

Name of Agency	:	Christian Family Service Centre	Agency:	CFSC
Name of Service Unit	:	Yang Chen House	Fiscal Year:	2024
Basis	:	SWD	Accounting Period:	05
Book	:	Accrual Basis	Unit:	EYC0000
Included accounts with no activity	:	YES	Funding:	ALL
Display Account Code	:	NO		

Operating Income and Expenditure Account for the Period from 1 April 2024 to 31 August 2024							
LAST YEAR (2023/24)		Aug-24		Year-to-Date		Full Year	
Full Year	Year-to-Date	Actual	Variance	Actual	Variance	Budget	Budget
Actual	Actual	HK\$	HK\$	HK\$	HK\$	HK\$	Utilisation
HK\$	HK\$	(a)	(c)=(a)-(b)	(a)	(c)=(a)-(b)	HK\$	%

INCOME							
Social Welfare Subventions							
Lump Sum Grant (PE + OC)							
Add'l Resources -Paramedical Staff							
P.F.							
Add'l Resources -Paramedical Staff - PF							
Central Item - ICS / PW / PA / CA							
Central Item - DS / Allowance							
Central Item - others							
Rent & Rates							
Others (Please specify e.g. subsidy/subvention under agreement)							
Other Government Subvention :-							
Rent & Rates							
Community Chest Allocation							
HKJC Charities Trust Subvention							
Other Project Grants : (Please specify HA/URA)							
Fee Income (Recognised)							
a) Food Fee							
b) Service Fee							
c) Transportation Fee							
d) Membership Fee							
e) Rent							
f) Air-conditioning							
Other Income (Unrecognised)							
a) Food Fee							
b) Service Fee							
c) Transportation Fee							
d) Membersip Fee							
e) Rent & Management							
f) Air-conditioning							
g) Donation							
h) Miscellaneous Income							
Programme Income							
Interest Income							
Investment Income							
TOTAL INCOME		(A)					
EXPENDITURE							
Personal Emolumnets							
a) Salaries							
b) Paramedical Staff Expenses							
c) Provident Fund for snaphort staff salary							
d) Provident Fund for non-snaphort staff salary							
e) Provident Fund for Paramedical Staff							
f) Relief Workers							
g) Provident Fund for relief workers							
h) Long Service/Severance Payment/Other Statutory Payment							
i) Salaries - Central Item - ICS / PW / PA / CA							
j) Salaries - Central Item - DS / Allowance							
k) Salaries - Central Item - others							
l) Provident Fund for Central Item Salary - ICS / PW / PA / CA							
m) Provident Fund for Central Item Salary - DS / Allowance							
n) Provident Fund for Central Item Salary - others							
		Sub-total					
Staff Incentive & Allowance							
a) Responsibility Allowance							
b) Other Allowance & Gratuity							
c) Overtime Allowance for Day Care Centre							
d) Provident Fund for Staff Incentive & Allowance							
e) Allowance for Central Item							
f) Provident Fund for Central Item Allowance							
		Sub-total					
Staff Benefits & Training							
a) Conference & Meeting							
b) Staff Development & Scholarship							
c) Staff Welfare							
d) Staff Retreat							
e) Medical for Staff Recruitment							
f) Medical Insurance							
g) Staff Benefits & Training for Central Item							
h) Other : (Personal Accident for Staff, Travelling Insurance & etc)							
		Sub-total					
Administration Expenses							
a) Cleaning Charges							
b) Postage							
c) Telephone							
d) Advertisement for Staff Recruitment							
e) HKCSS Membership Fee							
f) Registration Fee under ORSO/MPF							
g) Audit Fee							
h) Bank Charges							
i) Travelling expenses for non-service							
j) Commission/Mgt Fee to Mainland CMP -U							
k) NGO Head Office Admin Charge - U							
l) Sundry for Office							
		Sub-total					

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Display Account Code	:	NO

Agency: CFSC
Fiscal Year: 2024
Accounting Period: 05
Unit: EYC0000
Funding: ALL

Operating Income and Expenditure Account for the Period from 1 April 2024 to 31 August 2024

LAST YEAR (2023/24)			Aug-24		Year-to-Date		Full Year	
Full Year	Year-to-Date		Actual	Variance	Actual	Variance	Budget	Budget
Actual	Actual		HK\$	HK\$	HK\$	HK\$	HK\$	Utilisation
HK\$	HK\$		(a)	(c)=(a)-(b)	(a)	(c)=(a)-(b)	HK\$	%
		Finance charge						
		Utilities						
		a) Electricity						
		b) Gas & Fuel						
		c) Water						
		d) Sewage Charges						
		Stores and Equipment						
		a) Cleaning Materials						
		b) Printing & Stationery						
		c) Newspapers and Periodicals						
		d) Minor Purchases						
		e) Repair & Maintenance						
		f) R&M for Lift and Dumbwaiter						
		g) R&M for Fire Services Equipment						
		h) R&M for CCTV and Intercom System						
		i) Renovation Expenses						
		j) Capitalized Vehicle						
		Insurance Premium for Office						
		a) Employees' Compensation						
		b) Public Liabilities						
		c) Insurance for Professional Malpractice						
		d) Insurance for Central Item - Employee Compensation Insurance						
		e) Insurance for Central Item - Public Liabilities Insurance						
		f) Other : (Money All Risk, Property All Risk, Association Liabilities &						
		Publicity & Promotion Expenses						
		Programme Expenses						
		Stock Expenses						
		Hire of Services						
		Cost re-allocation (Int. Tsf)						
		Transportation and Travelling						
		a) Vehicle Licence						
		b) Third Party Insurance						
		c) Repair & Maintenance						
		d) Petroleum						
		e) Travelling Expenses for Service						
		f) Vehicle Overhaul						
		Food for Clients						
		Incentive Payment for Clients						
		a) Honorarium for Volunteers						
		b) Incentive Allowance						
		c) Central Item - Incentive for Mentors						
		d) Production Allowance for Client						
		Clients' Medical Care (including Medical Service)						
		Insurance Premium for Clients						
		a) Insurance for Children						
		b) Insurance for Central Item (e.g. HIM/HIP)						
		c) Others (Personal Accident for Client & etc)						
		Miscellaneous						
		a) Textbook & Consumable Stores						
		b) Charity Expenses						
		c) Sundry Expenses for Service						
		d) Headquarter's Expenses						
		e) Other Expenses						
		Total Expenses (exclude Accommodation)						
		Cost of Accommodation						
		1) Rent						
		a) Rental						
		b) Carpark Rental						
		c) Management Fee						
		d) Building Maintenance						
		2) Government Rent						
		3) Rates						
		Total Cost of Accommodation						
		TOTAL EXPENDITURE						
		SURPLUS / (DEFICIT) FOR THE YEAR						
		Transfer to PF Reserves						
		Transfer to Central Item Reserves						
		Transfer to Rent & Rates Reserves						
		Transfer to Lotteries Fund Reserves						
		SURPLUS / (DEFICIT) FOR THE YEAR						

Name of Agency

Name of Service Unit

Basis

Book

Included accounts with no activity

Display Account Code

:

:

:

:

:

:

Christian Family Service Centre

Yang Chen House

SWD

Accrual Basis

YES

NO

Agency: CFSC

Fiscal Year: 2024

Accounting Period: 05

Unit: EYC0000

Funding: ALL

Operating Income and Expenditure Account for the Period from 1 April 2024 to 31 August 2024

LAST YEAR (2023/24)		Aug-24		Year-to-Date		Full Year	
Full Year	Year-to-Date	Actual	Variance	Actual	Variance	Budget	Budget
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Target at achieving sustainability

SWD Allocation		
Add : Fee Income		
Less : PE Expenses		
OC Expenses		
Target achieved (+ve) / Not yet achieved (-ve)		

Block Grant

Allocation	
Less : Actual Expenditure	
Furniture & Equipment	
Minor Work	
Vehilce Overhauling	
Available Balance / (Deficit)	

單位名稱：ABC長者中心

活動名稱：同樂日 編號*: ABC-20241201 舉行日期：2024/12/1
資金來源：HKJC 如屬聯合事工單位名稱 及分賬比例:

活動行政費實際支出

類型	項目類型	項目名稱	人數	費用 HK\$	合計	會計賬號	經費來源
收入	非會員*		0	0.00			
		會員*	0	0.00			
		共收費		0.00			
	其他收入	內部轉帳收入					
		其他捐款 (名稱A)					
		其他資助 (名稱B)					
		合計		0.00			
	捐款/資助者名稱及金額請見附件*有/無			總收入	0.00		
支出	Cash	Prog Exp - Travelling Expenses		76.00		611222	HKJC
	Cash	Prog Exp - Souvenir		1,232.50		611223	HKJC
	Cash	Prog Exp - Sundry Expenses		182.80		611224	HKJC
		合計(B)		1,491.30			
	Cheque/Internal	Prog Exp - Souvenir		760		611223	HKJC
支出							
		合計(C)		760.00			
		總支出		2,251.30			

預算活動總收入：HK\$ 4,810.00
預算活動總支出：HK\$ (4,810.00)
預算盈餘/(虧欠)# HK\$ -
實際盈餘/(虧欠)# HK\$ (2,251.30)
實際虧欠與預算虧欠超出10%? 否 ☐ /是, ☐ 請闡明原因:

預支款項:	(B)	(C)	(E)
暫借款金額	+ 零用金支出	+ 支票/內部轉帳	= 總預支款項
總共	0.00 + 總共	1,491.30 + 總共	760.00 = 2,251.30
退回盈餘/(發還虧損):			
(E)	(D)		
總預支款項	- 總支出	= 退回盈餘/(發還虧損) 及日期	
HK\$2,251.30	- HK\$2,251.30	= HK\$0.00	2024/12/23

填表人簽署： () 日期：

(高級)*管理人員 日期：
批核： ()

- 備註：
- 各活動負責人須於活動完結後一個月內，連同活動檢討報告交(高級)*管理人員或以上職級批核。
 - 請將此結算表，連同計劃書、預算、參加者名單、參加者出席表、小組聚會記錄(如適用)及檢討報告，以獨立文件夾一併儲存，及以便查核。
 - 若活動結算虧欠比預算虧欠超出10%，須於此報告闡明原因。
 - 此活動財政報告乃單位內部記錄，不須遞交財務部。

報告日期：2025年01月07日 時間：15:36:11
服務單位：EYC0000
單位名稱：YANG CHEN HOUSE 養真苑

申請日期	支票申請編號	購置號碼	類別	支票抬頭	內容	發票編號	金額	分賬											
								入賬月份	會計科目	資金來源	活動名稱	單位	金額	經手人	單位主任	行政人員	狀態	備註	
13/12/2024	EYC0000PA009382	EYC0000PU000456	Staff Claim	HO TUNG	自立支援交流團 2-6/2024住宿費	0418-202412(B)	\$ 50,000.00	12/2024	Conference & Meeting	SWD Lump Sum Grant	台中,屏東自立支援交流遇 (2-6/12/2024)	EYC0000	\$ 25,000.00	Albert				Open	
13/12/2024	EYC0000PA009382	EYC0000PU000456	Staff Claim			0418-202412(B)		12/2024	Conference & Meeting	SWD Lump Sum Grant	台中,屏東自立支援交流遇 (2-6/12/2024)	EKL0000	\$ 10,000.00	Albert				Open	
13/12/2024	EYC0000PA009382	EYC0000PU000456	Staff Claim			0418-202412(B)		12/2024	Conference & Meeting	SWD Lump Sum Grant	台中,屏東自立支援交流遇 (2-6/12/2024)	EKTLTFC	\$ 5,000.00	Albert				Open	
13/12/2024	EYC0000PA009382	EYC0000PU000456	Staff Claim			0418-202412(B)		12/2024	Conference & Meeting	SWD Lump Sum Grant	台中,屏東自立支援交流遇 (2-6/12/2024)	EDE0000	\$ 10,000.00	Albert				Open	
總計							HK\$50,000.00												

FROM Billed Unit : EYC0000 - Yang Chen House					TO Billing Unit : DWD0000 - Wang Tau Hom D C C for the Elderly			
由付款單位： 養真苑					致收款單位：橫頭磡長者日間護理中心			
Account Code 會計編號	Account Name 會計科目	Funding 經費來源	Description 摘要	Amount 金額	Account Code 會計編號	Account Name 會計科目	Funding 經費來源	Amount 金額
611224	活動費	SW Lump Sum	膳食茶點	\$ 100.00	611231	活動收入-其他	SW Lump Sum	\$ 100.00
611224	活動費	SW Lump Sum	物理治療服務	\$ 1,000.00	211227	活動收入-其他	SW Lump Sum	\$ 1,000.00
611224	活動費	SW Lump Sum	影印 A4 100張	\$ 100.00	611239	文房具印刷	SW Lump Sum	\$ 200.00
611239	文房印刷	SW Lump Sum	影印 A4 100張	\$ 100.00				
總計				\$ 1,300.00	總計 \$ 1,300.00			

付款單位
編制人 Stella_Chan
日期 31/12/2024
單位主任或
以上職級簽署 _____
日期 _____

收款單位
編制人 Sally_Chan
日期 31/12/2024
單位主任或
以上職級簽署 _____
日期 _____

備註：付款單位請填寫一式兩份，交收款單位填寫會計科目及簽署後，取回正本連同支票申請表CR2-15交財務部 辦理另一副本則由收入單位存檔 。

Christian Family Service Centre

單位每日收入報告

Service Unit 單位: Wang Tau Hom D C C for the Elderly 橫頭磡長者日間護理中心

報告日期: 07/01/2025

Month/Year月份/年: 03/12/2024-03/12/2024

Printed By: [Redacted]

分帳													
收入日期	資金	收據編號	發票編號	入帳月份	會計科目	服務項目	金額	合計	填表人	單位主任核准	備註	作廢	狀態
03/12/2024	SWD Lump Sum	EWD0000RC020477		12/2024	FeeInc-Service	服務費(包括膳食及交通費)-半會員(月費) x 12.00 \$41.50	498.00	498.00	Y. M. Yip	F. C. Chan	2024年12月份月費(返星期二, 四, 六)		Waiting Approval
03/12/2024	SWD Lump Sum	EWD0000RC020478		12/2024	FeeInc-Service	服務費(包括膳食及交通費)-半會員(月費) x 10.00 \$41.50	415.00	415.00	Y. M. Yip	F. C. Chan	2024年10月份月費-1日及2024年11月份月費-9日 (返星期二, 五)		Waiting Approval
03/12/2024	SWD Lump Sum	EWD0000RC020479		12/2024	FeeInc-Service	服務費(包括膳食)-全會員i(月費) x 1.00 \$914.00, 車費-全會員(月費) x 1.00 \$30.00	914.00	944.00	Y. M. Yip	F. C. Chan	2024年12月份月費		Waiting Approval
	SWD Lump Sum			12/2024	FeeInc-Transportation	服務費(包括膳食)-全會員i(月費) x 1.00 \$914.00, 車費-全會員(月費) x 1.00 \$30.00	30.00						
03/12/2024	SWD Lump Sum	EWD0000RC020482		12/2024	FeeInc-Service	服務費(包括膳食)-全會員i(月費) x 1.00 \$914.00	914.00	914.00	Y. M. Yip	F. C. Chan	2024年12月份月費		Waiting Approval

會計科目編號	入帳月份	會計科目	分帳		合計	作廢合計
			資金	金額		
50602000	12/2024	FeeInc- Service	SWD Lump Sum	HK\$2,741.00	HK\$2,741.00	HK\$-
50603000	12/2024	FeeInc- Transportation	SWD Lump Sum	HK\$30.00	HK\$30.00	HK\$-
			合共 (HK\$):		HK\$2,771.00	HK\$0.00

Christian Family Service Centre
Daily Collection Summary
每日收帳匯總表

Service Unit: DWD0000 - Wang Tau Hom D C C for the Elderly (橫頭磡長者日間護理中心)
Date Range: 03/12/2024 To 03/12/2024
Report Type: All System Receipt number

Print Date: 2024/12/3 12:01:12
Status: Awaiting Review

Receipt Date	Receipt No.	Receipt Batch No.	Invoice No.	Received from	Funding	Account Code	Account Name	Decription	Receipt Amount	Payment Method	Bank-in Date	Received by	Voided by	Void date	Verified by
3/12/2024	EWD0000RC0202477	EWD0000RB11544	EWD000367507	陳一 (EWD001)	SWD Lump Sum	211001	Fee Income - Service	服務費(包括膳食及交通) - 半會員(月費) x 10	\$498.00	7-Eleven	3/12/2024	Stella_Chan			May_Chan
3/12/2024	EWD0000RC0202478	EWD0000RB11544	EWD000367409	陳二 (EWD002)	SWD Lump Sum	211001	Fee Income - Service	服務費(包括膳食及交通) - 半會員(月費) x 13	\$415.00	FPS	3/12/2024	Stella_Chan			May_Chan

