

**Education Bureau**  
**Circular Memorandum No. 100/2023**

From : Permanent Secretary for Education      To: Supervisors of Kindergartens / Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes joining the Kindergarten Education Scheme  
- For necessary action

Ref : EDB(FINMS)/KG/614(22-23)      Date: 28 June 2023

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**Submission of 2022/2023 Annual Audited Accounts by Kindergartens / Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes Joining the Kindergarten Education Scheme (“the Scheme”)**

**Purpose**

This circular memorandum requests Supervisors of Kindergartens / Kindergarten-cum-Child Care Centres and schools with kindergarten classes joining the Scheme (collectively referred as “KGs”) (including KGs having withdrawn from the Scheme but still receiving government subsidy of eligible students at certain level(s)) to submit their annual audited accounts for the 2022/23 school / financial year within six months after the end date of the accounts.

**Background**

2. According to Education Bureau (EDB) Circular No. [7/2016](#), KGs are required to submit to EDB their annual accounts audited by Certified Public Accountants (practising) registered under the Professional Accountants Ordinance. Guidelines on engagement of auditors are set out in EDB Circular No. [5/2014](#).

**Submission Requirements**

3. The full set of annual audited accounts to be submitted to EDB should comprise –
- (a) the School Supervisor’s Certificate;
  - (b) the Auditor’s Report; and
  - (c) statements as specified at **Annex 1**.

To facilitate KGs’ completion of the required statements, KGs should download for completion and submit the electronic templates through the Common Log-On System at <http://kgac.edb.gov.hk> (please refer to **Annex 2**), followed by a duly signed hardcopy which is identical to the electronic version to EDB.

4. The full set of annual audited accounts must be forwarded to the following address **within 6 months** after the end date of the accounts –

Management Services Section,  
Finance Division,  
Education Bureau,  
Room 1504, 15/F, Wu Chung House,  
213 Queen's Road East,  
Wan Chai, Hong Kong.

5. For those KGs receiving subsidies under the Child Care Centre Subsidy Scheme and/or other subsidies for child care services, they should separately account for these subsidies as set out in Statement 3 at **Annex 1**.

6. For closed KGs, they should submit their final audited accounts covering the period up to and including the last day of school operation **no later than four months** from the date of cessation of operation.

### **Points for special attention**

7. In preparing the annual audited accounts, School Supervisors are requested to comply with all relevant terms and conditions of the Scheme set out in EDB Circular No. [7/2016](#) as applicable to the KGs with particular attention to the following –

- (a) KGs should submit to EDB annual audited accounts in name of the KGs together with the Auditor's Reports. EDB will not accept the annual audited accounts submitted by the sponsoring bodies or other bodies and/or Auditor's Reports of any other accounts.
- (b) All the transactions related to KGs' operation, including but not limited to the income and assets, should be reflected in the audited accounts of the KGs. On the other hand, those transactions related to the sponsoring bodies / operators only should be excluded from the annual audited accounts.
- (c) KGs should follow the rules and regulations on collection of fees and trading operations as promulgated in EDB Circular No. [16/2013](#). KGs should properly report their school incomes (e.g. school fees, income from sale of school items) in the annual audited accounts. Income generated from activities ancillary to KGs' operation but NOT collected from students should be reported in Note 5 of Statement 7 at **Annex 1**.
- (d) KGs will receive various grants and subsidies under the Scheme. These grants and subsidies should be used solely for the purposes specified in the relevant EDB circulars. A list of expenditure items chargeable to grants and subsidies is set out in Annex to Appendix 3 of EDB Circular No. [7/2016](#) for reference.
- (e) KGs should not transfer any funds, including subsidies and surplus, in whatever form, to any organizations including their sponsoring bodies.
- (f) KGs should observe the special accounting treatments for each individual grant and for some specific accounts as set out at **Annex 3** and **Annex 4** respectively.

- (g) KGs should properly disclose all related party transactions and their outstanding balances in Note 9 of Statement 7 at **Annex 1**. Please refer to **Annex 5** for definition.
- (h) KGs should draw their Auditors' attention to the strict certification requirements as set out in the reference notes for Auditors at **Annex 6** prior to the commencement of audit.
- (i) KGs should note that as set out at **Annex 6**, Auditors are required to send to EDB a copy of the management letter, if any, they issued to their School Supervisors on the weaknesses they observed in the internal control of KGs. EDB may require KGs and their Auditors to provide supplementary information, if necessary.

8. All income and expenditure relating to subsidies and grants received by KGs from other government departments / quasi-government funds, which are managed by government bureau / departments other than EDB, should not be included in Scheme Funds in the audited accounts at **Annex 1**.

### **Remuneration Packages for Key Personnel**

9. As stipulated in paragraph 8 at Appendix 2 of EDB Circular No. [7/2016](#) issued on 20 July 2016 regarding the implementation details of the Scheme, on the basis of fairness and reasonableness, the school should put in place a proper and well-defined mechanism to determine remuneration packages for individual staff and the pay adjustment mechanisms. The school should also increase the transparency in their management. Starting from the submission of the 2017/18 audited accounts, KGs joining the Scheme should complete a **proforma** on remuneration packages of key personnel, signed by the School Supervisor and return separately to the respective Regional Education Office / Joint Office for Kindergartens and Child Care Centres for consideration. The proforma and a completed sample are attached below for action and reference.

[http://www.edb.gov.hk/circular/adhocforme/remuneration\\_proforma-e.doc](http://www.edb.gov.hk/circular/adhocforme/remuneration_proforma-e.doc)  
[http://www.edb.gov.hk/circular/adhocforme/remuneration\\_proforma\\_sample-e.pdf](http://www.edb.gov.hk/circular/adhocforme/remuneration_proforma_sample-e.pdf)

### **Enquiries**

10. For enquiries related to annual audited accounts, please contact Accounting Officer II (Management Services)2 at 2892 5950. For enquiries on the proforma on remuneration packages for key personnel, please contact respective School Development Officer or Service Officer as appropriate.

( Victor SO )

for Permanent Secretary for Education

Encl.

(1) School Number :	<input type="text"/>
Branch ID :	<input type="text"/>
(2) Name of School :	<input type="text"/>
(3) Name of Sponsoring Body :	<input type="text"/>
(4) School type :	<input type="text"/>
First year joining KGES :	<input type="text"/>
With / Without non-local classes :	<input type="text"/>
(5) Total number of pages of auditor's report (i.e. the 5th item in the contents) :	<input type="text"/>
(6) Starting date of school year :	
KG Section - Local classes (dd/mm/yyyy) : (KGES)	<input type="text"/>
CCC Section (dd/mm/yyyy) :	<input type="text"/>
(7) Period covered by annual accounts :	
<i>For this submission</i>	
From (dd/mm/yyyy) :	<input type="text"/>
To (dd/mm/yyyy) :	<input type="text"/>
Part of the period not under KGES :	<input type="text"/>
<i>For last submission</i>	
From (dd/mm/yyyy) :	<input type="text"/>
To (dd/mm/yyyy) :	<input type="text"/>

**Please read "Procedures/Guidelines For Filling Annual Audited Accounts Electronic Template" in the worksheet "Guide" before filling in the statements.**

Note :	
Editable cells	<input type="text"/>
Editable cells (optional items)	<input type="text"/>
Not applicable cells	<input type="text"/>
Non-editable cells	<input type="text"/>

School number : \_\_\_\_\_

**[NAME OF SCHOOL]**  
**AUDITED ACCOUNTS**  
**FOR THE YEAR ENDED \_\_\_\_\_ 2023**

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## Remark:

1. Subsidies / grants under KG Education Scheme should be reported under respective Statements according to their natures as below -

a. Subsidies / grants under KG Education Scheme

- Statement 1 : Recurrent subsidies / grants (deficit can be covered by surplus under Other Operating Expenses Related Subsidy)
- Statement 4A : Grants disbursed based on actual expenditure of the KG
- Statement 4B : Designated grants ((i) without reserve ceiling requirement; and (ii) deficit can be covered by surplus under Other Operating Expenses Related Subsidy)

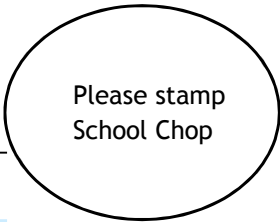
b. Other subsidies / grants not under KG Education Scheme or from other government departments / quasi-government bodies

- Statement 2 : Balances of the subsidies / grants should be recorded as "Accounts Payable", if no separate ledgers and bank accounts are maintained for reporting to these bodies.
- Statement 3 : Subsidies under the Child Care Centre Subsidy Scheme and from SWD
- Statement 7 (Notes 5 & 6) : Surplus / deficit of subvented projects should be recorded as "Other Income" or "Other Expenditure".

