Walk-through of Financial Report Templates



Table of Contents











"Summary" tab

_												
	Α	В	С	D	E	F	G	H		I	J	K
1		Ouality Ed	lucatio	n Fund (("OEF") I	Project F	Tinancial H	Renort				
$\frac{1}{2}$	-	Quanty Et				i ojece i		upon				
2		Plaasa fill in l	viabliabt	tod fields or	alv							
3	-	1 lease ini in i	ngungu	ieu neius oi	пу.							
4	-	Mana a Cala a I	,									
5	1.	Name of School	/									
2	-	Organisation :										
6									_			
$\frac{7}{7}$	2.	Project No. :							(For e	xample: 2023	0001, 22/17	/01, 01/17)
8	-											
9	3.	Project Title :										
10												
11												
12												
13	4.	Project Start Da	ite:			Pr	oject End Date:					
14												
	s	According to the	e Schedule	in the Propos	sal, do you need	to submit th	ıe Interim		(Nos /	No)		
15	5.	Financial Repor	t?						(1657	NO)		
16												
17	6.	Frequency of su	bmitting fi	inancial repor	ts				(6 moi	nths / 1 year)		
18												
19	7.	Approved Budge	et (Please	fill in the lates	st / revised amo	unt, if applic	able.)					
20		Staff Cost										
21		General Expenses	5									
22		Equipment										
23		Services										
24		Works										
25		Others: Continger	ncy (Please	e amend if not	"Contingency")							
26						_		_				
27		Grant Released				_	-	_				
28												
29	8.	Please submit th	e followin	g Interim Fina	ancial Reports a	nd Certifica	te of Completio	n:				
30		(Please click the l	nyperlink b	elow and fill i	n the highlighted	fields.						
31		The report cover p	period stat	ed in the Propo	osal / the terms a	nd conditions	s set out in the Ag	greement sha	all prevail.			
32		In case of discrep	ancies, ple	ase amend the	report period aft	er clicking be	low hyperlink.)					
33		From	То									
34				1 st Interim F	inancial Report	5	Sec I i (1)	Sec I ii (1)	Sec II	(1)	1	1
	•	Summary	Secli	(1) Sec Lii	(1) Sec II (1)	Sec Li (2)	Sec Lii (2)	Sec II (2)	Sec Li (3)	Sec Lii (3)	Sec II (3)	Secli(4
Ē	質	教育基	金									
Dua	lity	Education F	Fund									

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

1

"Summary" tab

Γ	Quality Education	Fund ("QEF") Project Fina	ancial Report			
	Please fill in highlighted	l fields only.				
1.	Name of School / Organisation :	ABC Primary School				
2.	Project No. :	2021/9999			(For example: 2023/0001	
3.	Project Title :	STEAM Project		Г		
						<u>SCHEDULE I</u> PROPOSAL
4.	Project Start Date:	2022/9/1	Project End Date:	2024/8/31	<u>Summary of Propos</u>	<u></u>
					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
優 Qu	質 教 育 基 金 ality Education Fund				B. Action Plan Implementation Date Completion Date	e : 01 September 2022 : 31 August 2024



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)

aport submission schedulo			Schedule				
Project Manage	ement	Financial Management					
(Should be submitted via the Management System	'Electronic Project (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					



1



Amount

\$15,000

\$60,000

\$3,000

\$78,000

Interim Financial Report

8	Please submit	t the followin	g Interim Financial Reports and	Certificate of Compl	etion:		
	(Please click th	ne hyperlink b					
	The report cov	er period stat	orevail.				
	In case of disc	repancies, ple					
	From	То					
	2022/9/1	2023/8/31	1st Interim Financial Report	Sec I i (1)	<u>Sec I ii (1)</u>	<u>Sec II (1)</u>	
	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			Select "S	Sec II(1)" of the
	N/A	N/A	8th Interim Financial Report			1 st Interi	m Financial Report



2

Interim Financial Report

	Please click the hyperlink below and fill in the highlighted fields. Income Staff Cost General Expenses										
1.	Income										
2.	<u>Staff Cost</u>										
3.	General Expenses										
4.	Equipment										
5.	Services										
б.	Works										
7.	Others										