Payment Type	Amount	Bank-in Amount	Awaiting Bank-in	Voided Receipt Amount
7-Eleven	\$498.00	\$498.00	\$0.00	\$0.00
FPS	\$498.00	\$498.00	\$0.00	\$0.00
Daily Grand Total	\$996.00	\$996.00	\$0.00	\$0.00

The daily collections have by checked against the above Daily Grand Total and the above offical receipts issued.
每日收帳已與上述每日收帳總額及發出的正式收據核對無誤。

Checking Officer: _____ Date: _____
備註：此乃單位紀錄，不須交財務部

基督教家庭服務中心
突擊點算每日收入

單位名稱: XX 長者日間護理中心

點算日期: 2024/12/3

上次存款日期: 2024/11/20 (請附上每日收帳匯總表截至上次存款日期)

未存入銀行及已發出的收據

Receipt Batch No 群組編號	Batch Description 群組內容	Receipt Batch Creation Date	Responsible Person 負責人	Amount 金額
EWD000RB0011544	服務費(包括膳食及交通)	2024/12/1	Stella_Chan	498.00
EWD000RB0011545	服務費(包括膳食及交通)	2024/12/4	May_Chan	498.00
EWD000RB0011546	服務費(包括膳食及交通)	2024/12/5	May_Chan	498.00
總計(A):				1,494.00

非活動收據:

自動轉帳

EPS

498.00

醫療券

信用咭

八達通

498.00

P Card

CSSA 價

入數紙

其他付款方法

點算的金額:

現金:

支票:

小計: 0.00

總計 (B): 996.00

收入負責人: _____
()

點算人簽署: _____
()

職位: _____

職位: _____

備註:

1. A項應等於B項。若否, 請即徹查及以書面報告交財務部, 副本呈行政人員。
2. 突擊點算每日收入須每年不定期進行最少三次。
3. 請於突擊點算後一星期內遞交正本往財務部存檔。

Sales Register

Search by All Customers
All Customers
Customer

Customer Name -

Dated from 1/12/2024 to 31/12/2024

Date	Invoice #	Quote #	Customer PO#	Customer Name	Amount	Amount Due	Due Date	Status
1/12/2024	INV001		XX 21	XX Ltd	HK\$1,000.00	HK\$0.00	1/12/2024	Closed
2/12/2024	INV002		XX 23	XX Ltd	HK\$1,000.00	HK\$100.00	2/12/2024	Open
3/12/2024	INV003		XX 23	XX Ltd	-HK\$100.00	-HK\$100.00	2/12/2024	Returns
4/12/2024	INV004		ABC1	ABC Ltd	US\$1,000.00	US\$1,000.00	3/1/2025	Order
5/12/2024		Q002		ABC Ltd	US\$800.00	US\$800.00	-	Quote

CHRISTIAN FAMILY SERVICE CENTRE
基督教家庭服務中心

PETTY CASH FOR MONTH OF December 2024
零用金支出表 2024 年 12月

報告日期: 2025年01月07日 时间: 15:00:28

服務單位: KINDERGARTEN INTERNATIONAL
EDUCATION TRUST

群組編號	日期	編號	零用金種類	內容	分賬						最後審批者	狀態	備註
					入帳月份	會計科目	活動名稱	資金來源	單位	金額			
FKIE000FB000144	31/12/2024		零用金注資	Petty Cash Dec 2024零用金注資	12/2024	Unit Savings			FKIE000	HK\$22.69	Stella	Wait for Approval	
FKIE000FB000145	31/12/2024		其他收款	CREDIT INTEREST FROM 29102024 TO 28112024	12/2024	Interest Income			FKIE000	HK\$-2.26	Stella	Wait for Approval	CREDIT INTEREST FROM 29102024 TO 28112024
FKIE000FB000146	31/12/2024		其他收款	CREDIT INTEREST FROM 29112024 TO 28122024	12/2024	Interest Income			FKIE000	HK\$-1.55	Stella	Wait for Approval	CREDIT INTEREST FROM 29112024 TO 28122024
FKIE000PB000053	31/12/2024		支出	Terri 車費(12月份)	12/2024	Travelling expenses for non-services	No Program	Self-financed	FKIE000	HK\$26.50	Stella	Wait for Approval	

會計科目支出表

會計科目編號	入帳月份	會計科目	資金來源	分賬		金額
				單位	收費	
71580000	12/2024	Travelling expenses for non-services	Self-financed	FKIE000	26.50	26.50
合計						HK\$26.50

服務單位: ASSOCIATES INTEGRATED
ASSOCIATES UNIT 協會技術服務

Page 2 of 2

基督教家庭服務中心
突擊點算零用金

單位名稱：ABC 長者中心
點算日期：2024/12/1

港幣 HK\$

上月尾之餘款

銀行結餘	1,000.00
手上之現金結餘	1,000.00
財務部發還墊支款項(上月零用金之申請)	1,000.00
	3,000.00

加：財務部存入之暫借款

減：財務部未發還之零用金和暫借款

減：償還之暫借餘款

減：銀行收費 / (其他收入)

減：總支出

單據 (已入系統)	900.00
運用暫借款之單據 (已入系統)	900.00
單據(未入系統)	
單位內之暫借款 (I.O. 表格)	
單位退回現金給機構	
	1,800.00

1,200.00 (甲)

點算當日之餘款

銀行結餘	1,000.00
手上之現金結餘	1,000.00
	2,000.00 (乙)

零用金負責人：_____

()

點算人核准：_____

()

職位：_____

職位：_____

備註：1. 甲應等於乙。若否，請即徹查及以書面報告交財務部，副本呈行政人員。

2. 單位每年不定期進行突擊點算最少三次。

3. 請於突擊點算後一星期內將正本連同銀行存摺上月尾及當日之餘款副本遞交財務部存檔。

Christian Family Service Centre

2024-25 學年上學期收費記錄表

Collection Control Record for Frist semester of the 2024-25 academic year

Service Unit: Cheerland Kindergarten 樂趣幼稚園

Service Code: KCKEBK0 (0-2歲)

Report Date: 2024/12/31

Status: Awaiting Review

No. of Client 人數	First Semester Total 上學期總計		Client No. 客戶編號	Name 姓名	Class Code 班別	Account code 會計編號	Account Name 會計名稱	Sep-24			Oct-24			Nov-24			Dec-24			Jan-25			Feb-25		
	Amount 金額	Due 應收						Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號
	HK\$	HK\$						HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$	
1	24,720.00	2,060.00	EYC001	陳三	K0	220002	Child Care	2,060.00	-	ECY00R001	2,060.00	-	ECY00R002	2,060.00	-	ECY00R003	2,060.00	-	ECY00R004	2,060.00	-	ECY00R005	2,060.00	2,060.00	
2	24,720.00	2,060.00	EYC001	陳四	K0	220002	Child Care	2,060.00	-	ECY00R001	2,060.00	-	ECY00R002	2,060.00	-	ECY00R003	2,060.00	-	ECY00R004	2,060.00	-	ECY00R005	2,060.00	2,060.00	
2	49,440.00	4,120.00		TOTAL				2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	2,060.00	

Prepared by Stella_Chan

Date 2024/12/31 12:01:12

Checked by

Date

Service Unit: Yang Chen House (養真苑)
Service Code: EYC0000 安老宿位
Report Date: 2024/12/31
Status: Awaiting Review

No. of Client 人數	Full Year Total 全年總計		Client No. 客戶編號	Name 姓名	Bed Code 床號	Account code 會計編號	Account Name 會計名稱	Apr-24			May-24			Jun-24			Jul-24			Aug-24			Sep-24		
	Amount 金額	Due 應收						Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號
	HK\$	HK\$						HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$	
1	24,720.00	6,180.00	EYC001	陳一	1F1	220000	Residential fee & Rent income	2,060.00	-	ECY00R001	2,060.00	-	ECY00R002	2,060.00	-	ECY00R003	2,060.00	-	ECY00R004	2,060.00	-	ECY00R005	2,060.00	-	ECY00R006
2	24,720.00	6,180.00	EYC001	陳二	2F2	220000	Residential fee & Rent income	2,060.00	-	ECY00R001	2,060.00	-	ECY00R002	2,060.00	-	ECY00R003	2,060.00	-	ECY00R004	2,060.00	-	ECY00R005	2,060.00	-	ECY00R006
2	49,440.00	12,360.00	TOTAL					2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	-	

