

「伙伴倡自強」社區協作計劃 申請發還審計師費用表格
Enhancing Self-Reliance Through District Partnership (ESR) Programme
Application for Reimbursement of Auditors' Remuneration

受資助機構名稱： Name of organization :			
Project name : 計劃名稱：		計劃編號： Project No. :	ESR
Total grant approved: 計劃撥款額：		計劃批准日期： Date of approval :	

審計期(年度) Audit Period (Year) e.g. 1 st	每年可發還審計師費用上限 ^(備註 1) Maximum Annual Auditor's Remuneration Payable ^(Note 1) (HK\$)	是次申請發還審計師費用金額 Auditor's Remuneration to be claimed this time (HK\$)	單據編號 ^(備註 2) Receipt No. ^(Note 2)

備註 Note

- (1) 與獲批計劃有關的審計師費用(核准計劃的撥款並不包括的審計師酬金)可以先墊後付的方式申請發還，數額如下
 Auditors' remuneration payable related to the approved project (not as part of the grant for the project) can be claimed on a reimbursement basis according to the following scale –

資助額 Size of the Grant (HK\$)	每年可發還的審計師費用上限 Maximum Annual Auditors' Remuneration Payable (HK\$)
100 萬以下 Less than 1 million	6,000
100 萬至 300 萬 1 million to 3 million	12,000

- (2) 所有由「伙伴倡自強」社區協作計劃支付的支出，必須有單據及相關報價記錄及招標文件，相關文件須經機構查證無誤及印上機構的蓋章後連同本表格一同遞交。

All supporting receipts for payments met by funding of ESR Programme and the relevant Records of Quotations should be submitted with official chop and certified as being correct.

機構聲明 Certification by organization

本人茲證明：

I certify that:

- 上述資料均準確無誤及並無缺漏；
the information provided above is correct and without any omission;
- 所有購買的服務均屬合理及有必要，並且均遵照計劃協議內的條款辦事；
the services detailed were considered reasonable and necessary to the project, and all expenditures are in compliance with the terms and conditions as stated in the project agreement;
- 為計劃購入的服務，已遵照計劃協議內的採購程序辦事，其報價及價格與市場水平比較均屬合理；
procurement procedures of all services of the project are in compliance with the terms and conditions as stated in the project agreement; the prices quoted and accepted for purchases of services in the project are considered reasonable compared with the market prices;
- 所有支出項目均只用於被核准的計劃。
the expenditure listed is solely incurred for the use of the above mentioned project.

機構蓋章 Official Chop	負責人姓名*： Name of responsible officer*: _____ 簽署： Signature: _____ 職位： Post: _____ 日期： Date: _____
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*必須為「伙伴倡自強」社區協作計劃撥款協議中附表 1 所列獲授權核證開支及動用指定銀行帳戶的人士。

Person(s) authorized to certify expenditure and operate the designated bank account as stipulated in Schedule 1 of the agreement in respect of grant under the ESR Programme.

Methods of Submitting

Applicant may submit application form by the following ways:

(a) **By Post / By Hand** –to the following address:
**The Secretariat to the Enhancing Self-Reliance Through
District Partnership Programme, Home Affairs Department
31/F, Southorn Centre, 130 Hennessy Road,
Wanchai, Hong Kong**

(b) **By Email** - to the following email address:
esr_secretariat@had.gov.hk

遞交方法

機構可以下列方式遞交申請表：

(一) 郵遞或專人交付至以下地址：
民政事務總署
「伙伴倡自強」社區協作計劃秘書處
香港灣仔軒尼詩道 130 號
修頓中心 31 樓

(二) 電郵傳送到本計劃的電郵信箱：
esr_secretariat@had.gov.hk