**SCHOOL SUPERVISOR'S CERTIFICATE**

I hereby certify that information and explanation given in Statement 1  
to Statement 7 in the Audited Accounts of the school for the accounting year ended  
\_\_\_\_\_ 2023 are true and correct.

Signed by School Supervisor: \_\_\_\_\_



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

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

Date: \_\_\_\_\_

# AUDITOR'S REPORT

To [Name of School]



Signed by Auditor: \_\_\_\_\_

Name of Auditor: \_\_\_\_\_

Date: \_\_\_\_\_





### **Income** *(Remark 3)*

- Unit subsidy
- Tide-over grant
- Premises maintenance grant
- Rental subsidy / rent reimbursement
- Reimbursement of government rent and rates
- Grant for support to NCS students
- Grant for a cook
- Promotion of Reading Grant for Kindergartens
- School fee from parents and fee remission
- Subsidy under Child Care Centre Subsidy Scheme
- Other Subsidies for Child Care Services
- Child Care Centre Special Grant and Child Care Centre Parent Subsidy
- Other income

**Total Income**

**Expenditure**

Teacher salary related expenses

- Principal and teaching staff salary and related expenses
  - Salaries and Provident Fund / Mandatory Provident Fund
  - Severance / long service payment

Premises related expenses

- Depreciation of school premises
- Major repairs and maintenance of school premises paid by premises maintenance grant
- Rental of school premises
- Rates and government rent

Other operating expenses

- Non-teaching staff salary and related expenses
  - Salaries and Provident Fund / Mandatory Provident Fund
  - Severance / long service payment
- Salary and related expenses for supporting staff to NCS students
- Other expenditure for support to NCS students
- Salary and related expenses for cook
- Related expenses on promotion of reading activities
- Major repairs and maintenance (for items costing \$8,000 or above each)
- Depreciation of fixed assets
  - Leasehold improvements
  - Furniture/ Equipment/ Fixtures/ Fittings
  - Computer hardware and software
- Renewable energy facilities (only applicable to schools participating in Feed-in Tariff (FiT) Scheme, excluding depreciation for renewable energy facilities under School Funds which are reported under Note 10 of Statement 7)
- Others
- Teaching consumables
- Expenses on regular learning activities for all students
- Water and electricity
- Supervisor's remuneration
- Set up expenses
- Related expenses on Child Care Centre Special Grant and Child Care Centre
- Parent Subsidy
- Other expenditure

INCOME AND EXPENDITURE ACCOUNT  
FOR THE PERIOD FROM 2022 TO 2023

		KG Scheme Funds (under Kindergarten Education Scheme (KGES)) (Remark 1)												School Funds (Remark 2)				Total			
		Local Kindergarten Section												-----Optional (Remark 2)-----							
		Teacher Salary Related Subsidy		Premises Related Subsidy (Premises Maintenance Grant related)		Premises Related Subsidy (Others) (Remark 4)		Other Operating Expenses Related Subsidy		Grant for Support to Non -Chinese Speaking (NCS) Students		Promotion of Reading Grant for Kindergartens		Sub-total		Local Kindergarten Section	Child Care Centre Section	Non-local Kindergarten Section	Sub-total	2022/23	2021/22
Statement		Half-day session	Whole-day / Long whole- day session	Half-day session	Whole-day / Long whole- day session	Half-day session	Whole-day / Long whole- day session	Half-day session	Whole-day / Long whole- day session	Half-day session	Whole-day / Long whole- day session	Half-day session	Whole-day / Long whole- day session	Sub-total	\$	\$	\$	\$	\$	\$	
Surplus / (Deficit) from operation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Profit / (Loss) from trading operations	5																		-		
Surplus / (Deficit) from FIT Scheme	7 - Note 10																		-		
Donation income	6																		-	-	
Surplus / (Deficit) for the year		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Accumulated surplus / (deficit) brought forward from previous year																			-		
Prior year(s) adjustments (Remark 5)																					
Prior Year(s) Adjustments - Clawback (Remark 6)																			-		
(Please specify the reason)	7 - Note 11																		-		
(Please specify the reason)	7 - Note 11																		-		
(Please specify the reason)	7 - Note 11																		-		
(Please specify the reason)																			-		
Deficit for the year transferred to : (Remark 7)																					
Other Operating Expenses Related Subsidy																			-		
School Funds																			-		
Deficit from designated grants																					
Special Anti-epidemic Grant	4B																		-		
Special Anti-epidemic Grant (March 2022)	4B																		-		
Support Grant / One-off Grant	4B																		-		
Website Enhancement Grant	4B																		-		
Renovation Grant	4B																		-		
Relocation Grant	4B																		-		
Gift Book Scheme	4B																		-		
Do It Yourself (DIY) Handicraft and Learning Package Scheme	4B																		-		
Grant for Procurement of National Flag and Movable Flagpole	4B																		-		
Professional Capacity Enhancement Grant	4B																		-		
Parent Education Grant	4B																		-		
Additional grant for setting up / enhancing the designated webpage	4B																		-		
"Resources for Parents"	4B																		-		
Grant for Procurement of Ventilation Assessment Service	4B																		-		
Grant for Procurement of Air Purifiers	4B																		-		
"Healthy Schools" Grant	4B																		-		
"Smart Kindergarten" Grant	4B																		-		
Grant for Promotion of Chinese Art and Culture	4B																		-		
Cleansing and Security Service Provider Subsidy	4B																		-		
Transfer from / (to) other reserves	7 - Note 7																		-		
Surplus / (Deficit) for the year after transfer		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Amount to be clawed back by Education Bureau for the year (Remark 8)	7 - Note 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus / (Deficit) carried forward to next year	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

**Remarks:**

1. KG Scheme Funds and School Funds mean "income from government subsidies/grants" and "non-government funds" respectively as stated in the Education Bureau Circular No. 7/2016 and related circulars on the Scheme.

2. It is optional for schools to further apportion the income and expenditure items under School Funds to local kindergarten section, non-local kindergarten section and child care centre section.

3. Please input the correct disbursement and adjustment amounts of subsidies/ grants with correct apportionment of these subsidies/ grants into related sessions under KGES according to the Annual Statement on Subsidies/ Grants issued by EDB through the Common Log-On System.

4. Any rental cost exceeding the market rent as assessed by the Rating and Valuation Department, which will be made known to KGs in due course, should not be charged to the subsidies under the Scheme. It should be borne by school funds (other than school fees).

5. Except for "Prior Year(s) Adjustments - Clawback" (Remark 6), KGs should minimise the use of "Prior year(s) adjustments". If "Prior year(s) adjustments" are needed for other reasons, please provide details such as explanation, calculation and other supporting documents for each of the prior year(s) adjustments in Statement 7 - Note 11 for reference.

6. According to the Clawback Notification Letter issued by EDB through the Common Log-On System, if there is any discrepancy in the accumulated surplus/(deficit) carried forward between the audited accounts of your school and the amount assessed by EDB for any subsidy/grant, please report such discrepancy as "Prior Year(s) Adjustments - Clawback" in the forthcoming annual audited accounts of your school.

7. Deficit of respective subsidies/ grants under KGES should be borne by the surplus (if any) from other operating expenses related subsidy (i.e. 40% of the basic unit subsidy) and then by School Funds.

8. The amount shown in this row is for reference only. For the actual "amount to be clawed back by EDB", please refer to the Clawback Notification Letter issued by EDB in due course through the Common Log-On System.

