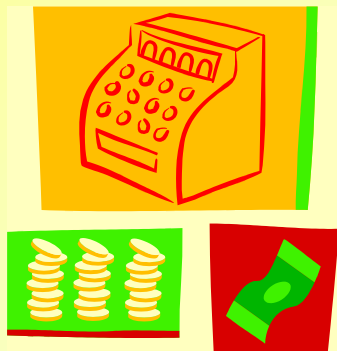


Briefing Session on Application for Reimbursement of Relevant Expenses Incurred for the Operation of Incorporated Management Committee in the 2014/15 School Year



**School-based Management Section
Education Bureau
26 June 2014**

Programme

9:15 am - 9:30 am	Registration
9:30 am -10:40 am	Brief Introduction of the Reimbursement Grant
10:40 am -10:55 am	Break
10:55 am -11:45 am	Example Sharing Case Discussion and Application Procedure
11:45 am -12:15 pm	Question and Answer Session

Arrangement on Reimbursement / Application

- Capped at a ceiling of \$350,000
- To apply in the following school year after the setting up of an IMC

Eligible period: 1.9.2014 to 31.8.2015

- Individual schools need to apply for the reimbursement on a need basis; EDB will not release to schools automatically

Notes on Expenditure (1)

1. Use the public fund prudently
2. Related to the establishment and operation of IMC on a need basis
3. No repeated claims
4. Separate ledger account; endorsed / reported at IMC meeting(s)

Notes on Expenditure (2)

5. Payment/expenditure has to be supported by receipts
6. All income and expenditure has to be recorded
7. Upon request, schools need to provide additional information
8. All purchases of goods and services must follow EDB's "Procurement Procedures in Aided Schools"

(EDBC 4/2013 issued on 30 April 2013)

Points to Note in Quotation/Tendering (1)

- Principle of fairness, openness and transparency
 - Equal chance
 - No privilege
 - Reasonable
 - Release of sufficient and same information
- Checks and balances
 - Prevent favouritism, corruption and malpractices
- Confidentialities of information
 - Restricted access on a need-to-know basis
 - No unauthorised disclosure of quotation/ tender information

Points to Note in Quotation/Tendering (2)

- Value for money
 - Competitive offer
 - Conform with specifications
 - Economical
- Declaration of conflict of interest
- Complete documentary records
(Procurement Procedures in Aided Schools)
- EDB will conduct inspections to schools to ensure compliance with the procurement procedures

Financial Limits

Financial Limits	Procurement Arrangements	Approving Authorities
\$5,000 or below	Competitive bidding not required for procurement of any stores or services provided that a member of school staff at an appropriate level certifies that such procurement is essential and the prices are fair and reasonable	Principal/Deputy Head <i>[Note: For schools without Deputy Head, the approving authority rests with the Principal.]</i>
Above \$5,000 to \$50,000	By oral quotations (at least 2)	
Above \$50,000 to \$200,000	By written quotations (at least 5)	Principal
Above \$200,000	By tenders (at least 5)	Tender Approving Committee comprising the School Supervisor/Manager, the Principal, a teacher and a representative of the Parent-Teacher Association or a parent manager

Single Quotation/Tendering (1)

- Single quotation/tendering should be fully justified and used only in circumstances when competitive bidding would not be an effective means of obtaining the requisite stores and services, for instance:
 - where there is evidently only one potential supplier capable of providing the requisite stores and services;
 - where for reasons connected with the protection of copyrights or technical reasons;
 - where services are to be provided by utility companies; or
 - where maintenance is to be executed on patent or specialized equipment and where the warranty of the equipment gives the supplier of the equipment the exclusive right to carry out the maintenance service.

Single Quotation/Tendering (2)

- Prior approval from relevant authority set out as follows is required, and there should be proper documentation of the decision together with justifications:
 - For procurement at an estimated cost of up to \$50,000 each, prior approval has to be obtained from the Panel Head of the subject or a staff member with the salary point not lower than Master Pay School Point 25.
 - For procurement at an estimated cost of more than \$50,000 each, prior approval has to be obtained from IMC.
- Schools should follow the same procurement procedures applicable to competitive bidding for quotation/tender.

