

To: Finance Branch Social Welfare Department  
23/F Southorn Centre 130 Hennessy Road Wan Chai Hong Kong

**Application for Approval of Inclusive Monthly Fee for Aided  
Standalone Child Care Centres for 2010/11 School Year**

**I. General Information**

1. Name of Agency: \_\_\_\_\_
2. Name of Child Care Centre (the Centre): \_\_\_\_\_  
Registered Address: \_\_\_\_\_
3. The premises with an area of \_\_\_\_\_ \*sq. ft. / sq. m. are privately owned / rented / public housing / others (please specify) \_\_\_\_\_ .
4. Contact person in connection with this application:  
Name: \_\_\_\_\_ Post: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Email Address (if any): \_\_\_\_\_

**I/We would like to confirm that our Centre will stay in the Child Care Centre Subsidy Scheme in 2010/11 School Year.**

**I/We submit this application (Annex I) together with the following schedules:**

- |            |   |
|------------|---|
| Schedule 1 | Income and Expenditure Estimates                      |
| Schedule 2 | Schedule of Salaries and Provident Fund Contributions |
| Schedule 3 | Schedule of Payments to Relief Staff                  |
| Schedule 4 | Schedule of Net Income from Sundry Sales/Services     |

\_\_\_\_\_  
Authorised Signature and  
Official Stamp of Child Care Centre

Name: \_\_\_\_\_  
Post: \_\_\_\_\_  
Date: \_\_\_\_\_

\* Please delete whichever is inappropriate.

## II. Proposed fees and expected enrolment

### 1. Existing monthly fees in 2009/10 School Year and proposed monthly fee for 2010/11 School Year

<u>Service Type</u>	Capacity approved by SWD	(a)	(b)	(c) = (a) + (b)	(d)
		2009/10 School Year monthly fee	2009/10 School Year monthly meal charge <sup>#</sup>	2009/10 School Year Total	2010/11 School Year proposed monthly fee
		\$	\$	\$	\$
(i) Full Day Child Care Service					
Children aged 0-2	_____	_____	_____	_____	_____
Children aged 2-3	_____	_____	_____	_____	_____
(ii) Half Day Child Care Service					
Children aged 0-2	AM _____	_____	_____	_____	_____
	PM _____	_____	_____	_____	_____
Children aged 2-3	AM _____	_____	_____	_____	_____
	PM _____	_____	_____	_____	_____

### 2. Proposed fees after netting monthly subsidy in 2010/11 School Year

<u>Service Type</u>	(e)	(f)	(g)	(h)	(i)	(j)	(k)
	(Note 1)	Estimated number of groups	Estimated monthly enrolment in 2010/11 School Year	$= (e) \times (f) / M / (g)$ (Note 2)	$= (d) - (h)$	Proposed monthly meal charge	$= (i) + (j)$
	Revised group per capita / grant rate for 2010/11 School Year			Estimated monthly subsidy granted for each child	Proposed monthly fee after netting monthly subsidy	Proposed monthly meal charge	2010/11 School Year Total
	\$			\$	\$	\$	\$
Full Day Child Care Service							
Children aged 0-2	32,166	_____	_____	_____	_____	_____	_____
Children aged 2-3	32,166	_____	_____	_____	_____	_____	_____

#### Note

- Per capita rate (per annum) for those children receiving full-day child care services who are aged below 2 or 2-3 per annum are \$6,434 and \$3,217 respectively.
- M = 12, which is the number of monthly instalment per annum.

# Please enter no information in shaded areas.

3. Enrolment for the period of April 2009 – March 2010

<u>Service Type</u>	2009									2010			<u>Total</u>
	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	
(i) Full Day Child Care Service													
Children aged 0-2													
Children aged 2-3													
(ii) Half Day Child Care Service													
Children aged 0-2													
AM													
PM													
Children aged 2-3													
AM													
PM													

4. Average/Estimated enrolment in specified periods below

<u>Service Type</u>	<u>Average monthly enrolment</u> <u>4.2009 - 3.2010</u>	<u>Estimated monthly enrolment</u> <u>4.2010 - 8.2010</u>	<u>Estimated monthly enrolment</u> <u>9.2010 - 8.2011</u>
(i) Full Day Child Care Service			
Children aged 0-2			
Children aged 2-3			
(ii) Half Day Child Care Service			
Children aged 0-2			
AM			
PM			
Children aged 2-3			
AM			
PM			