Navigate to different sections using the hyperlinks at the top

Intel	Particulars / Description	Actual Income ¹	Date	Receipt / Voucher Reference	Deposit Reference Number ²
		\$		Number	
QEF	Grant :				
	1 st instalment	19,500.00	16/01/2023		
	2nd instalment	19,500.00	14/04/2023		
		0.00			
		0.00			
		0.00			
		0.00			
	Total ³	39,000.00			
Inter	est Earned :				
	QEF bank account	100.00	31/5/2023		
		0.00			
		0.00			
		0.00			
		0.00			
	Total ³	100.00			
Othe	er Income :				
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
	Total ³	0.00			

Duality Education Fu

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

Interim Financial Report

						Section II
	Quality Edu	catio	on Fund Proje	ect		
	1st Interin	ı Fin	ancial Repor	t		
Project No. :	2021/9999					
Project Title :	STEAM Pro	ject				
For the period from	01/09/2022	to	31/08/2023			
Expenditure item ¹ :	Equipment					
Description of sub-item in	Particulars /		Amount	Date	Invoice/	Cheque
Approved Budget	Description				Receipt /	Number ²
	of Actual				Voucher	
	Item				Reference	
	Procured				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



Quality Education Fund

Interim Financial Report

Quality Educatio 1st Interim Fin	on Fund Project ancial Report		
1st Interim Fin	ancial Report		
2021/9999			
STEAM Project			-
01/09/2022 ti	0 31/08/2023		
Approved Budget ¹	•	Actual —	
	Opening balance ²	Amount for the period	Closing balance
	i	ü	iii = i + ii
\$	\$	\$	\$
78 000 00	0.00	39.000.00	39.000.00
0.00	0.00	100.00	100.00
0.00	0.00	0.00	0.00
78,000.00	0.00	39,100.00	39,100.00
0.00	0.00	0.00	0.00
3,000.00	0.00	1,000.00	1,000.00
15,000.00	0.00	6,000.00	6,000.00
60,000.00	0.00	20,000.00	20,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
78,000.00	0.00	27,000.00	27,000.00
end	(Surplus ⁴ /(Defi	cit))	12,100.00
	2021/9999 I STEAM Project I 01/09/2022 I Approved Budget ¹ I Approved Budget ¹ I Approved Budget ¹ I S I 78,000.00 I 0.00 0.00 78,000.00 I 0.00 0.00 3,000.00 I 60,000.00 I 0.00 0.00 78,000.00 I 78,000.00 I 78,000.00 I 78,000.00 I 90,000 I	2021/9999 I STEAM Project 01/09/2022 to 31/08/2023 Approved Budget ¹ I ← Opening balance ² S I Opening balance ² I Opening balance ² I I Op	2021/9999 I I I STEAM Project to 31/08/2023 I Approved Budget ¹ I I Actual Approved Budget ¹ I I Iii \$ I Iii Iii \$ I Iiii Iiiiii \$ Iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii

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

Please sign Section I

and print all pages in

Section I & II for

submission

					Section							
	Quality Education Fund ("QEF") Project											
			1st Interim	Financial Rep	oort							
	Proje	ct No. :	2021/9999									
	Proje	ct Title :	STEAM Project									
	For th	ne period from#	01/09/2022	to	31/08/2023							
			(dd/mm/yyyy)		(dd/mm/yyyy)							
	Deck	aration										
	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 expenditu conditions of the	are of the project was spent Grant Agreement and the dire	in accordance ectives or instruc	e with the approved budget, the terms a ctions issued by the QEF Secretariat,							
	(c)	all incomes relati	ing to the projects were reported in this Report,									
	(d)	the Grantee und make appropriat	erstands that this Report will e adjustment in the report bas	be subject to ed on the result	examination by the QEF and undertakes of such examination; and							
	(e)	the Grantee unde draft payable to Fund)" for refund and Certificate of	erstands and undertakes that, i "Permanent Secretary for E ding the unused grant shall be f Completion of Project / Dec	f there is unused iducation Incorp attached to the laration.	d fund upon the project end, a cheque / ba porated No. 6 Account (Quality Educati submitted Final Financial Report (Summar							
(4)												
		Signatu	re of Authorised Person 🖲		Name of Authorised Person $^{@}$							
		Signatu	re of Authorised Person ^w *(head of the schoo	ol / head of dep	Name of Authorised Person [@] partment or centre / head of organisation							
		Signatu	re of Authorised Person ^w *(head of the schoo Dat	ol / head of dep e:	Name of Authorised Person [®] partment or centre / head of organisation							
		Signatu	re of Authorised Person [©] *(head of the schoo Date	ol / head of dep e:	Name of Authorised Person ® partment or centre / head of organisation (dd/mm/5939)							

