




## **Reminder Note to Kindergartens in Receipt of One-off School Development Grant for Kindergartens (Grant)**

This note should be read together with the following [which can be downloaded at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792>]:

- ✧ Appendix III to [Education Bureau Circular](#) (formerly referred as Education and Manpower Bureau Circular) No. 1/2007 dated 22 January 2007 on “New Initiatives in Pre-primary Education”
- ✧ [Reference Guide to Procurement of Goods](#)
- ✧ [List of Recommended Items](#)

### **Documents to be Submitted by 30 April 2008**

1. The following should be submitted to respective Senior School Development Officer (SSDO) of Regional Education Office (REO) / Senior Pre-primary Services Officer (SPSO) of Joint Office for Pre-primary Services (JOPS):
  - (a) the duly completed, signed and dated [Income and Expenditure Statement](#); and
  - (b) copies of the school's written notices to parents on its plan to upgrade its facilities with the Grant and the list of items procured out of the Grant

### **Chargeable Period of the Grant**

2. Expenditure incurred from 15 December 2006 to 31 March 2008 is chargeable to the Grant.

### **Unspent Amount of the Grant**

3. Kindergartens should return to the Government any unspent money as at 31 March 2008 by sending to their respective SSDO of REO/SPSO of JOPS a crossed cheque payable to "The Government of Hong Kong Special Administrative Region" or "The Government of HKSAR".

### **Records Kept**

4. A separate ledger account to record income and expenditure of the Grant, with supporting documents like invoices and receipts; breakdowns of the purchases; Purchase Record Forms; Quotation Record Forms; Undertaking by Staff Involved in Procurement; Declaration of Interests by Staff Involved in Procurement (if applicable); and any other relevant documents should be properly kept and such records should be made available to Education Bureau for inspection when required.

### **Cessation of School Operation on or before 31 March 2008**

5. Any unspent amount of the Grant should be returned to the Government following the procedure in paragraph 3 above together with paragraph 1(a) & (b) above and a report on the disposal of items purchased out of the Grant to their respective SSDO of REO/SPSO of JOPS for scrutiny.