Prepared by Stella_Chan
Date 2024/12/31 12:01:12
Checked by
Date

Christian Family Service Centre																										
2024-25 財政年度定期收費記錄表																										
Collection Control Record for Financial Year 2024-25																										
Service Unit: Yang Chen House (養真苑)																										
Service Code: EYC0000 安老宿位																										
Report Date: 2024/12/31																										
Status: Awaiting Review																										
No. of Client 人數	Full Year Total 全年總計		Client No. 客戶編號	Name 姓名	Bed Code 床號	Account code 會計編號	Account Name 會計名稱	Oct-24			Nov-24			Dec-24			Jan-25			Feb-25			Mar-25			
	Amount 金額	Due 應收						Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號	Amount 金額	Due 應收	Receipt No. 收據編號
	HK\$	HK\$							HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$		HK\$	HK\$	
1	24,720.00	6,180.00	EYC001	陳一	1F1	220000	Residential fee & Rent income	2,060.00	-	ECY00R007	2,060.00	-	ECY00R008	2,060.00	-	ECY00R009	2,060.00	2,060.00		2,060.00	2,060.00		2,060.00	2,060.00		
2	24,720.00	6,180.00	EYC001	陳二	2F2	220000	Residential fee & Rent income	2,060.00	-	ECY00R007	2,060.00	-	ECY00R008	2,060.00	-	ECY00R009	2,060.00	2,060.00		2,060.00	2,060.00		2,060.00	2,060.00		
2	49,440.00	12,360.00	TOTAL					2,060.00	-		2,060.00	-		2,060.00	-		2,060.00	2,060.00		2,060.00	2,060.00		2,060.00	2,060.00		

Prepared by Stella_Chan

Date 2024/12/31 12:01:12

Checked by

Date

Christian Family Service Centre
Service Unit: Cheerland Kindergarten 樂趣幼稚園
Service Code: KCKEBK3 (3-6歲)
PAYMENT OF FEE ASSISTANCE 支付學費資助

Ref. No. 編號: CK695
Month 月份: 10/2023 - 3/2024
Name of Payee 退款支票抬頭: 林XX
Name of Child 學生: Wong XX (黃XX)

Receipt No. 收據編號	Kindergarten fee	Parental Contribution (after fee remission) 家長付款 (學費減免後)	Total fee received 總收款額	Month 月份	Fee Remission 學費減免額	REFUND *
	幼稚園費					退款
	HK\$ A	HK\$ B	HK\$ C=A+B		HK\$	HK\$
KCKEBK3RC027021	\$ 1,479.00	\$ -	\$ 1,479.00	10/2023	\$ 1,479.00	\$ 1,479.00
KCKEBK3RC027055	\$ 1,479.00	\$ -	\$ 1,479.00	11/2023	\$ 1,479.00	\$ 1,479.00
KCKEBK3RC027123	\$ 1,479.00	\$ -	\$ 1,479.00	12/2023	\$ 1,479.00	\$ 1,479.00
KCKEBK3RC027204	\$ 1,479.00	\$ -	\$ 1,479.00	1/2024	\$ 1,479.00	\$ 1,479.00
KCKEBK3RC027205	\$ 1,479.00	\$ -	\$ 1,479.00	2/2024	\$ 1,479.00	\$ 1,479.00
KCKEBK3RC027253	\$ 1,479.00	\$ -	\$ 1,479.00	3/2024	\$ 1,479.00	\$ 1,479.00
Total	\$ 8,874.00	\$ -	\$ 8,874.00			\$ 8,874.00

Prepared by : _____
Date : _____
Approved by Unit Head : _____
Date : _____

*退款不多於總收款額或學費資助額，以較少為準。

Christian Family Service Centre
Service Unit: Cheerland Kindergarten 樂趣幼稚園
Service Code : KCKEBK0 (0-2歲)
PAYMENT OF FEE ASSISTANCE 支付學費資助

Ref. No. 編號: CC915
Month 月份: 2/2024 - 6/2024
Name of Payee 退款支票抬頭: 鍾XX
Name of Child 學生: Chan XX (陳XX)

Receipt No. 收據編號	Kindergarten fee 幼稚園費	Child Care Centre Parent Subsidy 幼兒中心家長津貼	Meal 膳食	Total fee received 總收款額	Month 月份	Fee Remission 學費減免額	REFUND * 退款
	HK\$ A	HK\$ B	HK\$ C	HK\$ D=A+B+C		HK\$	HK\$
KCKEBK0RC016021	\$ 3,771.00	-\$600.00	\$ 790.00	\$ 3,961.00	2/2024	\$ 4,561.00	\$ 3,961.00
KCKEBK0RC016055	\$ 3,771.00	-\$600.00	\$ 790.00	\$ 3,961.00	3/2024	\$ 4,561.00	\$ 3,961.00
KCKEBK0RC016123	\$ 3,771.00	-\$1,000.00	\$ 790.00	\$ 3,561.00	4/2024	\$ 4,561.00	\$ 3,561.00
KCKEBK0RC016204	\$ 3,771.00	-\$1,000.00	\$ 790.00	\$ 3,561.00	5/2024	\$ 4,561.00	\$ 3,561.00
KCKEBK0RC016253	\$ 3,771.00	-\$1,000.00	\$ 790.00	\$ 3,561.00	6/2024	\$ 4,561.00	\$ 3,561.00
Total	\$ 18,855.00	-\$4,200.00	\$ 3,950.00	\$ 18,605.00			\$ 18,605.00

Prepared by : _____
Date : _____
Approved by Unit Head : _____
Date : _____

*退款不多於總收款額或學費資助額，以較少為準。

基督教家庭服務中心
退回費用證明書

茲證明 _____ 向基督教家庭服務中心 CK 趣樂幼稚園
(參加者姓名) (單位名稱)

因 24-25 年度註冊費退款 取回(收據編號:KCKEBK3RC000001)的退款共銀
(原因)
\$1,570.00^{*}，即港幣 壹 仟 伍 佰 柒 拾元正。

特以此書證明。

填表人簽署: _____ (_____) 日 期: _____	領款人簽署: _____ 姓 名: _____ (請用正楷) 身份証號碼: _____
單位主任批核: _____ (_____) 日 期: _____	日 期: _____

*請於支票或零用現金申請表上列明退款的收入類別如:活動、膳食、住宿、服務等。
FR5-09

督教家庭服務中心 – 翠林綜合職業復康服務
 工場生產部
 CHRISTIAN FAMILY SERVICE CENTRE
 Tsui Lam Integrated Vocational Rehabilitation
 Service – Shelter Workshop Production

新界將軍澳翠林邨安林樓 116 至 125 室及 327-329 室及康林樓 106 至 114 室
 Room 116-125 & Room 327-329, On Lam House & Room 106-114,
 Hong Lam House, Tsui Lam Estate, Tseung Kwan O, New Territories.
 電話 Tel : 1234 5678 傳真 Fax : 1234 5679

發票號碼 Invoice No.:	ETD00000373378
日期 Date:	2024 年 12 月 31 日
付款到期日 Due Date:	2024 年 12 月 31 日
條款 Terms:	貨到付款
客戶編號 Customer Code:	A123

發票 INVOICE

付款人 Payer: 某某公司 新界將軍澳翠林邨安林樓 1234 室 聯絡人： 電話： 電郵：	送貨/服務地址 (如與付款人不同) 聯絡人： 電話： 電郵：
--	---

貨號 Item ID	摘要 Description	項目編號 Job Code	數量 Quantity	單位 Unit	單價 Unit Price	折扣% Dis. %	金額 Amount
X123	證件套		100	PC	\$1		\$100
	車費		1	EA	\$30		\$30
總計 Total (HK\$)							\$130
已繳付 payment paid (HK\$)							
結欠 Amount due (HK\$)							\$130

發票備註 Remarks:

發單人 Issued By: Chan X X, Albert

備註：請用劃線支票抬頭「基督教家庭服務中心」郵寄或親身交往上述地址。收據於付款後簽發。
 Remark：Please send a crossed cheque payable to “Christian Family Service Centre” by mail or hand to the above address. An official receipt will be issued upon payment.


