Annex

Schedule for Funding and Service Agreement services / Funding and Service Agreement-related activities supported by Other Funds or Donations for Designated Purposes[Note 1]

Analysis of Income and Expenditure for the Period from 1 April 2025 to 31 March 2026

Name of Non-Governmental Organisation (NGO) (code):______________________________(___________)

No.	Activity Name	Source of Funding	Balance of Incomplete Project Brought Forward from Previous Year (Note 2) (a) $	Income Received (Note 3) (b) $	Actual Expenditure (Note 4) (c) $	For Completed Project Surplus / Deficit transferred to Lump Sum Grant Reserve (Note 5) (d) = (a) + (b) – (c) $	For Projects in Progress Surplus / Deficit Carried Forward (Note 5) (d) = (a) + (b) – (c) $
I. Funding and Service Agreement (FSA) services							
1							
2							
3							
		Sub-total (i)					
II. FSA-related activities							
1							
2							
3							
		Sub-total (ii)					
		TOTAL (i) + (ii)	**W2#**	**W1#**	**T3#**	**q#**	**S3#**

Notes:

1. Other Funds or Donations for Designated Purposes generally refer to non-Social Welfare Department (SWD) funding, including subsidies from public / private organisations and private donations, etc.
2. Balance of incomplete project brought forward from previous year should be included under the column of "Other Funds or Donations for Designated Purposes" in Note 8 to the Annual Financial Report (AFR).
3. Funding received from sources, other than (i) the SWD (including those programmes administered by SWD) or (ii) those listed on SWD's website under government funds / subsidy schemes or (iii) the Hong Kong Jockey Club Charities Trust or the Community Chest with funded welfare services / projects reported in Annex 5A, for FSA services / FSA-related activities as well as any other incidental income received should be properly supported and included under the column of "Other Funds or Donations for Designated Purposes" in Note 8 to the AFR. All relevant supporting documents must be available for inspection by authorised staff of SWD and audit by the Audit Commission.
4. NGOs should be responsible for the utilisation of the other funding received for designated purposes for FSA services / FSA-related activities. As the amount aims to reflect the actual cash expenditure, the cost apportionment of subvented resources needs not be included under this column.
5. If there is any unspent balance out of the non-SWD funded FSA services / FSA-related activities that must be returned to the funder, such payment shall be borne by the NGO's own resources.

#Amounts should tally with those reported in the column of "Other Funds or Donations for Designated Purposes" in Note 8 to the AFR.

Confirmed by :

Signature : ______________________________

Chairperson : ______________________________

Date : ______________________________

Signature : ______________________________

NGO Head / Head of Social Welfare Services : ______________________________

Date : ______________________________