

「伙伴倡自強」社區協作計劃 項目進度報告
Enhancing Self-Reliance Through District Partnership (ESR) Programme
Project Progress Report

請將填妥的項目進度報告表格送交至「伙伴倡自強」社區協作計劃秘書處，並夾附：-

Please complete and send the copy of the project progress report to the Secretariat to the ESR Programme and attach the following: -

- 報告之電腦檔案 (MS Word 版本)
softcopy of this completed progress report in MS Word format
- 報告涵蓋期的經審計年度帳目 (只適用於全年進度報告)
annual audited account for the period under review (for annual progress report only)
- 提交予公司註冊處的最新周年申報表副本 (只適用於全年進度報告)
copy of the latest Annual Return to the Company Registry (for annual progress report only)
- 僱員問卷 (只適用於全年進度報告)
staff questionnaires (for annual progress report only)

受資助機構名稱 Name of Grantee		項目編號 Project Ref. No.	
項目名稱 Project Name		協議簽署日期 Date of Signing Agreement	(DD/MM/YY)
報告涵蓋期 Report Covering Period (DD/MM/YY)	(DD/MM/YY)	至 To	(DD/MM/YY)
	第一 / 二 / 三 / 四 / 五 / 六* 年 1 st / 2 nd / 3 rd / 4 th / 5 th / 6 th * year	半年/全年* 進度報告 Half-yearly / Annual* Progress Report	

*請刪去不適用的項目 Please delete as appropriate

A. 報告期內成效表現 (截至報告涵蓋期末)

Achievement of Planned Targets for the Period under Review (as at the last reporting day)

(i) 創造就業 Job Creation

	預期成效指標(附註一) Planned Target (Note1)		實際數字(附註二) Actual Figures (Note2)		差距百分比 % of Variance [(B)-(A)]/(A)	差距原因 Reasons for variances
	人數 No. (A)	目標對象分類 Target Group (附註三 Note 3)	人數 No. (B)	目標對象分類 Target Group (附註三 Note 3)		
全職 Full Time						
兼職 Part Time						
每月工作 20 小時以下 Work less than 20 hours/month						
每月工作 20 小時以上 Work more than 20 hours/month						
兼職小計 Part Time Sub-total						
總數 (全職+兼職) Total (FT+PT):						
間接職位 Indirect						
離職僱員人數 Staff turnover						

附註一：請根據協議附件二的 I 部份「每半年主要指標」填寫

Note 1: Please complete according to Part I 'Key Milestones by Mid-Year' of Schedules II of the signed Agreement

附註二：數字須與下文 B 部份所列僱員數目相符

Note 2: **The figures should match with the employee information listed in Part B below**

附註三：請按目標對象分類表選擇一個分類

Note 3: Please select ONE category from the Target Groups table

目標對象分類表 Target Groups Table

目標對象分類 Target Groups			
1	弱勢婦女 (如低技術、低學歷、或需照顧家庭成員的婦女) Underprivileged women (e.g. low-skilled, low educated or required to take care family members)	8	新來港人士 New arrivals
2	待學待業青少年 (包括由外展社工轉介的邊沿青年) Unengaged youth (including youth-at-risk as identified by out-reaching social workers)	9	單親父母 Single parent
3	失業人士 the unemployed	10	少數族裔人士 Ethnic minorities
4	低技術人士/低學歷人士 The low-skilled / low educated	11	長者 Elderly
5	未能適應就業市場變化的中年人士 The middle-aged who fail to adapt to the changes of the job market	12	殘疾人士 People with disabilities
6	低收入人士 (如綜援人士) The low income people (e.g. CSSA recipients)	13	其他 Others (請註明 Please specify)
7	更生人士/已康復濫藥人士 Ex-offenders / rehabilitated drug abusers		

(ii) 為目標對象提供產品或服務 (如項目以此為主要社會目標)

Provision of Products / Services to Target Groups (For Project with this as major social objectives)

