

Quality Education Fund
General Guidelines on Management and Monitoring of Projects

These guidelines shall be read and adhered to by the Grantee as well as the project leader and staff handling the Quality Education Fund (QEF) projects. If these guidelines are not followed, the non-compliance will be duly recorded and the expenditure incurred may not be supported for disbursement.

Expenditure Control

Purchase of Goods, Equipment and Employment of Staff

The Grantee shall ensure that the expenditure incurred is within the ambit and the scope of the approved Budget. The expenditure shall be expended in accordance with the “Proposal” contained in Schedule I to the QEF Agreement (the Agreement) and shall not exceed the “Budget” contained in Schedule II to the Agreement. In general, items not included in the “Proposal” in Schedule I ***shall not be charged*** to the project. Only in exceptional circumstances where an item previously unforeseen but was found absolutely necessary for the benefit of the project would be considered.

2. The Grantee shall ensure that the staff employed is dedicated to the implementation of the project. Moreover, the principle of ***economy and cost effectiveness*** of expenditure shall be observed by the Grantee at all times. The Grantee shall ensure that a system is in place to avoid any real or perceived conflict of interest while implementing the QEF project.

Re-allocation of Funds

3. The re-allocation of funds (except audit fee¹) is allowed for the approved non-salary items of the Budget in the following circumstances:

- (a) for a project with total grant less than or equal to \$300,000, the re-allocation of any particular item in the “Budget” contained in Schedule II to the Agreement shall not be more than \$50,000;
- (b) for a project with total grant between \$300,001 and \$1 million, the re-allocation of any particular item in the “Budget” contained in Schedule II to the Agreement shall not be more than \$100,000; and

¹ Starting from the 2011/12 school year, the Grantees of new projects with grant over \$100,000 will be required to submit audited accounts upon project completion. The QEF will cover audit fee up to \$5,000 for projects with grant up to \$1 million and \$15,000 for those with grant exceeding \$1 million.

- (c) for a project with total grant over \$1 million, the re-allocation of any particular item in the “Budget” contained in Schedule II to the Agreement shall not be more than \$200,000.

4. Where the re-allocation of funds between the approved non-salary items exceeds the respective amounts set out in paragraph 3 above, *prior approval* in writing must be sought from the QEF together with supporting documentary evidence to demonstrate the need for and benefit of the proposed re-allocation. The QEF may at its sole discretion determine whether to grant approval or not.

5. All project personnel shall be remunerated on a fixed salary point during the entire project period. In normal circumstances, salary increment is not permitted. In exceptional circumstances such as difficulties in recruitment / replacement of project staff, variation of the approved salary items is allowed on the conditions that:

- (a) the revised Budget on salary does not exceed 20% of the approved Budget on salary;
- (b) the number of staff to be employed for each approved post in support of the project remains unchanged; and
- (c) the variation of salaries (monthly or total) of individual posts does not exceed 20% of the budgeted salary amount.

6. Except for the permitted variation mentioned in paragraph 5 above, *prior approval* in writing must be sought from the QEF for any other variation and request for re-allocation of funds to or out of the approved salary items. The QEF may at its sole discretion determine whether to grant approval or not.

Payment

7. Before making payment for goods supplied or work or service rendered for the project, the Grantee shall ensure that such goods, work or service are of a satisfactory quality before effecting payment. Original invoices and official receipts must be obtained and kept for record purposes.

8. The payment of personal emoluments to contract staff (either through direct credit to the staff’s bank account or cash payment) shall be properly documented and recorded. For projects involving payment of instructor fees, a receipt shall be signed by the recipient which will form part of the supporting documents to the financial reports. A standard receipt (copy at **Annex 1**) is available for reference.

9. Record keeping of all payments in the form of a ledger must be maintained.

Bank Account

10. **The Grantee shall open and maintain with a licensed bank in Hong Kong a bank account or to set up a separate ledger in the Grantee's accounting system designated for the sole purpose of keeping and transacting all monies of the Grant (the Designated Account). The Grant shall be deposited to the Designated Account of the Grantee bearing account names such as "ABC Primary School – QEF Account" and "XYZ Association – QEF Account".** To facilitate the reconciliation of account and the submission of regular financial reports to the QEF, the Grantee shall check bank statements relating to the Designated Account against the ledger of income and expenditure on a regular basis.

11. Any matching grant or donation received from other sources to fund the project shall not be deposited in the Designated Account. The Grant shall be kept separate from all the other monies belonging to the Grantee. However, the Grantee shall keep the QEF fully informed of any matching grant or donation received to support the project.

Submission of Interim Financial and Progress Reports

Interim Financial Report

12. The Grantee shall submit Interim Financial Report(s) to the QEF promptly in strict accordance with the report submission date(s) stipulated in the Report Submission Schedule in the revised proposal (Schedule I of the QEF Agreement). The Financial Report(s) and related documents will be subject to examination by an independent firm of accountants or accounting staff nominated by the QEF as and when required. When preparing the Financial Report(s), reference should be made to **Annex 5** for the general principles on whether an item could be charged to the project. A list of the documents required is tabled below:

For applications submitted <u>on or after</u> 1 September 2011:		
<i>Document</i>	<i>Applicability and Exemption</i> ²	
	<i>Project with grant up to \$100,000</i>	<i>over \$100,000</i>
- Financial Report (complete Section I of Annex 2a)	✓	✓
- Financial Report (complete Section II of Annex 2a) ¶	✓	✗
For applications submitted <u>before</u> 1 September 2011:		
<i>Document</i>	<i>Applicability and Exemption</i> ²	
- Financial Report including all tables therein (complete Annex 2b) ¶	This document must be submitted for all projects.	

