

SAMPLE**Statement of Account**

Project Number: EP 86/27/24/12-34

Project Title: Sustainable Conservation Project in ABC village

Recipient Organisation: Green & Green Organisation

Amount of Approved Grant: \$7,000,000

Project Period: 1 November 2020 to 31 October 2022

Current Reporting Period: 1 May 2021 to 31 October 2021 (six months)

Income

Items	Income for the period (\$)	Cumulative Total (Project-to-date) (\$)
Grant from CCFS	1,200,000	2,650,000
Bank Interest	100	500
Activity Income from Night Safari	-	17,500
Activity Income from Public Tours	-	26,500
Activity Income from Summer Camp	-	5,000
Activity Income from Workshop	-	8,500
Donation	10,000	10,000
Total Income (A)	1,210,100	2,718,000

Expenditure

		Items (Same as the Budget Particulars as Approved by the Secretariat)	Approved Budget (\$)	Expenditure for the period (\$)	Cumulative Total (Project-to- date) (\$)
1		Habitat conservation management measures			
	1.1	Conservation management for area A	3,400,000	900,000	1,500,000
	1.2	Conservation management for area B	330,000	60,000	75,000
2		Scientific research and study			
	2.1	Ecological baseline studies			
	2.1.1	General bird survey	65,000	23,000	32,500
	2.1.2	Data analysis and report writing	6,000	3,000	3,000
3		Project sustainability			

			Items (Same as the Budget Particulars as Approved by the Secretariat)	Approved Budget (\$)	Expenditure for the period (\$)	Cumulative Total (Project-to- date) (\$)
	3.1		Eco-tour	128,000	4,600	30,000
	3.2		Summer exploration tour	60,000	0	14,500
	3.3		Summer camp	56,000	0	11,500
	3.4		Workshops	67,000	0	12,000
4			Public engagement (education and promotion)			
	4.1		Education kiosk			
		4.1.1	Management and service fee	66,000	23,500	33,000
		4.1.2	Basic annual maintenance	15,000	1,500	1,500
		4.1.3	Facilities and materials cost	30,000	9,000	9,000
		4.1.4	Allowance for volunteers	12,000	0	1,000
	4.2		Volunteer scheme			
		4.2.1	Recruitment, trainings and practice	20,000	0	5,000
		4.2.2	Production of materials	10,000	0	0
		4.2.3	Certificate presentation ceremony	4,000	0	0
	4.3		Eco-tour guide training	21,000	0	10,000
	4.4		Publicity activities			
		4.4.1	Promotion, recruitment, trainings and practice	20,000	0	0
		4.4.2	Talk and discussion	10,000	0	0
		4.4.3	Facilities and materials cost	20,000	0	0
5			Equipment			
	5.1		Computer, software and peripheral devices			
		5.1.1	Desktop computer and software	10,000	4,000	4,000
		5.1.2	Notebook and software	13,000	5,000	6,000
	5.2		Camera, lens, binoculars and accessories (maintenance and repair)	4,000	0	1,500
6			Other costs			
	6.1		Administrative and overhead cost	365,000	77,000	179,000
	6.2		General expenses	38,000	16,000	16,000
	6.3		Travelling and transportation	60,000	10,000	19,500

		Items (Same as the Budget Particulars as Approved by the Secretariat)	Approved Budget (\$)	Expenditure for the period (\$)	Cumulative Total (Project-to- date) (\$)
	6.4	Insurance	40,000	3,000	11,000
	6.5	Auditing fee	38,000	19,000	19,000
	6.6	Postage and courier	2,000	400	1,000
7		Staff			
	7.1	Project Managers [2 part-time employees, MPF cost included]	460,000	134,000	230,000
	7.2	Project Officer [2 full-time employees, MPF cost included]	1,200,000	300,000	600,000
	7.3	Assistant Project Officer [1 part- time employees, MPF cost included]	430,000	133,000	215,000
		Total Expenditure (B)	7,000,000	1,726,000	3,040,000
		Net Income/(Expenditure) (A)-(B)	N/A	(515,900)	(322,000)

Remarks:

1. The Person-in-Charge of the recipient organisation is required to submit this Statement of Account together with the Progress Report for the same reporting period to the Secretariat of the Countryside Conservation Funding Scheme (CCFS).
2. Pursuant to the project agreement dated 1 October 2020 made between the Government of the Hong Kong Special Administrative Region and Green & Green Organisation and the CCFS Guide to Application in respect of the Sustainable Conservation Project in ABC village funded by the CCFS, the above Statement of Account was prepared from the books and records of Green & Green Organisation and has fully complied with the requirements set in the above-mentioned project agreement and the CCFS Guide to Application.
3. All expenditure should be recorded on an accrual basis, i.e. expense incurred in this reporting period, whether the payment is made or not, should be included; while expense paid but not incurred in this reporting period, should be recorded in the period which it is incurred.

I certify that the above Statement of Account is correct, including that:

- a. the goods and services purchased, acquired and charged to this project are necessary for the activities and for the sole use of the project and that the prices are fair and reasonable; and
- b. the expenditure charged to the project has been settled and that it has not been/will not be claimed under other project(s) funded by the Government or subsidised by other source(s) of funding.

Signature

CHAN TAI MAN

Person-in-charge

Mr CHAN Tai-man

Position Held in Organisation

Chairman

Date

15 November 2021

Official Chop of Organisation

