

**Notes for  
Application for Fee Revision  
for the 2023/24 School Year  
by DSS Schools**

**Submission of budget and financial information**

MA Section  
Finance Division, EDB  
March 2023

# Budget Preparation

- Income and Expenditure Statement under Operating Reserve
  - Appendix 1 (no fee revision)
  - Schedule 2a and 2b (fee revision)

Schedule 2a

(I) Income and Expenditure Statement under Operating Reserve <sup>(Note 1)</sup>

Name of School : \_\_\_\_\_

	2021/22 School Year Audited Accounts (A) <sup>(Note 2)</sup>	2022/23 School Year		2023/24 School Year Budget <sup>(Note 4)</sup>			Year on year change Increase / (Decrease) 2022/23 Vs 2021/22 [(C)-(A)]/(A)	Year on year change Increase / (Decrease) 2023/24 Vs 2022/23 [(F)-(C)]/(C)
		Original Budget (B) <sup>(Note 3)</sup>	Revised Estimates (C)	Government Funds <sup>(Note 5)</sup> (D)	Non- Government Funds (E)	Total (F) = (D) + (E)		
<b>INCOME</b> <sup>(Note 6)</sup>	\$	\$	\$	\$	\$	\$	%	%
1. School fees (gross) (Schedule 2c)				N.A.				
<u>Less :</u> Provision for fee remission and scholarship scheme (Schedule 2d)								
2. Reimbursement of Government rent and rates					N.A.		---	---
3. DSS subsidy (Schedule 2c)					N.A.		---	---
4. Interest income <sup>(Note 7)</sup>								
5. Rental income				N.A.				
6. Donations for general purpose <sup>(Note 8)</sup>				N.A.				
7. Others (please provide further breakdown for 2021/22 to 2023/24 when the total for 2023/24 is over \$0.1M)								
TOTAL INCOME								

# Budget Preparation (cont'd)

- 2021/22 audited figures should agree with the 2021/22 audited accounts.
- 2022/23 original budget should follow last year's budget submitted for fee revision for 2022/23, including "Operating Reserve Balance / (Deficit) brought forward from previous year(s)"
- 2022/23 revised estimates = Actual expenditure + projected expenditure

(I) Income and Expenditure Statement under Operating Reserve <sup>(Note 1)</sup>

Name of School: \_\_\_\_\_

	2021/22 School Year Audited Accounts (A) <sup>(Note 2)</sup>	2022/23 School Year		2023/24 School Year Budget			Year on year change Increase / (Decrease) 2022/23 Vs 2021/22 [(C)-(A)]/(A)	Year on year change Increase / (Decrease) 2023/24 Vs 2022/23 [(F)-(C)]/(C)
		Original Budget (B) <sup>(Note 3)</sup>	Revised Estimates (C)	Government Funds <sup>(Note 9)</sup> (D)	Non-Government Funds (E)	Total (F) = (D) + (E)		
<b>EXPENDITURE</b> <sup>(Note 6)</sup>	\$	\$	\$	\$	\$	\$	%	%
1. Staff salaries and gratuities								
2. Provident fund, Provision for long service payment or Other retirement benefits								
3. Govt. rent and rates expense							---	---
4. Depreciation charges <sup>(Note 10)</sup>								
a. Existing premises (other than additional school buildings)								
b. Additional school buildings								
c. Furniture & equipment								
d. Renewable energy facilities under government funds					N.A.			
e. Computer hardware & software								
f. Air-conditioning								
g. Others (please specify)								
5. Repairs and maintenance <sup>(Notes 10 &amp; 11)</sup> (Details as per Schedule 2b p.1)								
6. Other operating expenses (Details as per Schedule 2b p.2)								
(a) <b>TOTAL EXPENDITURE (G)</b>								
(b) % change in total expenditure			[(C)-(B)]/(B)					
DEFICIT OF GRANT ACCOUNTS (please specify by individual grant) <sup>(Note 6)</sup>				N.A.				
<b>SURPLUS / (DEFICIT) for the Year (H)</b>								
<b>Add:</b> OPERATING RESERVE BALANCE / (DEFICIT) brought forward from previous year(s) (I)								
			per (i)			per (ii)		
Transfer from / (to) designated reserves (please specify by individual designated reserves) (J)								
<b>OPERATING RESERVE BALANCE / (DEFICIT) carried forward to next year (K)=(H)+(I)+(J)</b>								
	(i)		(ii)					
<b>Equivalent months of expenses [(K / L *) x 12]</b>								

# Budget Preparation (cont'd)

- Financial projections made in the applications for fee revision should be reasonable and well-justified.
- Due care should be exercised to ensure that every income / expenditure item is derived on a sound basis to avoid over-estimation of operating deficit / under-estimation of operating reserve that lead to unnecessary fee increase.
- No accumulated deficit is allowed under government funds.

