**TEMPLATE**

**Statement of Account**

|  |  |
| --- | --- |
| Project Number: |  |
| Project Title: |  |
| Recipient Organisation: |  |
| Amount of Approved Grant: |  |
| Project Period: |  |
| Current Reporting Period: |  |

Income

|  |  |  |
| --- | --- | --- |
| Items | Income  for the period  ($) | Cumulative Total  (Project-to-date)  ($) |
| Grant from CCFS |  |  |
| Bank Interest |  |  |
| Other Income (please specify) |  |  |
| Total Income (A) |  |  |

Expenditure

|  |  | Items  (Same as the Budget Particulars as Approved by the Secretariat) | Approved Budget  ($) | Expenditure  for the period#  ($) | Cumulative Total  (Project-to-date)  ($) | Projected  Expenditure  for Next Reporting Period  ($) |
| --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |
|  |  | Total Expenditure (B) |  |  |  |  |
|  |  | Net Income/(Expenditure) (A)-(B) | N/A |  |  |  |

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

**TEMPLATE**

**Annex A**

**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 |
| --- | --- | --- | --- |
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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 [DD/MM/YYYY] made between the Government of the Hong Kong Special Administrative Region and [recipient organisation] and the CCFS Guide to Application in respect of the [project title] funded by the CCFS, the above Statement of Account was prepared from the books and records of [recipient 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:

1. 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;
2. the information provided under the list of procurement awarded with aggregate value more than $5,000 in Annex A are correct; and
3. 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 |  |
| Person-in-charge |  |
|  |
| Position Held in Organisation |  |
| Date |  |
|  |  |
| Official Chop of Organisation |  |