Final Financial Report

8	. Please submi	t the followin	g Interim Financial Reports and	l Certificate of Comple	etion:						
	(Please click the	he hyperlink b	elow and fill in the highlighted fields	s.							
	The report co	ver period stat	ed in the Proposal / the terms and	conditions set out in the	Agreement shall p	revail.					
	In case of disc	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)	<u>Sec I ii (1)</u>	<u>Sec II (1)</u>					
	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)	<u>Sec I ii (F)</u>	<u>Sec II (F)</u>					
-											
						Select					

"Summary" tab



3

the

Final Financial Report

					Section II							
Qua	ality Educatio	n Fu	nd Project									Section II
	Final Finan	cial R	leport				Quality Edu Final F	catio in and	n Fund Proje ial Report	ect		
	2021/0000											
Project No. :	2021/9999					Project No. :	2021/9999					
Project Title :	STEAM Pro	ject				Project Title :	STEAM Proj	ect				
For the period from	01/09/2023	to	31/08/2024			For the period from	01/09/2023	to	31/08/2024			
-						Expenditure item ¹ :	Equipment					
Income Item						Description of sub-item in Approved	Particulars /		Amount	Date	Invoice /	Cheque
Particulars / Description	Actual Income ¹		Date	Receipt / Voucher Reference Number ²	Deposit Reference Number ²	Budget	Description of Actual Item Procured			240	Receipt / Voucher Reference Number ²	Number ²
	\$								э			
QEF Grant :						Computer	Computer		3,000.00	05/10/2023	INV0002	00002
3th instalment	19,500.00		15/01/2024						0.00			
4th instalment	19,500.00		15/04/2024						0.00			
	0.00								0.00			
	0.00								0.00			
	0.00								0.00			
	0.00								0.00			
Total	39,000.00								0.00			
Interest Earned :									0.00			
	300.00		31/08/2024						0.00			

Fill in the income and expenditure items under each category with details <u>during</u> <u>the report period only</u> (i.e. from 1/9/2023 to 31/8/2024 in the example)

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



3



Final Financial Report

Quality Educat Final Fina 2021/9999	tion nci:	ı Fund Project al Report			
Final Fina 2021/9999	nci	al Report			
2021/9999					
2021/////					
STEAM Project					
01/09/2023	to	31/08/2024			
Approved Budget ¹			Actual —		
		Opening balance ²	Amount for the period	Closing balance	
¢		i r	ii ¢	iii=i+ii	
2		\$	3	2	
78 000 00		39 NNN NN	39 000 00	78 000 00	
ρ nn		100.00	300.00	400.00	
0.00		 	00.00	η nn	
78 000 00		30 100 00	39 300 00	78 400 00	
70,000.00	_	39,100.00	39,300.00	70,400.00	
0.00		0.00	0.00	0.00	
3,000.00		1,000.00	1,000.00	2,000.00	
15,000.00		6,000.00	3,000.00	9,000.00	
60,000.00		20,000.00	25,000.00	45,000.00	
0.00		0.00	0.00	0.00	
0.00		0.00	0.00	0.00	
78,000.00		27,000.00	29,000.00	56,000.00	
nd		(Surplus [†] / (Defi	cit))	22,400.00	
	STEAM Project 01/09/2023 Approved Budger ¹ \$ 78,000.00 0.00 78,000.00 0.00	01/09/2023 to Approved Budget1 I Approved Budget1 I S I 78,000.00 I 0.00 I	STEAM Project io 31/08/2024 Approved Budget ¹ I Image: Comparing balance ² Image: Comparinde	STEAM Project 01/09/2023 to 31/08/2024 Amount for Approved Budget ¹ I Cartual Amount for balance ² Manual for Balance ² Amount for balance ² J Amount for Balance ² Amount for for 1 ii ii iii S Amount for for 39,000.00 2 39,000.00 39,000.00 39,000.00 0.00 100.00 39,100.00 39,300.00 39,300.00 78,000.00 2 20,000.00 39,300.00 78,000.00 2 20,000.00 39,300.00 78,000.00 2 20,000.00 3,000.00 3,000.00 2 20,000.00 3,000.00 3,000.00 2 20,000.00 3,000.00 1,000.00 2 20,000.00 3,000.00 1,000.00 0.00 0.00 0.00 1,000.00 2 20,000.00 2 20,000.00 1,000.00 2 20,000.00 2 20,000.00 2	

