

EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 167/2018

From : Permanent Secretary for Education

To : Supervisors and Heads of Kindergartens,
Kindergarten-cum-Child Care Centres
and Schools with Kindergarten Classes

Ref. : EDB(KGA)/KGES/16/1

Date : 27 September 2018

Special Grant on Typhoon Disturbance (Kindergarten)

Summary

The purpose of this circular memorandum is to inform kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (collectively referred to as “KGs” hereafter) joining the kindergarten education scheme (hereafter referred to as “Scheme”) of the details about the provision of the Special Grant on Typhoon Disturbance.

Details

2. Typhoon Mangkhut has brought unprecedented threats and extensive devastation to Hong Kong and at the same time caused varying degrees of damage to school premises. The Education Bureau (EDB) has been maintaining close contact with schools and the sector to understand their needs and offer appropriate support.

3. To help schools pay the extra cost to be borne as a result of the recovery works arising from Typhoon Mangkhut, EDB will provide the Special Grant on Typhoon Disturbance to KGs joining the Scheme according to the actual expenses of schools.

Ambit

4. KGs joining the Scheme can use the Special Grant on Typhoon Disturbance to cover the expenditure incurred from the costs of school premises repair works that have to be carried out as a result of the Typhoon, replacement of facilities within school premises associated with damage or losses caused by the Typhoon, including repairs of doors, windows, fences, pipes on external walls and outdoor lighting facilities damaged by strong winds, clearing of waste in school premises, procurement/replacement of necessary items/equipment, etc.

Administrative and Payment Arrangements

5. The Special Grant on Typhoon Disturbance will be disbursed according to the actual expenses of KGs, with a basic ceiling of \$50,000 per KG (counted by registered location). In case of special circumstances that KGs have to apply for an amount of subsidy exceeding \$50,000, KGs are required to explain the special circumstances and EDB will consider such applications prudently on a case-by-case basis.

6. KGs should complete the application form (Appendix), list out the amounts of subsidy required (including breakdowns), and submit it together with the certified true copy of the supporting documents (i.e. receipts and/or invoices) to the respective School Development Sections/Joint Office for Kindergartens and Child Care Centres **on or before 30 November 2018**. If individual schools cannot submit the relevant receipts and/or invoices before the deadline, EDB will consider on individual merits. A KG supervisor should declare in the application form that:

- (i) these expenses are incurred from the damage or loss to the school caused by Typhoon Mangkhut;
- (ii) these expenses relating to premises repairs are to be borne by the KG as agreed with the landlord of the school premises (only applicable to KGs operating on rented premises);
- (iii) if the KG occupies/uses only part of the premises/facilities, these expenses are limited to the proportion that should be shared by the local KG section. Expenses relating to the non-school portion, child care centre section and non-local KG stream are not included;
- (iv) the tender/quotation for procurement of the related goods/services or implementation of works have been conducted and approved in accordance with the procedures as stipulated in the relevant guidelines issued by EDB; and
- (v) in respect of the relevant expenditure, the KG has not acquired other Government subsidies or other public resources (e.g. the Lotteries Fund), has not received compensation, in cash or in kind, from any third party, has not procured any insurance policy for the school premises and school facilities, or the insurance policy procured does not cover the expenditure incurred from such damage or loss.

7. EDB will inform KGs of the application result on or before 4 January 2019. The Special Grant on Typhoon Disturbance is expected to be disbursed to KGs within January 2019.

8. On procurement of the relevant goods and services and carrying out works, KGs are reminded to follow the procurement procedures as stipulated in the *Guidelines on Procurement Procedures in Kindergartens (November 2017)* issued by EDB.

Financial and Accounting Arrangements

9. KGs should keep separate ledger account to properly record all income and expenditure of the Special Grant on Typhoon Disturbance, and report these items in the annual audited accounts to be submitted to EDB. All books of accounts, receipts, payment vouchers and invoices must be kept by KGs for accounting and auditing purposes. As a usual practice, the relevant records should be kept for a period of not less than seven years.

Enquiries

10. For enquiries, please contact the respective Senior School Development Officer/Senior Services Officer.

Mrs CHAN SIU Suk-fan
for Permanent Secretary for Education

cc : Heads of Sections - for information

To: Permanent Secretary for Education

(Attn: _____ District School Development Section/ Joint Office for Kindergartens and Child Care Centres)

[Please complete and submit this form together with the copies of the documentary evidence (i.e. invoices and/or related receipts) to the respective School Development Sections/ Joint Office for Kindergartens and Child Care Centres on or before 30 November 2018.]

Application for Special Grant on Typhoon Disturbance (Kindergarten)
(Applicable to kindergartens (KGs) joining the kindergarten education scheme)

Part A: To be completed by the KG (For applications for different registered locations under the same school registration, please submit separate application forms for each location.)

Our KG would like to apply for the above grant in the total amount at HK\$ _____.

| | Item (Please use a separate sheet if space below is not sufficient) | Total amount of expenditure (HKD) | Percentage of the local KG section's share | Amount of grant applied (HKD) |
|---------|---|--|---|--------------------------------------|
| | e.g. replacing damaged window | \$xxx | 100% | \$xxx |
| | e.g. clearing of waste in school premises | \$xxx | 80% | \$yyy |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| Total : | | | | |

Our KG certifies that:-

- (i) the expenses of the above goods/services/works are incurred from the damage or loss to the school caused by Typhoon Mangkhut;
- (ii) the above expenses relating to premises repairs are to be borne by our KG as agreed with the landlord of the school premises (only applicable to KGs operating on rented premises);
- (iii) the above expenses are limited to the proportion that should be shared by the local KG section (those expenses relating to the non-school portion, child care section and non-local KG stream are not included);
- (iv) the tender/quotation for procurement of related goods/services or implementation of works have been processed and endorsed in accordance with relevant guidelines issued by EDB; and
- (v) In respect of the above items, our KG has not acquired other Government subsidies or other public resources (e.g. the Lotteries Fund), has not received compensation, in cash or in kind, from any third party, has not procured any insurance policy for the school premises and school facilities, or the insurance policy procured does not cover the expenditure incurred from such damage and loss.

The copies of the documentary evidence (i.e. invoices and/or related receipts) verified and signed by the School Supervisor are enclosed. (Remarks: Supervisor is required to sign on each page of the documentary evidence to certify as a true copy, and write down "The expenditure is caused by Typhoon Mangkhut".)

Name of KG : _____
 School Registration No. : _____
 Signature of Supervisor : _____
 Name of Supervisor : _____
 Date : _____

| |
|-------------|
| School Chop |
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Remarks:

- *The **basic ceiling of the above grant to each KG (counted by registered location) is HK\$50,000**. Each application will be considered on its own merits.*
- *All books of accounts, receipts, payment vouchers and invoices in respect of the purchases must be kept by the KG for accounting and auditing purposes. The quotation and tender records in respect of the purchases shall also be available for EDB's inspection as and when required.*

Part B : To be completed by District School Development Section/ Joint Office for Kindergartens and Child Care Centres

After verification by EDB, the application for the Special Grant on Typhoon Disturbance of your KG is now approved in the total amount at HK\$_____ for the approved items as set out in Part A. Items not approved are deleted from the table in Part A.

Signature of SSDO/SServO : _____
Name of SSDO/SServO : _____
Date : _____