 閣下可於任何 7-Eleven 以現金繳費，繳費時請出示整張賬單。每次繳費金額的上限為 HK\$5,000。結算需時兩個工作天，請保留 7-Eleven 的收據，直至收到基督教家庭服務中心的正式收據。
 You can make a cash payment at any 7-Eleven by presenting the bill. The maximum payment per transaction is HK\$5,000. The payment will be credited to your account after two business days. Please keep the 7-Eleven receipt until you receive the official receipt from the Christian Family Service Centre.


 閣下可使用銀行流動應用程式，掃描發票上的轉數快二維碼，透過轉數快繳付賬單。
 You can scan the FPS QR code on the invoice with a Mobile Banking App to proceed with Payment via FPS.

簽署 Signature: _____
 姓名 Name: _____
 職位 Title: _____
 機構蓋印 Agency Chop: _____

督教家庭服務中心 – 翠林綜合職業復康服務
 CHRISTIAN FAMILY SERVICE CENTRE
 Tsui Lam Integrated Vocational Rehabilitation
 Service

新界將軍澳翠林邨安林樓 116 至 125 室及 327-329 室及康林樓 106 至 114 室
 Room 116-125 & Room 327-329, On Lam House & Room 106-114, Hong Lam House, Tsui Lam Estate, Tseung Kwan O, New Territories.
 電話 Tel : 1234 5678 傳真 Fax : 1234 5679

發票號碼 Invoice No.:	ETD00000373378
日期 Date:	2024 年 12 月 31 日
會員編號 Customer Code:	A1234

發票 INVOICE

付款人 Payer: 陳某某

摘要 Description	項目編號 Job Code	數量 Quantity	單價 Unit Price	金額 Amount
服務費 2024 年 12 月		1	\$100	\$100
會費 2024/2025 年		1	\$30	\$30
總數 Total (HK\$)				\$130
已繳付 payment paid (HK\$)				
結欠 Amount due (HK\$)				\$130

發票備註 Remarks:
服務期 1/12/2024 – 31/12/2024
會費 1/4/2025 – 31/3/2026

發單人 Issued By: Chan X X, Albert

備註：請用劃線支票抬頭「基督教家庭服務中心」郵寄或親身交往上述地址。收據將於付款後簽發。
 Remark：Please send a crossed cheque payable to “Christian Family Service Centre” by mail or hand to the above address. An official receipt will be issued upon payment.



7-Eleven

閣下可於任何 7-Eleven 以現金繳費，繳費時請出示整張賬單。每次繳費金額的上限為 HK\$5,000。結算需時兩個工作天，請保留 7-Eleven 的收據，直至收到基督教家庭服務中心的正式收據。
 You can make a cash payment at any 7-Eleven by presenting the bill. The maximum payment per transaction is HK\$5,000. The payment will be credited to your account after two business days. Please keep the 7-Eleven receipt until you receive the official receipt from the Christian Family Service Centre.



FPS

閣下可使用銀行流動應用程式，掃瞄發票上的轉數快二維碼，透過轉數快繳付賬單。
 You can scan the FPS QR code on the invoice with a Mobile Banking App to proceed with Payment via FPS.

簽署 Signature: _____

姓名 Name: _____

機構蓋印 Agency Chop: _____

職位 Title: _____

基督教家庭服務中心 - 唐賢街過渡性房屋項目(賢庭居)
CHRISTIAN FAMILY SERVICE CENTRE - TH Project at Tong Yin
Street(Yin Ting Terraced Home)
新界將軍澳唐賢街18號
18 Tong Yin Street, Tseung Kwan O, New Territories
電話 Tel:9570 4668

收據號碼 No.: DTHTYOPRC003641
列印日期 Print Date: 26/11/2024
正式收據 OFFICIAL RECEIPT

Official Receipt 收據 實收金額 Total Received: HK\$2608.00

茲收到 Received from: [REDACTED]

項目 Description	數量 Quantity	單價 Unit Price	金額 Amount
一至二人單位 1-2 Person unit 租金 Rent	1.00	HK\$2500.00	HK\$2500.00
一至二人單位 1-2 Person unit 管理費 Management Fee	1.00	HK\$108.00	HK\$108.00

總數 Total (HK\$): HK\$2608.00

發票號碼 No.: DTHTYOP0366776
(01/12-31/12/2024) 419

FPS \$2608.00



發單人
Issued By: Louis [REDACTED]

印鑑
Company Chop: _____

備注 Remarks: 交來支票過數後,正式收據方為有效 Official Receipt will be valid upon clearance of cheque.
捐款收據可作申請扣稅之用 Donation Receipt can be used to apply for tax deduction.

基督教家庭服務中心 - 賽馬會跳躍青年坊
CHRISTIAN FAMILY SERVICE CENTRE
Jockey Club Youth Leap

收據號碼 No.: YYT0000RC035855
列印日期 Print Date: 16/1/2025
正式收據已發出
此抄本只作記錄用途

九龍順天村天柱樓地下
電話 Tel: 29522116

Official Receipt 收據

實收金額 Total Received: HK\$
1100

茲收到 Received from: (SY4861)

項目 Description	數量 Quantity	單價 Unit Price	金額 Amount
參加者收費(1月)	1	1100	HK\$ 1100
總數 Total (HK\$):			HK\$ 1100

活動名稱: YNC24-095 - 小學晚間課業支援組 (1月份)
活動日期: 2025-01-02 - 2025-01-27
活動地點/時間: 自修室 下午6:00至8:30
逢星期一至五(28/1-4/2農曆年休假)
時間: 下午6:00-8:30

現金 \$1100

課餘託管收費減免計劃資助\$428

發單人

Issued By: _____

印鑑

Company Chop: _____

備註

Remarks:

捐款收據可作申請扣稅之用 Donation Receipt can be used to apply for tax deduction.

Bank-in Details List 存款明細表

Service Unit 單位: ELE0000 – Lively Elderly Day Training Centre(Lively Elderly Day Training Centre)
Date Range 日期: 01/10/2024 to 31/10/2024
Receipt Type 報表類別: All (收入金額與存款金額有異 或 未指定日期存款)

報告日期: 11/11/2024
Printed by [redacted]

x	y							a	b	c = a - b	z = x - y	Responsible	verified by	Status
Receipt Date	Banked-in Date	Bank-in Batch No.	Receipt Batch No	Bank To 存款至	Bank-in Remaining Reason 原因	Payment Type 收費類型	Receipt No 收據編號	Receipt Total 收據金額	Banked-in Total 存款金額	Bank-in Variance 存款金額差異	Late Banked-in days 存款日期差異	負責同工	確認人	狀態
收據日期	存款日期	存款群組號碼	收據群組號碼					hk\$	hk\$	hk\$				
02/10/2024	24/08/2024	ELE0000BB002862	ELE0000RB012576	HKB C/A 030-001580-00 1 (Main)		自動轉帳	ELE0000RC014709	58.00			39	[redacted]	[redacted]	Uploaded
							sub total:	58.00						
							grand total:	58.00	58.00	0.00				
02/10/2024	14/09/2024	ELE0000BB002863	ELE0000RB012577	HKB C/A 030-001580-00 1 (Main)		自動轉帳	ELE0000RC014710	428.00			18	[redacted]	[redacted]	Uploaded
02/10/2024	14/09/2024	ELE0000BB002863	ELE0000RB012577	HKB C/A 030-001580-00 1 (Main)		自動轉帳	ELE0000RC014711	25.00				[redacted]	[redacted]	Uploaded
							sub total:	453.00						
							grand total:	453.00	453.00	0.00				
03/10/2024	02/10/2024	ELE0000BB002865	ELE0000RB012579	HKB C/A 030-001580-00 1 (Main)		自動轉帳	ELE0000RC014714	600.00			1	[redacted]	[redacted]	Uploaded
							sub total:	600.00						
							grand total:	600.00	600.00	0.00				
03/10/2024	02/10/2024	ELE0000BB002866	ELE0000RB012580	HKB C/A 030-001580-00 1 (Main)		自動轉帳	ELE0000RC014715	480.00			1	[redacted]	[redacted]	Uploaded
							sub total:	480.00						
							grand total:	480.00	480.00	0.00				
02/10/2024	03/10/2024	ELE0000BB002864	ELE0000RB012578	BEA C/A 531-40-06926- 5(Main)		現金	ELE0000RC014712	2,700.00			(1)	[redacted]	[redacted]	Uploaded
02/10/2024	03/10/2024	ELE0000BB002864	ELE0000RB012578	BEA C/A 531-40-06926- 5(Main)		現金	ELE0000RC014713	180.00				[redacted]	[redacted]	Uploaded
							sub total:	2,880.00						
							grand total:	2,880.00	2,880.00	0.00				
03/10/2024	04/10/2024	ELE0000BB002867	ELE0000RB012581	BEA C/A 531-40-06926- 5(Main)		支票	ELE0000RC014716	18,000.00			(1)	[redacted]	[redacted]	Uploaded
							sub total:	18,000.00						
							grand total:	18,000.00	18,000.00	0.00				
04/10/2024	08/10/2024	ELE0000BB002868	ELE0000RB012582	BEA C/A 531-40-06926- 5(Main)		支票	ELE0000RC014717	1,080.00			(4)	[redacted]	[redacted]	Uploaded
							sub total:	1,080.00						

