

**Option Form for Schools with Operating Reserve Exceeding the Reserve Ceiling
in the XXXX/XX School Year**

(as at 31.8.XXXX)
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Part I - Surplus of operating reserve in excess of reserve ceiling

Net amount of surplus of operating reserve in excess of reserve ceiling as reported in Statement 4 Part (C) of the XXXX/XX audited accounts

Part II - Options to handle the above surplus (Note)

My school has chosen option _____ [please indicate (a), (b), (c) or (d)] as listed below to rectify the above net amount of surplus of operating reserve in excess of the reserve ceiling -

- (a) To submit a plan on how to reduce school fees in the forthcoming school year
- (b) To receive less DSS subsidy in the forthcoming school year
- (c) To return the surplus to the Government
- (d) To transfer the surplus to the school fee remission and scholarship reserve

Part III - Certification

I hereby certify that the information contained in this form is true and correct, and submit herewith the option that the school has chosen to handle the net amount of surplus of operating reserve in excess of reserve ceiling in Part I for EDB's consideration.

(Signature of Supervisor)

(Name of School)

(Name of Supervisor)

(Date)

(School Chop)

Note : For full details of the options, please refer to paragraph 27 of the EDB Circular No. 16/2012.