Progress Report

13. The Grantee shall submit Progress Reports (prescribed format and guideline for completion at **Annex 3**) promptly in strict accordance with the Report Submission Schedule.

14. Late submission of the Interim Financial or Progress Reports will result in suspension of payment of the Grant. The suspended payment will only be released when the outstanding reports are received and all outstanding issues relating to the reports are resolved.

Final Financial and Project Reports

Final Financial Report

15. The Grantee shall submit the Final Financial Report within three months after completion of the project or immediately in case of early termination of the project. The Financial Report(s) and related documents will be subject to examination by an independent firm of accountants or accounting staff nominated by the QEF as and when required. When preparing the Financial Report(s), reference should be made to **Annex 5** for the general principles on whether an item could be charged to the project. A list of the documents required is tabled on the next page.

² ✓ the Grantee shall submit the document.
 ✗ the Grantee is exempt from submitting the document.
 ¶ the Grantee shall attach supporting documents such as copies of invoices, receipts, bank statements, etc. when submitting the document.

For applications submitted <u>on or after</u> 1 September 2011:		
<u>Document</u>	<u>Applicability and Exemption</u> ³	
	<i>Project with grant up to \$100,000</i>	<i>Project with grant over \$100,000</i>
- Financial Report (complete Section I of Annex 2a)	✓	✓
- Financial Report (complete Section II of Annex 2a) ¶	✓	✗
- Audited accounts of the project (see Annex 6)	✗	✓
- "Assets Register" for procured assets (complete Annex II of the General Guidelines on Handling of Assets)	✓	✓
- Refund for unused fund	✓	✓
For applications submitted <u>before</u> 1 September 2011:		
<u>Document</u>	<u>Applicability and Exemption</u> ³	
	<i>Project with grant up to \$3 million</i>	<i>Project with grant over \$3 million</i>
- Financial Report including all tables therein (complete Annex 2b) ¶	✓	✓
- Final Financial Report (Summary) and Certificate of Completion of Project / Declaration (complete Annex 4)	✓	✓
- Audited accounts of the project (see Annex 6)	✗	✓
- "Assets Register" for procured assets (complete Annex II of the General Guidelines on Handling of Assets)	✓	✓
- Refund for unused fund	✓	✓

³ ✓ the Grantee shall submit the document.

✗ the Grantee is exempt from submitting the document.

¶ the Grantee shall attach supporting documents such as copies of invoices, receipts, bank statements, etc. when submitting the document.

Final Project Report

16. The Grantee shall submit a Final Report of Project (prescribed format and guideline for completion at **Annex 7**) to the QEF within three months after completion of the project or immediately in case of early termination of the project.

17. The Grantee shall submit Interim and Final Financial Reports together with supporting documents in hard copies either by mail or in person and shall submit Progress Reports and Final Report of the Project in soft copies via the “Electronic Project Management System” (EPMS).

18. If the Interim Financial Report / Progress Report and the related documents mentioned in paragraphs 12 and 13 above are not submitted within two weeks after the issue of reminder to the Grantee, a letter will be issued by the QEF to inform the Grantee that it will be barred from applying for the QEF for one year, starting from the date of notification. Consideration will also be given to terminate the project in accordance with Clause 4 of the QEF Agreement. If the Final Financial Report / Final Project Report and the related documents mentioned in paragraphs 15 and 16 above are not submitted within one month after the issue of reminder to the Grantee, a letter will be issued by the QEF to inform the Grantee that it will be barred from applying for the QEF for three consecutive school years, starting from the date of notification. (These measures have been applied to those projects submitted on or after 1 September 2009.)

19. Where the Grantee has re-allocated the funds in excess of the respective amounts set out in paragraph 3 above or varied the approved salary items without prior approval of the QEF as required under paragraph 6 above, a warning letter will be issued by the QEF to the Grantee.

20. The actions taken by the QEF according to paragraphs 18 and 19 above will be used as a reference in the evaluation of the Grantee’s performance under the project and his / her future applications to the QEF.

~ End ~

優質教育基金計劃
Quality Education Fund Project

導師收據
Receipt for Instructor Fee

計劃編號及名稱
Project No. / Title : _____

學校 / 機構名稱
Name of School / Organisation* : _____

導師姓名
Name of Instructor : _____

服務性質
Nature of Service Provided : _____

期間 / 日期*
Period/ Date* : _____

工作時 / 日 / 堂數* (備註)
No. of Hour/ Day/ Lesson* (Note): _____

時薪 / 日薪 / 堂費* (備註)
Fee per Hour / Day / Lesson* (Note): _____

總額
Total Amount : _____

付款方式 Payment Method : 現金 Cash
 支票號碼 Cheque No. _____
銀行名稱 Name of Bank _____
 其他 Others _____

由獲授權人確證
Certified by Authorised Person:

由收款人簽署
Signed by Recipient:

姓名 Name: _____

姓名 Name: _____

*請刪去不適用者 Please delete as appropriate

備註：應根據協議書附表I「建議書」內的項目填寫。

Note: Please state the items in accordance with the "Proposal" in Schedule I of the Agreement.