Quality Education Fund

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

on I ii (F) will be			Quality Education F Final Finar	und ("QEF" icial Report) Project
l on the inputs in on II (F)		No. :	2021/9999		
		Title :	STEAM Project		
	For the	period from#	01/09/2023	to	31/08/2024
			(dd/mm/yyyy)		(dd/mm/yyyy)
	Declara	ation			
	I de	clare that –			
	(a) ai tr	ll the income an ue and correct;	d expenditure information and s	upporting doc	cuments (if any) provided in this Report are
	(b) ai c	ll the expenditu onditions of the	re of the project was spent in Grant Agreement and the directi	accordance ves or instruct	with the approved budget, the terms and tions issued by the QEF Secretariat;
	(c) ai	ll incomes relati	ng to the projects were reported	in this Report	
	(d) th n	ne Grantee und nake appropriat	erstands that this Report will be e adjustment in the report based	subject to e on the result o	examination by the QEF and undertakes to of such examination; and
	(e) th d F a	ne Grantee unde raft payable to 'und)" for refund nd Certificate of	rstands and undertakes that, if th "Permanent Secretary for Edu ing the unused grant shall be atta Completion of Project / Declara	ere is unused cation Incorp ached to the s ation.	fund upon the project end, a cheque / bank orated No. 6 Account (Quality Education submitted Final Financial Report (Summary)
Please sign Section I i (F)				
and print all pages in	_	Signatui	re of Authorised Person ®		Name of Authorised Person [@]
Section I & II for			*(head of the school /	head of depa	artment or centre / head of organisation)
			Date:		
SUDMISSION					(dd/mm/yyyy)

Section I



Duality Education Fun

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



4

Duality Education Fund

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

	優	質教	有基金計劃			
	財政總結	和計	劃完成證明書	/ 聲明		
	Quality	Edue	ation Fund Pro)ject		
and Co	rmarrm ertificate of (ancia Comr	letion of Proie	nary) ct / Declaration		
			iction of froje			
計劃編號 Project No. :	2021/9999					
計劃名稱 Project Title :	STEAM Projec	ct				
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 Agreeme	ent			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 sp	ecify) :				0.00	
				總開支	56,000.00	
				LOISI Expenditure.	1	

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

4

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

			總開支 Total Expenditure:	56,000.00
全型 (約00万 二 約	2111年)			
Unused Funds (T	otal Income – Total Expenditu	re) :		22,400.00
				,
隨表附上	•抬 頭 人 為「	Permanent Secretar	(銀行名稱) 銀行 for Education Incorporate	支票一張・編號 d No. 6 Account
Quality Educatio	a Fund)」・以退回餘款港幣	元	角 仙正。	
A cheque payable he amount	to "Permanent Secretary for E of HK\$(Nan	ducation Incorporate Cheque ne of Bank) for the ret	d No. 6 Account (Quality Ed No urn of unused funds is enclose	ucation Fund)" in drawn on ed.
丙.* 計劃完成	容旧聿 / [#] 蕗田			
「」 日 町 しん	也明音 [,] 耳明 of Completion of Preject ([#]]	Declaration		
	9 01 Completion of Project / (田孝 Please delete as appropriate)	Declaration		
穿基金秘書處的 declare that all ourchase of fixed OEF) Secretariat	許可而支付,而所有未用撥款 the expenditure of the project assets, the terms and conditio and that all unused fund was ret	大或剩餘款項已退還 was spent in accord ns of the grant and t turned to OEF.	優質教育基金。 ance with the approved bud he approval from the Qualit	get, including the y Education Fund
獲役權人[®] 贪署		· 提授權人 [®] 姓名		
Signature of		Name of		日期
Person® :		Authorised Person®	(公司、頗る(力)と然、物理と然)	Date :
* 適田於完成計》	 Applicable to Completion of Proi	ect.	10以次、学术/平心士写、颂博士写/	
¥ 適用於提旦終	- テレート	ion of Project		
@ 如受款人為幼	#圜、小壆、中壆或特殊壆校,須	由校長簽署 If the Grant	ee is a kindergarten, primarv scho	ol. secondary school
or special school	I, signature of the head of the school	is required		,
如受款人為大點	· - - - - - - - - - - - - - - - - - - -	If the Grantee is a tertiar	y institution, signature of the head	of the department /
如受款人為機	幕,須由機構主管簽署 If the Grant	ee is an organisation, sig	nature of the head of the organisati	ion 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