Product / Service to Target Groups 為目標對象提供的產品/服務	目標對象分類 Target Group (附註三 Note 3)	預期成效指標(附註一) Planned Target (Note 1)		實際數字 Actual Figures		差距原因 Reasons for variances
		受益人數 No. of Beneficiaries	營業額 (港幣) Sales Turnover (HK\$)	受益人數 No. of Beneficiaries	營業額 (港幣) Sales Turnover (HK\$)	

B. 僱員資料 Staffing Information

請填寫報告涵蓋期內為本項目而聘請的所有僱員資料,包括期內離職的僱員。

Please include the information of **ALL staff that had been employed by your organization under this project within the reporting period**, including those who have already left within the period.

職位 Position	全職/兼職 FT/PT (附註四 Note 4)	目標對象分類 Target Group (附註三 Note 3)	薪酬 Salary	入職日期 Employment Start Date (mm/yy)	期內離職 Left within Reporting Period (Y/N)	居住地區 Home Address District	受僱前狀況 Status Before Employment
範例 Example: 侍應生 Waiter	全職 FT	12 新移民 12 New arrivals	\$6,000/月薪 \$6,000/month	09/15	N	屯門 Tuen Mun	已待業兩個月 Unemployed for 2 months

附註四：請按「兼職」的工作時數分類 -

Note 4: Please indicate the category of Part Time according to the working hours -
兼職分類 Category of Part Time Jobs

- PT- A -每月工作 20 小時以下 Work less than 20 hours per month
- PT- B -每月工作 20 小時以上 Work more than 20 hours per month

C. 報告期內財務報告 Financial Report for the Period under Review

CI 財務狀況 Financial Situation

(就全年進度報告而言，數字須與經審計帳目內數字相符 For annual progress report, please ensure the figures are tallied with those of the Audited Account)

(請雙擊表格以進行編輯 Please double click to edit)

		港幣\$HK\$			
		預算數字(附註五) Projected Figures(Note 5)	實際數字 Actual Figures	差距 Variance	差距原因 Reasons for variances
		(a)	(b)	$[(b)-(a)]/(a) \times 100\%$	
銷售 Sales					
銷售項目 General Sales Items					
(1)		-	-	#DIV/0!	
(2)		-	-	#DIV/0!	
弱勢社群 (如有) Socially Disadvantaged (if any)		-	-	#DIV/0!	
小計 Sub-Total	(1)	-	-	#DIV/0!	
銷售成本 Cost of Sales	(2)	-	-	#DIV/0!	
毛利 Gross Margin		-	-	#DIV/0!	
毛利率 Gross Margin %		#DIV/0!	#DIV/0!		
營運開支 Operating Expenses*					
薪金和津貼 Salaries and allowances				#DIV/0!	
租金和差餉 Rent and rates				#DIV/0!	
水電煤 Utilities				#DIV/0!	
其他主要項目 Other major items					
(1)				#DIV/0!	
(2)				#DIV/0!	
小計 Subtotal	(3)				
其他收入 Other Income	(4)				
利潤/(虧損) Profit / (Deficit) (不包括 折舊 Excluding depreciation)	(1)- (2)- (3) + (4) = (5)				

*不需把折舊數字計算在內 Amount of depreciation should not be included in the calculation.

附註五：請根據協議附件二的 J 部份「財政預算」填寫。若為半年報告，請按比例調整預算數字。

Note 5: Please complete according to Part J 'Financial Budget' of Schedule II of the Agreement. For half-year progress report, please use the projected figures on pro rata basis.

