th Interim Financial Report			
	N/A	N/A	8th Interim Financial Report			
9.	2023/9/1	2024/8/31	Final Financial Report	Sec I i (F)	Sec I ii (F)	Sec II (F)
10.	2022/9/1	2024/8/31	Certificate of Completion of Project	Cert of Completion		

Select “Cert of Completion”
on the “Summary” tab

For projects with grants less than or equal to \$100,000



4

Final Financial Report (Summary) and Certificate of Completion of Project / Declaration

優質教育基金計劃 財政總結和計劃完成證明書 / 聲明 Quality Education Fund Project Final Financial Report (Summary) and Certificate of Completion of Project / Declaration			
計劃編號 Project No. :	2021/9999		
計劃名稱 Project Title :	STEAM Project		
計劃進行時間 Project Period :	01/09/2022	至 To	31/08/2024
甲. 收入			
A. Income			
收入項目 Income Item(s)			金額 Amount (港幣 HK\$)
撥款總額 Approved Grant			78,000.00
利息收入 Interest Earned			400.00
其他收入 Other Income			0.00
總收入 Total Income:			78,400.00
乙. 開支			
B. Expenditure			
按協議書附表二所列的開支項目 Expenditure Item(s) as per Schedule II of Agreement			金額 Amount (港幣 HK\$)
- 薪金 Staff cost			0.00
- 一般開支 General Expenses			2,000.00
- 設備 Equipment			9,000.00
- 服務 Services			45,000.00
- 工程 Works			0.00
- 其他(請列明) Others (Please specify) :			0.00
總開支 Total Expenditure:			56,000.00

All figures will be automatically filled based on previous inputs in the interim and final financial reports

For projects with grants less than or equal to \$100,000



4

Final Financial Report (Summary) and Certificate of Completion of Project / Declaration

總開支 Total Expenditure:	56,000.00
餘款 (總收入 - 總開支) Unused Funds (Total Income - Total Expenditure) :	22,400.00
隨表附上 _____ (銀行名稱) 銀行支票一張，編號 _____，拾頭人為「Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)」，以退回餘款港幣 _____ 元 _____ 角 _____ 仙正。 A cheque payable to "Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)" in the amount of HK\$ _____ Cheque No. _____ drawn on _____ (Name of Bank) for the return of unused funds is enclosed.	
丙. * 計劃完成證明書 / # 聲明 C. * Certificate of Completion of Project / # Declaration (請刪去不適用者 Please delete as appropriate)	
本人謹此聲明，計劃的所有開支是依據已審核之預算(包括購買固定資產)、撥款的條款和條件以及優質教育基金秘書處的許可而支付，而所有未用撥款或剩餘款項已退還優質教育基金。 I declare that all the expenditure of the project was spent in accordance with the approved budget, including the purchase of fixed assets, the terms and conditions of the grant and the approval from the Quality Education Fund (QEF) Secretariat and that all unused fund was returned to QEF.	
獲授權人 [®] 簽署 Signature of Person [®] :	獲授權人 [®] 姓名 Name of Authorised Person [®] 日期 Date : (校長、學系 / 中心主管、機構主管)
* 適用於完成計劃 Applicable to Completion of Project # 適用於提早終止計劃 Applicable to Early Termination of Project @ 如受款人為幼稚園、小學、中學或特殊學校，須由校長簽署 If the Grantee is a kindergarten, primary school, secondary school or special school, signature of the head of the school is required 如受款人為大專院校，須由學系 / 中心主管簽署 If the Grantee is a tertiary institution, signature of the head of the department / 如受款人為機構，須由機構主管簽署 If the Grantee is an organisation, signature of the head of the organisation is required	

Prepare a cheque for the return of unused fund to the QEF Secretariat

Print and sign this form and submit to the QEF Secretariat together with the refund cheque

For projects with grants less than or equal to \$100,000



5

Certified true copies of supporting documents

INVOICE

Invoice #: 00001
Invoice Date: 01/01/2018
Due Date: 01/08/2018

FROM	Name	TO	Name
	Company Name		Company Name
	Street Address		Street Address
	City, State ZIP		City, State ZIP
	Phone Number		Phone Number
	Email Address		Email Address

Item	Unit Price	Quantity	Price

Please provide us with the certified true copies of all supporting documents (e.g. invoices and bank statements covering the report period, etc.), which should be submitted together with the interim / final financial reports.