Section I

Interim / Final*
Financial Report

Project No. : _____

Project Title : _____

For the period from[#] _____ to _____
(dd/mm/yyyy) (dd/mm/yyyy)

Declaration

I declare that-

- (a) all the income and expenditure information and supporting documents (if any) provided in this Report are true and correct;
- (b) all the expenditure of the project was spent in accordance with the approved budget, the terms and conditions of the Grant Agreement and the directives or instructions issued by the QEF Secretariat;
- (c) all incomes relating to the projects were reported in this Report;
- (d) the Grantee understands that this Report will be subject to examination by the QEF and undertakes to make appropriate adjustment in the report based on the result of such examination;
- (e) the information in the Final Financial Report tallies with the audited accounts, if any, submitted to the QEF; and
- (f) the Grantee understands and undertakes that, if there is unused fund upon the project end, a cheque / bank draft payable to “Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)” for refunding the unused grant shall be attached to the submitted Final Financial Report.

Signature of Authorised Person

Name of Authorised Person

Date: _____

(dd/mm/yyyy)

* Delete where appropriate.

The period shall follow the report submission schedule stated in Schedule I of the QEF Agreement. For the first Financial Report, the date shall be the project starting date. For subsequent Financial Report, it shall be from the date immediately following the end date of the last submitted Financial Report.

Template for this Annex can be downloaded from the QEF webpage at <http://qef.org.hk>

Quality Education Fund Project
Interim / Final*
Financial Report

Project No. :

Project Title :

For the period from

to

Income and Expenditure Items	Approved Budget ¹	Actual		
		Opening balance ²	Amount for the period	Closing balance
Income		i	ii	iii = i + ii
- QEF Grant				
- Interest Earned				
- Other Income				
Total Income :				
Less : Expenditure ³				
- Staff Cost				
- General Expenses				
- Equipment				
- Service				
- Works				
- Others (Please specify) :				
Total Expenditure :				
Fund balance as at period end			Surplus ⁴ / (Deficit)	

1. Total approved budget of the project.

2. There is no opening balance in the first Financial Report. For subsequent Financial Report(s), the last financial report's closing balance has to be brought forward correctly in this column.

3. List out expenditure items in accordance with the approved budget.

4. Return any surplus at the end of the project (ie, unused fund) to the QEF.

					Section II
Quality Education Fund Project					
Interim / Final*					
Financial Report					
<i>This Section is for completion by Grantee with grant size up to \$100,000</i>					
Project No. :					
Project Title :					
For the period from _____ to _____					
<u>Income Item</u>					
	<i>Particulars / Description</i>	Actual Income¹	Date	Receipt/ Voucher Reference Number²	Deposit Reference Number²
<u>QEF Grant :</u>					
	Total ³				
<u>Interest Earned:</u>					
	Total ³				
<u>Other Income:</u>					
	Total ³				
1. Insert row if needed.					
2. Attach supporting documents such as copy of receipts, voucher, bank statement, etc. to the Financial Report.					
3. The total income from each type shall tally with the corresponding figures listed in Section I.					

Quality Education Fund Project
Interim / Final*
Financial Report

This Section is for completion by Grantee with grant size up to \$100,000

Project No. :

Project Title :

For the period from

to

Expenditure item¹:

Staff Cost/General Expenses/Equipment/Services/Works/Others (Please specify)

Description of sub-item in
Approved Budget

Particulars /
Description of
Actual Item
Procured

Amount

Date

Invoice /
Voucher
Reference
Number²

Cheque
Number²

Total³

1. Use a separate sheet for each type of expenditure item.
2. Attach supporting documents such as copy of invoices, voucher, bank statement, etc. to the Financial Report.
3. The total of each expenditure item shall tally with the corresponding figure in Section I.

優質教育基金計劃
中期財政 / 財政總結*報告 (I)
Quality Education Fund Project
Interim / Final* Financial Report (I)

期間由 _____ 至 _____
for the period from _____ to _____

計劃編號
Project No. :

計劃名稱
Project Title :

港幣 HK\$

手上現金
Cash in hand : _____

存於銀行現金
Cash in bank : _____

總額
Total : _____

銀行賬戶
Bank Account

賬戶名稱
Name of Account Holder : _____

賬戶號碼
Bank Account No. : _____

銀行名稱
Name of Bank : _____

受款人確證真實無誤
Certified True and Correct by Grantee

學校 / 機構名稱
Name of School / Organisation : _____

獲授權人簽署及學校/機構蓋章
Signature of Authorised Person and
School / Organisation Chop : _____

獲授權人姓名及職銜
Name and Position of Authorised Person : _____

電話號碼
Tel. No. : _____

傳真號碼
Fax No. : _____

日期
Date : _____

電子郵件
E-mail : _____

* 請刪去不適用者 Please delete as appropriate

優質教育基金計劃
中期財政 / 財政總結*報告 (II)
Quality Education Fund Project
Interim / Final* Financial Report (II)

期間由 _____ 至 _____
for the period from _____ to _____

計劃編號 : _____ 撥款總額 : 港幣 HK\$ _____ 元
Project No. : _____ Approved Grant : _____

收入項目 Income Item(s)	預算收入 Budgeted Income	上期累積收入(1) Accumulated Income from Last Period (1) (如適用, if applicable)	期間實際收入(2) Actual Income for the Period (2)	累積收入金額(1+2) Accumulated Income (1+2)
基金撥款 QEF Grant	港幣 HK\$	港幣 HK\$	港幣 HK\$	港幣 HK\$
利息收入 Interest Earned				
其他收入 Other Income				
總收入(甲) Total Income (A) :				