# Budget Preparation (cont'd)

- Total expenditure (**excluding capital expenses**) for the year under:
  - (a) Reserve for Donations with Specific Purposes
  - (b) Reserve for Construction, Maintenance and Upgrading of Above-standard Facilities
    - Table (II) in Appendix 1 (no fee revision)
    - Table (II) in Schedule 2a (fee revision)

**(II) Expenditure under Designated Reserves**

Reserves (Note 12)	2021/22 School Year Audited Accounts (Note 2)	2022/23 School Year		2023/24 School Year  Budget
		Original Budget (Note 3)	Revised Estimates	
	\$	\$	\$	\$
<b>1. Reserve for Donations with Specific Purposes</b>				
Total expenditure (excluding capital expenses) for the year	(M)			
<b>2. Reserve for Construction, Maintenance and Upgrading of Above-standard Facilities</b>				
Total expenditure (excluding capital expenses) for the year	(N)			

# Budget Preparation (cont'd)

- Total expenditure (excluding capital expenses) for the year under:
  - Reserve for Donations with Specific Purposes

7. **Reserve for Donations with Specific Purposes**

(Please refer to paras. 17 - 19 of EDBC No. 16/2012 "Delineation of Reserves and Reserve Ceiling for the Operating Reserve of DSS Schools" for detailed requirements)

	2021/22	2020/21
	Non-government funds	Non-government funds
	\$	\$
Balance as at (beginning of the year / period)		
Add : Donations received in the year / period (Statement 3 - Note 23)		
Less : (i) Depreciation charged for the year / period, if any <sup>Note a</sup>		
(ii) Repairs and maintenance		
(iii) Other expenditure for the year / period <sup>Note b</sup>		
Total expenditure for the year / period (Statement 4)		
Balance as at (end of the year / period) (per Statement 2)		

Notes:

- a For the purchase of property, plant and equipment and capital expenditure under this reserve, the relevant assets should be capitalised while the depreciation for the relevant property, plant and equipment should be charged to this reserve. The depreciation should NOT be reflected in Statement 1.*
- b Other expenditure excludes the purchase of property, plant and equipment.*

# Budget Preparation (cont'd)

- Total expenditure (excluding capital expenses) for the year under:
  - Reserve for Construction, Maintenance and Upgrading of Above-standard Facilities

**8. Reserve for Construction, Maintenance and Upgrading of Above-Standard Facilities**

(Please refer to paras. 20 - 23 of EDBC No. 16/2012 "Delineation of Reserves and Reserve Ceiling for the Operating Reserve of DSS Schools" for detailed requirements)

	2021/22	2020/21
	Non-government funds	Non-government funds
	\$	\$
Balance as at (beginning of the year / period)		
Add : Transfer from school fee income <sup>Note a</sup>		
Less : (i) Depreciation charged for the year / period, if any <sup>Note b</sup>		
(ii) Repairs and maintenance		
(iii) Other expenditure for the year / period <sup>Note c</sup>		
Total expenditure for the year / period (Statement 4)		
Balance as at (end of the year / period) (per Statement 2)		

**The transfer from school fee income to reserve for construction, maintenance and upgrading of above-standard facilities at \$\_\_\_\_\_ is / is not \* within 10 % of the total school fee income of the 2021/22 school year.**

**For transfer of more than 10% of the total school fee income to the reserve or if after the transfer, the cash in the operating reserve account falls below 6 months' expenses <sup>Note d</sup>, the school is required to seek prior approval from EDB. Applications will not be approved should the cash in the operating reserve account fall below 3 months' expenses after the proposed transfer.**

(\* Delete as appropriate)

Notes:

*a The percentage of school fee income transferred to reserve for construction, maintenance and upgrading of above-standard facilities is calculated as follows:*

