

**Annual Progress Report (Scheme A)
Special One-off Grant**

20__ — 20__

1. Particulars of the NGO

Name of NGO : _____

Address of Headquarters : _____

a) Chairperson of the Management Board : _____

Telephone No. / Fax No. : _____

Email Address : _____

b) Head of the NGO : _____

Telephone No./ Fax No. : _____

Email Address : _____

c) Name of Contact Person (other than the Head of NGO, if applicable) : _____

Post : _____

Telephone No. / Fax No. : _____

Email Address : _____

2. Re-engineering and Restructuring Measures Undertaken by the NGO during the year (Please give detailed account of the measures undertaken and the financial implications on the annual savings achieved, etc.)

(Please complete **Appendix 1**)

3. Summary on use of Special One-off Grant (SOG) for the Financial Year 20__ - 20__

A. Summary of SOG approved and allocated

		\$	\$	
Total SOG approved	a		X	
<u>Less :</u>				
<u>Cumulative SOG allocated</u>				
Total amount allocated in previous year(s)	b	X		
Amount allocated for the year	c	X		
	d = b+c		X	
Unallocated SOG for subsequent year(s)	e = a-d		X	(Note 1)

B. Use of SOG

		\$	\$	Supporting Schedule (Note 2)
Amount allocated for the year				
<i>[Amount must tally with the "Total Income" under the column of SOG in note 8 of Annual Financial Report]</i>	c		X	
<u>Expenditure</u>				
Salary increment and/or PE above mid-points	f	X		Appendix 2
Voluntary retirement scheme	g	X		Appendix 3
Compensation scheme	h	X		Appendix 4
Total				
<i>[Amount must tally with the "Total Expenditure" under the column of SOG in note 8 of Annual Financial Report]</i>	i = sum(f to h)		X	
Surplus/(Deficit) for the year	j = c-i		X	(Note 3)
<u>Add:</u>				
Cumulative Surplus/(Deficit) b/f	k		X	
Cumulative Surplus/(Deficit) c/f				
<i>[Amount must tally with the "Surplus/(Deficit) c/f" under the column of SOG in note 8 of Annual Financial Report]</i>	l = j+k		X	(Note 1)

Note :

- (1) Cumulative deficit of SOG c/f must not exceed the balance of unallocated SOG for subsequent year(s).
- (2) Please provide detailed analysis in Appendices.
- (3) If the SOG balance for current financial year is in surplus /(deficit), with a variance of over $\pm 5\%$ of the SOG allocated for the year [i.e. j/c over $\pm 5\%$], please provide detailed explanation in item C below.

C. Explanation for the surplus / (deficit) in use of SOG for the year

4. Remarks (Any information relevant to the use of SOG)

Signature : _____
Name of Board : _____
Chairperson : _____
Date : _____
Organisation : _____
Chop : _____

Points to Note

1. Prior approval from SWD is necessary for any changes in the usage(s) of the grant as specified in the approval.
2. SWD reserves the rights to request for refund of the grant in full, or portion of the grant on pro-rata basis, in case any approved plan is terminated pre-maturely and no alternative plan is put forward for SWD's consideration and approval.

**Annual Progress Report on the use of the Special One-off Grant
Scheme A
20__ — 20__**

Re-engineering and Restructuring Measures Undertaken by the NGO during the year (Please give detailed account of the measures undertaken, financial implications on the operational expenditure and annual savings achieved, etc.)

- ◆ In case the re-engineering and restructuring measures generate additional income instead of savings, please also put into the table below and specify the income amount in the ‘Income Generation’ column.
- ◆ Please add rows if required.

Detailed Description of Re-engineering and Restructuring Measures <i>(Note 1)</i>	Recurrent Cash Savings (\$)						Income Generation (\$)
	Salary and Allowances		Other Charges		Total		
	Part- year (i)	Annual (ii)	Part- year (iii)	Annual (iv)	Part- year (v) = (i) + (iii)	Annual (vi) = (ii) + (iv)	
A. Re-engineering and Restructuring Measures planned to undertake during the year as stipulated in the SOG Application Form							
1.							
2.							
3.							
Total:						(a)	(b)

Note :

(1) Re-engineering and restructuring measures such as organization restructuring, service integration, service re-engineering, salary repackaging, implementation of voluntary retirement scheme, etc. Please include other measures not mentioned here and specify the type of measures.

Detailed Description of Re-engineering and Restructuring Measures <i>(Note 1)</i>	Recurrent Cash Savings (\$)						Income Generation (\$)
	Salary and Allowances		Other Charges		Total		
	Part- year (i)	Annual (ii)	Part- year (iii)	Annual (iv)	Part- year (v) = (i) + (iii)	Annual (vi) = (ii) + (iv)	

B. Actual Implementation or Amendment of Re-engineering and Restructuring Measures undertaken during the year. (including those measures not mentioned in Part A)

1.							
2.							
3.							
Total:						(c)	(d)

If the total amount of (c) + (d) in Part B is less than 95% of the total amount of (a) + (b) in Part A, please explain the deviation and measures planned to undertake or have undertaken to rectify the deviation so as to tackle the adverse impact on financial viability of the organization as well as time frame to complete the measures. (where appropriate)

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**Annual Progress Report (Scheme A)
Detailed Description on Use of Special One-off Grant
Salary Increment and/or PE above Mid-points for Snapshot Staff
20__ — 20__**

S/N	Staff Name <i>(Note 1)</i>	Rank	Fraction of Post	Annual Salary Paid	Amount Charged to SOG <i>(Note 2)</i>
				\$	\$
Total					<i>(Note 3)</i>

Note :

- (1) Staff was snapshot on 1.4.2000 but re-graded before the reporting year must not be included in this Appendix*
- (2) Salary increment paid during the year as included in the Application Form for SOG.*
- (3) Total amount must tally with 'f' in item 3B of the Summary on use of SOG.*

**Annual Progress Report (Scheme A)
Detailed Description on Use of Special One-off Grant
Voluntary Retirement Scheme (VRS) for Snapshot Staff
20__ — 20__**

Description of the VRS : _____

S/N	Staff Name	Rank	Fraction of Post	Salary Point and Monthly Salary before joining VRS		(Note 1) Total Amount of VRS (a)	Funding			
							Sources other than SOG (Please specify) (b)		SOG (c) = (a) – (b)	
							\$	Source	\$	
				Point	\$	\$	\$		\$	
Total									<i>(Note 2)</i>	

- Note :**
- (1) Please provide separate working schedule showing the terms of VRS for each staff and how the "Total amount of VRS" is calculated based on such terms.
 - (2) Total amount must tally with 'g' in item 3B of the Summary on use of SOG.

**Annual Progress Report (Scheme A)
Detailed Description on Use of Special One-off Grant
Compensation Scheme (CS) for Snapshot Staff
20__ – 20__**

Description of the CS : _____

S/N	Staff Name	Rank	Fraction of Post	Salary Point and Monthly Salary before joining CS		<i>(Note 1)</i> Total amount of CS	<i>(Note 1)</i> Amount of CS for the year (a)	Funding		SOG (c) = (a) – (b) \$	
								Sources other than SOG (Please specify) (b)			SOG (c) = (a) – (b) \$
								\$	Source		
				Point	\$	\$	\$				
Total										<i>(Note 2)</i>	

- Note :**
- (1) Please provide separate working schedule showing the terms of CS for each staff and how the "Total amount of CS" and "Amount of CS for the year" are calculated based on such terms.
 - (2) Total amount must tally with 'h' in item 3B of the Summary on use of SOG.