5. Effective date of proposed fees for 2010/11 School Year (dd/mm/yyyy): \_\_\_\_\_

**INCOME AND EXPENDITURE ESTIMATES**  
(Children aged \*0 to 2 / 2 to 3)

(Name of Child Care Centre)

**I. MONTHLY FEE**

	<i>Actual as per accounts 1.4.2009 - 31.3.2010 (a) (Note 1)</i>	<i>Estimates 1.4.2010 - 31.8.2010 (b)</i>	<i>Estimates 1.9.2010 - 31.3.2011 (7 months) (c)</i>	<i>Estimates 1.4.2011 - 31.8.2011 (5 months) (d)</i>	<i>Total 1.9.2010 - 31.8.2011 (e) = (c) + (d)</i>	<i>Remarks (Please state computations and assumptions)</i>
	\$	\$	\$	\$	\$	
<b><u>INCOME</u></b>						
Fee Income						
Fee Assistance (Note 2)						
<b>Sub-total</b>						
Subsidy under Child Care Centre Subsidy Scheme						
Net Income from Sundry Sales/Services						As shown in Sch. 4
Other Income (Please specify) _____						
<b>TOTAL INCOME (A)</b>						
<b><u>EXPENDITURE</u></b>						
Personal Emoluments (Excluding the Cook)						
Staff Salaries						} As shown in Sch. 2 As shown in Sch. 3
Provident Fund						
Relief Staff						
Others (Please specify) _____						
<b>Total Personal Emoluments (i)</b>						

\* Please delete whichever is inappropriate.  
# Please enter no information in shaded areas.

**INCOME AND EXPENDITURE ESTIMATES**

**I. MONTHLY FEE (Cont'd)**

	Actual as per accounts 1.4.2009 - 31.3.2010 (a) (Note 1)	Estimates 1.4.2010 - 31.8.2010 (b)	Estimates 1.9.2010 - 31.3.2011 (7 months) (c)	Estimates 1.4.2011 - 31.8.2011 (5 months) (d)	Total 1.9.2010 - 31.8.2011 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
<b>Other Charges</b>	\$	\$	\$	\$	\$	
<i>Administrative Expenses</i>						
Postage						
Telephone, Fax and Internet Service Charges						
Cleaning Charges						
Auditor's Fee (excluding for Provident Fund Scheme)						
Others (Please specify)						
<b>Sub-total</b>						
<i>Utilities</i>						
Electricity						
Gas & Fuel						
Water & Sewage						
<b>Sub-total</b>						
<i>Stores &amp; Equipment</i>						
Cleaning Materials						
Printing & Stationery						
Newspaper & Periodicals						
Minor Purchase, Maintenance & Repairs						
Others (Please specify)						
<b>Sub-total</b>						

**INCOME AND EXPENDITURE ESTIMATES**

**I. MONTHLY FEE (Cont'd)**

	<b>Actual as per accounts 1.4.2009 - 31.3.2010 (a) (Note 1)</b>	<b>Estimates 1.4.2010 - 31.8.2010 (b)</b>	<b>Estimates 1.9.2010 - 31.3.2011 (7 months) (c)</b>	<b>Estimates 1.4.2011 - 31.8.2011 (5 months) (d)</b>	<b>Total 1.9.2010 - 31.8.2011 (e) = (c) + (d)</b>	<b>Remarks (Please state computations and assumptions)</b>
<i>Programme Expenses</i> Teaching Materials & Toys Activities Expenses Others (Please specify) <hr/>	\$	\$	\$	\$	\$	
<b>Sub-total</b>						
<i>Transport &amp; Travelling</i> Travelling Expenses (by public transport) Others (Please specify) <hr/>						
<b>Sub-total</b>						
<i>Insurance</i> Employees' Compensation Insurance for Children Public Liability Insurance Others (Please specify) <hr/>						
<b>Sub-total</b>						