<i>Amount transfer from school fee income to the reserve:</i>	\$ _____ (a)
<i>Total school fee income per Statement 1:</i>	\$ _____ (b)
<i>Percentage of school fee income transferred:</i>	_____ % (a)/(b)

*b For the purchase of property, plant and equipment and capital expenditure under this reserve, the relevant assets should be capitalised while the depreciation for the relevant property, plant and equipment should be charged to this reserve. The depreciation should NOT be reflected in Statement 1.*

*c Other expenditure excludes the purchase of property, plant and equipment.*

*d Refer to Part (B) of Statement 4 for the aggregate total of expenditures charged for the year / period.*

# Budget Preparation – Boarding Section

- To complete separate Income and Expenditure Statement in Appendix 7, irrespective of whether school fee revision is proposed or not.
- Common expenditure for the whole school (e.g. staff expenses, repairs & maintenance)
  - apportion on appropriate bases
  - disclose apportionment bases in the statement



## Provision for Fee Remission and Scholarship Scheme – Schedule 2d

- Points to note:
  - To be completed by schools proposing fee revisions
- An example of computation is provided in **Appendix 6.**

# Provision for Fee Remission and Scholarship Scheme – Schedule 2d (cont'd)

An example for the required provision for fee remission and scholarship scheme for the 2023/24 budget of a secondary school with operating history below 16 years:

Class Level	School Fee (Note 1)	Projected DSS Unit Subsidy Rate for the 2022/23 school year	2/3 of DSS Unit Subsidy Rate	School Fee > 2/3 DSS Unit Subsidy Rate (Y/N)	Total School Fee (Note 1)	Projected Enrolment as at 1.9.2023	Amount set aside for class level with school fee > 2/3 DSS Unit Subsidy Rate	10% of School Fee	To adopt Amount in (f) or (g) (Note 2)	Required Provision for Fee Remission and Scholarship Scheme by Level for 2023/24
	(a)	(b)	(c) = 2/3(b)		(d)	(e)	(f) = [(a) - (c)] x (e) x 1/2 (\$)	(g) = (d) x 10% (\$)		(\$)
	(\$pppa)	(\$pppa)	(\$pppa)		(\$)					
S1	61,000	68,079	45,386	Y	8,235,000	135	1,053,945	823,500	(f)	1,053,945
S2	51,000	68,079	45,386	Y	7,854,000	154	432,278	785,400	(g)	785,400
S3	45,000	68,079	45,386	N	6,075,000	135	-	607,500	(g)	607,500
S4	40,000	79,994	53,329	N	6,720,000	168	-	672,000	(g)	672,000
S5	35,000	79,994	53,329	N	5,705,000	163	-	570,500	(g)	570,500
S6	35,000	79,994	53,329	N	5,250,000	150	-	525,000	(g)	525,000
S6 (non-local student)	114,994	79,994	53,329	Y	114,994	1	30,832	11,499	(f)	30,832
Total school fee income per accounts:					39,953,994					4,245,177

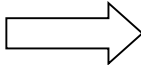
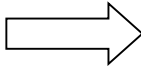
## Notes:

- School fee represents the proposed school fee per pupil per annum (pppa) for the 2023/24 school year and the total school fee is the gross school fee for the year. The total school fee should match with the amount in the income and expenditure statement.
- If a DSS school charges a school fee between 2/3 and 2-1/3 of the DSS unit subsidy rate, then for every additional dollar charged over and above 2/3 of the DSS unit subsidy rate, the school should set aside 50 cents or 10% of school fee for the year, **whichever is the greater**, for the fee remission and scholarship scheme.
- The amount required to be set aside for fee remission and scholarship scheme has to be calculated by class level.
- The school should also set aside an amount from school fee income from non-local students for the fee remission and scholarship scheme. The calculation method stated in Note 2 should be followed. Please note that when different fee levels are set for non-local students not eligible for DSS subsidy, the calculation of provision for fee remission and scholarship scheme should be provided in a separate row.

## Other Points to Note

- Students not eligible for DSS subsidy
  - Non-local students (except those specified in EDBC No. 11/2022)
- 2021/22 audited accounts (called by EDB on 25.8.2022)  
Deadline for submission: 31.3.2023
- Late submission will lead to late processing of fee revision application.

## For enquiries:

- School administration / operations / parent consultation requirements  Respective SSDO of the school
- Finance-related matters  Management Accounts Section (Tel: 2892 5449)