**BALANCE SHEET**

		2022/23	2021/22
	Statement	As at 2023	As at 2022
		\$	\$
<b>Non-current Assets</b>			
Fixed assets (including FiT Scheme assets)	7 - Note 3	-	-
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
		-	-
<b>Current Assets</b>			
Stocks	5	-	-
Accounts receivable and prepayments			
Bank deposits with original maturities over three months			
Cash and cash equivalents			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
		-	-
<b>Current Liabilities</b>			
School fees received in advance			
Accounts payable and accruals			
Amount payable to Education Bureau	7 - Note 8	-	-
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
		-	-
<b>Net Current Assets / (Liabilities)</b>		-	-
<b>Non-current Liabilities</b>			
Bank loan			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
Others (Please specify)			
		-	-
<b>Total Assets net of Total Liabilities</b>		-	-

## BALANCE SHEET

	Statement	2022/23	2021/22
		As at 2023	As at 2022
		\$	\$
<b>Reserves</b>			
Accumulated surplus / (deficit) - non-FiT Scheme # (Remark 1)		-	-
Accumulated surplus from FiT Scheme * (Remark 1)	7 - Note 10	-	-
Other reserves (Please specify)	7 - Note 7	-	-
Other reserves (Please specify)	7 - Note 7	-	-
Other reserves (Please specify)	7 - Note 7	-	-
Other reserves (Please specify)	7 - Note 7	-	-
Other reserves (Please specify)	7 - Note 7	-	-
		-	-
		-	-
<b>Retained Surplus</b>			
Subsidies / grants from Education Bureau			
Subsidies / grants under KG Education Scheme	1	-	-
Staff Relief Grant for Staff Taking Paid Maternity Leave	4A	-	-
Supply Teacher Grant	4A	-	-
Special Supply Teacher Grant	4A	-	-
Special Anti-epidemic Grant (March 2022)	4B	-	-
Support Grant / One-off Grant	4B	-	-
Renovation Grant	4B	-	-
Relocation Grant	4B	-	-
Gift Book Scheme	4B	-	-
Do It Yourself (DIY) Handicraft and Learning Package Scheme	4B	-	-
Grant for Procurement of National Flag and Movable Flagpole	4B	-	-
Professional Capacity Enhancement Grant	4B	-	-
Parent Education Grant	4B	-	-
Additional grant for setting up / enhancing the designated webpage "Resources for Parents"	4B	-	-
Grant for Procurement of Ventilation Assessment Service	4B	-	-
Grant for Procurement of Air Purifiers	4B	-	-
"Healthy Schools" Grant	4B	-	-
"Smart Kindergarten" Grant	4B	-	-
Grant for Promotion of Chinese Art and Culture	4B	-	-
Cleansing and Security Service Provider Subsidy	4B	-	-
		-	-
		-	-
<b>Total Reserves and Retained Surplus</b>		-	-

**Remark:**

1. For reconciliation purpose:

	Statement	2022/23	2021/22
Accumulated surplus / (deficit) - non-FiT Scheme #		-	-
Accumulated surplus from FiT Scheme *	7 - Note 10	-	-
School Funds - Accumulated surplus / (deficit)	1	-	-

## STATEMENT OF CHILD CARE CENTRE SUBSIDY SCHEME AND OTHER SUBSIDIES FOR CHILD CARE SERVICES

<i>Statement</i>	From <u>2022</u> to <u>2023</u>	From <u>2021</u> to <u>2022</u>
	\$	\$
<b>Income</b>		
Subsidy received under the Child Care Centre Subsidy Scheme ( <i>Remark 1</i> )	1	
Other Subsidies for Child Care Services ( <i>Remark 2</i> )		
Subsidy for Manpower Enhancement ("SME")		
Subsidy for Further Manpower Enhancement ("SFME")		
Subsidy for Operation Enhancement ("SOE")		
Subsidy for Assistant Supervisor ("SAS")		
Sub-total	1	-
Child Care Centre Special Grant ("CCCSG") ( <i>Remark 3</i> )	1	
Child Care Centre Parent Subsidy ("CCCPS") ( <i>Remark 4</i> )	1	
<b>Total Income</b>	-	-
<b>Expenditure</b>		
Salary and Provident Fund / Mandatory Provident Fund ( <i>Remarks 1 and 2</i> )		
Child care supervisor's ("CCS's") salaries		
Child care workers' ("CCW's") salaries		
Employer's contribution to Provident Fund Scheme / Mandatory Provident Fund Scheme for CCSs and CCWs		
Related expenses on administrative support of CCCs		
Related expenses on SAS ( <i>Remarks 2 and 5</i> )		
Related expenses on CCCSG ( <i>Remark 3</i> )	1	
Related expenses on CCCPS ( <i>Remark 4</i> )	1	
<b>Total Expenditure</b>	-	-
<b>Surplus / (Deficit) for the period</b>	-	-
<b>Surplus of CCCSG brought forward from previous period</b>	-	
<b>Surplus of CCCPS brought forward from previous period</b>	-	
<b>Surplus</b> ( <i>Remark 6</i> )		
Surplus refundable to Education Bureau ("EDB") for the period	7 - Note 8	
Surplus refundable to Social Welfare Department ("SWD") for the period	-	-
Surplus of CCCSG carried forward to next period	-	-
Surplus of CCCPS carried forward to next period	-	-
<b>Total surplus</b>	-	-

**Remarks:**

- According to EDBC No. 3/2008, the subsidy under the Child Care Centre Subsidy Scheme (CCCSS) should be spent solely on CCS's / CCW's salaries and Provident Fund / Mandatory Provident Fund expenses.
- According to SWD's notification letter issued to aided child care centres (CCCs) dated 29 March 2022, the Subsidy for Manpower Enhancement (SME) and Subsidy for Further Manpower Enhancement (SFME) should be spent solely on CCS's / CCW's salaries and Provident Fund / Mandatory Provident Fund expenses while the Subsidy for Assistant Supervisor (SAS) should be spent solely as the additional allowance to the appointed CCW(s) to provide assistance for the supervisor in the supervisory and administrative work. SME, SFME and SAS have to be spent in the school year to which they are granted. The Subsidy for Operation Enhancement (SOE) should be spent solely on administrative support or clerical staff's salaries.
- According to SWD's letter issued to aided CCCs dated 27 February 2020, 30 September 2020, 28 December 2020, 18 January 2022 and 22 February 2022, the Child Care Centre Special Grant (CCCSG) was provided to tide over the financial difficulties faced by CCCs due to suspension of service and ease the financial burden of parents during the epidemic period. The unspent special grant, if any, will be regarded as surplus and to be carried forward to the next period.
- Starting from February 2020, SWD disburses the Child Care Centre Parent Subsidy (CCCPS) on quarterly basis through the aided CCCs, which is a direct subsidies for parents to cover part of the service fees and aims at alleviating the financial burden of parents. The unspent CCCPS, if any, will be carried forward for disbursement to parents in the following quarter. SWD will adjust amount of CCCPS to be disbursed quarterly if needed.
- The salary of the appointed CCW(s) to provide assistance for the supervisor in the supervisory and administrative work should be excluded.
- Except for the CCCSG and CCCPS, any unspent amount of the allocation will be clawed back by the Government of the Hong Kong Special Administrative Region ("the Government") after the review of the annual audited accounts. If the CCC service of the aided KG-cum-CCC is terminated, the entire unspent subsidy based on the audited accounts as at the date of closure will be clawed back by the Government. The surplus from CCCSS and other subsidies for child care services will be calculated on pro-rata basis and returned to EDB and SWD accordingly.

**STATEMENT OF GRANTS  
PROVIDED BASED ON ACTUAL EXPENDITURE  
FOR THE PERIOD FROM \_\_\_\_ 2022 TO \_\_\_\_ 2023**

		Staff Relief Grant for Staff Taking Paid Maternity Leave <i>(Remark 1)</i>	Supply Teacher Grant <i>(Remark 2)</i>	Special Supply Teacher Grant <i>(Remark 3)</i>
	<i>Statement</i>	\$	\$	\$
<b>Income</b>				
Grant received				
<b>Expenditure</b>				
Expenditure incurred and covered by the grant <i>(Remark 4)</i>				
<b>Balance for the period</b> <i>(Remark 5)</i>		-	-	-
Balance brought forward from previous period	2			
Balance carried forward to next period <i>(Remark 5)</i>	2	-	-	-

**Remarks:**

1. According to EDBC No. 17/2018, the grant is provided to Scheme-KGs for reimbursement of the relevant expenses incurred from employing substitute staff to temporarily take up the duties of the staff taking paid maternity leave under Employment Ordinance (Cap. 57) and for 14 weeks. Expenses related to the non-school portion, child care centre section and non-local curriculum stream of the KG are not included.
2. According to EDBC No. 8/2018, the grant is provided to Scheme-KGs for reimbursement of the relevant expenses incurred from employing supply teacher to temporarily take up the duties of the teacher attending the specified training courses on catering for students with developmental needs and specified training courses on supporting NCS students. Expenses related to the non-school portion, child care centre section and non-local curriculum stream of the KG are not included.
3. According to the letter EDB issued to KGs on 29 April 2022, the grant is provided to Scheme-KGs for reimbursement of the relevant expenses incurred from employing supply teachers to temporarily perform the duties of pregnant teachers working from home (WFH) under the COVID-19 epidemic. Expenses related to the non-school portion, child care centre section and non-local curriculum stream of the KG are not included. In view that the WFH arrangements for pregnant school staff was suspended with effect from 13 June 2022, the relevant grant has ceased from 13 June or the date when the relevant pregnant teachers start to return to school for work, whichever is earlier. For details, please refer to the letter EDB issued to KGs on 7 June 2022.
4. Only expenditure covered by the grant, i.e. the reimbursement, should be included. Expenditure not approved by EDB should not be charged to this statement.
5. In general, deficit may exist as a result of timing difference between expenditure incurred and the subsequent receipt of grant. Such deficit may be carried forward and made good by the grant received in next accounting period.