The format of certified true copy is as follows:

Certified True Copy by

_____ (Signature of Principal)

Name: _____ (Name of Principal)

Post Title: Principal

Date: _____ (Date of Signature)



**For project with grants
over \$100,000**

For projects with grants over \$100,000



“Summary” tab

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Quality Education Fund ("QEF") Project Financial Report												
2													
3	Please fill in highlighted fields only.												
4													
5	1. Name of School / Organisation :												
6													
7	2. Project No. :											(For example: 2023/0001, 22/17/01, 01/17)	
8													
9	3. Project Title :												
10													
11													
12													
13	4. Project Start Date:				Project End Date:								
14													
15	5. According to the Schedule in the Proposal, do you need to submit the Interim Financial Report?							(Yes / No)					
16													
17	6. Frequency of submitting financial reports							(6 months / 1 year)					
18													
19													
20	7. Approved Budget (Please fill in the latest / revised amount, if applicable.)												
21	Staff Cost												
22	General Expenses												
23	Equipment												
24	Services												
25	Works												
26	Others: Contingency (Please amend if not "Contingency")												
27													
28	Grant Released												
29													
30	8. Please submit the following Interim Financial Reports and Certificate of Completion:												
31	(Please click the hyperlink below and fill in the highlighted fields.												
32	The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.												
33	In case of discrepancies, please amend the report period after clicking below hyperlink.)												
34	From	To											
	Summary	Sec I i (1)	Sec I ii (1)	Sec I i (2)	Sec I ii (2)	Sec I i (3)	Sec I ii (3)	Sec I i (4)	Sec I ii (4)	Sec I i (5)	Sec I ii (5)		

Fill in the fields highlighted in yellow in accordance with the project proposal

For projects with grants over \$100,000



“Summary” tab

Quality Education Fund ("QEF") Project Financial Report

Please fill in highlighted fields only.

1. Name of School / Organisation : ABC Primary School
2. Project No. : 2021/9999 (For example: 2023/0001,
3. Project Title : STEAM Project
4. Project Start Date: 2022/9/1 Project End Date: 2024/8/31

SCHEDULE I

PROPOSAL

Summary of Proposal

Name of Project : STEAM Project

Reference Number : EDB/QEF 2021/9999

A: Objectives : Strengthen students' ability to integrate and apply knowledge and skills across different STEM disciplines, and to nurture their creativity, collaboration and problem solving skills, as well as to foster their innovation and entrepreneurial spirit

B. Action Plan
Implementation Date : 01 September 2022

Completion Date : 31 August 2024

For projects with grants over \$100,000



1

“Summary” tab

5. According to the Schedule in the Proposal, do you need to submit the Interim Financial Report? Yes (Yes / No)
6. Frequency of submitting financial reports 1 year (6 months / 1 year)

Schedule I

Report submission schedule

Project Management		Financial Management	
(Should be submitted via the “Electronic Project Management System (EPMS))		(Hard copy together with supporting documents should be submitted to the QEF Secretariat by mail or in person)	
Type of report and reporting period	Report due on	Type of report and reporting period	Report due on
Progress Report	30/09/2023	Interim Financial Report	30/09/2023
01/09/2022 – 31/08/2023		01/09/2022 – 31/08/2023	
Final Report	30/11/2024	Final Financial Report	30/11/2024
01/09/2023 – 31/08/2024		01/09/2023 – 31/08/2024	

For projects with grants over \$100,000



“Summary” tab

7. Approved Budget (Please fill in the latest / revised amount, if applicable.)

Staff Cost	378,000.00
General Expenses	8,000.00
Equipment	15,000.00
Services	60,000.00
Works	450,000.00
Others: Contingency (Please amend if not "Contingency")	45,000.00
Grant Released	<u>956,000.00</u>

SCHEDULE II

BUDGET

Name of Project : STEAM Project
 Reference Number : EDB/QEF/2021/9999
 Total Grant Approved : HK\$956,000

A. Items to be Financed

Item	Amount
Staff Cost	\$378,000
Equipment	\$15,000
Service	\$60,000
General Expenses	\$8,000
Works	\$450,000
Contingency	\$45,000

Grant Released : \$956,000

For projects with grants over \$100,000



2

Interim Financial Report

8. Please submit the following Interim Financial Reports and Certificate of Completion:

(Please click the hyperlink below and fill in the highlighted fields.

