**Education Bureau Circular Memorandum No. 17/2023**

**Appendix 5**

*(Page 1 of 2)*

**Kindergarten Education Scheme – Enhanced Support Measures**

**Report on Use of Grant for**

**Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant)**

|  |
| --- |
| Please complete and submit this form by post to the respective School Development Section/  Joint Office for Kindergartens and Child Care Centres **on or before 31 January 2024 (Wednesday).** |

To: Permanent Secretary for Education

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

\* Please delete as appropriate.

Please put a “✓” in the appropriate boxes and provide the relevant information.

1. Our school has spent the “Grant for Improving Ventilation of School Premises of Kindergartens”　 (“Healthy Schools” Grant) as stipulated in Education Bureau (EDB) Circular Memorandum No. 17/2023 “2022 Policy Address – Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme” for the following purpose, after obtaining the agreement of the landlord of the school premises (if applicable):

|  |  |
| --- | --- |
|  | Procurement, replacement and/ or installment of exhaust fan(s) (Quantity: ) |
|  | Procurement, replacement and/ or installment of fresh-air preconditioner(s) (Quantity: ) |
|  | Procurement, replacement and/ or installment of louvered door(s) (Quantity: ) |
|  | Procurement, replacement and/ or installment of other ventilation related equipment stated above (Please specify): |
|  | Performance of ventilation related enhancement or improvement works    Please specify: |
| Owing to the reason stated below^, the proposed ventilation improvement measures could not be proceeded. As such, the Grant has been spent on the following purpose:  ^Reason: The landlord objects to the performance of works or installation of equipment/ School will relocate shortly/ Others (please specify)\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Replacement of malfunctioned/ obsolete air purifiers (Quantity: ) | |
|  | Procurement of air purifiers (Quantity: ) | |
|  | Procurement of consumables (Please specify): | |

**Appendix 5**

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1. As at (Date) , the Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant)

|  |  |
| --- | --- |
|  | is fully depleted. |
|  | has a balance of $ . |

**I confirm that:**

1. our school has observed the requirements as stipulated in EDB Circular Memorandum No. 17/2023 to keep a separate ledger account to properly record all the incomes and expenditures of the Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant) and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for examination purposes by the EDB. If the actual balance of the annual audited accounts does not match with the above, our school will notify the EDB as soon as possible for follow up; and
2. if our school fails to provide relevant documents for EDB’s checking and inspection when requested, has used the Grant for purposes other than those specified by the EDB, or fails to comply with the respective requirements under the Grant, the amount of the Grant as specified by the EDB will be returned to the Government.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature of Supervisor: |  | | |  |  |
| Name of Supervisor: |  | | |  |  |
| Name of School: |  | | |  |  |
|  |  | | |  |  |
| School Registration No.: |  | | |  | School Chop |
| Contact Person (Name): |  | Tel. No.: |  |  |  |
| Date: |  | | |  |  |