STATEMENT OF DESIGNATED GRANTS  
(Remark 1)  
FOR THE PERIOD FROM \_\_\_\_ 2022 TO \_\_\_\_ 2023

		Special Anti-epidemic Grant (March 2022)	Support Grant / One-off Grant	Renovation Grant	Relocation Grant	Gift Book Scheme	Do It Yourself (DIY) Handicraft and Learning Package Scheme	Grant for Procurement of National Flag and Movable Flagpole	Professional Capacity Enhancement Grant	Parent Education Grant	Additional grant for setting up / enhancing the designated webpage "Resources for Parents"	Grant for Procurement of Ventilation Assessment Service	Grant for Procurement of Air Purifiers	"Healthy Schools" Grant	"Smart Kindergarten" Grant	Grant for Promotion of Chinese Art and Culture	Cleansing and Security Provider Subsidy
		(Remark 2)	(Remark 3)	(Remark 4)	(Remark 4)	(Remark 5)	(Remark 5)	(Remark 6)	(Remark 7)	(Remark 8)	(Remark 8)	(Remark 9)	(Remark 9)	(Remark 10)	(Remark 11)	(Remark 12)	(Remark 13)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Income																	
Grant received																	
Expenditure																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
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(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
(Please specify)																	
Total Expenditure		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus / (Deficit) for the period		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus brought forward from previous period	2																
Prior year(s) adjustments (Remark 14)																	
Deficit transferred to Scheme Funds (Remark 15)	1																
Deficit transferred to School Funds (Remark 15)	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Amount to be clawed back by Education Bureau	7 - Note 8							-				-	-				
Surplus carried forward to next period	2	-	-	-	-	-	-		-	-	-			-	-	-	-

STATEMENT OF DESIGNATED GRANTS

(Remark 1)

FOR THE PERIOD FROM \_\_\_\_ 2022 TO \_\_\_\_ 2023

Remarks:

1. This Statement is applicable for EDB grants that meet the following criteria:
- without reserve ceiling requirement; and
  - deficit can be covered by surplus under Other Operating Expenses Related Subsidy.
2. According to EDBCM No. 51/2022, the one-off grant was provided to schools to purchase equipment for epidemic prevention, procure services and items related to cleaning the school premises and pay for the expenses related to student vaccination arrangement. Schools should use the grant on or before 31 August 2023.
3. According to the EDB letters and circulars (see table below) to KGs, the support grant / one-off grant was provided to alleviate KGs' financial hardship due to the COVID-19. Schools must ensure that the grant is used for operating the KG and for education purposes of students. The ambit of this grant covers expenditure items chargeable to government funds in general.

Grants	Our Ref. / CM No.	Date of issue	Clawback provision
1. Support Grant	EDB(KGA)ADM/90/1	28 February 2020	Schools should use the grant on or before 31 August 2021.
2. One-off Grant (under the third round of Anti-epidemic Fund)	EDB(KGA)ADM/90/1/IV	5 October 2020	Not applicable
3. One-off Grant (under the fourth round of Anti-epidemic Fund)	EDB(KGA)ADM/90/1/VI	30 December 2020	Not applicable
4. One-off Grant (under the fifth round of Anti-epidemic Fund)	EDB(KGA)/KE/49/1(9)	18 January 2022	Not applicable
5. One-off Grant (under the sixth round of Anti-epidemic Fund)	EDBCM No. 47/2022	17 February 2022	Not applicable

4. According to the EDB circulars (see table below) to KGs, two one-off grants were provided to alleviate KGs' financial burden in improving the school environment and relocation. KGs should use the grants on or before the expiry date as stated in the EDB circulars.

Date of disbursement	CM No.	Date of expiry	
		Renovation grant	Relocation grant
March 2021	127/2020	28 February 2023	28 February 2023
March 2022	119/2021	29 February 2024	29 February 2024
March 2023	105/2022	Not applicable	28 February 2025

5. According to EDBCM No. 185/2020, two one-off grants were provided to support KGs to provide meaningful and interesting activities for learning at home. Schools should use the grants on or before 31 August 2023.
6. According to EDBCM No. 114/2021, the one-off grant was provided to KGs to purchase the national flags and movable flagpoles. Schools should use the grant on or before 31 August 2022.
7. According to EDBCM No. 17/2022, the one-off grant was provided to enhance the capacity and professional development of KG teachers. KGs should use the grant on or before 31 August 2024.
8. According to EDBCM No. 18/2022, two one-off grants were provided to help schools kick start structured school-based parent education programmes and encourage KGs to set up / enhance the designated webpage "Resources for Parents" on their school websites. KGs should use the grants on or before 31 August 2026.
9. According to EDBCM No. 49/2022, two one-off grants were provided to KGs to procure professional service for ventilation assessment of the school premises; and purchase air purifiers to improve the school's indoor ventilation situation. KGs should use the grants on or before 31 December 2022.
10. According to EDBCM No. 17/2023, the one-off grant was provided to KGs for improving the ventilation of school premises of KGs. KGs should use the grant on or before 31 December 2023.
11. According to EDBCM No. 17/2023, the one-off grant was provided to KGs for promoting the digitalisation of school administration. KGs should use the grant on or before 31 August 2024.
12. According to EDBCM No. 17/2023, the one-off grant was provided to KGs for organising school-based activities which help children learn and appreciate Chinese art and culture, and hence foster their sense of national identity. KGs should use the grant on or before 31 August 2025.
13. According to EDBCM No. 61/2022, the allowance for 5 months (February to June 2022) was provided to KGs to their frontline cleansing and security workers to show financial support in their anti-epidemic efforts and to give recognition for their committed services provided at this critical juncture.
14. Please state the adjustments notified by EDB and not yet reflected in previous year's audited accounts in this row.
15. Deficit should be borne by the surplus (if any) from other relevant government subvention (if applicable) or schools' own fund.



**STATEMENT OF TRADING OPERATIONS**  
**FOR THE PERIOD FROM \_\_\_\_\_ 2022 TO \_\_\_\_\_ 2023**

<i>Statement</i>	<b>Textbooks</b>	<b>Exercise books</b>	<b>School bus services</b>	<b>School uniforms</b>	<b>School bags</b>	<b>Bedding items</b>	<b>Activities outside regular school hours</b>	<b>Stationery</b>	<b>Supplementary learning materials</b>	<b>Tea and snacks</b>	<b>Interest classes</b>	<b>Others (Please specify)</b>	<b>Others (Please specify)</b>	<b>Others (Please specify)</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Income</b> <i>(Remark 1)</i>															-
<b>Cost of Sales</b>															
Opening stock	2														-
Add : Purchases															-
Others <i>(Please specify)</i>															-
Others <i>(Please specify)</i>															-
Others <i>(Please specify)</i>															-
Others <i>(Please specify)</i>															-
Others <i>(Please specify)</i>															-
Others <i>(Please specify)</i>															-
Less: Closing stock	2														-
<b>Total Cost of Sales</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Profit/ (Loss) for the year</b>	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Profit / (Loss) as a % of total cost of sales <i>(Remark 2)</i>															

**Remarks:**

- Any discount or block sum of money received from trading operators / suppliers should be entered into school accounts as income. Parents should be notified in advance of such sum.
- According to EDBC No. 16/2013, no profit should be generated from sale of textbooks. The profit from the sale of other school items and provision of paid services should be limited to 15% of total costs involved.