Involvement of SSBs in Schools' Procurement Activities (1)

1. Acquiring stores and services through SSBs
2. Acquiring stores and services from SSBs
3. Acquiring stores and services from SSBs by single quotation/tendering

Involvement of SSBs in Schools' Procurement Activities (1)

1. Acquiring stores and services through SSBs

- Prior approval must be obtained from IMCs and such records should be properly documented
- SSBs are required to follow the same procurement procedures as the aided schools
- All relevant procurement records should be made available to schools for audit purpose
- IMCs have the obligation to ensure SSBs' compliance with the procurement requirements set out in EDB's guidelines

Involvement of SSBs in Schools' Procurement Activities (2)

2. Acquiring stores and services from SSBs

- In the normal circumstances, SSBs should be treated as one of the bidders subject to competitive bidding and the same selection procedures applicable to other bidders
- IMCs should ensure that the SSBs concerned are treated equally and fairly as other bidders
- IMCs need to pay special attention to declaration of conflict of interest

Involvement of SSBs in Schools’ Procurement Activities (3)

3. Acquiring stores and services from SSBs by single quotation/tendering

- IMCs should refer to the “Checklist for Issue and Vetting of Single Quotation/Tender for Supplies of Stores and Services by School Sponsoring Body” (see Annex VI of “Guidelines on Procurement Procedures in Aided Schools”):
 - Schools should have full justifications (see slide no. 9)
 - Prior approval must be obtained from IMCs
 - School personnel involved in preparing quotation/tender documents and assessing quotations/tenders should declare their interest
 - SSBs are required to submit quotations/tenders according to the procedures as stipulated in the “Guidelines on Procurement Procedures in Aided Schools”

Involvement of SSBs in Schools' Procurement Activities (4)

- To enable IMCs to consider whether the price of the SSBs' quotation/tender offer is fair and reasonable, the SSBs should submit price quotation with cost breakdown for the stores and services
- Suggested templates for breakdown of the quotation/tender price (for reference only):
 - Management and Financial Services
 - Information Systems
 - Training Services
- After vetting the quotation/tender, the IMCs should decide whether or not to accept the offer
- The decision of the IMCs together with the ground of acceptance of the quotation/tender should be properly documented

Nature of Expenses

1. Hire of staff

e.g. accounting personnel, administrative assistant and supply/substitute teacher, etc to provide administrative support and to assist in establishing and implementing financial and human resources management system

2. Hire of services

e.g. legal, financial and management consultancy services

3. Other expenses

e.g. to conduct experience-sharing sessions on the setting up and operation of IMC and manager training (excluding cost of food and drinks)

Areas of Expenses (1)

1. Administrative work – providing support to the establishment and operation of the IMC

Liaising with managers and preparing documents for IMC meetings

2. Financial management

Taking forward change-over arrangement and putting in place more rigorous financial management and internal control systems, etc

3. Human resources management

Producing relevant administrative handbooks and guidelines for the implementation of a more rigorous and transparent mechanism

Areas of Expenses (2)

4. Sharing/dissemination of good practices

Holding seminars or workshops for experience sharing relating to IMC operation or implementation of school-based management

5. Manager training

Organising school-based manager training courses and seminars for stakeholders (e.g. teacher managers, parent managers or managers of other categories) to promote understanding of IMC operation

Areas of Expenses (3)

6. Networking relevant stakeholders

Assisting in setting up of alumni association; promoting the spirit and implementation progress of school-based management to parents, alumni and other stakeholders

7. Preparing relevant documents

Drawing up guidelines for manager elections, updating the school administration procedure and policy manuals related to the operation of IMC

Nature of Expenses

- **Hire of staff**
- **Hire of services**
- **Other expenses**

Areas of Expenses

- **Administrative work – providing support to the establishment and operation of the IMC**
- **Financial management**
- **Human resources management**
- **Sharing/dissemination of good practices**
- **Manager training**
- **Networking relevant stakeholders**
- **Preparing relevant documents**

Intermission
15 minutes

Example Sharing

Case 1: Tamar Primary School

Clerk (1)	Providing clerical support to IMC in its initial operation (liaise with managers and prepare documents for IMC meetings, etc); assisting teachers to conduct teacher manager and parent manager elections	\$96,736
Clerk (2)	Assisting in the asset/stock taking process and in the differentiation of assets; assisting teachers to conduct alumni manager election	\$63,543
Teacher assistant	Taking up part of the teaching load of 3 teachers so that the teachers could assist in teacher, parent and alumni manager elections; and follow-up with progress of manager registration	\$144,375
Legal consultancy service	Vetting of the constitutions of the parent-teacher association and alumni association	\$13,000
Financial service	- School audit fees relating to establishment of IMC	\$11,000
	- Matters relating to transference of assets	\$20,000
Others	IMC seals	\$560
	Total : \$349,214	