Bank-in Details List 存款明細表

Service Unit 單位: ELE0000 - Lively Elderly Day Training Centre(Lively Elderly Day Training Centre)
Date Range 日期: 01/10/2024 to 31/10/2024
Receipt Type 報表類別: All (收入金額與存款金額有異 或 未指定日期存款)

報告日期: 11/11/2024
Printed by [redacted]

x	y							a	b	c = a - b	z = x - y	Responsible	verified by	Status
Receipt Date	Banked-in Date	Bank-in Batch No.	Receipt Batch No	Bank To 存款至	Bank-in Remaining Reason 原因	Payment Type 收費類型	Receipt No 收據編號	Receipt Total 收據金額	Banked-in Total 存款金額	Bank-in Variance 存款金額差異	Late Banked-in days 存款日期差異	負責同工	確認人	狀態
收據日期	存款日期	存款群組號碼	收據群組號碼					hk\$	hk\$	hk\$				
07/10/2024	08/10/2024	ELE0000BB002869	ELE0000RB012583	BEA C/A 531-40-06926-5(Main)		現金	grand total: ELE0000RC014718	1,080.00 3,000.00	1,080.00	0.00	(1)	[redacted]	[redacted]	Uploaded
							sub total: grand total: ELE0000RC014719	3,000.00 3,000.00	3,000.00	0.00	(1)	[redacted]	[redacted]	Uploaded
07/10/2024	08/10/2024	ELE0000BB002870	ELE0000RB012584	BEA C/A 531-40-06926-5(Main)		支票	ELE0000RC014720	1,000.00				[redacted]	[redacted]	Uploaded
07/10/2024	08/10/2024	ELE0000BB002870	ELE0000RB012584	BEA C/A 531-40-06926-5(Main)		支票						[redacted]	[redacted]	Uploaded
							sub total: grand total: ELE0000RC014721	9,000.00 9,000.00	9,000.00	0.00	2	[redacted]	[redacted]	Uploaded
14/10/2024	12/10/2024	ELE0000BB002871	ELE0000RB012585	HKB C/A 030-001580-001 (Main)		自動轉帳		540.00				[redacted]	[redacted]	Uploaded
							sub total: grand total: ELE0000RC014722	540.00 540.00	540.00	0.00	(3)	[redacted]	[redacted]	Uploaded
18/10/2024	21/10/2024	ELE0000BB002872	ELE0000RB012586	BEA C/A 531-40-06926-5(Main)		現金		4,080.00				[redacted]	[redacted]	Uploaded
							sub total: grand total: ELE0000RC014723	4,080.00 4,080.00	4,080.00	0.00		[redacted]	[redacted]	Uploaded
21/10/2024	21/10/2024	ELE0000BB002873	ELE0000RB012587	HKB C/A 030-001580-001 (Main)		自動轉帳		300.00				[redacted]	[redacted]	Uploaded
							sub total: grand total: ELE0000RC014724	300.00 300.00	300.00	0.00	(3)	[redacted]	[redacted]	Uploaded
21/10/2024	24/10/2024	ELE0000BB002874	ELE0000RB012588	BEA C/A 531-40-06926-5(Main)		支票		3,480.00				[redacted]	[redacted]	Uploaded
							sub total: grand total: ELE0000RC014725	3,480.00 3,480.00	3,480.00	0.00	(1)	[redacted]	[redacted]	Uploaded
24/10/2024	25/10/2024	ELE0000BB002875	ELE0000RB012589	BEA C/A 531-40-06926-5(Main)		現金		2,000.00				[redacted]	[redacted]	Uploaded
							sub total:	2,000.00						

Bank-in Details List 存款明細表

Service Unit 單位: ELE0000 – Lively Elderly Day Training Centre(Lively Elderly Day Training Centre)
Date Range 日期: 01/10/2024 to 31/10/2024
Receipt Type 報表類別: All (收入金額與存款金額有異 或 未指定日期存款)

報告日期: 11/11/2024
Printed by [redacted]

x	y							a	b	c = a - b	z = x - y	Responsible	verified by	Status
Receipt Date	Banked-in Date	Bank-in Batch No.	Receipt Batch No	Bank To 存款至	Bank-in Remaining Reason 原因	Payment Type 收費類型	Receipt No 收據編號	Receipt Total 收據金額	Banked-in Total 存款金額	Bank-in Variance 存款金額差異	Late Banked-in days 存款日期差異	負責同工	確認人	狀態
收據日期	存款日期	存款群組號碼	收據群組號碼					hk\$	hk\$	hk\$				
24/10/2024	25/10/2024	ELE0000BB002876	ELE0000RB012590	BEA C/A 531-40-06926-5(Main)		支票	grand total: ELE0000RC014726	2,000.00 18,000.00	2,000.00	0.00	(1)	[redacted]	[redacted]	Uploaded
							sub total:	18,000.00						
29/10/2024	28/10/2024	ELE0000BB002877	ELE0000RB012591	HKB C/A 030-001580-001 (Main)		自動轉帳	grand total: ELE0000RC014727	18,000.00 840.00	18,000.00	0.00	1	[redacted]	[redacted]	Uploaded
							sub total:	840.00						
29/10/2024	30/10/2024	ELE0000BB002878	ELE0000RB012592	BEA C/A 531-40-06926-5(Main)		支票	grand total: ELE0000RC014728	840.00 10,000.00	840.00	0.00	(1)	[redacted]	[redacted]	Uploaded
29/10/2024	30/10/2024	ELE0000BB002878	ELE0000RB012592	BEA C/A 531-40-06926-5(Main)		支票	ELE0000RC014729	2,000.00				[redacted]	[redacted]	Uploaded
29/10/2024	30/10/2024	ELE0000BB002878	ELE0000RB012592	BEA C/A 531-40-06926-5(Main)		支票	ELE0000RC014730	2,400.00				[redacted]	[redacted]	Uploaded
							sub total:	14,400.00						
30/10/2024	31/10/2024	ELE0000BB002879	ELE0000RB012593	BEA C/A 531-40-06926-5(Main)		現金	grand total: ELE0000RC014731	14,400.00 2,700.00	14,400.00	0.00	(1)	[redacted]	[redacted]	Uploaded
							sub total:	2,700.00						
							grand total:	2,700.00	2,700.00	0.00				
							total:	81,891.00	81,891.00	0.00				

banked-in discrepancy
total receipt amount for the period from 01/10/2024 to 31/10/2024 HK\$81,891.00
total bank-in for the period from 01/10/2024 to 31/10/2024 81,891.00
bank in variance 01/10/2024 to 31/10/2024 0.00
not bank-in 01/10/2024 to 31/10/2024 HK\$.00

基督教家庭服務中心
零用金活動支出表

單位名稱：ABC長者中心

活動名稱：同樂日
活動舉行日期：2024/12/1
活動編號：ABC-20241201
資金來源：LSG
附單 (張)