CII 分配利潤 (只適用於在撥款協議中已允許可分配利潤的項目)**Profit Distribution (Only apply to Project which is allowed to distribute profits under the Agreement)**

在報告涵蓋期內從項目中分派了合共港幣 [] 元作為股息，該股息佔項目於 [] (dd/mm/yyyy) 至 [] (dd/mm/yyyy) 年度期間所賺取溢利(即除稅後利潤)港幣 [] 元的 [] %^{附註六}。

During the reporting period under review, HK\$ [] has been distributed out of the Project as dividend, which is [] %^{Note 6} of HK\$ [] the profit after taxation earned during the annual period(s) from [] (dd/mm/yyyy) to [] (dd/mm/yyyy).

附註六：如股息率超過 20% 必須取得諮詢委員會批核

Note 6: Approval from the ESR Advisory Committee is required for dividend ratio more than 20%

D. 報告期內成效表現**Achievement of Planned Targets for the Period Under Review****主要指標 Key Milestones**

	預期成效指標 ^{註七} Planned Target ^{Note 7}	實際成效 Actual Achievement	差距原因 Reasons for variances
例如 Examples : ● 與協作團體相關合作計劃 Collaboration / Partnership Plans with Other Organizations			
●			
●			
●			
●			
●			

附註七：請根據協議附件二的 I 部份「每半年主要指標」填寫

Note 7: Please complete according to Part I 'Key Milestones by Mid-Year' of Schedule II of the signed Agreement

E. 技術顧問的意見 Comments from the Advisor(s)

請匯報與技術顧問會見的情況，包括顧問就項目面對的問題而提出的建議。有關顧問的資料及履歷載於申請表格第 I.H 部。

Please give a brief report of the meeting(s) with the Advisor(s), including the problems identified in and the advice given to the project. Details and C.V. of the advisor(s) are listed in Part I.H of the application form.

F. 改善／發展方案 Improvement / Development Plan

請列出任何推行方面的關注事項、改善建議和預期成果、以及未來發展策略和目標。

Highlight issues of concern relating to implementation, the proposed actions and achievement, and set out a synopsis of the results and future development of the business.

--

G. 僱員問卷調查結果 (只適用於全年進度報告)

Result of Staff Survey (Only applicable to Annual Progress Report)

機構須確保所有在 B 部份列出的僱員填寫問卷，把結果輸入下表後，**連同已填妥之問卷遞交**。

The Grantee should ensure that **ALL** staff listed in Part B have completed the questionnaires. Please fill in the results in the excel files below and **submit the completed questionnaires with this progress report.**

(請雙擊表格以進行編輯 Please double click the table below to edit)

僱員 Staff	問題 Question									
	1	2	3	4	年齡 Age	性別 Sex	學歷 Academic Qualification	現職 Position in SE	現況 Status	已受聘於社企時間 Employment Period in SE
範例Example: 僱員 Staff A	2	3	3	1	3	2	2	侍應 Waiter	1	1
僱員Staff B										
僱員Staff C										
僱員Staff D										

H. 撥款運用情況（截至資助期完結，只適用於第三年全年進度報告）**Status of Grant Spending (as at End of Funding Period, i.e. only applicable to the 3rd Year Annual Progress Report)**

		金額 Amount \$
(a)	核准營運開支撥款 Approved Operating Grant	
(b)	三年資助期內累計除稅前溢利／（虧損）淨額 Accumulative Profit Before Tax / (Loss) in the 3-year Funding Period	
(c)	尚未使用營運開支撥款 ^{附註八} Unspent operating grant ^{Note 8} [(c) = (a)-(b)]	
(d)	已支付的可退還按金資本開支撥款(如有) ^{附註八} Refundable Deposits from Approved Capital Grant (if any) ^{Note 8} 按金種類（例如：租金按金） Nature of Deposits (e.g. rental deposit)	
小計： Sub-Total (d):		
總計： Grand Total (c) + (d):		

附註八：受資助機構在資助期滿後，須歸還政府任何在扣除項目的虧損額後尚未使用的營運開支撥款餘額及／或已支付的可退還按金。如欲保留款項作持續發展或擴展業務用途，機構必須填寫 I 部份，並提供理據