Case 2: Tamar Secondary School

Administrative assistant	Providing administrative support to IMC in its initial year of operation (including arranging IMC meetings; assisting in alumni manager election; assisting in the drafting of relevant human resources and financial management handbooks and guidelines; handling of asset counting and asset differentiation, etc) so that the workload of principal and teachers could be lessened	\$217,518
Training courses	Organising school-based training courses for IMC managers, teachers and parents on: (1) understanding the vision and mission of the SSB; (2) school-based management and IMC; and (3) the role of IMC managers	\$15,000
	Total : \$232,518	

Case 3: Tamar School

Administrative assistant	Providing support to IMC in its initial operation (liaise with managers, arrange IMC meetings and assist in alumni manager election)	\$118,440
2 part-time staff	Assisting in asset/stock taking	\$14,400
Financial service	<ul style="list-style-type: none"> - Setting up of an asset management system - School audit fees relating to establishment of IMC 	\$36,818 \$4,000
Others	Printing of letters and ballots, and postage relating to parent and alumni manager elections	\$1,850
	Total : \$175,508	

Case Discussion

1. A teacher would like to attend a course related to operation of IMCs. Can the school make use of the grant to employ a supply teacher for the teacher on course?
2. An IMC of a school was established on 5 June 2014 and the school employed an additional clerk with effect from 10 July 2014 to assist in stock taking. Is it eligible for the school to reimburse the salary of the clerk from 10 July 2014 to 30 September 2015?

3. Is it acceptable for a school to employ a new administrative assistant to support the initial operation of its IMC with contract period from 1 October 2014 to 31 August 2015, while it is stipulated in the employment contract that public holidays are non-working days?
4. Is it eligible for schools to claim overtime allowance of staff and transport fees for document delivery?

5. Is it acceptable for the SSBs to recommend to the IMCs of their sponsored schools to acquire chargeable services from the SSBs themselves?
6. An IMC of a school was established on 5 June 2014. Is it eligible for the school to claim the audit fees for the period from 15 July 2014 to 15 August 2014?

7. Is it acceptable for a school to recommend its clerk to attend a course on computer word processing because of the establishment of IMC?
8. Is it acceptable for a school to make use of the grant for purchase of computers and conference tables and for the renovation of a conference room where IMC meetings will take place?

9. Is it acceptable for a school to claim the advertising fees and printing fees for newsletters of Parent Teacher Association (PTA)?
10. In addition to the “Incorporated Management Committee Liability Insurance Policy” (IMCLIP) as taken out by the Education Bureau on behalf of aided IMC schools, is it acceptable for schools to use the grant to take out extra IMC liabilities insurance for school managers?

Application Procedures



Group Activities

“Reimbursement Claim Form”

**(Applicable to aided schools with
IMC established in the 2013/14 school year)**

Points to Note in Application

- Applications should be submitted on a **quarterly** basis
- Capped at a ceiling of **\$350,000**
- Applications should be submitted to SBM Section by fax or by mail **within 10 working days** after each quarter of the school year
- Schools should keep the **original receipts** of all reimbursement claims
- Upon request, schools need to provide additional information

Claim Form for Reimbursement of Relevant Expenses Incurred for the Operation of IMC in the 2014/15 School Year

Applicable to Aided Schools with Incorporated Management Committee Established in the 2013/14 School Year

To: School-based Management Section, Fax: 3 104 4658

Postal address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Name of School: Tamar School

School Code (Finance):

1	2	3	4
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The IMC of our school was established on 30/08/2014

(Please made reference to the date printed on the Certificate of Incorporation.)

A. Reimbursement of relevant expenses for ☐ Sept to Nov 2014 / ☒ Dec 2014 to Feb 2015 / ☐ Mar to May 2015 / ☐ June to Aug 2015 **(Please ☒ where appropriate)**

This claim form for reimbursement should be submitted to the School-based Management Section of the Education Bureau within **10 working days** after each quarter of the school year.