## STATEMENT OF DONATION INCOME

<i>Statement</i>	From _____ 2022 to _____ 2023 \$	From _____ 2021 to _____ 2022 \$
<b>Donation Income</b>		
<b>Expenditure</b> <i>(Remark 1)</i>		
Extra-curricular activities		
Purchase of teaching equipment		
Repairs and maintenance		
Scholarship		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
Others <i>(Please specify)</i>		
<b>Total Expenditure</b>	-	-
<b>Unspent balance</b> <i>(Remark 2)</i>	-	-

### **Remarks:**

- Expenditure which cannot be fully covered by donation should be recognised in the Income and Expenditure Account (Statement 1).
- Unspent balance should be transferred to the Income and Expenditure Account.

## NOTES TO THE ACCOUNTS

### 1. General Information

The principal activity of the school is to provide kindergarten [and nursery, please delete as appropriate] educational services.

The school has joined the Kindergarten Education Scheme ("the Scheme") of the Education Bureau since 2017/18 school year and has undertaken to fulfil the terms and conditions of the Scheme. The school is a non-profit-making kindergarten by being either an approved organisation exempt from taxes under Section 88 of the Inland Revenue Ordinance (Cap. 112) ("IRO") or an approved subsidiary to an organisation exempt from taxes as recognised by the Inland Revenue Department ("IRD") under the IRO as proved by a certificate or confirmation letter issued by the IRD.

### 2. Basis of Preparation

This set of accounts has been prepared in accordance with the requirements set out in relevant letters, circulars and guidelines issued by the Education Bureau for the Scheme. All amounts are presented in Hong Kong dollars.

The school has maintained separate books of accounts to record the income, expenditure and transactions of each type of subsidies and grants received under the Scheme (named as KG Scheme Funds ("KGSF")), as well as those of the kindergarten and nursery (if applicable) operation but not covered by the scheme (named as School Funds ("SF")). The statements included in this set of accounts are prepared on the basis of these books of accounts and where applicable, report separately the income, expenditure and operating surplus / deficit for different sections (kindergarten and child care centre), streams (local and non-local curriculum) and sessions (half-day, whole-day and long whole-day) as specified by the Education Bureau.

In preparing the statements, the school has strictly followed the principles below :

- (i) All direct expenses which can be separately attributable to KGSF or SF are fully taken up and borne by such fund, and recorded directly in the accounts for the related sections, streams and sessions;
- (ii) Identifiable local kindergarten expenses which are not allowable in / chargeable to KGSF are fully borne by SF;
- (iii) Salaries and related expenses of principal and teaching staff are allocated to KGSF and SF according to their relative duties in different sections and streams as designated by the school. The apportionment ratio adopted by the school during the year was :

Child Care Centre (if applicable)		Local Kindergarten Classes		Non-Local Kindergarten Classes (if applicable)
	:	<b>100%</b>	:	

- (iv) Expenses incurred on a school basis are allocated to KGSF and SF based on yearly [please specify as appropriate] average student enrolments of respective sections and streams; and
- (v) All expenses allocated to local kindergarten section are further allocated, if applicable, to different sessions based on respective yearly average student enrolments and the ratio of half-day to whole-day / long whole-day expenditure per student. The ratio adopted by the school during the year was:

Half-day		Whole-day/ Long whole-day
	:	<b>Not applicable</b> (1.6 to 2 , please specify)

## NOTES TO THE ACCOUNTS

## 3. Fixed Assets

	School premises \$	Leasehold improvements \$	Furniture/ Equipment/ Fixtures/ Fittings \$	Computer hardware and software \$	Renewable energy (RE) facilities under FiT Scheme (Remark 2) \$	Total \$
<b>Cost</b>						
As at _____ 2022						-
Additions	-	-	-	-	-	-
Transfer (Remark 1)						-
Disposals						-
Written off						-
As at _____ 2023	-	-	-	-	-	-
<b>Accumulated Depreciation</b>						
As at _____ 2022						-
Depreciation						
For assets not under FiT Scheme:						
Charged to KG Scheme Funds #	-	-	-	-		-
Charged to School Funds #	-	-	-	-		-
For RE facilities under FiT Scheme:						
Charged to KG Scheme Funds # (Remark 2)					-	-
Charged to School Funds @ (Remark 2)					-	-
	-	-	-	-	-	-
Transfer (Remark 1)						-
Disposals						-
Written off						-
As at _____ 2023	-	-	-	-	-	-
<b>Net Book Value</b>						
As at _____ 2022	-	-	-	-	-	-
As at _____ 2023	-	-	-	-	-	-
Threshold amount (Remark 3)						
Depreciation Rate (%)						

**Remarks :**

- This category is only applicable for new join Scheme KGs.  
From 2017/18 school year onwards, except for schools participating in the FiT Scheme, fixed assets (including items brought forward or newly acquired items) must be grouped under 4 categories, namely School premises, Leasehold improvements, Furniture/ Equipment/ Fixtures/ Fittings, and Computer hardware and software. Therefore, any items brought forward under the category of "Others" must be transferred to these 4 categories.
  - Only applicable to schools participating in FiT Scheme. Please refer to Note 10 of Statement 7.
  - Please provide the threshold amount (i.e. if the relevant expenditure is up to or in excess of that amount, the item acquired would be treated as fixed assets) for each type of assets.
- # Depreciation reflected in Statement 1.
- @ For the purchase of fixed assets and capital expenditure under FiT Scheme, the relevant assets should be capitalised in Note 3 of Statement 7, while the depreciation for the relevant fixed assets should be charged to the account of FiT Scheme (Note 10 of Statement 7). The depreciation should NOT be reflected in Statement 1.

**NOTES TO THE ACCOUNTS****4. Details of Additions of Fixed Assets**

	Date of purchase/ commission	From _____ 2022 to _____ 2023 Cost \$
(i) School premises		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
		-
(ii) Leasehold improvements		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
		-
(iii) Furniture/ Equipment/ Fixtures/ Fittings		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
		-
(iv) Computer hardware and software		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
		-

## NOTES TO THE ACCOUNTS

## 4. Details of Additions of Fixed Assets

	Date of purchase/ commission	From _____ 2022 to _____ 2023 Cost \$
(v) Renewable energy facilities under FiT Scheme <i>(Remark 1)</i>		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
		-
(vi) Others <i>(Remark 2)</i>		
(Please specify)		
(Please specify)		
(Please specify)		
(Please specify)		
		-
<b>Total</b>		-

**Remarks :**

- Only for schools participating in FiT Scheme.
- This category is only applicable for new join Scheme KGs.  
From 2017/18 school year onwards, except for schools participating in the FiT Scheme, fixed assets (including items brought forward or newly acquired items) must be grouped under 4 categories, namely School premises, Leasehold improvements, Furniture/ Equipment/ Fixtures/ Fittings, and Computer hardware and software. Therefore, any items brought forward under the category of "Others" must be transferred to these 4 categories.

## 5. Other Income

From _____ 2022 to _____ 2023		School Funds	
KG Scheme Funds			From _____ 2021 to _____ 2022
Half-day session	Whole-day /Long whole-day session		
\$	\$	\$	\$
-	-	-	-

## 6. Other Expenditure

- 21 -



**[Name of School]**

### Statement 7

## NOTES TO THE ACCOUNTS

## 7. Other Reserves

As at \_\_\_\_\_ 2022

Transfer from/(to) Income and Expenditure Statement (Statement 1)

*(Please specify the nature)*

*(Please specify the nature)*

*(Please specify the nature)*

*(Please specify the nature)*

As at \_\_\_\_\_ 2023

[illegible]

[Name of School]

