

# Statement of Income and Expenditure

**Name of Grantee** : [ABC Organisation]  
**Project Title** : [XYZ PROJECT]  
**Date of Approval** : 30-九月-2021  
**Amount of Approved Grant** : HK\$4,000,000  
**Project Period** : From 1 October 2021 to 30 September 2023

**Current Reporting Period** : From 1 October 2021 to 31 March 2022

The Person-in-charge of the Grantee is required to attach this Statement of Income and Expenditure<sup>(please see remark)</sup> to the Progress Report of the same reporting period for submission to the Secretariat of Lantau Conservation Fund Advisory Committee.

	Current Period	Cumulative Actual Year-to-date	Spending Position	
	Actual	Actual (A)	Total Approved Budget (B)	Cumulative Actual as % of Total Approved Budget (A/B x 100%)
	HK\$	HK\$	HK\$	(%)
<b>Income</b>				
Grant from Lantau Conservation Fund	1,000,000	1,000,000	4,000,000	25.0%
Bank interest	0	0	0	#DIV/0!
Other income	0	0	0	#DIV/0!
<b>Total Income</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>4,000,000</b>	<b>25.0%</b>
<b>Expenditure</b>				
<b>1. Project Staff Cost</b>				
1.1 Project Manager	558,000	558,000	2,240,000	24.9%
1.2 Project Assistant	225,000	225,000	900,000	25.0%
<b>2. Publicity</b>				
2.1 Exhibition	25,000	25,000	80,000	31.3%
2.2 Workshops	2,000	2,000	10,000	20.0%
2.3 Design fee	1,000	1,000	10,000	10.0%
<b>3. Conservation Management Measures</b>				
3.1 Equipment	55,000	55,000	240,000	22.9%
3.2 Survey	41,000	41,000	220,000	18.6%
3.3 Insurance for third party liabilities	20,000	20,000	72,000	27.8%
<b>4. General Expenses</b>				
4.1 Local transportation costs	13,000	13,000	60,000	21.7%
4.2 Administrative and overhead costs	25,900	25,900	120,000	21.6%
4.3 Accounting and auditing fees	0	0	48,000	0.0%
<b>Total Expenditure</b>	<b>965,900</b>	<b>965,900</b>	<b>4,000,000</b>	<b>24.1%</b>
<b>Surplus/(Deficit)</b>	<b>34,100</b>	<b>34,100</b>	<b>0</b>	<b>#DIV/0!</b>

## Remark:

Pursuant to the project agreement dated DD/MM/YYYY made between the Government of the Hong Kong Special Administrative Region and [ABC Organisation] and the Guide to Application for Lantau Conservation Fund – Conservation and Related Projects in respect of the [XYZ project] funded by the Lantau Conservation Fund, the above Statement of Income and Expenditure was prepared from the books and records of [ABC Organisation] and has complied with, in all material respects, the requirements set in the above-mentioned project agreement.