The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.

In case of discrepancies, please amend the report period after clicking below hyperlink.)

From	To	
2022/9/1	2023/8/31	1st Interim Financial Report
N/A	N/A	2nd Interim Financial Report
N/A	N/A	3rd Interim Financial Report
N/A	N/A	4th Interim Financial Report
N/A	N/A	5th Interim Financial Report
N/A	N/A	6th Interim Financial Report
N/A	N/A	7th Interim Financial Report
N/A	N/A	8th Interim Financial Report

[Sec I i \(1\)](#)

[Sec I ii \(1\)](#)

**Select “Sec I ii (1)” of the
1st Interim Financial Report**

For projects with grants over \$100,000



2

Interim Financial Report

Quality Education Fund Project 1st Interim Financial Report		Section I		
Project No. :	2021/9999			
Project Title :	STEAM Project			
For the period from	01/09/2022	to	31/08/2023	
Income and Expenditure Items	Approved Budget ¹	Actual		
		Opening balance ²	Amount for the period	Closing balance
	\$	i	ii	iii = i + ii
		\$	\$	\$
Income				
- QEF Grant	956,000.00	0.00	478,000.00	478,000.00
- Interest Earned	0.00	0.00	100.00	100.00
- Other Income	0.00	0.00	0.00	0.00
Total Income :	956,000.00	0.00	478,100.00	478,100.00
Less : Expenditure³				
- Staff Cost	378,000.00	0.00	378,000.00	378,000.00
- General Expenses	8,000.00	0.00	3,000.00	3,000.00
- Equipment	15,000.00	0.00	6,000.00	6,000.00
- Services	60,000.00	0.00	20,000.00	20,000.00
- Works	450,000.00	0.00	50,000.00	50,000.00
- Others (Please specify) :	45,000.00	0.00	0.00	0.00
Total Expenditure :	956,000.00	0.00	457,000.00	457,000.00
Fund balance as at period end		(Surplus ⁴ / (Deficit))		21,100.00

Fill in the income and expenditure items under each category during the report period only (i.e. from 1/9/2022 to 31/8/2023 in the example)

Items purchased should be in accordance with the approved budget

Please sign Section I i (1) and print both pages for submission

Quality Education Fund ("QEF") Project 1st Interim Financial Report			
Project No. :	2021/9999		
Project Title :	STEAM Project		
For the period from#	01/09/2022 (dd/mm/yyyy)	to	31/08/2023 (dd/mm/yyyy)
Declaration			
I declare that –			
(a)	all the income and expenditure information and supporting documents (if any) provided in this Report are true and correct;		
(b)	all the expenditure of the project was spent in accordance with the approved budget, the terms and conditions of the Grant Agreement and the directives or instructions issued by the QEF Secretariat;		
(c)	all incomes relating to the projects were reported in this Report;		
(d)	the Grantee understands that this Report will be subject to examination by the QEF and undertakes to make appropriate adjustment in the report based on the result of such examination; and		
(e)	the Grantee understands and undertakes that, if there is unused fund upon the project end, a cheque / bank draft payable to "Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)" for refunding the unused grant shall be attached to the submitted Final Financial Report (Summary) and Certificate of Completion of Project / Declaration.		
Signature of Authorised Person [@]		Name of Authorised Person [@]	
*(head of the school / head of department or centre / head of organisation)			
		Date:	
		(dd/mm/yyyy)	
Summary		Sec I i (1)	Sec I ii (1)
		Sec I i (2)	Sec I ii (2)
		Sec I i (3)	

For projects with grants over \$100,000



3

Final Financial Report (Summary) and Certificate of Completion of Project / Declaration

8. Please submit the following Interim Financial Reports and Certificate of Completion:

(Please click the hyperlink below and fill in the highlighted fields.