**INCOME AND EXPENDITURE ESTIMATES**

**I. MONTHLY FEE (Cont'd)**

	Actual as per accounts 1.4.2009 - 31.3.2010 <small>(a) (Note 1)</small>	Estimates 1.4.2010 - 31.8.2010 <small>(b)</small>	Estimates 1.9.2010 - 31.3.2011 (7 months) <small>(c)</small>	Estimates 1.4.2011 - 31.8.2011 (5 months) <small>(d)</small>	Total 1.9.2010 - 31.8.2011 <small>(e) = (c) + (d)</small>	Remarks <small>(Please state computations and assumptions)</small>
<i>Miscellaneous</i> (Please specify)	\$	\$	\$	\$	\$	
(a) _____						
(b) _____						
(c) _____						
(d) _____						
(e) _____						
<b>Sub-total</b>						
<b>Total Other Charges (ii)</b>						
<b>TOTAL EXPENDITURE</b> <b>(B) = (i) + (ii)</b>						
<b>SURPLUS / (DEFICIT)</b> <b>(C) = (A) - (B)</b>						
<b>Surplus brought forward from previous years up to 31 March 2009</b>						

**INCOME AND EXPENDITURE ESTIMATES**

**II. MONTHLY MEAL CHARGE**

	<i>Actual as per accounts 1.4.2009 - 31.3.2010 (a) (Note 1)</i>	<i>Estimates 1.4.2010 - 31.8.2010 (b)</i>	<i>Estimates 1.9.2010 - 31.3.2011 (7 months) (c)</i>	<i>Estimates 1.4.2011 - 31.8.2011 (5 months) (d)</i>	<i>Total 1.9.2010 - 31.8.2011 (e) = (c) + (d)</i>	<i>Remarks (Please state computations and assumptions)</i>
	\$	\$	\$	\$	\$	
<b><u>INCOME</u></b>						
<b>TOTAL MEAL INCOME (D)</b>						
<b><u>EXPENDITURE</u></b>						
<b>Personal Emoluments</b> (For the Cook only) Staff Salaries Provident Fund Relief Staff Others (Please specify) (Note 3)						} As shown in Sch. 2 As shown in Sch. 3
<b>Total Personal Emoluments (iii)</b>						
<b>Other Charges</b> Meal Expenses for Children (iv)						
<b>TOTAL EXPENDITURE (E) = (iii) + (iv)</b>						
<b>SURPLUS / (DEFICIT) (F) = (D) - (E)</b>						

**Notes**

1. For centres commencing operation during the financial year 2009-2010, the accounting period for the column (a) should be from the date of commencement to 31.3.2010.
2. Fee assistance under the Child Care Centre Fee Assistance Scheme/Kindergarten and Child Care Centre Fee Remission Scheme.
3. Justification is required for additional staff for preparation of meals.

**SCHEDULE OF SALARIES AND PROVIDENT FUND CONTRIBUTIONS**  
**(1) for the period of 1 April 2009 - 31 March 2010**

\_\_\_\_\_  
 (Name of Child Care Centre)

Name in Full (Note 3)	Present Rank/ Appointment Date (Note 1)	Period		Monthly Salary	Salary		Provident Fund Contribution			Remarks
		From	To		Child Care Centre	Others (Note 2)	%	Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)				\$	\$	\$		\$	\$	
				Sub-total (Note 4)						
II. Staff List (for the Cook only)										
				Sub-total (Note 4)						
				<b>Total</b>						

# Please enter no information in shaded areas.

**SCHEDULE OF SALARIES AND PROVIDENT FUND CONTRIBUTIONS**  
**(2) for the period of 1 April 2010 - 31 August 2010**

Name in Full (Note 3)	Present Rank/ Appointment Date (Note 1)	Period		Monthly Salary	Salary		Provident Fund Contribution			Remarks
		From	To		Child Care Centre	Others (Note 2)	%	Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)				\$	\$	\$		\$	\$	
				Sub-total (Note 4)						
II. Staff List (for the Cook only)										
				Sub-total (Note 4)						
				<b>Total</b>						