Statement 7

NOTES TO THE ACCOUNTS

8. Amount Refundable to Education Bureau

	KG Scheme Funds (under Kindergarten Education Scheme (KGES))													Other Statements																			Total
	Teacher Salary Related Subsidy		Premises Related Subsidy (Premises Maintenance Grant related)		Premises Related Subsidy (Others)		Other Operating Expenses Related Subsidy		Grant for Support to Non-Chinese Speaking (NCS) Students																								
	Half-day session	Whole-day / Long whole-day session	Half-day session	Whole-day / Long whole-day session	Half-day session	Whole-day / Long whole-day session	Half-day session	Whole-day / Long whole-day session	Grant for a Cook	Promotion of Reading Grant for Kindergartens	One-off Start-up Grant	Child Care Centre Subsidy Scheme	Pilot Scheme on the Promotion of Reading Grant for Kindergartens	Special Anti-epidemic Grant	Special Anti-epidemic Grant (March 2022)	Support Grant / One-off Grant	Website Enhancement Grant	Renovation Grant	Relocation Grant	Gift Book Scheme	Do It Yourself (DIY) Handicraft and Learning Package Scheme	Grant for Procurement of National Flag and Movable Flagpole	Professional Capacity Enhancement Grant	Parent Education Grant	Additional grant for setting up / enhancing the designated webpage "Resources for Parents"	Grant for Procurement of Ventilation Assessment Service	Grant for Procurement of Air Purifiers	"Healthy Schools" Grant	"Smart Kindergartens" Grant	Grant for Promotion of Chinese Art and Culture	Cleansing and Security Service Provider Subsidy		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
As at _____ 2022																																	
Amount refundable to Education Bureau	-	-	-	-	-	-	-	-	-	-		-			-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Amount refunded to Education Bureau											-		-				-																
Prior Year(s) Adjustments - Clawback																																	
As at _____ 2023	-	-	-	-	-	-	-	-	-	-		-			-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

## NOTES TO THE ACCOUNTS

## 9. Related Party Transactions

	From _____ 2022 to _____ 2023 \$	From _____ 2021 to _____ 2022 \$
(i) Amount due from related parties		
School sponsoring body <i>(Please specify its name and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
	-	-
(ii) Amount due to related parties		
School sponsoring body <i>(Please specify its name and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
	-	-
(iii) Receipt from related parties during the year		
School sponsoring body <i>(Please specify its name and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
	-	-
(iv) Payment to related parties during the year		
School sponsoring body <i>(Please specify its name and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
Others <i>(Please specify name of the party and nature of transaction)</i>		
	-	-

## NOTES TO THE ACCOUNTS

## 10. Participation in the Feed-in Tariff (FiT) Scheme (Remarks 1 and 2)

	From _____ 2022 to _____ 2023	
	\$	\$
<b>Income</b>		
- Income from FiT Scheme		
- Grant / donations / sponsorships received for FiT Scheme		
- Others (Please specify)		
		-
<b>Expenditure</b>		
- Depreciation of renewable energy (RE) facilities under FiT Scheme @ (Remark 3)		
- Recurrent costs of RE facilities, e.g. repairs and maintenance		
- Expenditure on purposes directly benefiting the students		
- Others (Please specify)		
		-
<b>Surplus / (Deficit) (per Statement 1)</b>		-
<b>Surplus brought forward</b>		
<b>Deficit transferred to School Funds</b>		-
<b>Surplus carried forward</b>		-
		(per Statement 2)

@ For the purchase of fixed assets and capital expenditure under FiT Scheme, the relevant assets should be capitalised in Note 3 of Statement 7, while the depreciation for the relevant fixed assets should be charged to this account of FiT Scheme. The depreciation should NOT be reflected in Statement 1.

**Remarks:**

- Schools should refer to the relevant requirements stipulated in the EDBCM No. 168/2019 on "Participation of Schools in Feed-in Tariff (FiT) Scheme".
- For participation in the FiT Scheme, SMC's approval has been obtained on \_\_\_\_\_.
- Depreciation charges of RE facilities recorded under different funds  
(for reconciliation purpose)

-KG Scheme Funds - FiT Scheme assets (Statement 1 - under Other Operating Expenses Related Subsidy)  
-School Funds - FiT Scheme assets (@ per above)

Total depreciation charges of renewable energy facilities

2022/23
\$
-
-
-
(per Note 3 under Statement 7)

**NOTES TO THE ACCOUNTS**

**11. Prior Year(s) Adjustments**

Please provide details such as explanation, calculation and other supporting documents for each of the prior year(s) adjustments for reference.

## Procedures for downloading of “Procedural Guide for Using the ‘Electronic Templates for Annual Audited Accounts’” through the Education Bureau Common Log-On System

- (1) Enter the following URL address in the internet browser:  
<http://kgac.edb.gov.hk>



- (2) On the Education Bureau (EDB) Common Log-On System login page, enter the ‘Username’ and ‘Password’ to log on.

**教育局**  
Education Bureau

Common Log-On System  
統一登入系統 (CLO)

Username/用戶名稱

Password/密碼

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Click [here](#) to register a new e-Services Portal School Account/  
按此註冊新的電子化服務入門網站學校戶口

EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures are as follows:

- Avoid logging on system using public/shared computers or through unsecured networks.
- After logging on, do not leave the computer unattended without proper security measures.
- **Log out after used and close all browsers immediately so that others cannot gain unauthorized access.**

教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：

- 請勿使用公共 / 共用電腦或透過不可靠的網絡登入。
- 登入後，請勿在沒有合適保安措施下離開你的電腦。
- 使用後立即登出並關閉所有瀏覽器，以防止其他人士非法登入。

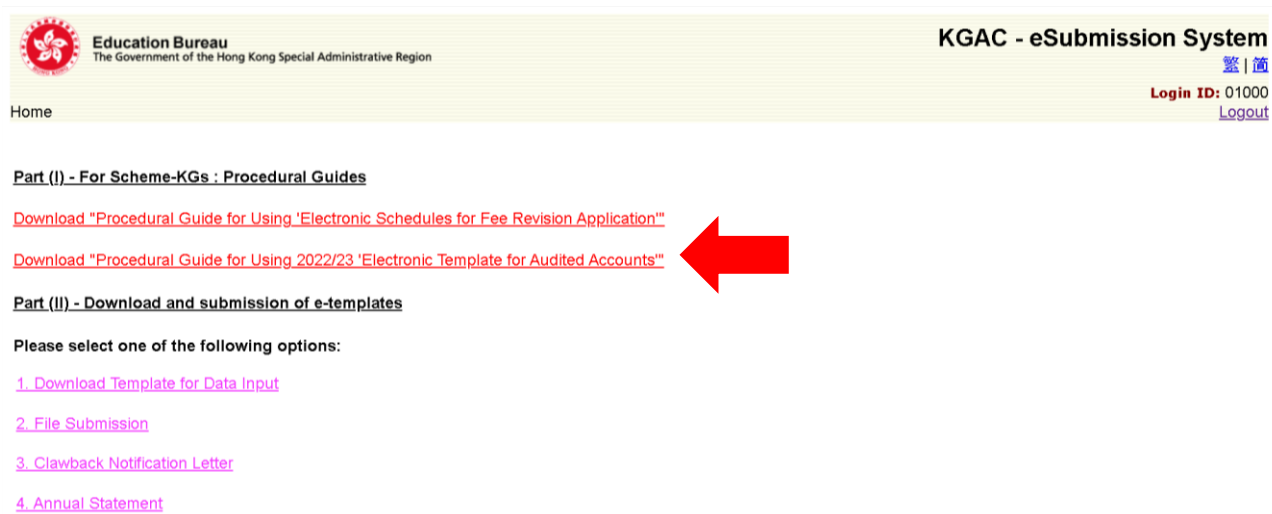
**i** Schools may click [here](#) for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc.  
學校可按此瀏覽有關「統一登入系統」的操作說明，包括戶口登入、委任學校代表和自行登記戶口等。

You are reminded to comply with the Personal Data (Privacy) Ordinance in handling personal data. For details, please visit the website of the Office of the Privacy Commissioner for Personal Data at <https://www.pcpd.org.hk>.  
請注意，處理個人資料時應遵守《個人資料（私隱）條例》的規定。有關詳情可瀏覽個人資料私隱專員公署網站：<https://www.pcpd.org.hk/c/index.html>.

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If you forget your login password, please refer to Paragraph 5 below.

- (3) After logon, click the link “Download Procedural Guide for Using 2022/23 ‘Electronic Template for Audited Accounts’” in the KGAC – eSubmission System menu.



- (4) The procedural guide is in PDF format and provides detailed **guidance notes about downloading / uploading and filling in the Electronic Templates.** Please download, print and **read the procedural guide** before filling in the Electronic Templates.
- (5) If you forget your login password for EDB Common Log-On System, click “Forgot Username/Password” to reset password or download the reset password form. Please fax the completed form to the EDB OS support team (Fax number: 2117 0759).



