

**Notes for
Application for Fee Revision
for the 2025/26 School Year
by DSS Schools**

Submission of budget and financial information

MA Section
Finance Division, EDB
April 2025

Major changes (1/2)

- Use of 2024/25 Projected DSS Unit Subsidy Rates **with Adjustment** in 2025/26 budget for projection of:
 - DSS subsidy income
 - School fees of non-local students
 - Provision of fee remission and scholarship scheme

Major changes (2/2)

- Schools NOT increasing school fees
 - Complete Appendix 1 (Parts I, II, III, IV and IX of Appendix 1 refer), as well as Appendix 7 (if applicable)
- Schools increasing school fees
 - Simplified procedures:
 - For schools increasing school fees of not more than 5.8% for the 2025/26 school year and their accumulated total operating reserve as at 31 August 2024 not exceeding the annual operating expenses of the 2023/24 school year as reflected in the 2023/24 audited accounts
 - Complete Appendix 1, as well as Appendix 7 (if applicable)
 - General procedures:
 - For schools increasing school fees of not more than 5.8% for the 2025/26 school year but the accumulated total operating reserve as at 31 August 2024 exceeding the annual operating expenses of the 2023/24 school year as reflected in the 2023/24 audited accounts; OR
 - For schools increasing school fees of more than 5.8% for the 2025/26 school year
 - Complete Schedules 1 and 2 together with a declaration in Appendix 2, the parent consultation information as required in Appendices 3 and 4 as appropriate, as well as Appendix 7 (if applicable)

Budget Preparation

- Income and Expenditure Statement under Operating Reserve
 - Appendix 1 (Parts I, II, III, IV and IX) (no fee revision)
 - Appendix 1 (simplified procedures)
 - Schedule 2a and 2b (general procedures)

Schedule 2a

See p.2 of the slides

(I) Income and Expenditure Statement under Operating Reserve (Note 1)

Name of School: _____

	2023/24 School Year Audited Accounts (A) (Note 2)	2024/25 School Year		2025/26 School Year Budget (Note 4)			Year on year change Increase / (Decrease) 2024/25 Vs 2023/24 [(C)-(A)]/(A)	Year on year change Increase / (Decrease) 2025/26 Vs 2024/25 [(F)-(C)]/(C)
		Original Budget (B) (Note 3)	Revised Estimates (C)	Government Funds (Note 5) (D)	Non- Government Funds (E)	Total (F) = (D) + (E)		
INCOME (Note 6)	\$	\$	\$	\$	\$	\$	%	%
1. School fees (gross) (Schedule 2c)				N.A.				
Less : 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 (Note 7)								
5. Rental income				N.A.				
6. Donations for general purpose (Note 8)				N.A.				
7. Others (please provide further breakdown for 2023/24 to 2025/26 when the total for 2025/26 is over \$0.1M)								
TOTAL INCOME								

Budget Preparation (cont'd)

- 2023/24 audited figures should agree with the 2023/24 audited accounts.
- 2024/25 original budget should follow last year's budget submitted for fee revision for 2024/25, including "Operating Reserve Balance / (Deficit) brought forward from previous year(s)"
- 2024/25 revised estimates = Actual expenditure + projected expenditure

(I) Income and Expenditure Statement under Operating Reserve ^(Note 1)

Name of School : _____

	2023/24 School Year Audited Accounts (A) ^(Note 2)	2024/25 School Year		2025/26 School Year Budget			Year on year change Increase / (Decrease) 2024/25 Vs 2023/24 [(C)-(A)]/(A)	Year on year change Increase / (Decrease) 2025/26 Vs 2024/25 [(F)-(C)]/(C)
		Original Budget (B) ^(Note 3)	Revised Estimates (C)	Government Funds ^(Note 9) (D)	Non-Government Funds (E)	Total (F) = (D) + (E)		
EXPENDITURE ^(Note 6)	\$	\$	\$	\$	\$	\$	%	%
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 ^(Note 10)								
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 ^(Notes 10 & 11) (Details as per Schedule 2b p.1)								
6. Other operating expenses (Details as per Schedule 2b p.2)								
(a) TOTAL EXPENDITURE (G)								
(b) % change in total expenditure								
DEFICIT OF GRANT ACCOUNTS (please specify by individual grant) ^(Note 6)			[(C) - (B)]/(B)					
				N.A.				
SURPLUS / (DEFICIT) for the Year (H)								
Add : OPERATING RESERVE BALANCE / (DEFICIT) brought forward from previous year(s) (I)								
Transfer from / (to) designated reserves (please specify by individual designated reserves) (J)			per (i)			per (ii)		
OPERATING RESERVE BALANCE / (DEFICIT) carried forward to next year (K)=(H)+(I)+(J)								
	(i)		(ii)					
Equivalent months of expenses [(K / L*) x 12]								