**SCHEDULE OF SALARIES AND PROVIDENT FUND CONTRIBUTIONS**  
**(3) for the period of 1 September 2010 - 31 August 2011**

Name in Full (Note 3)	Present Rank/ Appointment Date (Note 1)	Period		Monthly Salary	Salary		Provident Fund Contribution			Remarks
		From	To		Child Care Centre	Others (Note 2)	%	Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)				\$	\$	\$		\$	\$	
				Sub-total (Note 4)						
II. Staff List (for the Cook only)										
				Sub-total (Note 4)						
				<b>Total</b>						

- Notes
1. "Appointment Date" and "Incremental Date" should be identical.
  2. The amounts unrecognised for fee assessment purpose should be shown under this column, if any.
  3. For vacant posts, enter "VP-1", "VP-2" etc. for vacant post 1, vacant post 2 in the "Name" column. Please list all names by seniority in descending order.
  4. Sub-totals in this Schedule should tally with respective figures shown in Schedule 1.

**SCHEDULE OF PAYMENTS TO RELIEF STAFF  
for the period of 1 April 2009 - 31 March 2010**

(Name of Child Care Centre)

Name of Relief Staff/Post	Name of Staff Relieved/Post	Reasons for Relief (Note 1)	Daily Rate	Period Employed	No. of Days	Amount		Remarks	
						Child Care Centre	Others (Note 2)		
I. Staff List (excluding the Cook)			\$				\$	\$	
					Sub-total (Note 3)				
II. Staff List (for the Cook only)									
					Sub-total (Note 3)				
					<b>Total</b>				

Notes

1. For maternity leave/any sick leave **exceeding 5 working days**, please attach a copy of doctor's certificate for verification.
2. The amounts unrecognised for fee assessment purpose should be shown under this column, if any.
3. Sub-totals in this Schedule should tally with respective figures shown in Schedule 1.

**SCHEDULE OF NET INCOME FROM SUNDRY SALES/SERVICES  
for the period of 1 April 2009 - 31 March 2010**

(Name of Child Care Centre)

	<b>Children's Uniforms/ Aprons/Bags</b>	<b>Story &amp; Picture Books and Stationery</b>	<b>Transport/ School Bus</b>	<b>Others (Note 3)</b>	<b>Remarks</b>
	\$	\$	\$	\$	
<b>Income for Sales/Services (A)</b> (Note 1)					
<b>Cost of Sales/Services</b>					
Opening Stock (Note 2)					
Add: Purchases					
Less: Closing Stock (Note 2)					
<b>Cost of Sales/Service (B)</b>					
<b>Net Income from Sales/Services (A) - (B)</b>					

Notes

1. Please quote reference of SWD's approval in the 'Remarks' column.
2. Please state the basis of valuation, such as cost or net realisable value.
3. A description of the nature of the sales/services (including extended hours/occasional child care services) should be given.

**Documents to be submitted together with the Fee Application (Annex I)**

- (1) Income and Expenditure Estimates (Schedule 1), Salaries and Provident Fund Contributions (Schedule 2), Payments to Relief Staff (Schedule 3), and Net Income from Sundry Sales/ Services (Schedule 4). For Child Care Centres with children of aged 0 to 3, separate Schedules 1 to 4 for children aged 0 to 2 and 2 to 3 should be submitted.
- (2) Audited accounts showing the state of affairs and results of operations of the centre for the period 1.4.2009 - 31.3.2010. If the audit of the accounts has not yet been completed at the time of submission of this application, draft final accounts for the said period certified by the Chairman of the agency will also be accepted. A copy of the audited accounts should be supplemented after the audit is completed. For child care centres with children aged 0 to 3, separate accounts for children aged 0 to 2 and 2 to 3 should be submitted.
- (3) Supporting documentation for material items of expenditure, if any, included in the Income and Expenditure Estimates at Schedule 1 for the year ended 31 August 2011.
- (4) A copy of Annexes 1 and 2 to the "Proforma on Enrolment and Child Care Workers Attainment" and the "Application Form" in respect of the letter of 5.2.2010 issued by the Social Welfare Department on the Child Care Centre Subsidy Scheme (2010/11 School Year).