The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.

In case of discrepancies, please amend the report period after clicking below hyperlink.)

From	To		
2022/9/1	2023/8/31	1st Interim Financial Report	Sec I i (1)
N/A	N/A	2nd Interim Financial Report	Sec I ii (1)
N/A	N/A	3rd Interim Financial Report	
N/A	N/A	4th Interim Financial Report	
N/A	N/A	5th Interim Financial Report	
N/A	N/A	6th Interim Financial Report	
N/A	N/A	7th Interim Financial Report	
N/A	N/A	8th Interim Financial Report	
9. 2022/9/1	2024/8/31	Certificate of Completion of Project	Cert of Completion

Select “Cert of Completion”
on the “Summary” tab

For projects with grants over \$100,000



3

Final Financial Report (Summary) and Certificate of Completion of Project / Declaration

優質教育基金計劃 財政總結和計劃完成證明書 / 聲明 Quality Education Fund Project Final Financial Report (Summary) and Certificate of Completion of Project / Declaration			
計劃編號 Project No. :	2021/9999		
計劃名稱 Project Title :	STEAM Project		
計劃進行時間 Project Period :	01/09/2022	至 To	31/08/2024
甲. 收入			
A. Income			
收入項目 Income Item(s)		金額 Amount (港幣 HK\$)	
撥款總額 Approved Grant		956,000.00	
利息收入 Interest Earned		400.00	
其他收入 Other Income		0.00	
	總收入 Total Income:	956,400.00	
乙. 開支			
B. Expenditure			
按協議書附表二所列的開支項目 Expenditure Item(s) as per Schedule II of Agreement		金額 Amount (港幣 HK\$)	
- 薪金 Staff cost		378,000.00	
- 一般開支 General Expenses		7,000.00	
- 設備 Equipment		9,000.00	
- 服務 Services		45,000.00	
- 工程 Works		400,000.00	
- 其他(請列明) Others (Please specify) :		40,000.00	
	總開支 Total Expenditure:	879,000.00	
餘款 (總收入 - 總開支) Unused Funds (Total Income - Total Expenditure) :		77,400.00	

Fill in the amounts of income and expenditure under each category for the entire project period