**Points for special attention for individual grants**

Ref. No.	Grant Name	Relevant EDB document	Points for special attention and year-end surplus treatment
1	Basic half-day (HD) unit subsidy and additional subsidy for whole-day (WD) and long whole-day (LWD) services	<a href="#">EDBC No. 7/2016</a>  <a href="#">EDBCM No. 5/2023</a>	<p>(a) 60% of the unit subsidy (including basic HD unit subsidy and additional subsidy for WD and LWD services) is regarded as the salary portion and must be used on teaching staff salaries and related expenses (such as mandatory provident fund (MPF), provident fund (PF), long service payment, etc.). KGs may deploy any portion of the remaining 40% subsidy for teaching staff salaries and related expenses, but not vice versa.</p> <p>(b) Expenditure on teaching staff salary (including employer's contribution to the MPF, PF, long service payment or severance pay, if any) out of the unit subsidy (including basic HD unit subsidy and additional subsidy for WD and LWD services) should be separately reflected in the annual audited accounts.</p> <p>(c) KGs shall report separately the income, expenditure and operating surplus / deficit for different sections (KG and Child Care Centre classes), streams (local and non-local curriculum) and sessions (HD, WD and LWD), if any, in their annual audited accounts.</p> <p>(d) On condition that the KGs are able to offer free quality HD services and maintain fees for WD / LWD services at a reasonable fee level, they are allowed to accumulate a surplus up to 12 months of current year provision of the whole respective grants. Specifically,</p> <p>(i) the unit subsidy (including the teaching staff salary portion (60% portion) and other operating cost portion (40% portion)) (basic HD unit subsidy) and the tide-over grant (subsidy for HD services).</p> <p>The reserve ceiling is the current year provision of the above total subsidies. A special arrangement for the reserve ceiling of unit subsidy will be made in the 2021/22 to 2025/26 accounting years. If the accumulated surplus of KGs has reached the ceiling of 12 months of current year provision, their reserve ceiling of unit subsidy will be uplifted to 18 months of their current year provision.</p> <p>(ii) the unit subsidy (including the teaching staff salary portion (60% portion) and other operating cost portion (40% portion)) (subsidy for WD and LWD services) and the tide-over grant (subsidy for WD and LWD services).</p>



Ref. No.	Grant Name	Relevant EDB document	Points for special attention and year-end surplus treatment
			<p>The reserve ceiling is the current year provision of the above total subsidies. A special arrangement for the reserve ceiling of unit subsidy will be made in the 2021/22 to 2025/26 accounting years. If the accumulated surplus of KGs has reached the ceiling of 12 months of current year provision, their reserve ceiling of unit subsidy will be uplifted to 18 months of their current year provision.</p> <p>(e) For unspent government subsidies, upon accumulation to the prescribed level above, EDB reserves the right to make any adjustment in the subsidies payable to the KG for claw back based on the annual audited accounts. For those KGs having accumulated surplus of unit subsidy over 12 months of current year provision in the 2021/22 to 2025/26 accounting years, the surplus for such accounting year will be clawed back only if the total accumulated surplus of unit subsidy has exceeded 18 months of the current year provision.</p>
2	Tide-over grant (ToG)	<a href="#">EDBC No. 7/2016</a> <a href="#">EDBC No. 13/2017</a> <a href="#">EDBCM No. 10/2021</a>	<p>(a) The ToG is a one-off time-limited grant for a maximum of 5 years starting from the 2017/18 school year.</p> <p>(b) The ToG, together with the salary portion of the unit subsidy (i.e. 60% of the basic HD unit subsidy and additional subsidy for WD and LWD services), must be used on teaching staff salaries and related expenses (such as MPF, long service payment, etc.).</p> <p>(c) KGs are allowed to accumulate the subsidy and grants relating to teaching staff salary and related expenses (such as MPF, PF, long service payment, etc.), that is the total of the relevant portion (set at 60%) of the unit subsidy (including basic HD unit subsidy and additional subsidy for WD and LWD services) and the ToG. For details of the reserve ceiling, please refer to item 1(d) above. EDB will claw back accumulated surplus exceeding the reserve ceiling based on the annual audited accounts.</p>
3	Rental subsidy (RSS)	<a href="#">EDBC No. 7/2016</a> <a href="#">EDBCM No. 9/2022</a>	<p>(a) KGs under RSS should (i) spend the rental subsidy solely on rental expenditure for school portion of classes offering local curriculum under KG section; and (ii) return the unspent rental subsidy, if any, in full.</p>

Ref. No.	Grant Name	Relevant EDB document	Points for special attention and year-end surplus treatment
			(b) Some KGs will not be provided subsidy to cover the full rental cost because of (i) low fill-up rate; (ii) “dual” caps; and/or (iii) the rental cost exceeding the market rent as assessed by the Rating and Valuation Department (RVD). The difference between the actual rental expenditure and the market rent as assessed by RVD should not be charged to subsidy under the Scheme. It should be borne by school’s own funds.
4	Premises maintenance grant	<a href="#">EDBC No. 7/2016</a>  <a href="#">EDBCM No. 23/2022</a>	<p>(a) The grant covers repair and maintenance works of the registered school premises of KGs, and such works fall under the responsibility of the owner of the premises. For KGs operating in part of the premises concerned, only the relevant portion of the repair and maintenance expenses that should be shared by the Scheme-KG is chargeable to the grant.</p> <p>(b) If, in a particular year, the accumulated surplus of the grant reaches 500% of the current year provision, EDB will suspend the disbursement of grant and claw back the excessive surplus of that year according to the annual audited accounts for the same year. Any grant further disbursed subsequent to that year will also be clawed back. If the accumulated surplus drops later, the disbursement of grant will only resume when the accumulated surplus by then drops below 100% of the current year provision.</p> <p>(c) Any deficit should be borne by at least one of the following two funds: (1) surplus of 40% (i.e. other than teaching staff salary and related expenses) unit subsidy (including basic HD unit subsidy and additional subsidy for WD and LWD services), if any, and/or (2) School Funds. If surplus of the 40% of the unit subsidy, if any, is insufficient to cover the deficit, the deficit balance should be borne by School Funds.</p>
5	Grant for a Cook	<a href="#">EDBC No. 7/2016</a>  <a href="#">EDBCM No. 23/2022</a>	<p>(a) Only for payment of salaries, employers’ contributions to MPF / Provident Fund and other salary-related expenditure for the employment of cook(s).</p> <p>(b) KGs are allowed to accumulate a surplus up to the current year provision of the grant. EDB will claw back excessive surplus based on the annual audited accounts.</p>

Ref. No.	Grant Name	Relevant EDB document	Points for special attention and year-end surplus treatment
			(c) Any deficit should be borne firstly by school's income from meal charges. If surplus of such income (if any) is insufficient to cover the deficit, the deficit balance should be borne by school's own funds.
6	Grant for support to non-Chinese speaking (NCS) students	<a href="#">EDBC No. 7/2016</a> <a href="#">EDBC No. 14/2019</a>	<p>(a) KGs must use the grant solely to enhance support to their NCS students. The grant may be used for appointing additional staff or procuring services to provide teachers with more manpower support and professional training to develop effective strategies to help NCS students learn Chinese, raise teachers' cultural and religious sensitivity in handling NCS students and enhance the communication with the parents of NCS students.</p> <p>(b) KGs are allowed to accumulate a surplus up to the current year provision of the grant. EDB will claw back excessive surplus based on the annual audited accounts.</p>
7	Promotion of Reading Grant for Kindergartens	<a href="#">EDBC No. 21/2019</a> <a href="#">EDBCM No. 163/2022</a>	<p>(a) KGs can use the grant flexibly for the procurement of reading resources, organising school-based activities related to the promotion of reading, or hiring of services to organise promotion of reading activities.</p> <p>(b) KGs are allowed to accumulate a surplus up to the current year provision of the grant. EDB will claw back excessive surplus based on the annual audited accounts.</p>

**Points for accounting officers' special attention on specific accounts**

Relevant EDB document: Kindergarten Administration Guide (EDBC No. [15/2017](#))