## **Guidelines on Preparing Income and Expenditure Estimates for Aided Standalone Child Care Centres for Children Aged 0 to 3**

In the preparation of the Income and Expenditure Estimates (Schedule 1), aided standalone child care centres should refer to the “Guidance Notes on Subventions from Social Welfare Department for Standalone Child Care Centres” and comply with the corresponding requirements for the submission of annual financial statements and interim reports of income and expenditure, as stated in the “Guide to Social Welfare Subventions”.

The funds obtained from the Government including fee assistance, subventions for rent and rates, occasional child care service, extended hours service, and subsidy under Child Care Centre Subsidy Scheme, etc. should only be used to finance the corresponding service, i.e. to cover the necessary expenses incurred in providing the services in accordance with the requirements of the Child Care Services Ordinance and Regulations.

It is necessary for child care centres to identify separately the income and expenditure (and therefore the surplus or deficit) which are recognised for the purposes of subvention and the operation of child care centres. In this regard, only the recognised income and expenditure as specified in these Guidelines should be included in the Income and Expenditure Estimates of the fee application.

Please be reminded that **any expenses incurred but not recognised for fee assessment purposes are deemed to be borne out of your agency’s own resources**, as a result of which the inclusive monthly fee approved by this Department may not be the same as that proposed.

### Monthly Fee [Part (I) of Schedule 1]

#### (A) **Income**

The recognised incomes for determination of fee level of child care centre include the following-

(1) Fee income of child care centre

Please show calculation in the ‘Remarks’ column of Income and Expenditure Estimates under Part (I) of Schedule 1 using the formula-

$$\text{Actual fee income} = \frac{\text{Actual average enrolment per month} \times \text{Approved monthly fee per child}}{\text{Number of months}}$$

$$\text{Estimated fee income} = \frac{\text{Estimated average enrolment per month} \times \text{Proposed monthly fee per child}}{\text{Number of months}}$$

Where the centre operates **more than one type** of services, the fee income in Schedule 1 must be supported by a **breakdown** of calculations for each type of service using the above formula.

The fee level to be proposed should take into account any accumulated operating surpluses/deficits of child care centre up to 31.8.2010. It should be noted that from the financial year 1986/87 onwards, the surpluses/deficits in respect of the subvention for integrated programme, rent and rates have to be separately identified as social welfare subvention surpluses, which are subject to recovery, by the Department.

Agency which operates more than one standalone child care centre may apply for a **uniform fee** for all standalone centres under its management in the fee application. In such cases, any accumulated operating surpluses of standalone child care centres up to 31.8.2010 and the total recognised operating expenditure for each standalone child care centre will be pooled together for fee assessment purposes.

- (2) Fee assistance under the Child Care Centre Fee Assistance Scheme/Kindergarten and Child Care Centre Fee Remission Scheme
- (3) Subsidy under Child Care Centre Subsidy Scheme
- (4) Income/Expenditure from Sundry Sales/Services

Any charging or acceptance of money or fee in addition to the inclusive monthly fee must be approved, in writing, by the Director of Social Welfare. Centres must keep proper books of accounts which must reflect all sales and purchases of items sold, as well as the income and expenditure relating to the provision of services.

**Details of income and expenditure relating to the sale of items (e.g. uniforms, aprons, bags and handbooks) and provision of services (e.g. transport service to children) should be shown in Schedule 4.** It should be noted that expenditure in respect of these sales and services should **not** be included in the Income and Expenditure Estimates.

In relation to sale of books, suitable picture books, story books and reference books should be provided in sufficient quantity in the book-corners of the centre. Purchases by parents who want to possess the same kind of books for use at home should be available on a strictly voluntary basis and the name and address of the publishers should be made known to them.

Most centres use direct dialogue or stenciled sheets as a regular means of communication with parents. Direct communication is in fact the most effective way to achieve parental understanding and co-operation. In case a handbook is deemed necessary and a fee is charged, the price should be kept to a minimum and prior approval in writing from the Director of Social Welfare should be obtained.

Income and expenditure relating to other operations e.g. evening operations, extended hours/occasional child care services carried out at the centre premises should be accounted for separately and should **not** be included in the Income and Expenditure Estimates.