Certified true copies of supporting documents

INVOICE

Invoice Date: 01/01/201 Due Date: 01/08/201	h		
D Nam	то	Name	FROM
Company Nam		Company Name	
Street Addres		Street Address	
City, State Z		City, State ZIP	
Phone Numbe		Phone Number	
Email Addres		Email Address	
Quantity Price	Unit Price		tem

皙 敎

Duality Education Fund

Please provide us with the <u>certified true copies</u> 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 Cop	by by
	(Signature of Principal)
Name:	(Name of Principal)
Post Title: Princip	al
Date:	(Date of Signature)







"Summary" tab

A	В		С	D		Е	F		G		Н	I	J	K	L
1	Qual	ity Edu	catio	n Fun	d (''Q	EF'')	Proje	ct Fi	nancial Rep	oort					
2	-	·					v		•						
3	Please	fill in hig	ghlight	ed field	ls only.										
4															
1	Name o	f School /													
5	Organi	ation :													
6															
7 2.	Project	No. :										(For exa	mple: 2023/0	001, 22/17/0	1, 01/17)
8	.														
9 3.	Project	I mie :													
10															
12															
13 4.	Project	Start Date	e:					1	Project End Dat	e:					
14	,														
	Accord	ing to the S	Schedul	e in the 🛛	Proposal	, do you i	need to s	ubmit	the Interim			(New (N	- >		
15 5.	Financi	al Report?	•									(res/n	0)		
16															
17 6.	Freque	ncy of subr	nitting f	financia	reports							(6 month	ıs / 1 year)		
18															
19	4	od Dudgot	Diago	. 60 55 61	alatort	(nordeed)		if annl	iaabla)						
20 7.	Staff Co	eu Duugei et	(Flease	<u>; IIII III U</u>	le latest /	reviseu a	amount,	n ahhr	icable.)						
22	General	Expenses													
23	Equipm	ent													
24	Services														
25	Works														
26	Others:	Contingenc	y (Pleas	e amend	if not "C	ontingenc	y")								
27								-							
28	Grant R	eleased						-	-						
29	DI		e - 11	T44	T		- 4	а на .							
30 8.	(Please :	submit the click the by	10110WII perlink l	ng Interi below ar	m Finan d fill in f	cial Repo be bighlio	rts and u	Ceruno de	ate of Completi	on:					
32	The rep	ort cover ne	riod stat	ted in the	Pronosa	ne inginig il / the tem	ns and co	us. onditio	as set out in the A	oreen	nent shall	prevail			
33	In case of	of discrepan	ncies, ple	ease ame	nd the rer	port perio	d after cl	icking l	elow hyperlink.)	.green	nene snam j	provun.			
34	Fro	n	То	and and					(in the second s						
	<mark>۲ ک</mark>	ummary	Sec Li	i(1) S	Sec I ii (1)	Sec I	i(2) 9	Sec Lii	(2) Sec Li (3)	Se	ec Lii (3)	Sec I i (4)	Sec I ii (4)	Sec Li (5)	Sec Lii (5)
1 質	教	育基	金												
Dualit	v Educ	ation F	und												

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

5

"Summary" tab

ſ	Quality Educati	on Fund ("QEF") Project	Financial Report	t			
	Please fill in highlig	hted fields only.					
1	Name of School / Organisation :	ABC Primary School					
2	Project No. :	2021/9999			(For example: 2023/0001,		
3	Project Title :	STEAM Project				<u>SCHEDULE I</u> PROPOSAL	
4	Project Start Date:	2022/9/1	Project End Date: 2	2024/8/31	<u>Summary of Propos</u>	al	
					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	
優 Q	質教育基金 uality Education Fund				B. Action Plan Implementation Date Completion Date	e : 01 September 2022 : 31 August 2024	2'



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)

			Schedure			
eport submission schedule						
Project Manage	ment	Financial Mana	agement			
(Should be submitted via the Management System	Electronic Project (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				





"Summary" tab

7. <u>Approved Budget (Please fill in the latest / revised amount, if app</u>	olicable.)		
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		
		SCHEDULE II	
Grant Released	956,000.00	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
優質教育基金 Quality Education Fund		Grant Released	\$956,000