Part I: Expenses			Part II #: Type of extra staff e.g. accounting clerk, administrative assistant (if applicable)	Contract period		No. of working days/months # (a)	Daily rate/ Monthly salary \$ (b)	Salary amount \$ (a) x (b)	MPF subsidy \$ (c)	Part III: Remarks (This part MUST be completed)
Nature* (A, B or C)	Areas* (1-7)	Amount (\$)		From	To					
A	3	31,500.00	Administrative Assistant	1/9/2014	31/8/2015	3 months	10,000.00	30,000.00	1,500.00	Provide support to the operation of the IMC, preparing
A	3	12,193.55	Administrative Assistant	1/9/2014	31/8/2015					
B		12,000.00								
C		120.00								
Total amount of this claim		55,813.55					Total	41,612.90	2,080.65	IMC Seal
Cumulative total up to last claim (Not include the total amount of this claim)		56,700.00								

4-digit School Code (Finance)

* Please refer to the attached list for codes of nature and areas of expenses in Part I and describe the use of the expenditure at the Remarks column in Part III. (use separate sheet if necessary)

For items under Nature A in Part I, schools have to fill in Part III. For staff on daily rate, the number of working days should exclude Sundays, Saturdays (short-week), public holidays, discretionary holidays or any days on which they are not required to perform duties.

B. Declaration

I certify that –

- (i) the emoluments of the staff are properly paid;
- (ii) all the reimbursement claims are properly supported by receipts and other documents;
- (iii) the requirements of the IMC are properly followed; and
- (iv) all the information given in this application is true and accurate, and I note that the Education Bureau has the authority to request school to provide relevant supporting documents, such as copies of receipts, for processing the claims.

School name (not the name of IMC)



Signature of Supervisor: _____

Tamar Chan

Name of Supervisor: _____

Mr Tamar CHAN

Date: _____

10/02/2015

Contact Person: _____

Ms Liaison SHEUNG

Post: _____

School Clerk

Tel No.: _____

2345 6789

Claim Form for Reimbursement of Relevant Expenses Incurred for the Operation of IMC in the 2014/15 School Year

For items under Nature A (Hire of Staff), schools have to fill in Part II.

To:

For items under Nature A (Hire of Staff), schools have to fill in Part II.

2 Tim Mei Avenue, Tamar, Hong Kong.

Name

School Code (Finance):

1 2 3 4

The

on the Certificate of Incorporation.)

A. Reimbursement of relevant expenses for ☐ Sept to Nov 2014 / ☒ Dec 2014 to Feb 2015 / ☐ Mar to May 2015 / ☐ June to Aug 2015 (Please ☒ where appropriate)

This claim form for reimbursement should be submitted to the School-based Management Section of the Education Bureau within 10 working days after each quarter of the school year.

Part I: Expenses			Part II #. Type of extra staff e.g. accounting clerk, administrative assistant (if applicable)	Contract period		No. of working days/months # (a)	Daily rate/ Monthly salary \$ (b)	Salary amount \$ (a) x (b)	MP (c)	Part III: Remarks (This part MUST be completed)
Nature* (A, B or C)	Areas* (1-7)	Amount (\$)		From	To					
A	3	31,500.00	Administrative Assistant	1/9/2014	31/8/2015	3 months	10,000.00	30,000.00	1,500.00	Provide support to the operation of the IMC, including liaising with managers and preparing documents for IMC meetings
A	3	12,193.55	Administrative Assistant	1/9/2014	31/8/2015	One month and 14 days	8,000.00	11,612.90	580.65	Assist in differentiation of school asset Staff resigned on 15/01/2015
B	1	12,000.00								Audit fee
C	3	120.00								IMC Seal
Total amount of this claim		55,813.55					Total	41,612.90	2,080.65	
Cumulative total up to last claim (Not include the total amount of this claim)		56,700.00								

* Please refer to the attached list for codes of nature and areas of expenses in Part I and describe the use of the expenditure at the Remarks column in Part III. (use separate sheet if necessary)

For items under Nature A (Hire of Staff), schools have to fill in Part I and Part III (use separate sheets if necessary)

B. Declaration
I certify that:
(i) the expenditure is for the purpose of the IMC;
(ii) all the information given in this application is true and accurate, and I note that the Education Bureau has the authority to request school to provide relevant supporting documents, such as copies of receipts, for processing the claims.
(iii) the requirements stipulated in the Education Bureau's circulars or guidelines on relating to tendering and purchasing procedures have been strictly followed; and
(iv) all the information given in this application is true and accurate, and I note that the Education Bureau has the authority to request school to provide relevant supporting documents, such as copies of receipts, for processing the claims.