Ref. No.	Account Name (Statement No.)	Points for special attention
1	<p>Teacher salary related expenses –</p> <p>(i) Salaries and Provident Fund / Mandatory Provident Fund</p> <p>(ii) Severance / long service payment</p> <p>(Statement 1 at Annex 1)</p>	<p>(a) The expenses incurred for the whole school should be allocated in accordance with the following basis –</p> <p>(i) To KG Scheme Funds and School Funds (Note 1) according to actual duties apportioned to stream of KG local curriculum, Child Care Centre and/or stream of KG non-local curriculum; and</p> <p>(ii) After apportionment, to further apportion the expenses of KG local curriculum to half-day (HD), whole-day (WD) and long whole-day (LWD) sessions based on the respective student enrolment and the ratio of HD to WD/ LWD unit cost per student ranges from 1:1.6 to 1:2.</p> <p>(b) If the Teacher Salary Related Subsidy is insufficient to cover the expenses, the deficit, after topping up by transferring of surplus from Other Operating Expenses Subsidy (if any), should be borne by School Funds.</p> <p>(c) Kindergartens must strictly follow the salary range of the corresponding rank when remunerating teaching staff. If the salaries of the teaching staff are beyond the salary ranges, kindergartens must not use government subsidy to cover the difference even if there is a surplus in the salary portion of the unit subsidy, i.e. at least 60%. The difference shall be borne by the School Funds and recorded under the account of School Funds for that year.</p>
2	<p>Rental of school premises</p> <p>(Statement 1 at Annex 1)</p>	<p>If the rental subsidy is insufficient to cover the rental value assessed by Rating and Valuation Department, the deficit, after topping up by transferring of surplus from Other Operating Expenses Subsidy (if any), should be borne by School Funds (except school fees).</p>
3	<p>Depreciation of fixed assets other than school premises</p> <p>(Statement 1 at Annex 1)</p>	<p>Depreciation should be charged to KG Scheme Funds or School Funds according to the classification of fixed assets as set out in 5 below.</p>
4	<p>(i) Other income, e.g. application / registration fee</p> <p>(ii) Other expenditure, e.g. electricity</p> <p>(Statements 1 and 7 - notes 5 &amp; 6 at Annex 1)</p>	<p>(a) Income received / expenses incurred for the whole school should be allocated in accordance with the following basis –</p> <p>(i) To KG Scheme Funds and School Funds (Note 1) based on annual average student enrolment of respective sections (KG and Child Care Centre) and streams (Local and Non-local); and</p>

Ref. No.	Account Name (Statement No.)	Points for special attention
		<p>(ii) To HD, WD and LWD sessions based on the respective annual average student enrolments and the ratio of HD to WD / LWD unit cost per student ranges from 1:1.6 to 1:2.</p> <p>(b) Any interest derived should be apportioned into KG Scheme Funds and School Funds as far as practicable.</p>
5	<p>Fixed assets</p> <p>(Statement 2 at Annex 1)</p>	<p>(a) KGs should decide whether the fixed assets acquired before joining the Scheme (i.e. 1 September 2017) should be grouped under KG Scheme Funds or School Funds.</p> <p>(b) KGs should keep fixed assets register to indicate the classification of fixed assets under KG Scheme Funds, School Funds and One-off Start-up Grant, if any.</p> <p>(c) For fixed assets purchased under the One-off Start-up Grant, separate ledger accounts and statements should be kept and no depreciation should be charged to KG Scheme Funds or School Funds as the expenses have been fully charged under the grant.</p> <p>(d) Once the fixed assets have been recorded under the KG Scheme Funds, KGs should not reallocate the fixed assets to School Funds without EDB's prior approval.</p> <p>(e) All fixed assets subject to depreciation must be classified under one of the following categories:</p> <ul style="list-style-type: none"> <li>- School Premises;</li> <li>- Leasehold Improvements;</li> <li>- Furniture, Equipment, Fixtures and Fittings;</li> <li>- Computer Hardware and Software;</li> <li>- Renewable energy facilities under Feed-in Tariff (FiT) Scheme.</li> </ul> <p>(f) Only depreciation expenditure of those fixed assets under KG Scheme Funds would be borne by KG Scheme Funds. All the rest should be borne by School Funds.</p> <p>(g) Upon closure of KGs, voluntary withdrawal or revocation, of the Scheme, fixed assets under KG Scheme Funds should be disposed of according to EDB's instruction.</p>
6	<p>Cash and cash equivalents</p> <p>(Statement 2 at Annex 1)</p>	<p>(a) Government subsidies / grants would only be paid to bank account in the KG's registered name.</p> <p>(b) Any surplus funds which are not immediately required may be placed under fixed deposits with banks licensed under the Banking Ordinance.</p>

Ref. No.	Account Name (Statement No.)	Points for special attention
7	Liabilities  (Statement 2 at Annex 1)	All liabilities (including long-term and short-term) before KGs joining the Scheme should be recorded under School Funds and should not be charged to KG Scheme Funds.

Note 1: KG Scheme Funds and School Funds mean "government subsidies/grants" and "non-government funds" respectively in the Education Bureau Circular No. [7/2016](#) and related circulars on the Scheme.

### **Definition of Related Party**

A *related party* is a person or entity that is related to a KG.

- (1) A person or a close member of that person's family<sup>Note 1</sup> is related to a KG if that person –
- (a) has control or joint control of the KG;
  - (b) has significant influence over the KG; or
  - (c) is a member of the key management personnel of the KG or of a sponsoring body of the KG.
- (2) An entity is related to a KG if any of the following conditions applies -
- (a) The entity and the KG are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
  - (b) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
  - (c) Both entities are joint ventures of the same third party.
  - (d) One entity is a joint venture of a third party and the other entity is an associate of the third party.
  - (e) The entity is a post-employment benefit plan for the benefit of employees of either the KG or an entity related to the KG. If the KG is itself such a plan, the sponsoring employers are also related to the KG.
  - (f) The entity is controlled or jointly controlled by a person identified in (1) above.
  - (g) A person identified in (1)(a) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
  - (h) The entity, or any member of a group of which it is a part, provides key management personnel services to the KG or the sponsoring body of the KG.

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**Note:**

1. Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include -

- (a) that person's parents, children, spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

**Reference Notes**  
**for Auditors of KGs under the Kindergarten Education Scheme**

Education Bureau (EDB) Circular No. [7/2016](#) requires KGs joining the Kindergarten Education Scheme to submit their annual audited accounts, with the subsidies they received from the Government and the expenditure incurred under the subsidies properly reflected. The accounts must be audited by Certified Public Accountants (practising) registered under the Professional Accountants Ordinance<sup>Note 1</sup>. This is to ensure that the KGs have properly applied the subsidies for the purposes as specified by EDB vide relevant circulars and letters and that only allowable expenditures are charged against the subsidies.

2. Auditors should submit an Auditor's Report on the KG's accounts, and **EACH statement to the accounts should be stamped with the identification chop of the Auditors**. The Auditor's Report should state whether in the Auditor's opinion -

- (a) the accounts give a true and fair view of the state of the KG's affairs as at the balance sheet date and of its results for the accounting year then ended;
- (b) the school has used the subsidies under the Kindergarten Education Scheme in accordance with the rules and ambits as promulgated in the EDB Circular No. [7/2016](#), relevant letters, circulars, circular memoranda and guidelines issued by EDB<sup>Note 2</sup>; and
- (c) the balances of individual grant accounts are, in all material respects, correct.

**By the term "true and fair", it means that the KGs have properly prepared the accounts in accordance with the requirements of the EDB Circular No. [7/2016](#), relevant letters, circulars, circular memoranda and guidelines issued by EDB and such instructions as may be given by the Permanent Secretary for Education to KGs.**

3. The Auditors should draw the attention of the School Supervisors to weaknesses in internal controls discovered during the course of their audit and that they should report items which are considered material in a letter (i.e. management letter) with recommendations for improvement. The Auditors should also send a copy of the management letter to EDB for reference.

4. If the Auditors are of the opinion that proper books of accounts have not been kept by the KGs, or if the balance sheet and / or income and expenditure account are not in agreement with the books of accounts, or if the Auditors are not able to obtain all the information and explanations which, to the best of their knowledge and belief, are necessary for the purpose of their audit, they should make appropriate qualifications in their reports.

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**Note:**

1. This means "certified public accountants (practising)" with effect from the commencement of the Professional Accountants (Amendment) Ordinance 2004 on 8 September 2004. "Certified public accountant (practising)" means a certified public accountant holding a practising certificate.

2. Auditors should note that "Code of Aid" is not applicable to Kindergartens.