For projects with grants over \$100,000



3

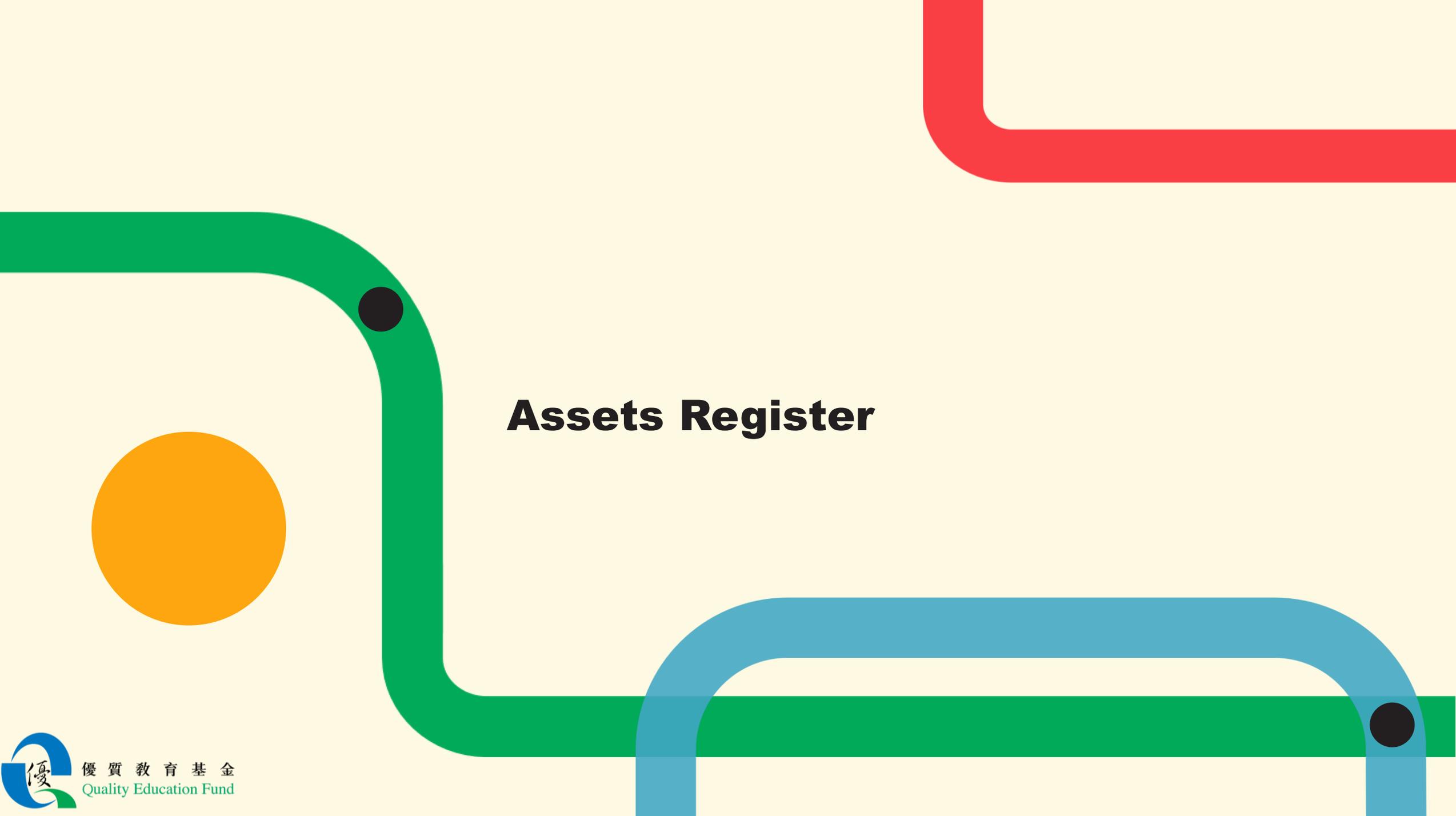
Final Financial Report (Summary) and Certificate of Completion of Project / Declaration

餘款 (總收入 – 總開支) Unused Funds (Total Income – Total Expenditure) :	77,400.00
隨表附上 _____ (銀行名稱) 銀行支票一張，編號 _____，拾頭人為「Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)」，以退回餘款港幣 _____ 元 _____ 角 _____ 仙正。	
A cheque payable to “Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)” in the amount of HK\$ _____ Cheque No. _____ drawn on _____ (Name of Bank) for the return of unused funds is enclosed.	
丙. * 計劃完成證明書 / # 聲明	
C. * Certificate of Completion of Project / # Declaration	
(請刪去不適用者 Please delete as appropriate)	
本人謹此聲明，計劃的所有開支是依據已審核之預算(包括購買固定資產)、撥款的條款和條件以及優質教育基金秘書處的許可而支付，而所有未用撥款或剩餘款項已退還優質教育基金。	
I declare that all the expenditure of the project was spent in accordance with the approved budget, including the purchase of fixed assets, the terms and conditions of the grant and the approval from the Quality Education Fund (QEF) Secretariat and that all unused fund was returned to QEF.	
獲授權人 [@] 簽署 Signature of Person [@] :	獲授權人 [@] 姓名 Name of Authorised Person [@] <small>(校長、學系 / 中心主管、機構主管)</small>
	日期 Date :
* 適用於完成計劃 Applicable to Completion of Project	
# 適用於提早終止計劃 Applicable to Early Termination of Project	
@ 如收款人為幼稚園、小學、中學或特殊學校，須由校長簽署 If the Grantee is a kindergarten, primary school, secondary school or special school, signature of the head of the school is required	
如收款人為大專院校，須由學系 / 中心主管簽署 If the Grantee is a tertiary institution, signature of the head of the department /	
如收款人為機構，須由機構主管簽署 If the Grantee is an organisation, signature of the head of the organisation is required	

Prepare a cheque for the return of unused fund to the QEF Secretariat

Print and sign this form and submit to the QEF Secretariat together with the refund cheque

In addition, submit to the QEF Secretariat an audited project accounts and an agreed-upon procedures report



Assets Register



“Summary” tab

8. Please submit the following Interim Financial Reports and Certificate of Completion:

(Please click the hyperlink below and fill in the highlighted fields.

