

**Ping Wo Fund Sponsorship Scheme**  
**Checklist on Processing Reimbursement Claims**

*(Shall be submitted together with the project report and financial report)*

We, \_\_\_\_\_ (name of organisation) \_\_\_\_\_, confirmed that the following requirements have been observed and the required documents are submitted:

- All expenditure items are supported by an **original receipt**<sup>1</sup>.
- All receipts are **numbered and signed** by the person-in-charge of the project or the organisation (same as the application form), together with the **organisation's official chop**.
- The **project report** is attached. The activity had been organised in accordance with the details set out set out in the project proposal and the written notification (including the project completion date<sup>2</sup>, project content, number of participants). / Some of the project details are different from the approved project\*. The organisation has / has not\* obtained Committee's approval to make relevant change(s) and the reasons for such change(s) are documented on page \_\_\_\_\_ of the Activity Report.
- The **audit report** is attached. All expenditure items are listed in accordance with the details set out set out in the written notification. The amount of some individual expenditure items exceeded the approved amount and such expenditure is **not more than 120% / more than 120%\*** of the approved amount. The reasons for such increase have been recorded on page \_\_\_ of the activity report or receipt no. \_\_\_\_\_. The agency has / has not\* obtained Committee's approval to make relevant change(s) and the reasons for such change(s) are documented on page \_\_\_\_\_ of the activity report.
- A income and expenditure statement in MS Excel format had been **emailed** to the Secretariat (pingwofund@hyab.gov.hk). The statement should list out the corresponding number of receipts under each expenditure item for checking purpose.

\* Please delete where appropriate and put a "√" in the appropriate  above.

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<sup>1</sup> Delivery notes or quotations cannot be taken as supporting documents for payments. For circumstances where original receipt(s) could not be provided, the organisation is required to provide reasons on each occasion where the original receipt(s) was not available. If a copy of the receipt or invoice could be provided, please mark on the copy that it is a **certified true copy** and **declare that no previous reimbursement has been made** and such copy / invoice was only used for the reimbursement of the project.

<sup>2</sup> The project **must be completed within two years** upon approval of the sponsorship.

**Person-in-charge of the Approved Project:**

**Name:**

**Signature:**

**Organisation chop:**

**Date**

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