



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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17 January 2017

Dear Supervisor,

**2017/2018 Audited Accounts
Draft templates for Reference
for Kindergartens and Kindergarten-cum-Child Care Centres
joining the Free Quality Kindergarten Education Scheme**

This letter provides Supervisors of Kindergartens and Kindergarten-cum-Child Care Centres (collectively referred as “KGs”) joining the Free Quality Kindergarten Education Scheme (“the Scheme”) with the draft circular memorandum and templates of audited accounts for the 2017/18 school / financial year **for advance information**.

2. Seminars will be provided in February 2017 to explain the required accounting arrangements under the Scheme so as to facilitate KGs to set up their accounting records and prepare the annual audited accounts starting from 2017/18.

3. The formal circular memorandum requesting for submission of 2017/18 audited accounts will be issued in June 2018.

Yours faithfully,

(Ms. Clarice LI)
for Permanent Secretary for Education