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Interim Financial Report





Interim Financial Report

						5	Section I
	Quality Educa	tion	Fund Pro	ject			
	1st Interim I	ina	ncial Repo	ort			
Project No. :	2021/9999						
Project Title :	STEAM Project						
For the period from	01/09/2022	to	31/08/2	023			
Income and Expenditure	Approved Budget ¹		•		Actual –		
Items			Openi balanc	ng :e ²	Amount for the period	C ba	losing alance
	\$		i \$		11 \$	ij	a=i+ii \$
Income				_			
- QEF Grant	956,000.00			0.00	478,000.00	4	8,000.00
- 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	4	8,100.00
Less : Expenditure ³							
- Staff Cost	378,000.00			0.00	378,000.00	3	8,000.00
- 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		:0,000.00
- Works	450,000.00			0.00	50,000.00		0,000.00
- Others (Please specify) :	45,000.00			0.00	0.00		0.00
Total Expenditure :	956,000.00			0.00	457,000.00	4	57,000.00
Fund halanaa aa at corried			(a) 1 4				21 100 00
r unu oalance as at period	5114		(Surplus)	/ (Defi	cii))		41,100.0L
優 酉 教 育	基 全						

Fill in the income and expenditure items under each category <u>during the report period</u> <u>only (i.e. from 1/9/2022</u> 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