- (5) Other income

- (a) Interest on recognised income

Income such as donations, interest on bank deposits in respect of the Child Care Centre Subsidy Scheme / Subventions / Lotteries Fund grant should be shown separately.

(b) Registration Fee

**No registration fee** as such should be charged. However, if a place is offered by the centre to a child, the centre may collect the inclusive monthly fee, in part or, in full, **at most three months in advance** before the commencement of the first month of the service. For example, if a child commences attendance on 1 September, the centre may collect the September fee on 1 June at the earliest. The fee may be forfeited if the child subsequently fails to take up the place but it should be clearly communicated to the parents at the time of collecting the advanced fee. No other means of collection of registration fee is allowed unless with prior approval, in writing, of the Director of Social Welfare.

**(B) Personal emoluments**

The recognised cost of personal emoluments are limited to the following-

- (1) Staff levels are only recognised in accordance with the **minimum** requirements stipulated in the Child Care Services Ordinance.

For a child care centre (children aged 0 to 2) with 60 places, the recognised establishment is as follows-

1	Child Care Supervisor
8	Child Care Workers
2	Child Care Aides
2	Minor Staff (2 Workman IIs)

For a child care centre (children aged 2 to 3) with 100 places, the recognised establishment is as follows-

1	Child Care Supervisor
7	Child Care Workers
1	Clerical Assistant
3	Minor Staff (1 Cook and 2 Workman IIs; or 3 Workman IIs)

- (2) Salaries payable to the staff of child care centre at the recognised staff levels should **not** exceed the following scales-

<b>Rank</b>	<b>Salary Scale *</b>
Child Care Supervisor	MPS Pt 15-22
Child Care Worker	MPS Pt 7-17
Child Care Aide	MPS Pt 3-9
Clerical Assistant	MPS Pt 1-10
Cook	MPS Pt 5-8
Workman II	MOD Pt 0-8

\* MPS = Master Pay Scale  
MPD = Model Scale I

Only **one** annual increment of salary, subject to the maximum point of the recognised salary scale not being exceeded, should normally be granted and recognised for inclusion in the fee application.

- (3) For a **child care centre (children aged 2 to 3) with 80 or more places**, an assistant supervisor may be appointed to deputize the supervisor in the administration of the centre. The person should normally be the most experienced one among the child care workers. An allowance may be awarded to the assistant supervisor to reflect this responsibility. The allowance is equivalent to the difference between MPS Pt 7 and Pt 9. This person is counted as one of the child care workers required under Child Care Services Ordinance.

In addition, for a **child care centre (children aged 2 to 3) with 160 or more places**, the assistant supervisor, under the aforesaid pay structure and with the above-stated allowance, will be recognised as an additional staff, with the result that such centre would be entitled to recruiting an additional new child care worker to replace the one who will serve as assistant supervisor.

- (4) For the recognised staffing levels, provident fund contributions made in accordance with the rules contained in the 'Staff Retirement Schemes in Subvented Organisations' are recognised. Where the contributions are made for a non-standard staff retirement scheme, the expenditure recognised is limited to a maximum of 5% of the recognised staff salaries.
- (5) Backpayment for personal emoluments of all staff, if any, might be separately included in the estimates.
- (6) Relief child care workers may be employed for recognised leaves in order to attain the child care worker /children ratio as specified in the Child Care Services Ordinance.
- (7) Relief minor staff may be employed for recognised leaves at the wage rates notified by Social Welfare Department.
- (8) Actual long service payments are recognised.
- (9) Other costs of personal emoluments will not be recognised unless with the written approval of Social Welfare Department.

The estimates of personal emoluments for the coming period 1.4.2010 - 31.8.2011 should be made in accordance with the above provisions and should, on this basis, represent the fairly accurate amounts to be paid to the staff of the centre during the period. The basis of estimate for relief staff, if any, should be given in the 'Remarks' column of Income and Expenditure Estimates under Part (I) of Schedule 1.

### **(C) Other charges**

Recognised other charges refer to the recurrent expenses which are incurred necessarily and exclusively for the operation of child care centres. With effect from September 2005, the expenses for electricity charge, maintenance and repairs cost for the provision of air-conditioning should be charged against the inclusive monthly fee.