會計編號	會計科目	經費來源	項目名稱	支出(HK\$)	備註
611220	活動支出-導師		導師津貼		
611220	活動支出-導師		導師強積金		
611221	活動支出-義工津貼		義工津貼		
611227	活動支出-茶點		膳食茶點		
611225	活動支出-進修		同工進修		
611226	活動支出-器材設備		器材設備		
611222	活動支出-運輸及車費		租車費		
611222	活動支出-運輸及車費		舟車津貼及公差	76.00	
611223	活動支出-紀念品		獎品及紀念品	1,992.50	
611224	活動支出-其他		文房印刷	82.80	
611224	活動支出-其他		菲林及晒相		
611224	活動支出-其他		書報雜誌		
611224	活動支出-其他		宣傳	100.00	
611224	活動支出-其他		郵票		
611224	活動支出-其他		保養/維修		
611224	活動支出-其他		小額購物		
611224	活動支出-其他		清潔費用		
611224	活動支出-其他		清潔用品		
611224	活動支出-其他		雜支		
611224	活動支出-其他		案主膳食		
611224	活動支出-其他		其他(請註明)		
			總支出(HK\$)	2,251.30	

填表人簽署：Stella
日期：2024/12/23
單位主任批核：
日期：
獨立上司批核：
日期：

備註：單位內經常性舉行之活動，由單位主任批核，無須再呈給其上司；但如該批核者直接動用該筆款項或參與執行該項活動，必須遞交其上司簽核。

基督教家庭服務中心
申請購置傢俬物品,保養維修及其他物品預算及報價表

單位名稱: Kindergarten Integrated Education Unit-融合教育服務

採購編號: FKIE000PU000006

經費來源: SWD Lump Sum Grant, Lotteries Fund-Minor BG

日期: 21/07/2023

若是獎券基金撥款編號是()

Item Code 項目編號	Item Description 項目名稱	Program ID 活動編號	Program Name 活動名稱	Unit Code 服務單位	QTY 數量	Unit Price 單價(HK\$)	Total 總計(HK\$)	Funding Source 資金來源	Remarks 備註
INV-001	USB (for resale)	NA	No Program	FKIE000	10	10	100.00	SWD Lump Sum Grant	Inventory
	Lenovo ThinkCentre M90s Gen 4	NA	No Program	FKIE000	1.00	1,468.00	1,468.00	SWD Lump Sum Grant	Fixed Asset
	Lenovo ThinkCentre M90s Gen 4	NA	No Program	ETLDE00	4.00	5,872.00	5,872.00	Lotteries Fund-Minor BG	Fixed Asset

合共: 7,440.00

購置原因: USB for resale , 2 computer for new staff

若\$5000或以上:

申請暫借款金額: \$0.00

報價單/招標已收訖

選擇	供應商	報價有效日期	聯絡人電話	報價金額		備註
				支票	現金	
	XXX TECHNOLOGY LIMITED	21/08/2023		7,440.00		Cheque on delivery
	ABC TECHNOLOGY LIMITED	21/08/2023		8,100.00		Cheque on delivery

推薦供應商: V009018- XXX ARCHITECTS LIMITED XXX事務所有限公司

若不選擇最低價,理由是:

日期	狀態	批核人	職位	評語
31/07/2023 13:08:36	Approved	XXX	總幹事	
28/07/2023 10:27:29	Approved	XXX	行政人員	
21/07/2023 10:36:38	Approved	XXX	管理人員	
21/07/2023 10:29:16	Send For Approval	XXX	管理人員	

基督教家庭服務中心
CHRISTIAN FAMILY SERVICE CENTRE
接受捐贈申請表
REQUEST FOR APPROVAL OF DONATION

存入單位簡稱

Deposit to Unit Code _____

本人申請批准接受下列捐贈 May I have your approval to accept the following donation :-

捐贈項目 Donation (Description) :

捐贈者（姓名、職銜及地址） Donors (name, title and address) :

捐贈之用途及安排 Purpose/Disposition of the donation :

需要收據 Official Receipt needed: 是Yes ☐ 否No ☐

申請人簽署* Applicant's Signature : _____ 日期Date : _____
(_____)

單位主任或以上職級員工推薦
Recommended by Unit-in-charge or above : _____ 日期
(_____) Date : _____

行政人員批准
Approved by Executive: _____ 日期
(_____) Date : _____

總幹事批准 Approved by Chief Executive : _____ 日期Date : _____

備註 Remarks :

伍佰元以上至三仟元之捐款及伍仟元至八仟元之傢俬物品捐贈須獲行政人員批准。超出此價值之捐贈則須獲總幹事批准。 Monetary donation of above HK\$500 to HK\$3,000 and furniture/equipment of HK\$5,000 to HK\$8,000 requires Executive's approval. Any donation above these limits requires Chief Executive's approval.

上述獲批准接受之捐贈已於 _____ 年 _____ 月 _____ 日收妥。
The above approved donation was received on _____ (date).

見證人簽署* Signature of witness: _____ (姓名 Name : _____)

* 申請人及見證人不可是同一人。 Applicant and witness should not be the same person.

財務部專用 For Finance Department Use Only

會計科目 _____ /資金來源
Account Name: _____ /Funding Code: _____

承辦商表現評估

承辦商的表現是按個別合約評估並可能會成為評審其日後遞交的投標書的考慮因素。

(I) 供貨

評分： (5) (4) (3) *(2) *(1)

a) 依循送貨編排

<u>評分</u>	<u>延誤情況</u>
5	- 沒有
4	- 輕微
3	- 一般
* 2	- 經常發生
* 1	- 嚴重

* 給予 2 分或 1 分的詳細原因： _____

b) 送貨時貨品符合招標規格

<u>評分</u>	<u>退回的貨物（按合約總值計算）</u>
5	- 0%
4	- 1 至 5%
3	- 6 至 10%
* 2	- 11 至 15%
* 1	- 15%以上

* 給予 2 分或 1 分的詳細原因： _____

c) 售後支援服務（如適用）

<u>評 分</u>		承辦商在合約規定的回應時間內 （如合約並無規定，則在接獲通知後 24 小時內）對所需的支援 服務作出回應
5	-	100%
4	-	99%-90%
3	-	89%-80%
* 2	-	79%-70%
* 1	-	70%以下

* 給予 2 分或 1 分的詳細原因： _____

承辦商表現評估

(II) 售貨（包括拍賣）

評分： (5) (4) (3) *(2) *(1)

a) 符合承辦商付款給香港特區政府方面的招標規定

<u>評分</u>	<u>延誤情況</u>
5	- 沒有
4	- 輕微
3	- 一般
* 2	- 經常發生
* 1	- 嚴重

* 給予 2 分或 1 分的詳細原因： _____

b) 符合收取和搬走貨物方面的招標規格（如適用）

<u>評分</u>	<u>在收取和搬走貨物上有所延誤（按合約總值計算）</u>
5	- 0%
4	- 1 至 5%
3	- 6 至 10%
* 2	- 11 至 15%
* 1	- 15%以上

* 給予 2 分或 1 分的詳細原因： _____

承辦商表現評估

(III) 提供服務

評分： (5) (4) (3) *(2) *(1)

a) 依循提供服務的安排

<u>評分</u>	<u>延誤情況</u>
5	- 沒有
4	- 輕微
3	- 一般
* 2	- 經常發生
* 1	- 嚴重

* 給予 2 分或 1 分的詳細原因： _____

b) 符合提供服務方面的招標規定

<u>評分</u>	<u>拒絕接受的服務（按合約總值計算）</u>
5	- 0%
4	- 1 至 5%
3	- 6 至 10%
* 2	- 11 至 15%
* 1	- 15%以上

