

SAMPLE**Statement of Account**

Project Number: EEB(EB) 27/24/00-11
Project Title: Sustainable Conservation Project in ABC village
Recipient Organisation: Green & Green Organisation
Amount of Approved Grant: \$7,000,000.00
Project Period: 1 March 2023 to 28 February 2025
Current Reporting Period: 1 March 2023 to 31 August 2023 (six months)

Income

Items	Income for the period (\$)	Cumulative Total (Project-to-date) (\$)
Grant from CCFS	1,200,000.00	
Bank Interest	101.20	501.20
Activity Income from Night Safari	-	17,500.00
Activity Income from Public Tours	-	26,500.00
Activity Income from Summer Camp	-	5,000.00
Activity Income from Workshop	-	8,500.00
Donation	10,000.00	10,000.00
Total Income (A)	1,210,101.20	2,718,001.20

Expenditure

		Items (Same as the Budget Particulars as Approved by the Secretariat)	Approved Budget (\$)	Expenditure for the period# (\$)	Cumulative Total (Project-to-date) (\$)	Projected Expenditure for Next Reporting Period (\$)
1		Habitat conservation management measures				932,500.00
	1.1	Conservation management for area A	3,400,000.00	900,000.00	1,500,000.00	
	1.2	Conservation management for area B	330,000.00	60,000.00	75,000.00	
2		Scientific research and study				17,750.00
	2.1	Ecological baseline studies				
		2.1.1 General bird survey	65,000.00	23,000.00	32,500.00	
		2.1.2 Data analysis and reportwriting	6,000.00	3,000.00	3,000.00	

		Items (Same as the Budget Particulars as Approved by the Secretariat)	Approved Budget (\$)	Expenditure for the period# (\$)	Cumulative Total (Project-to- date) (\$)	Projected Expenditure for Next Reporting Period (\$)
3		Project sustainability				77,750.00
	3.1	Eco-tour	128,000.00	4,600.00	30,000.00	
	3.2	Summer exploration tour	60,000.00	0.00	14,500.00	
	3.3	Summer camp	56,000.00	0.00	11,500.00	
	3.4	Workshops	67,000.00	0.00	12,000.00	
4		Public engagement (education and promotion)				57,000.00
	4.1	Education kiosk				
	4.1.1	Management and service fee	66,000.00	23,500.00	33,000.00	
	4.1.2	Basic annual maintenance	15,000.00	1,500.00	1,500.00	
	4.1.3	Facilities and materials cost	30,000.00	9,000.00	9,000.00	
	4.1.4	Allowance for volunteers	12,000.00	0.00	1,000.00	
	4.2	Volunteer scheme				
	4.2.1	Recruitment, trainings and practice	20,000.00	0.00	5,000.00	
	4.2.2	Production of materials	10,000.00	0.00	0.00	
	4.2.3	Certificate presentation ceremony	4,000.00	0.00	0.00	
	4.3	Eco-tour guide training	21,000.00	0.00	10,000.00	
	4.4	Publicity activities				
	4.4.1	Promotion, recruitment, trainings and practice	20,000.00	0.00	0.00	
	4.4.2	Talk and discussion	10,000.00	0.00	0.00	
	4.4.3	Facilities and materials cost	20,000.00	0.00	0.00	
5		Equipment				6,750.00
	5.1	Computer, software and peripheral devices				
	5.1.1	Desktop computer and software	10,000.00	4,000.00	4,000.00	
	5.1.2	Notebook and software	13,000.00	5,000.00	6,000.00	
	5.2	Camera, lens, binoculars and accessories	4,000.00	0.00	1,500.00	

		Items (Same as the Budget Particulars as Approved by the Secretariat)	Approved Budget (\$)	Expenditure for the period# (\$)	Cumulative Total (Project-to- date) (\$)	Projected Expenditure for Next Reporting Period (\$)
		(maintenance and repair)				
6		Other costs				135,750.00
	6.1	Administrative and overhead cost	365,000.00	77,000.00	179,000.00	
	6.2	General expenses	38,000.00	16,000.00	16,000.00	
	6.3	Travelling and transportation	60,000.00	10,000.00	19,500.00	
	6.4	Insurance	40,000.00	3,000.00	11,000.00	
	6.5	Auditing fee	38,000.00	19,000.00	19,000.00	
	6.6	Postage and courier	2,000.00	400.00	1,000.00	
7		Staff				522,500.00
	7.1	Project Managers [2 part-time employees, MPFcost included]	460,000.00	134,000.00	230,000.00	
	7.2	Project Officer [2 full-time employees, MPFcost included]	1,200,000.00	300,000.00	600,000.00	
	7.3	Assistant Project Officer [1 part-time employees, MPFcost included]	430,000.00	133,000.00	215,000.00	
		Total Expenditure (B)	7,000,000.00	1,726,000.00	3,040,000.00	1,750,000.00
		Net Income/(Expenditure) (A)-(B)	N/A	(515,898.80)	(321,998.80)	

Please fill in Annex A for procurement awarded with aggregate value of more than \$5,000.

**Procurement List of Capital Items, Goods and Services
with Aggregate Value of >\$5,000 awarded during this Reporting Period**

	Items	Amount (\$)	Procurement conducted in accordance with the CCFS Guide to Application ^{Note}
1	Provision of consultancy services contract for area A	450,000.00	<input checked="" type="checkbox"/>
2	Provision of service contract of survey for area B	60,000.00	<input checked="" type="checkbox"/>
3	Provision of service contract for general bird survey (Q2 2023)	23,000.00	<input checked="" type="checkbox"/>
4	Provision of goods for 1 Notebook and 3 sets of software	5,200.00	<input checked="" type="checkbox"/>
5	Provision of service contract for auditing project account (1 March 2023 to 29 Feb 2024)	19,000.00	<input checked="" type="checkbox"/>

Note

1. Please check to confirm that the procurement of the listed item has been conducted in accordance with relevant section on “Procurement of Capital Items, Goods and Services” section of the CCFS Guide to Application.
2. For procurement not conducted in accordance with the CCFS Guide to Application, the Secretariat will follow-up with the project organisation on the rationale behind. Normally CCFS funding will not be granted to non-complying procurement.
3. Please keep all quotations and/or tendering documents for the above procurement for inspection by the Countryside Conservation Office.

Remarks:

1. The Person-in-Charge of the recipient organisation is required to submit this Statement of Account (including Annex A) 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 3 February 2023 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.
4. Projected expenditure for all Items (same as the Budget Particulars as Approved by the Secretariat) for the next reporting period should be provided. Breakdown on Sub-Item basis is not required.
5. All figures of income and expenditure presented in this Statement of Account are rounded to cent (i.e. to display in 2 decimal places).

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;
- b. the information provided under the list of procurement awarded with aggregate value more than \$5,000 in Annex A are correct; and
- c. 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

Director

Date

15 October 2023

Official Chop of Organisation