The report cover period stated in the Proposal / the terms and conditions set out in the Agreement shall prevail.

In case of discrepancies, please amend the report period after clicking below hyperlink.)

	From	To				
	2022/9/1	2023/8/31	1st Interim Financial Report	Sec I i (1)	Sec I ii (1)	Sec II (1)
	N/A	N/A	2nd Interim Financial Report			
	N/A	N/A	3rd Interim Financial Report			
	N/A	N/A	4th Interim Financial Report			
	N/A	N/A	5th Interim Financial Report			
	N/A	N/A	6th Interim Financial Report			
	N/A	N/A	7th Interim Financial Report			
	N/A	N/A	8th Interim Financial Report			
9.	2023/9/1	2024/8/31	Final Financial Report	Sec I i (F)	Sec I ii (F)	Sec II (F)
10.	2022/9/1	2024/8/31	Certificate of Completion of Project	Cert of Completion		
11.	2022/9/1	2024/8/31	Assets Register (if applicable)	Assets Register		

For projects with grants less than or equal to \$100,000:
An Asset Register should be submitted to the QEF Secretariat upon project completion if equipment has been purchased for the project

For projects with grants over \$100,000:
An Asset Register should be examined by auditors if equipment has been purchased for the project

Select “Assets Register” on the “Summary” tab



2

Assets Register

Fill in the assets with details (i.e. descriptions, date of purchase, costs, invoice number etc.)

Assets purchased should be in accordance with the approved budget and purchased within the project period

For projects with grants less than or equal to \$100,000:

- The “total for the asset class” should be consistent with the total expenditure in the “Equipment” category
- Print and sign the Assets Register and submit to the QEF Secretariat upon project completion

For projects with grants over \$100,000:

- The “total for the asset class” should be consistent with the total expenditure of “Equipment” in the Income and Expenditure Statement of the Audited Project Accounts
- Pass to auditor for examination

優質教育基金計劃 資產記錄表 Quality Education Fund Project Assets Register											
計劃編號 Project No. : 2021/9999		計劃名稱 Project Title : STEAM Project									
學校 / 機構名稱 Name of School / Organisation : ABC Primary School						資產類別 Class of Asset : Assets with re-allocation potential					
編號 Item No.	項目說明* Item / Description*	單價	數量	總值	購買日期^	供應商發票 編號	項目存放 地點	擁有權歸予受 款人日期	根據資產運用計劃作出調配 Deployed in accordance with the Asset Usage Plan		負責人姓名 (請註明及權銜) Person in Charge (Please state Name and Post)
		(港幣 HK\$)	No. of Units	(港幣 HK\$)	Date of Purchase^	Supplier's Invoice No.	Location of Item	Date of Ownership Vested to Grantee	是 Yes	否 No (請錄 Justification)	
1.	Camera	6,000.00	1	6,000.00	31/05/2023	INV0001	Room 101	31/05/2023	Yes		Mr Chan, Principal
2.	Computer	3,000.00	1	3,000.00	05/10/2023	INV0002	Room 101	05/10/2023	Yes		
3.		0.00	0	0.00							
4.		0.00	0	0.00							
5.		0.00	0	0.00							
6.		0.00	0	0.00							
7.		0.00	0	0.00							
8.		0.00	0	0.00							
類別總計 Total for the Asset Class : (港幣 HK\$)		9,000.00 元									
* 該項目如有牌子、型號及編號，請詳列。 Please detail out the brand, model and serial number, if any.											
^ 資產必須於計劃期間購買。 The purchase of assets should be between the project period.											
This is to certify that –											
Item No.	Disposed on	Signature of Person in charge		獲授權人簽署 Signature of Authorised Person : 獲授權人姓名 Name of Authorised Person : 獲授權人職銜 Title of Authorised Person : 日期 Date :							