					n		
		1st In	terim Finan	cial .	Report		
Proje	et No. :	2021/9999					
Proje	ect Title :	STEAM Project					
For ti	he period from#	01/09/20	22	to		31/08/2023	
	-	(dd/mm/yy	yy)			(dd/mm/yyyy)	
Deck	aration						
I	declare that –						
(b)	all the expendit	ure of the project w	as spent in a	ccor	dance with the	e approved buds	et, the terr
	and conditions Secretariat	of the Grant Agree	ment and th	e di	rectives or ins	tructions issued	by the QI
(c)	and conditions Secretariat; all incomes relat	of the Grant Agree ing to the projects w	ment and th	e dii in thi	rectives or ins is Report;	tructions issued	by the QI
(c) (d)	and conditions Secretariat; all incomes relat the Grantee ur undertakes to m	of the Grant Agree ing to the projects w nderstands that this nake appropriate adju	ment and th ere reported i Report will istment in the	e dir in thi be : rep	rectives or ins is Report; subject to ex ort based on th	tructions issued	by the QI he QEF and a examination
(c) (d) (e)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank of (Quality Educat Financial Report	of the Grant Agree ing to the projects w inderstands that this nake appropriate adju derstands and under lraft payable to "Per ion Fund)" for refun t (Summary) and Cer	ment and th ere reported i Report will istment in the takes that, if manent Secre ding the unus rtificate of Co	e dii in thi be rep f the stary sed g ompl	rectives or ins is Report; subject to ex ort based on the re is unused for for Education grant shall be a etion of Project	tructions issued amination by t he result of such fund upon the p h Incorporated N ttached to the su tt / Declaration.	by the QI he QEF and a examination project end, Io. 6 Account abmitted Fir
(c) (d) (c)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank d (Quality Educat Financial Report	of the Grant Agree ing to the projects w nderstands that this nake appropriate adju derstands and under traft payable to "Per ion Fund)" for refun t (Summary) and Cer	ment and th ere reported i Report will istment in the takes that, if manent Secre ding the unus rtificate of Co	e din in thi be e rep f the sed g ompl	rectives or ins subject to ex ort based on the for Education grant shall be a etion of Project	tructions issued camination by t he result of such fund upon the p n Incorporated N ttached to the su tt / Declaration.	by the QI he QEF at a examination project end, lo. 6 Accou abmitted Fir
(c) (d) (e)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank c (Quality Educat Financial Report	of the Grant Agree ing to the projects w iderstands that this lake appropriate adju derstands and under lraft payable to "Per ion Fund)" for refun t (Summary) and Cer	ment and th ere reported i Report will istment in the takes that, if manent Secre ding the unus rtificate of Co	e din in thi be e rep f the etary sed g ompl	rectives or ins is Report; subject to ex ort based on the re is unused f for Education for Education for Education att shall be a etion of Projec	tructions issued camination by t he result of such fund upon the p i Incorporated N ttached to the su tt / Declaration.	by the QI he QEF at a examinatio project end, Io. 6 Accou
(c) (d) (c)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank c (Quality Educat Financial Report	of the Grant Agree ing to the projects w iderstands that this nake appropriate adju derstands and under traft payable to "Per ion Fund)" for refun t (Summary) and Cer	ment and th ere reported i Report will istment in the takes that, if manent Secre ding the unus rtificate of Co	e din in thi be rep f the etary sed g ompl	rectives or ins is Report; subject to ex ort based on the for Education grant shall be a etion of Projec	tructions issued amination by t he result of such fund upon the p h Incorporated N ttached to the such tt / Declaration.	by the QI he QEF at a examinatio project end, lo. 6 Accou
(c) (d) (e)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank d (Quality Educat Financial Report	of the Grant Agree ing to the projects w inderstands that this lake appropriate adju derstands and under traft payable to "Per ion Fund)" for refun t (Summary) and Cer e of Authorised Pers	ment and th ere reported i Report will istment in the takes that, if manent Secre ding the unus rtificate of Co	e dii in thi be e rep f the etary sed g ompl	rectives or ins is Report; subject to ex ort based on the for Education for Education	tructions issued camination by t he result of such fund upon the p n Incorporated N ttached to the su tt / Declaration.	by the QI he QEF at examinatio project end, Io. 6 Accou abmitted Fir
(c) (d) (e)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank c (Quality Educat Financial Report	of the Grant Agree ing to the projects w inderstands that this iake appropriate adju derstands and under fraft payable to "Per ion Fund)" for refun t (Summary) and Cer <i>e of Authorised Pers</i> *(head of the s	ment and the ere reported is Report will istment in the takes that, if manent Second ding the unus rtificate of Co	e din in thi be rep f the etary sed g ompl	rectives or ins is Report; subject to ex ort based on the for Education grant shall be a etion of Project Name of epartment or c	tructions issued amination by t he result of such fund upon the p a Incorporated N ttached to the s of Authorised Pe entre / head of d	by the QI he QEF an examinatio project end, lo. 6 Accou hbmitted Fir
(c) (d) (c)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank d (Quality Educat Financial Report	of the Grant Agree ing to the projects w inderstands that this nake appropriate adju derstands and under lraft payable to "Per ion Fund)" for refun t (Summary) and Cer (Summary) and Cer <i>e of Authorised Pers</i> *(head of the s	ment and the ere reported is Report will istment in the takes that, if manent Secre- ding the unus rtificate of Co- con @ chool / head Date:	e din in thi be e rep f the etary sed g ompl	rectives or ins is Report; subject to ex ort based on the for Education grant shall be a etion of Project Name of Partment or c	tructions issued amination by t he result of such fund upon the p h Incorporated N ttached to the su tt / Declaration.	by the QI he QEF at examinatio roject end, io. 6 Accou ubmitted Fir
(c) (d) (e)	and conditions Secretariat; all incomes relat the Grantee un undertakes to m and the Grantee un cheque / bank d (Quality Educat Financial Report	of the Grant Agree ing to the projects w inderstands that this nake appropriate adju derstands and under traft payable to "Per ion Fund)" for refun t (Summary) and Cer (summary) and Cer <i>e of Authorised Pers</i> *(head of the s	ment and the ere reported is Report will ustment in the takes that, if manent Secre- ding the unus rtificate of Co chool / head Date:	e din in thi be rep f the etary sed g ompl	rectives or ins is Report; subject to ex ort based on the for Education frant shall be a etion of Project Name of partment or o	tructions issued amination by the result of such fund upon the p in Incorporated N ttached to the su tt / Declaration.	by the QI he QEF at examinatio project end, Io. 6 Accou libmitted Fir

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Quality Education Fund



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	$\underline{\operatorname{Sec I i}(1)} \qquad \underline{\operatorname{Sec I ii}(1)}$							
	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.	2022/9/1	2024/8/31	Certificate of Completion of Project	Cert of Completion							

Select "Cert of Completion" on the "Summary" tab





Quality Education Fund

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 Constitute Function Function									
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 Proje	ct							
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			
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u	入	956,400.00			
フ、闘支					ne:				
B. Expenditure									
按協議書附表二所列的開支項目 Expenditure Item(s) as per Schedule	II of Agreeme	nt				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 sp	pecify) :					40,000.00			
	879,000.00								
餘款(總收入-總開支)									
Unused Funds (Total Income – To	tal Expenditu	re) :				77,400.00			

Fill in the amounts of income and expenditure under each category for the <u>entire project period</u>





