

**Community Investment and Inclusion Fund -  
Notes to CIIF - Project Quarterly Reimbursement Claim Form**

**The Quarterly Reimbursement Claim Form is divided into Sections A and B:**

- ◆ **Section A** is used for filling in the approved items **specified in** Schedule III – Approved Budget per the Conditions of Grant; and
- ◆ **Section B** records any financial items **not specified in** Schedule III – Approved Budget per the Conditions of Grant.

**Section A**

1. Approved Budget per Conditions of Grant (i.e. Columns a, a1 and a2)

Please fill in the approved items of expenditure and income specified in Schedule III – Approved Budget per the Conditions of Grant in Columns **(a1)** and **(a2)** respectively. Upon completion, the balances from Column **(a)** will be automatically calculated by the formula.

2. Cumulative Claims Up To Last Quarter (i.e. Columns b, b1 and b2)

Please copy the figures from Columns (e) and (f) of the previous quarterly form to Columns **(b1)** and **(b2)** of this form respectively. Upon completion, the balances from Column **(b)** will be automatically calculated by the formula.

*(Note: No entry to this column is required for claim form of the first quarter.)*

3. Attachment Index No.

Please separate all attachments by types of expenditures items of the Approved Budget and mark an index no. in order on the upper right corner, and fill in the attachment index no.s in Column “Attachment Index No.,” e.g. A1-A3 for staff salary, B1-B3 for Mandatory Provident Fund and C1-C16 for stationery.

4. Current Claims for this Quarter (i.e. Columns c, c1 and c2)

Please fill in all claimed items of expenditure and income for this quarter in Columns **(c1)** and **(c2)**. Upon completion, the balances from Column **(c)** will be automatically calculated by the formula.

5. Cumulative Claims Up-to-Date (i.e. Columns d, e, f and g)

Grantees are not required to fill in Columns **(d)** to **(g)**. The balances from the Columns will be automatically calculated by the formula upon completion of entry.

**Section B**

**Section B** mainly records any financial items not specified in Schedule III – Approved Budget per the Conditions of Grant, e.g. interest in designated bank accounts opened by CIIF-funded projects, additional income such as donation or sponsor, etc. Grantees shall note that all expenditure not specified in the Approved Budget shall not be reimbursed unless prior written approval has been obtained from the CIIF. Section B shall be completed in the same ways as Section A, except items (a), (a1) and (a2) shall be left blank. Please refer to the demonstration for completing the Quarterly Reimbursement Claim Form.