Note 8: Any unspent grant over the deficits of the project and/or refundable deposits should be returned to the Government at the end of the funding period. Application for retaining the funding for sustainable development or expansion of the social enterprises should be submitted to the Secretariat by completing Part I with justification

I. 申請保留尚未使用營運開支撥款及/或豁免歸還可退還按金撥款（如適用）**Application for retention of unspent operating grant (Where applicable)**

本機構現申請於資助期滿後，保留尚未使用的營運開支撥款／可退還按金撥款 *
\$ _____，以持續經營本項目或擴展本項目業務，有關理據／擴展業務計劃如下-

We would like to apply for retention of \$ _____ from the unspent operating grant / deposit of this project* at the end of the funding period for the purpose of sustaining or expanding the business of this project. The justifications / expansion plans are as follows -

*請刪去不適用的項目 Please delete as appropriate

J. 機構確證真實無誤 Certified True and Correct by Organization

本人謹此證明上述財務報告及項目進度的所有資料均屬真實無誤，並保證本機構/公司已執行和遵守機構/公司與香港特別行政區政府所簽訂協議條文，以及刊載於廉政公署網站及「伙伴倡自強」社區協作計劃網頁內的防貪指引。

I certify that all information contained in the financial statements and project progress report as stated above are true and correct. I also confirm that our Organization/Company has executed and complied with all the terms and conditions spelt out in the Agreement signed between the Organization/Company and the Government of the Hong Kong Special Administrative Region, as well as all relevant guidelines on corruption prevention as published at the website of the Independent Commission Against Corruption and at the webpage of the ESR Programme.

機構蓋章 Official Chop	簽署： Signature :	_____
	負責人姓名： Name of responsible officer*:	_____ (請用正楷填寫 in block letters)
	職位： Post :	_____
	受資助機構名稱： Name of Grantee :	_____
	日期： Date :	_____

*必須為簽署「伙伴倡自強」社區協作計劃撥款協議的機構代表或附表1所列獲授權核證開支及動用指定銀行帳戶的人士。

This report must be signed by the representative of the Organization signing the Agreement or the 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 the progress report 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進度報告：

(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

僱員問卷調查 Staff Survey

(調查所得資料只供有關部門統計之用，而閣下之個人資料亦將會被保密)

All personal information would be kept confidential. Data will only be used internally for statistical purpose

請在句子右方圈出評分：1 代表你非常同意這句子，5 代表你非常不同意。

Please score the following sentences: "1" means you strongly agree with the sentence, "5" means you strongly disagree.

	評分 Score				
	同意 Agree				不同意 Disagree
範例: 我有能力及信心做這份工作 <i>Example: I have the abilities and confidence in this job</i>	1	2	3	4	5
1. 我有能力及信心做這份工作 I have the abilities and confidence in this job	1	2	3	4	5
2. 我喜歡這份工作 I like this job	1	2	3	4	5
3. 這份工作令我學到更多工作技能 This job enhances my working skills	1	2	3	4	5
4. 我對將來就業有信心 I am confident with my future employment	1	2	3	4	5

基本資料 (請在格內填入資料或 ✓ 號)

Basic information (Please fill in or tick in the appropriate box)

年齡 Age : (1) 18-30 (2) 31-40 (3) 41-60 (4) 61 或以上

性別 Sex : (1) 男 Male (2) 女 Female

學歷 Qualification : (1) 小學或以下 (2) 中學 (3) 大專或以上
Primary or below Secondary Tertiary

職位 Position in SE : _____

已受聘於社企時間 : (1) 少於三個月 (2) 三個月至半年 (3) 半年至一年
Employment <3 months 3 -6 months 6 months -1 year
Period in SE

(4) 一至兩年 (5) 兩至三年 (6) 三年或以上
1-2Year 2-3 Years >3 Years

現況 Status : (1) 仍受聘於社企 Working in SE (2) 辭職/離職 Resigned/End of Service