開支項目 Expenditure Item(s)	預算開支 Budgeted Expenditure	上期累積開支(3) Accumulated Expenditure from Last Period (3) (如適用, if applicable)	期間實際開支(4) Actual Expenditure for the Period (4)	累積開支金額(3+4) Accumulated Expenditure (3+4)
薪金 Staff Cost	港幣 HK\$	港幣 HK\$	港幣 HK\$	港幣 HK\$
一般開支 General Expenses				
設備 Equipment				
服務 Services				
工程 Works				
其他(請列明) Others (Please specify) :				
總開支(乙) Total Expenditure (B) :				

**結餘 (甲 - 乙)
Fund Balance (A - B)**

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優質教育基金計劃
中期財政 / 財政總結*報告(III)
Quality Education Fund Project
Interim / Final* Financial Report (III)

期間由 _____ 至 _____
for the period from _____ to _____

計劃編號 : _____ 撥款總額 : 港幣 HK\$ _____ 元
Project No. : _____ Approved Grant : _____

收入項目(請詳列收入) Particulars (Please give details)	日期 Date	實際收入 Actual Income	票據參考編號 Receipt / Voucher Ref. No.	註釋 Remarks
基金撥款 QEF Grant : (例如第一期撥款) (e.g. 1 st instalment)		港幣 HK\$		
小計 Sub-total :				
利息收入 Interest Earned : (例如銀行利息 - 月/年) (e.g.. Bank interest - mm/yy)				
小計 Sub-total :				
其他收入 Other Income (例如學校撥款) (e.g. School contribution)				
小計 Sub-total :				
總額 Total:				

- 備註 (1) 請詳列各項收入，包括基金撥款、銀行利息及其他收入，例如向參加者收取的費用。
Note: Please give details of the income derived from the Project, e.g. QEF Grants, bank interest earned and participation fees.
- (2) 請按收入項目將票據分類及加上參考編號。
Please index the receipts / vouchers according to the income items.
- (3) 請付上上述各項收入票據、銀行月結單及銀行調節表的認證副本。
Please provide certified true copies of receipts / vouchers, bank statements and statement of bank reconciliation in support of the above income.
- (4) 如空間不足，請另加附頁或擴大各項目之空間。
If there is insufficient space, please give details on supplementary sheets or insert more space between items.

優質教育基金計劃
中期財政 / 財政總結*報告(IV)
Quality Education Fund Project
Interim / Final* Financial Report (IV)

期間由 _____ 至 _____
for the period from _____ to _____

計劃編號 : _____ 撥款總額 : 港幣 HK\$ _____ 元
Project No. _____ Approved Grant _____

開支項目(請詳列開支) Particulars (Please give details)	日期 Date	實際開支 Actual Expenditure	票據參考編號 Invoice / Voucher Ref. No.	註釋 Remarks
薪金 Staff Cost (例如全職/兼職計劃助理 - 月/年) (e.g. Full-time/ Part-time Project Assistant - mm/yy)		港幣 HK\$		
小計 Sub-total :				
一般開支 General Expenses (例如文具、印刷開支) (e.g. Stationery, printing expenses)				
小計 Sub-total :				
設備 Equipment (例如桌上電腦) (e.g. Desktop computer)				
小計 Sub-total :				

備註 (1) 請詳列各項開支。

Note : Please give details of the expenditures incurred.

(2) 請按支出項目將票據分類及加上參考編號。

Please index the invoices / vouchers according to the expenditure items.

(3) 請付上上述各項支出票據、銀行月結單及銀行調節表的認證副本。

Please provide certified true copies of invoices / vouchers, bank statements and statement of bank reconciliation in support of the above expenses.

(4) 如空間不足，請另加附頁或擴大各項目之空間。

If there is insufficient space, please give details on supplementary sheets or insert more space between items.

優質教育基金計劃
中期財政 / 財政總結*報告(IV)
Quality Education Fund Project
Interim / Final* Financial Report (IV)

期間由 _____ 至 _____
for the period from _____ to _____

計劃編號 : _____ 撥款總額 : 港幣 HK\$ _____ 元
Project No. _____ Approved Grant _____

開支項目(請詳列開支) Particulars (Please give details)	日期 Date	實際開支 Actual Expenditure	票據參考編號 Invoice / Voucher Ref. No.	註釋 Remarks
服務 Services (例如顧問費用) (e.g. Consultancy fee)		港幣 HK\$		
小計 Sub-total :				
工程 Works (例如安裝工程、敷設線路) (e.g. Installation work, cabling)				
小計 Sub-total :				
其他(請列明) Others (Please specify) : (例如應急開支) (e.g. Contingency)				
小計 Sub-total :				
總額 Total:				

備註 (1) 請詳列各項開支。

Note : Please give details of the expenditures incurred.

(2) 請按支出項目將票據分類及加上參考編號。

Please index the invoices / vouchers according to the expenditure items.

(3) 請付上上述各項支出票據、銀行月結單及銀行調節表的認證副本。

Please provide certified true copies of invoices / vouchers, bank statements and statement of bank reconciliation in support of the above expenses.

(4) 如空間不足，請另加附頁或擴大各項目之空間。

If there is insufficient space, please give details on supplementary sheets or insert more space between items.