The following items of expenditure are **not recognised**-

- (1) Fringe benefits for staff

Housing benefits, provision of food/food allowance, travelling allowance, awards, gifts, lucky money, recreation/entertainment expenses, medical expenses except for staff recruitment and cost of injection of Hepatitis B, etc., except that the cost of injection of Hepatitis B for child care workers in day centres is recognised.

- (2) Expenses related to overseas staff training/conference.
- (3) Expenses related to other charitable funding  
Expenses for topping up Lotteries Fund grants, recurrent consequences of capital items financed by donations/charitable funding, etc.
- (4) Capital financing expenses and bank charges  
Mortgage and interest on loans, overdrafts, penalty on mishandling of bank accounts, etc. (except auto-pay service for salaries and fees, audit confirmation and stop payment on cheque.)
- (5) Expenses specifically advised by the Social Welfare Department to be borne out of the agency's own resources  
Recurrent expenses for non-standard equipment, pager, mobile phone (except for service with service van), etc.
- (6) Insurance Premium  
Except for employees' compensation and public liability, vehicle third party insurance and insurance cover for children under the care of the centre.
- (7) Entertainment expenses  
Luncheon meeting, spring reception, farewell party for staff, etc.
- (8) Subscription/registration fees  
Membership/registration fees for the Hong Kong Council of Social Service, Occupational Retirement Scheme Ordinance, Company Registry, professional association, renewal of driving license and traffic fine, etc.
- (9) Administrative and management expenses
  - (a) advertisement (except for staff recruitment), provident fund handling charges, expenses relating to annual report, AGM, EGM, etc.
  - (b) central administrative overheads or management/secretarial/other expenses from the headquarters or other service units. For child care centres (children aged 0 to 2), provision for accounting service is included to a level not exceeding 1.4% of the total recognised expenditure of the centre. For child care centres (children aged 2 to 3), provision for accounting service is included to a level not exceeding one year's salary at the starting point of a Clerical Assistant if the post of Clerical Assistant is not filled. Supporting documents or invoices indicating expenses on such items are required.
- (10) Expenses not related to activities within the scope of child care services  
Religious activities, after-school care service, office decoration, etc.

(11) Deposits

Deposits/bank guarantee charges payable to China Light & Power Co. Ltd., Water Supplies Department, etc.

(12) Capital expenditure for major renovation

(13) Depreciation/amortization of fixed assets or provisions not representing actual expenses incurred

(14) Honorarium for volunteers

(15) Cost of souvenirs except to speakers, donors, volunteers, etc.

The list is not exhaustive. Child care centres should exercise proper control over the use of funds and ensure that funds are spent on activities/items directly related to operation/delivery of the child care service.

**Monthly Meal Charge [Part (II) of Schedule 1]**

(Applicable to centres with children attending full day classes only)

The monthly meal charge for children receiving full day care should be separately listed out from the inclusive monthly fee. Currently, the meal charge is covered by fee remission under the Child Care Centre Fee Assistance Scheme and the Kindergarten and Child Care Centres Fee Remission Scheme with a maximum remission of \$500 per child per month for children aged 0 to 2 and \$400 per child per month for children aged 2 to 3.

**(A) Income for meals prepared**

Please show calculation in the 'Remarks' column of Income and Expenditure Estimates under Part (II) of Schedule 1 using the formula-

$$\begin{aligned} \text{Actual income from meal charge} &= \boxed{\text{Actual average number of children}} \times \\ &\quad \boxed{\text{attending full day classes per month}} \\ &\quad \boxed{\text{Approved monthly meal fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

$$\begin{aligned} \text{Estimated income from meal charge} &= \boxed{\text{Estimated average number of children}} \times \\ &\quad \boxed{\text{attending full day classes per month}} \\ &\quad \boxed{\text{Proposed monthly meal fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

**(B) Personal emoluments of staff for preparation of meals**

These include salaries and provident fund of the cook for preparation of meal. Justification should be given in the 'Remarks' column of Income and Expenditure Estimates under Part (II) of Schedule 1 if additional staff are required for preparation of meal.

**(C) Other charges for preparation of meals**

Only meal expenses for children should be included in the assessment of monthly meal charge.