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—— 張,編號										
·抬頭人為「Permanent Secretary for Education Incorporated No. 6 Account										
(Quality Education Fund), , 以很回餘款港幣 元 角 仙正。										
A shere proved to "Demonstrate Constant for Education Incompared No. 6 Account (Ovality Edu	action Fund)" in									
the amount of IIV	droum on									
(Norma of Danks) Cheque 100.	drawn on									
	u.									
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(包括購買固定資産)、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 budg	et, including the									
purchase of fixed assets, the terms and conditions of the grant and the approval from the Quality	purchase of fixed assets, the terms and conditions of the grant and the approval from the Ouality Education Fund									
(QEF) Secretariat and that all unused fund was returned to QEF.	Education 1 and									
265-165-1632-152 201-27										
獲授權人 [@] 簽署 獲授權人 [@] 姓名										
獲授權人 [@] 簽署 獲授權人 [@] 姓名 Signature of Name of Arthonical Denom [@]										
獲授權人 [@] 簽署 Signature of Person [@] : Authorised Person [@]	日期 Date:									
獲授權人 [@] 簽署 Signature of Person [@] : Authorised Person [@] * 適用於完成計劃 Applicable to Completion of Project	日期 Date:									
獲技権人 [@] 簽署 Signature of Person [@] : Authorised Person [@] 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	日期 Date:									
獲技権人 [@] 簽署 Signature of Person [@] : 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 schoo	日期 Date :									
獲技權人 [@] 簽署 第該 mature of Name of Name of Authorised Person [@] : ※ 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 schoo or special school, signature of the head of the school is required	日期 Date : 1, secondary school									
獲技權人 [@] 簽署 Signature of Person [@] : 通用於完成計劃 Applicable to Completion of Project # 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 schoo 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 school is required	日期 Date :									

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.	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	То										
	2022/9/1	2023/8/31	1st Interim Financial Report		<u>Sec I i (1)</u>	<u>Sec I ii (1)</u>	<u>Sec II (1)</u>					
	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		<u>Sec I i (F)</u>	<u>Sec I ii (F)</u>	<u>Sec II (F)</u>					
10	2022/9/1	2024/8/31	Certificate of Completion of Project		Cert of Complet	ion						
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





	優質教育基金計劃												
	資產記錄表												
-	Quality Education Fund Project												
	Assets Kegister												
計劃約	艑號	2021/0000		計劃名稱	OTTE A D	(D)							
Projec 691+tr	て IN 0. : 488+株 た 1857	2021/9999		Project Thue .	STEAL	M Project		the second second					
⇒rx / Name	學校 / 機構治構 Name of School / Organisation : ABC Primary School							貢産規別 Class of Asset	Assets wi	th re-allocation	potential		
						1			1100000 111		potential		
								供應商發票	項目存放	 擁有權歸予受	根據資產運用計劃作出調配		負責人姓名 (估許明及勝衛)
編號	Į,	貿目說明*		單價	數量	總值	購買日期^	編號	地點	款人日期	Deployed in accord	ance with the Asset Usage Plan	
Item	Item /	Description	*	Unit Cost/Item	No. of	Total Cost	Date of	Supplier's	Location	Date of Ownership Vested to Grantee	是 Yes	否 No	Person in Charge (Please state Name and Post)
No.				(港幣 HK\$)	Units	(港幣 HK\$)	Purchase^	Invoice No.	of Item			(遵續 Justification)	
1.	Camera			6,000.00	1	6,000.00	31/05/2023	INV0001	Room 101	31/05/2023	Yes		
2.	Compute	er		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							Mr Chan,
5.				0.00	0	0.00							Principal
6.				0.00	0	0.00							
7.				0.00	0	0.00							
8.				0.00	0	0.00							
類別	J總計 Tot	tal for the A	Asset (Class:(港幣	\$ HK\$)	9,000.00	元						
*	該項目如有	福子、坦雄、	5%晶铁肉,	#書#羊夕 ∘									
	Please detai	l out the brand,	model :	and serial number	, if any.							受款人確證真實	無誤
^	資產必須於	計劃期間購買	i •										
	The purchas	se of assets sho	uld be b	etween the proje	ct period.								
This i	is to certify	r that —									Certifi	ed True and Corre	ct by Grantee
Item No Disposed on Signature of Person in charge						· · · · · · · · · · · · · · · · · · ·							
·····································									渡授権 人姓名				
	Name of Authorised Person								uthorised Person :				
									Title of A	- 視覚権人戦後 uthorised Person :			
									1.40 01 11	日期			
Dat										Date :			

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