Signature of Supervisor:

Tamar Chan

Name of Supervisor:

Mr Tamar CHAN

Date:

10/02/2015

Contact Person:

Ms Liaison SHEUNG

Post:

School Clerk

Tel No.:

2345 6789

Total amount of the claims submitted for this quarter

Claims for the period from Dec 2014 to Feb 2015

Indicate the number of working days/months clearly

Name of School: Amhar School

School No. 1

The IMC of our school was established on 30/08/2014 (Please made reference to the date printed on the IMC minutes)

A. Reimbursement of relevant expenses for ☐ Sept to Nov 2014 / ☒ Dec 2014 to Feb 2015 / ☐ Mar to May 2015 / ☐ June to Aug 2015 (Please ☒ where appropriate)

This claim form for reimbursement should be submitted to the School-based Management Section of the Education Bureau within 10 working days after each quarter of the school year.

Part I: Expenses			Part II #: Type of extra staff e.g. accounting clerk, administrative assistant (if applicable)	Contract period		No. of working days/months # (a)	Daily rate/ Monthly salary \$ (b)	Salary amount \$ (a) x (b)	MPF subsidy \$ (c)	Part III: Remarks (This part MUST be completed)
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B	1	12,000.00								Audit fee
C	3	120.00								IMC Seal
Total amount of this claim		55,813.55					Total	41,612.90	2,080.65	

Total amount of this claim

Cumulative total up to last claim
(Not include the total amount of this claim)

56,700.00

Cumulative total up to last claim (not including the current claim)

Claim Form for Reimbursement of Relevant Expenses Incurred for the Operation of IMC in the 2014/15 School Year

Applicable to Aided Schools with Incorporated Management Committee Established in the 2013/14 School Year

To: School-based Management Section, Fax: 3104 4658

Postal address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Name of School: Tamar School School Code (Finance):

1	2	3	4
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The IMC of our school was established on 30/08/2014 (Please made reference to the date printed on the Certificate of Incorporation.)

A. Reimbursement of relevant expenses for ☐ Sept to Nov 2014 / ☒ Dec 2014 to Feb 2015 / ☐ Mar to May 2015 / ☐ June to Aug 2015 (Please ☒ where appropriate)

This claim form for reimbursement should be submitted to the School-based Management Section of the Education Bureau within 10 working days after each quarter of the school year.

Part I: Expenses			Part II #: Type of extra staff e.g. accounting clerk, administrative assistant (if applicable)	Contract period		No. of working days/months [#] (a)	Daily rate/ Monthly salary \$ (b)	Salary amount \$ (a) x (b)	MPF subsidy \$ (c)	Part III: Remarks (This part MUST be completed)
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Total amount of this claim		55,813.55					Total	41,612.90	2,080.65	
Cumulative total up to last claim (Not include the total)		56,700.00								

School chop
(not IMC chop)

Please fill in the **full name and post** of contact person

- I certify that:
- the emoluments have been paid to the staff employed and/or their MPF scheme;
 - all the reimbursement claims are supported by receipts, which are kept in my school. Also, the claims do not duplicate those projects the school is conducting/ will conduct using government funding and reimbursement has not been made before;
 - the requirements stipulated in the Education Bureau's circulars or guidelines on relating to tendering and purchasing procedures have been strictly followed; and
 - all the information given in this application is true and accurate, and I note that the Education Bureau has the authority to request school to provide relevant supporting documents, such as copies of receipts, for processing the claims.



Signature of Supervisor: Tamar Chan
Name of Supervisor: Mr Tamar CHAN Date: 10/02/2015
Contact Person: Ms Liaison SHEUNG Post: School Clerk Tel No.: 2345 6789

Reference Materials and Reimbursement Claim Form

<http://www.edb.gov.hk> > School Administration and Management > School-based Management > Corner for Incorporated Management Committee Schools > Transitional Arrangements

- Claim Form for Reimbursement of Relevant Expenses Incurred for the operation of IMC (including the Points to Note for Claiming Reimbursement) and Sample Reimbursement Claim Form
- Relevant Claim Form will be upload to EDB Website by the end of October 2014.

Enquiry

- Ms Shanice YUEN 3509 8474
- Ms Clara IP 3509 8473

❧ *Thank you* ❧