

Notes to CIIF - Project Quarterly Reimbursement Claim Form (“the Form”)

The purpose of this note is to streamline the reimbursement procedure to all Grantees. The half yearly report format is not required with immediate effect. Therefore, the Form serves as the main source of the financial information from all Grantees. The Form is being modified to become simpler and easier to use. This document with the revised Form has already posted onto our following Websites:

http://www.ciif.gov.hk/en/publicforms/index_e.html (English Version) and

http://www.ciif.gov.hk/tc/publicforms/index_c.html (Chinese Version).

Should you have any queries, please kindly contact our Accounting Officer, Ms Carrie Chou at 2136 2740.

D) How to fill in the Form

The Form is divided into two parts including Section A and B. **Section A** is for all income and expenditure as agreed in the Conditions of Grant (COG). **Section B** is for other income/donation generated from the project but not specified in COG.

Section A

1. Approved Budget per Conditions of Grant

The amount for each approved budget items including **expenditure** and **income stated in the COG** must be filled into the relevant columns of **(a1)** and **(a2)** of the Form. Column (a) is not required to fill in as the amount of this item can be auto-generated after inputting columns (a1) and (a2).

2. Attachment Index Number

The assigned index number for supporting documents under the same item must be grouped together sequentially and the index numbers are filled in this column e.g. A1-A3 for salary, B1-B3 for MPF and C1 – C16 for stationery etc.

3. Cumulative Previous Claims Up to Last Quarter

The cumulative expenditure and income of the Form in columns **(b1)** and **(b2)** must be **copied from the amount of the previous quarter Form’s column (e) and (f)** respectively. Column (b) is not required to fill in as the amount of this item can be auto-generated after inputting columns (b1) and (b2). If it is the first submission of the Form, please leave it blank for these two columns.

4. Amount of Current Claims for this Quarter

All **expenditure** and **income generated during the quarter** must be filled into the column **(c1)** and **(c2)** of the Form respectively. Column (c) is not required to fill in as the amount of this item can be auto-generated after inputting columns (c1) and (c2).

5. Cumulative Total Claims Up-to-Date

Columns (d), (e), (f) and (g) are not required to fill in as the amount of these items can be auto-generated after inputting all the above columns correctly.

Section B

- All income/donation generated from the Project **but not previously included in COG** and the relevant expenditure incurred for offsetting such income / donation are required to fill in this Section. For example, bank interest generated from the bank account and extra fees and charges received. Please fill in the relevant columns same as Section A, **but do not fill in columns (a1), (a2) and (a)**.

II) Supporting Documents for the Form

1. All donation /income and expenditure generated from the project must be banked into or paid through the designed bank account. All transactions must be properly recorded. **A certified true copy of designed bank account statement for each quarter should be submitted** and attached to the Form.
2. All expenses incurred an all incomes, including donation income generated during the quarter must be stated in the Form and supported with summary and documents to ascertain the accuracy of the income.
3. Nature of Project expenses that would **NOT** be supported
 - ✗ One-of consumption activities, such as meals, banquets, picnics and trips, which will have no long lasting effect on community development.
 - ✗ Services or programmes that are either currently subvented or are eligible to be considered by other government funds or alternative funding sources.
4. The salary and MPF expenses must be provided with a summary similar to the following format. For supporting documents of salary and MPF, the payroll slips must also be countersigned by the Human Resources personnel or other authorized person. All payees should acknowledge receipt of the salary amount.

Salary Breakdown

Staff Name	April	May	June	Total Claimed \$	Acknowledged receipt by
Chan Tai Man	10,000.00	10,000.00	10,000.00	30,000.00	
Lee Mei Mei	5,000.00	5,000.00	5,000.00	15,000.00	
	15,000.00	15,000.00	15,000.00	45,000.00	

MPF Breakdown

Staff Name	April	May	June	Total Claimed \$	Acknowledged receipt by
Chan Tai Man	500.00	500.00	500.00	1,500.00	
Lee Mei Mei	250.00	250.00	250.00	750.00	
	750.00	750.00	750.00	2,250.00	

5. For **promotional items and printing materials**, all expenses must be supported with a sample of the relevant documents such as posters or brochures whichever appropriate.

6. No fewer than **three (3) written quotations** for the purchase of goods and services costing over HK\$5,000 per order would be obtained by grantee. All Grantee shall accept the lowest offer to specification. Fragmentation of orders with the intention or effect of avoiding the need to obtain quotations shall be absolutely prohibited.
7. Volunteers' subsidies include fees for drinks, meals and traveling subsidies are reimbursed with actual amount and the amount for each person **must not exceed HK\$70.00 per day**. The nature and date of the function(s) that the volunteers attended must be clearly stated. The relevant documents supporting for these items should be attached. Examples are as follows:

ABC Function

Volunteer	Date	Nature	Amount	Acknowledged receipt by
Chan Tai Man	20 August 2005	Lunch and Traveling	50.00	
Lee Mei Mei	24 August 2005	Lunch	30.00	
		Total:	80.00	

8. All original invoices, receipts and supporting documents with index number should be duly signed by the Project Coordinator with organization chop. The **original and one copy** of those documents together with the Form must be submitted to our office. Please **mark clearly on the envelope: the "Project No." and "Project Name"**. A softcopy of the Form should also be emailed to ciif_claim_report@lwb.gov.hk for our easy reference.

III) SPECIAL ITEMS

Virement

- All Grantee shall inform CIIF in writing of reallocation of funds **not exceeding 15%** in total of the amount originally approved at the time of claim.
- If the reallocation of funds is **more than the 15% limit**, the Grantee **shall apply in writing to obtain the prior written approval** from CIIF with supporting documentary evidence and update the COG in the coming quarterly Form.

Fixed Assets

A fixed asset register should be maintained timely and accurately for recording all fixed assets for the project including furniture and equipments e.g. digital camera and computer etc. A copy of an updated fixed asset register should be submitted quarterly together with the Form. Examples are as follows:

Fixed Assets Register

Item #	Description	Quantity	Purchase Date	Invoice No.	Amount (HK\$)
1	Sony Digital Camera (AV-XX220)	1	5 May 2005	Inv#01503	3,000
2	Dell computer with LCD Monitor (DC-YY55)	1	8 Aug 2005	Inv#50150	8,500

11,500