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 Appendix 1 (simplified procedures)
 - Table (II) in Schedule 2a (general procedures)

(II) Expenditure under Designated Reserves

Reserves (Note 12)	2023/24 School Year Audited Accounts (Note 2)	2024/25 School Year		2025/26 School Year Budget
		Original Budget (Note 3)	Revised Estimates	
	\$	\$	\$	\$
1. Reserve for Donations with Specific Purposes Total expenditure (excluding capital expenses) for the year	(M)	_____	_____	_____
2. Reserve for Construction, Maintenance and Upgrading of Above-standard Facilities 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 paragraphs 17 to 19 of EDBC No. 16/2012 "Delineation of Reserves and Reserve Ceiling for the Operating Reserve of DSS Schools" for detailed requirements.)

	2023/24	2022/23
	Non-government funds	Non-government funds
	\$	\$
Balance as at (beginning of the year / period)		
Add : Donations received in the year / period (per Statement 3 - Note 23)		
Less : (i) Depreciation charged for the year / period, if any ^{Note a}		
(ii) Repairs and maintenance		
(iii) Other expenditure for the year / period ^{Note b}		
Total expenditure for the year / period (per 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:
 - (b) Reserve for Construction, Maintenance and Upgrading of Above-standard Facilities

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

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

	2023/24	2022/23
	Non-government funds	Non-government funds
	\$	\$
Balance as at (beginning of the year / period)		
Add : Transfer from school fee income ^{Note a}		
Less : (i) Depreciation charged for the year / period, if any ^{Note b}		
(ii) Repairs and maintenance		
(iii) Other expenditure for the year / period ^{Note c}		
Total expenditure for the year / period (per 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 2023/24 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 ^{Note d}, 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:

Amount transfer from school fee income to the reserve:	\$ _____ (a)
Total school fee income per Statement 1:	\$ _____ (b)
Percentage of school fee income transferred:	_____ % (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 (per Statement 3 - Note 2c(ii) and 2c(iii)). 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 using general procedures
- 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 2025/26 budget of a secondary school with operating history below 16 years:

See p.2 of the slides

Projected DSS Unit Subsidy Rate with Adjustment for the 2024/25 school year

Class Level	School Fee (Note 1)	Projected DSS Unit Subsidy Rate with Adjustment for the 2024/25 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 1.9.2025	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 2025/26	
	(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	74,027	49,351	Y	8,235,000	135	786,285	823,500	(g)	823,500	
S2	51,000	74,027	49,351	Y	7,854,000	154	126,947	785,400	(g)	785,400	
S3	45,000	74,027	49,351	N	6,075,000	135	-	607,500	(g)	607,500	
S4	40,000	87,092	58,061	N	6,720,000	168	-	672,000	(g)	672,000	
S5	35,000	87,092	58,061	N	5,705,000	163	-	570,500	(g)	570,500	
S6	35,000	87,092	58,061	N	5,250,000	150	-	525,000	(g)	525,000	
S6 (non-local student)	122,092	87,092	58,061	Y	122,092	1	32,015	12,209	(f)	32,015	
					Total school fee income per accounts:						4,015,915

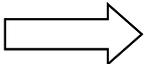
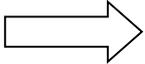
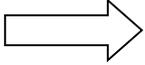
Notes:

- School fee represents the proposed school fee per pupil per annum (pppa) for the 2025/26 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. 18/2024)
- 2023/24 audited accounts (called by EDB on 30.8.2024)
Deadline for submission: 31.3.2025
- Late submission will lead to late processing of fee revision application.

For enquiries:

- School administration / operations / parent consultation requirements / simplified procedures  Respective SSDO of the school
- Finance-related matters  Management Accounts Section (Tel: 2892 5449)
- 2024/25 Projected DSS Unit Subsidy Rates with Adjustment  School Administration 1 Section (Tel: 3509 7458)