Quality Education Fund

附表 III (第 1 部)
附件 2b 之表格丁
Table D of Annex 2b to
Schedule III (Part 1)

Best Practice in filling the Financial Report (“FR”) and Assets Register (“AR”)

Project No.: _____ **For the period ended:** _____

Action Checklist		Yes	No	N/A
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	The grantee should ensure the castings and calculations of all figures in FR and AR are properly made.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	The grantee should ensure FR and AR are properly prepared according to the school’s / organization’s accounting ledgers. The segregation of duties is suggested, e.g. filling by Accounts Officer, checking by Project Leader and certified by the School Head.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	The grantee should ensure all FRs are submitted together with the corresponding supporting documents: (a) Certified true copies of invoices / receipts and bank statements for the period; (b) A “Final Financial Report (Summary) and Certificate of Completion of Project / Declaration”; (c) An assets Register if there are any asset purchased by the project; (d) A cheque / bank-draft payable to “Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)”; and (e) For projects with a total grant of more than \$3 million, an audited account conducted by external auditors on the completion of the project. <i>Note: Points (b) to (e) are only applicable to the Final FR only.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The grantee should ensure the expenditure items in “Interim / Final* Financial Report (II)” are classified in accordance with “Items to be Financed” in Schedule II of the Agreement and any variation to the non-salary item should not exceed: (a) \$50,000 if the total grant is \$300,000 or less; (b) \$100,000 if the total grant is between \$300,001 and \$1 million; and (c) \$200,000 if the total grant is bigger than \$1 million If the variation is in excess of the above permitted level, prior approval should be sought from the QEF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The grantee should ensure all expenditure items in FR are within the Proposal in Schedule I of the Agreement or approved in writing by QEF.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	In normal circumstances, staff should be remunerated on a fixed salary point. In exceptional circumstances, the grantee is allowed to adjust the approved salary items without recourse to the QEF on the condition that (a) The overall approved salary budget does not exceed 20% of the budgeted salary amount; (b) The number of staff to be employed for each approved post in support of the project remains unchanged; and (c) The variation of salaries (monthly or total) of individual posts does not exceed 20% of the budgeted salary amount. Prior approval should be sought from the QEF for any variation in excess of the above conditions. Please refer to the “General Guidelines on Management and Monitoring of Projects”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The grantee should keep a separate ledger for all monies received and paid in a designated bank account and reconcile the ledger with bank statement on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	The grantee should submit the Interim FR and Final FR together with AR promptly and properly to QEF in strict accordance with the report submission date(s) stipulated in the Report Submission Schedule in the revised proposal. Late submission of FR and outstanding documents may result in suspension of payment of the Grant. If FR and related documents are not submitted after the issue of reminder to the Grantee, a letter will be issued to inform the Grantee that he / she will be barred from applying for the QEF for one school year (Interim FR) and three consecutive school years (Final FR) respectively. For Interim FRs, termination of the project will also be instituted in accordance with Clause 4 of the QEF Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	The grantee should ensure that the processes of staff recruitment and procurement are conducted in an open, competitive and fair manner, and that all quotations, including both verbal and written, must be properly documented and recorded. For example, (a) Adopting a credible staff recruitment procedure with adequate documentation; (b) Obtaining sufficient quotation on procurement of goods/services (including consulting service and hire of staff): ● At least 2 verbal / written quotations for the amount over \$5,000 but not exceeding \$50,000 ● At least 5 written quotations for the amount over \$50,000 but not exceeding \$1,430,000 ● Adopt a competitive tendering procedure for the amount over \$1,430,000; and (c) Segregation of duties on recruitment and procurement procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	All assets costing \$1,000 or more should be recorded in AR with the appropriate classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The grantee should account for the deployment of reusable equipment and assets upon project completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The grantee should be responsible for maintenance of all assets until the assets are disposed of. The grantee should also develop a proper system for disposal of assets, e.g. obtaining a technical certificate for disposed assets, adequate documentation of the inspection process etc. The grantee should ensure that the assets are disposed of in accordance with the “General Guidelines on Handling of Assets”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The grantee should make sure the “General Guidelines on Management and Monitoring of Projects”, “General Guidelines on Handling of Assets” and “General Guidelines on Staff Administration and Procurement Matter” are properly followed.	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Please make an “X” in the boxes for the above questions as appropriate and make sure all points are dealt with. A copy of this report should be with Interim and Final FR.

Progress Report of Project

Project No. : /

Reporting Period: From _____ (month/year) to _____ (month/year)

Part A

Project Title: _____

Name of Organization/School: _____

Project Period: From _____ (month/year) to _____ (month/year)

Part B

*Please read the **Guidelines to Completion of Progress Report of Quality Education Fund Projects** before completing this part of the report.*

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Project activity during the reporting period
2. Project variation*, if any, during the reporting period
3. Self-evaluation of project effectiveness with indicators and measures of effectiveness clearly stipulated
4. Dissemination of deliverables and good practices, if any, and responses to such dissemination

Name of Project Leader: _____ Name of Grantee: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

** For variations not covered by the terms of the Agreement, a **separate** written application should be submitted to the Quality Education Fund for **prior** approval.*

** Progress Report of Project should be submitted via “Electronic Project Management System” (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

Guidelines to Completion of Progress Report of Quality Education Fund Projects

The Progress Report is intended to be an aid to reflection by Project Leaders on the implementation of the project. Kindly study the following guidelines prior to the completion of the report and elaborate clearly on the four aspects described below.

1. Project activity

This section should cover:

- information on the dates, time, venues and number of participants of the activities held during the reporting period (*the information may be presented in a table form*)
- the percentage, in terms of key tasks, of the project completed at the end of the reporting period

2. Project variation

This section should cover, where applicable, variations of project with details and justifications during the reporting period:

- changes in the schedule of the programme, including the activities cancelled, postponed or added
- details of the deviation from the proposal regarding the quantity and qualification of the staff hired for the project; staff turnover
- budget item reallocation
- change in project team composition
- other variations not mentioned above

Please state whether the above variations are able to solve the problems encountered.

3. Self-evaluation of project effectiveness

This section should evaluate the effectiveness of the project activities with regard to:

- attainment of the stated objectives
- success of the activities in the light of the impact on the participants
- resources (e.g. people, time and equipment, etc.) used for the activities

4. Dissemination of deliverables and good practices

This section should cover, where applicable:

- tangible deliverables (e.g. CD ROMs, publications, etc.) at this stage
- dissemination activities such as experience-sharing sessions, distribution of deliverables or media interview held during the reporting period and the responses of the participants/recipients to such dissemination activities
- deliverables or good practices that are worthy of dissemination to the school sector at this stage and the mode in which these deliverables or good practices can be disseminated (e.g. workshop, seminar etc.)

Please enclose the tangible deliverables with this progress report.

優質教育基金計劃
財政總結和計劃完成證明書
Quality Education Fund Project
Final Financial Report (Summary)
and Certificate of Completion of Project / Declaration

計劃編號 Project No. :	
計劃名稱 Project Title :	
計劃進行時間 Project Period :	

甲. 收入

A. Income

收入項目 Income Item(s)	金額 Amount (港幣 HK\$)
撥款總額 Approved Grant	
利息收入 Interest Earned	
其他收入 Other Income	
總收入 Total Income:	

乙. 開支

B. Expenditure

按協議書附表 II 所列的開支項目 Expenditure Item(s) as per Schedule II of Agreement	金額 Amount (港幣 HK\$)
總開支 Total Expenditure:	

餘款 (總收入 - 總開支)

Unused Funds (Total Income - Total Expenditure): 港幣 HK\$ _____ 元

隨表附上 _____ (銀行名稱) 銀行支票一張，編號 _____，抬頭人為「Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)」，以退回餘款港幣 _____ 元 _____ 角 _____ 仙正。

A cheque payable to "Permanent Secretary for Education Incorporated No. 6 Account (Quality Education Fund)" in the amount of HK\$ _____ Cheque No. _____ drawn on _____ (Name of Bank) for the return of unused funds is enclosed.

丙. * 計劃完成證明書 / # 聲明

C. * Certificate of Completion of Project / # Declaration

(請刪去不適用者 Please delete as appropriate)

本人謹此聲明，計劃的所有開支是依據已審核之預算(包括購買固定資產)、撥款的條款及和條件與以及優質教育基金秘書處所的許可去而支付，而所有未用撥款或剩餘款項已退還優質教育基金。

I declare that all the expenditure of the project was spent in accordance with the approved budget, including the purchase of fixed assets, the terms and conditions of the grant and the approval from the Quality Education Fund (QEF) Secretariat and that all unused fund was returned to QEF.

獲授權人簽署

Signature of

Authorised Person _____

獲授權人姓名

Name of

Authorised Person : _____

日期

Date : _____

* 適用於完成計劃 Applicable to Completion of Project

適用於提早終止計劃 Applicable to Early Termination of Project

Quality Education Fund Principles for Allowable Costs

Introduction

This document aims at assisting the Grantee and its auditor in considering whether, the cost of an item is allowable under the QEF Grant as well as the extent thereof.

General Principles

2. The general principles for determining allowable costs for a QEF project are as follows:

- (a) The cost is in accordance with the terms and conditions stipulated in the QEF Agreement;
- (b) The cost is incurred within the ambit and the scope of the approved Budget;
- (c) The cost is incurred within the project period;
- (d) The cost is necessarily incurred for the purposes for which the QEF Grant is provided;
- (e) The cost is reasonable and accords with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness; and
- (f) The cost is actually and provably spent. It is adequately documented by accounting records and documents such as invoices, receipts, payroll records, timesheets, etc.

Target Beneficiaries

3. The QEF Grant shall only be used for the agreed target beneficiaries.

Common Unallowable Costs

4. The Grantee shall finance the unallowable costs from non-QEF sources such as his/her own fund. Some unallowable items are listed below as a reference.

(a) *Building Facilities (including office and accommodation)*

Expenses for rates, rental, building management fee, renovation, operation, repair and maintenance, etc.

(b) *Business set up cost*

Expenses on the formation or establishment of a limited company or organization.

(c) *Entertainment expenses and prizes*

- Costs associated with any type of entertainment and related incidental expenses.
- Prizes either in the form of cash or other types of souvenir including door prizes, movie tickets, cash coupons, gift certificates, passes to amusement parks, memorabilia, promotional items (such as T-shirts, caps, recycle bags, key chains, imprinted pens), etc.

(d) *Equipment Maintenance*

Maintenance costs for equipment such as computer, video equipment, etc.

(e) *Food Costs*

Food of any kind such as snacks, beverages, refreshments, meals, etc.

(f) *Insurance premiums*

All kind of insurance such as public liability insurance, travel insurance, employees' compensation insurance, directors' and officers' liability insurance, etc.

(g) *Penalties and Fines*

(h) *Personal Expenses*

Expenditures on goods and services for private purposes.

(i) *Staff Cost*

- Salary increment to project personnel.
- Fringe benefits for staff (e.g. education allowance, medical insurance, housing allowance, etc.).
- Severance payment and untaken leave of staff employed.

- Salary costs for staff who are already employed full-time by the Grantee, such as the school's teaching staff who spend a portion of their time on the project.

(j) *Stored value card*

Costs for acquiring and/or adding value to stored value card such as Octopus.

(k) *Travelling*

- Travelling expenses between home / accommodation and workplace.
- Excess travelling expenses, i.e. amount over the cheapest reasonable form and route of public transport.
- Costs for travel documents (e.g. passport costs) and related expenses (e.g. visa fees).

(l) *Utility*

Expenses such as charges for electricity, gas, water, telephone (fixed line or mobile), fax, internet access, etc.

Matching Requirement

5. When there is a matching agreement in the agreed proposal, the Grantee shall finance its specific portion of the costs from non-QEF sources according to the approved Budget. The Grantee shall keep the accounting records of the contributions from non-QEF sources (matching contributions). If the Grantee's actual matching contributions are lower than the budgeted amount, the actual amount of the QEF Grant will be reduced to maintain the budgeted sharing percentage or ratio. Common examples of the costs that could have matching agreement are students' activities costs and set up costs for "Use of New Technology for School Administrative Work" projects.

Handling of Unallowable Costs

6. Expenditure on unallowable items that cannot be charged to the QEF Grant shall be borne and financed by the Grantee.

Quality Education Fund Audited Accounts

Introduction

This document provides guidance for the Grantees on the submission of audited accounts upon completion of the project.

I. Audit Requirement

2. The Grantee shall prepare the project accounts (including the Income and Expenditure Statement, Balance Sheet and Notes) and supplementary information of the project in accordance with the “Accounting Policies for QEF Projects” which are contained in the “Notes for Auditors of the QEF Grantees”¹. The auditor’s report on the project accounts shall be signed by a practice unit as defined under the Professional Accountants Ordinance (Cap. 50) which is not in any way connected with the project. The Grantee shall request the auditor to provide a report of factual findings in connection with the internal controls established by the Grantee. The Grantee shall submit these two auditor’s reports together with the project accounts and supplementary information to the QEF within three months after completion of the project. The Grantee shall keep proper books and records for at least seven years after completion of the project, and make available to the auditor all information, documents and explanations relating to the project.

3. The Grantee shall ensure that the selected auditor possesses the necessary expertise and knowledge to perform the audit. In selecting an auditor, the Grantee shall conduct a competitive process according to a pre-established set of selection criteria. The process shall be consistent with the QEF “General Guidelines on Staff Administration and Procurement Matter” which can be downloaded from the QEF website at <http://qef.org.hk>.

II. Guide on Appointment of an Auditor

Selection of an Auditor

4. When selecting an auditor, the Grantee may take account of the following:

- (a) audit fee;
- (b) number of partners and professional staff of the auditor;

¹ The document can be downloaded from the QEF website at <http://qef.org.hk>.

- (c) the auditor's relevant experience such as engagement in grant recipient's project accounts;
- (d) audit methodology and approach to be adopted by the auditor;
- (e) clientele of the auditor;
- (f) feedback on the auditor's performance from other clients; and
- (g) independence (i.e. the auditor is required to be independent of the Grantee in order to express an audit opinion without bias, conflict of interest or undue influence).

Solicitation Document for Inviting Prospective Auditors to Submit Bids

5. The Grantee shall prepare a clear solicitation document for inviting prospective auditors to submit bids. The solicitation document shall include the following essential information:

- (a) the name, address, history and current operation, and the accounting system, internal controls and administrative procedures of the Grantee;
- (b) the QEF project to be audited;
- (c) the scope of audit service and the expected audit products to be provided;
- (d) the name and telephone number of a contact person of the QEF project;
- (e) the expected format of the bids to be prepared by bidders;
- (f) the address that the bids should be delivered or sent to;
- (g) the closing date and time for the submission of bids;
- (h) the evaluation criteria to be used;
- (i) the expected schedule of audit work; and
- (j) the method and timing of payment.

6. With reference to the selection criteria which it adopted, the Grantee shall request relevant information from the prospective auditors in the solicitation document.

7. The ways listed below may be used when preparing the list of prospective auditors:

- (a) seeking information from the Grantee's finance section which may provide such list;
- (b) consulting other schools/institutes/organizations;
- (c) browsing the website of the Hong Kong Institute of Certified Public Accountants (HKICPA) for the list of firms (<http://app1.hkicpa.org.hk/membership/list/cpa/index.php>); and
- (d) referring to the List of Auditor² (the "List") on the QEF website at <http://qef.org.hk>.

The Engagement

8. The Grantee and the auditor should agree on the terms of engagement in writing for (a) the audit of the project accounts; and (b) the conduct of agreed-upon procedures³. The engagement letters should include the objective and scope of the audit and the agreed-upon procedures, the respective responsibilities of the Grantee and the auditor, the right of access to records, documentation and other information requested in connection with the audit, the form of any reports or other communication of results of the engagements and the audit fee. The Grantee shall ensure that the engagement letter contains the requirement that his auditor would (i) send a copy of the auditor's management letter, if any, to the QEF concurrently when the letter is sent to him; and (ii) make an immediate written report to the QEF direct on any fraud / irregularity or suspected fraud / irregularity on the part of the Grantee that comes to the auditor's notice / knowledge. It is a normal practice for an auditor to use its own template for a letter of engagement and to request its

² It should be noted that the inclusion of any auditors in the List does not in any way represent or imply any recommendation or approval by the QEF of their capability to provide audit services, or the quality of the audit services provided by them, in relation to the QEF projects. Likewise, the omission of any auditors from the List should not be regarded as disparagement or disapproval by the QEF. Before using the List, the entire disclaimer therein must be read by the user.

³ According to the HKICPA's standard on "Engagements to Perform Agreed-Upon Procedures Regarding Financial Information", the objective of an agreed-upon procedures engagement is for the auditor to carry out procedures of an audit nature to which the auditor and the entity [the Grantee] and any appropriate third parties [the QEF] have agreed and to report on factual findings.

client to sign the letter showing agreement with the terms before commencing the service. As a signed engagement letter represents a binding contract, the Grantee should carefully read through the engagement letter to ensure there is no misunderstanding and no outstanding issue which requires clarification before signing it.

Final Report of Project

Project No. : /

Part A

Project Title: _____

Name of Organization/School: _____

Project Period: From _____ (month/year) to _____ (month/year)

Part B

*Please read the **Guidelines to Completion of Final Report of Quality Education Fund Projects** before completing this part of the report.*

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

Name of Project Leader: _____ Name of Grantee*: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

** Final Report of Project should be submitted via “Electronic Project Management System” (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

Guidelines to Completion of Final Report of Quality Education Fund Projects

Please elaborate the following items in your evaluation of the project. It is expected that the guide would provide a reference to the project leader/team in reflecting on the effectiveness of the project.

1. Attainment of Objectives

The following items should be included in the evaluation of the attainment of each of the project objectives stated in the project proposal (*the information may be presented in a table form in the format of Table 1 in this Annex or in short paragraphs*):

- objective statement
- activities related to the objective
- extent of attainment of the objective
- evidence or indicators of having achieved the objective
- reasons for not being able to achieve the objective, if applicable

2. Project Impact on

The project's effects on the learning effectiveness / professional development / school development should be evaluated, in evidence-based approach, with regard to:

- broadening students'/teachers' horizons
- increasing students'/teachers' sense of achievement
- fostering students' development in their potential and specific abilities
- training students to better meet social demands
- increasing training opportunities for teachers and enhancing their professional development
- improving learning atmosphere
- fostering team spirit and enhancing the overall image of the school
- inducing collaboration with other schools / professional organizations.

3. Cost-effectiveness

Grantees are required to complete the 'Budget Checklist' at Table 2 in this Annex and enclose it as an appendix of this report. Please adopt the classification of budget items in Schedule II of the Agreement.

The project's cost-effectiveness should be evaluated with regard to:

- utilization of available resources (e.g. equipment, human resources of applicant school/ participating school(s))
- unit cost for the direct beneficiaries
- sustainability of the learning programme and materials developed
- expenditure items which require no injection of resources when the project is replicated by other schools (including setup cost of the project, deliverables ready for use)
- alternative approaches for equivalent benefits at less cost

4. Deliverables and Modes of Dissemination

The following items should be included in the evaluation of each of the project deliverables and their value for dissemination (*the information may be presented in a table form in the format of Table 3 in this Annex*):

- description of the deliverable (e.g. type, title, quantity, etc.)

- evaluation of the quality and dissemination value of the deliverable
- the dissemination activities conducted (please state the date, mode, etc.) and the responses of the participants/recipients to such dissemination activities
- the value and feasibility for the deliverable to be widely disseminated by the QEF as well as suggested modes of dissemination.

A brief description of the elements/experiences contributing to the success of the project and feasibility of continuing the project should also be given.

5. Activity List

Particulars of activities conducted during the project period such as types of activities, brief descriptions of the activities, number of participants and feedback from participants should be reported (*the information may be presented in a table form in the format of Table 4 in this Annex or in short paragraphs*).

6. Difficulties Encountered and Solutions Adopted

The information here should explain why the actual project implementation (including the budget, schedule and process) differs from the original plan, if applicable.

Table 1: Attainment of Objectives

Objective statement	Activities related to the objective	Extent of attainment of the objective	Evidence or indicators of having achieved the objective	Reasons for not being able to achieve the objective, if applicable
Objective 1	Activity 1 Activity 2	Fully achieved		
Objective 2	Activity 1 Activity 2	75% attained		

Table 2: Budget Checklist

Budget Items (Based on Schedule II of Agreement)	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$240,000	\$200,000	-16.7%
Equipment	\$60,000	\$65,000	+8.3%

Table 3: Dissemination Value of Project Deliverables

Item description (e.g. type, title, quantity, etc.)	Evaluation of the quality and dissemination value of the item	Dissemination activities conducted (e.g. mode, date, etc.) and responses	Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination.
Two teacher manuals on “Team Building”		distributed to 100 participants at the dissemination seminar in 6/2001; about 10 teachers indicated that they would use the materials as try-out	
One CD-ROM on “Workshops on Team Building Activities”		distributed to 50 schools on request in 7/2001	

Table 4: Activity List

Types of activities (e.g. seminar, performance, etc.)	Brief description (e.g. date, theme, venue, etc.)	No. of participants				Feedback from participants
		schools	teachers	students	others (Please specify)	