* 給予 2 分或 1 分的詳細原因： _____

資產代碼：由_____至_____

資產金額：由_____至_____

非折舊資產金額：由_____至_____

資產組別：由_____至_____

購買日期：由_____至_____

資產類別：由_____至_____

資產來源：由_____至_____

位置：由_____至_____

基督教家庭服務中心
傢俬物品登記總冊

單位名稱：XX 護老服務 2.0

列印日期：2025 年 1 月 8 日

收貨日期			資產編號	舊固定資產編號	付款編號	資產名稱	摘要 (牌子,型號及式樣)	數量	單價		資產金額	資金來源	購入商號	存放地點	*核准者簽署 (適用於添置物資時)	報銷				實際盤點數量	盤點差別數量	差別原因 跟進工作 備註
年	月	日							非折舊	折舊						編號	原因	批准日	棄置日			
20	11	30	EW000EBAC000001			EB:佈置電腦及電話線		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation										
21	1	18	EW000EBAC000002			HP ProDesk-400 g5(sff) Core-i3 8Gb-SSD		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		KS(WTEB)								
20	12	9	EW000EBAC000003			HP ProDesk-400 g5(sff) Core-i3 9Gb-SSD		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation										
20	12	9	EW000EBAC000004			HP ProDesk-400 g5(sff) Core-i3 10Gb-SSD		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		KS(WTEB)								
21	1	18	EW000EBAC000005			Microsoft Office Pro Plus License		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		ECS(WTEB)								
21	3	19	EW000EBAC000006			Microsoft Office Pro Plus License		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		ECS(WTEB)								
21	3	19	EW000EBAC000007			Microsoft Office Pro Plus License		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		ECS(WTEB)								
21	3	19	EW000EBAC000008			Microsoft Office Pro Plus License		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		ECS(WTEB)								
21	3	19	EW000EBAC000009			Microsoft Office Pro Plus License		1	0.00	4,800.00	4,800.00	The Ronald and Rita McAulay Foundation		ECS(WTEB)								
21	3	19	EW000EBAC000010			原木高背椅	GA-1101	1	0.00	2,450.00	2,450.00	Lump Sum Grant	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000011			原木高背椅	GA-1101	1	0.00	2,450.00	2,450.00	Lump Sum Grant	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000012			原木高背椅	GA-1101	1	0.00	2,450.00	2,450.00	Lump Sum Grant	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000013			原木高背椅	GA-1101	1	0.00	2,450.00	2,450.00	Lump Sum Grant	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000014			原木高背椅	GA-1101	1	0.00	2,450.00	2,450.00	Lump Sum Grant	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000015			寫字檯 110Wx600Dx750Hmm		1	0.00	1,150.00	1,150.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000016			寫字檯 110Wx600Dx750Hmm		1	0.00	1,150.00	1,150.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000017			寫字檯 110Wx600Dx750Hmm		1	0.00	1,150.00	1,150.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000018			寫字檯 110Wx600Dx750Hmm		1	0.00	1,150.00	1,150.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000019			寫字檯 110Wx600Dx750Hmm		1	0.00	1,150.00	1,150.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								

審核者簽署：_____ (_____ 正楷)

審查日期：_____

*凡添置或報銷傢俬物品，必須獲單位主任或以上職級員工批核。

單位主任或以上職級員工簽署：_____ (_____ 正楷)

核查日期：_____

基督教家庭服務中心
傢俬物品登記總冊

單位名稱: XX 護老服務 2.0

列印日期 : 2025 年 1 月 8 日

收貨日期			資產編號	舊固定資產編號	付款編號	資產名稱	摘要 (牌子,型號及式樣)	數量	單價		資產金額	資金來源	購入商號	存放地點	*核准者簽署 (適用於添置物資時)	報銷				實際盤點 數量	盤點差別 數量	差別原因 跟進工作 備註
年	月	日							非折舊	折舊						編號	原因	批准日	棄置日			
21	3	19	EW000EBAC000020			金屬捲門文件儲物櫃	SC1090M	1	0.00	1,750.00	1,750.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000021			金屬捲門五層文件儲物櫃	SC1850M	1	0.00	2,800.00	2,800.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								
21	3	19	EW000EBAC000022			洗衣乾衣機	金章 ZWD81660NW	1	0.00	5,450.00	5,450.00	L.F.Block Grant-F & E	XX Electrical Co. Ltd. XX電業	ECS(WTEB)								
21	3	19	EW000EBAC000023			寫字檯 110Wx600Dx750Hm		1	0.00	1,150.00	1,150.00	L.F.Block Grant-F & E	ShopX Limited XX 店有限公司	ECS(WTEB)								

審核者簽署 : _____

(_____ 正楷)

核 查 日 期 : _____

*凡添置或報銷傢俬物品，必須獲單位主任或以上職級員工批核。

單位主任或以上職級員工簽署 : _____

(_____ 正楷)

核 查 日 期 : _____

基督教家庭服務中心
CHRISTIAN FAMILY SERVICE CENTRE

傢俬物品報銷申請表
Request for Writing Off / Disposal of Furniture & Equipment

申請編號 Ref. No.: _____
(unit code) — (no. eg. 1, 2, 3...)

本人現申請將下列之物品從 _____ 年至 _____ 年度之傢俬物品登記總冊
內刪除 This is to request the following item be written off from the Inventory Record for the period
from the year _____ to the year _____ :

資產編號 Asset No. :

項目名稱 Description of items :

數量 Number of items :

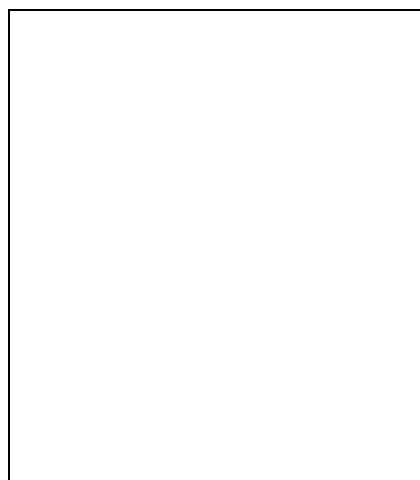
編號 Serial No. :

添置日期 Date of Acquisition :

存放地點 Location :

報銷理由 Reason for disposal :

資產圖片



申請人簽署

Applicant's Signature : _____
(_____)

職位 Post

: _____

部門 Unit

: _____

日期 Date

: _____

批核 Approved By

: _____

(單位主任或以上職級員工
Staff of unit-in-charge or above level)

批核者姓名

Approver's Name

: _____

日期 Date

: _____

請填寫一式兩份，正本交財務部存檔。

Please submit in duplicate. The original should be forwarded to Finance Department for record.

					
ECYDE00AC000127	20230424	*ECYDE00AC000128*	20230810	*ECYDE00AC000129*	20230922
Frontloader保溫箱		原木後傾高背椅(同步型)		掛壁式熱水機(15L)	
廚房及餐廳設備		椅子、餐椅、摺椅、會場椅子		廚房及餐廳設備	
					
ECYDE00AC000130	20230922	*ECYDE00AC000131*	20231028	*ECYDE00AC000132*	20231031
熱水機過濾器接駁頭		原木高背椅		IN-2200 ICT THERAPY	
廚房及餐廳設備		椅子、餐椅、摺椅、會場椅子		衛生/醫療設備	
					
ECYDE00AC000133	20231116	*ECYDE00AC000134*	20231115	*ECYDE00AC000135*	20231205
電療機		相片打印機		Singa Dr. Prelease Cushion	
衛生/醫療設備		辦公室儀器		衛生/醫療設備	
					
ECYDE00AC000136	20231205	*ECYDE00AC000137*	20231130	*ECYDE00AC000138*	20231130
Alpha Caremate Cushion		防遊走大門警報器		防遊走大門警報器	
衛生/醫療設備		音響及視聽設備、電子通訊設備、保安系統		音響及視聽設備、電子通訊設備、保安系統	
					
ECYDE00AC000139	20231130	*ECYDE00AC000140*	20240124	*ECYDE00AC000141*	20240312
無線警報燈		2.5m移動式鋁合金手動升降平台		原木高背椅	
音響及視聽設備、電子通訊設備、保安系統		其它儀器(如電子鑽、停車場收費系統)		椅子、餐椅、摺椅、會場椅子	
					
ECYDE00AC000142	20240312	*ECYDE00AC000143*	20240312	*ECYDE00AC000144*	20240312
原木高背椅		原木高背椅		原木高背椅	
椅子、餐椅、摺椅、會場椅子		椅子、餐椅、摺椅、會場椅子		椅子、餐椅、摺椅、會場椅子	
					
ECYDE00AC000145	20240405	*ECYDE00AC000146*	20240529	*ECYDE00AC000154*	20240910
摺合式輪椅斜板		智能腕式脈搏血氧機		冷暖移動冷氣機	
梯、檯燈、手推車、畫、暖爐、鏡子、電筒		衛生/醫療設備		冷氣機、窗簾、門口風閘	

基督教家庭服務中心
銀行提款授權書

單位名稱: _____

本人現申請於_____年_____月_____日提取款項_____元正

作為_____用途。

申請人簽署: _____
()

管理人員核准
(\$5,000 或以下之申請): _____
()

日期: _____

日期: _____

高級管理人員核准
(\$5,000 以上之申請): _____
()

行政人員核准:
(\$8,000 以上之申請) _____
()

日期: _____

日期: _____

高級服務總監/
助理總幹事核准
(\$13,000 以上之申請): _____
()

總幹事核准: _____
(\$25,000 以上之申請)

日期: _____

日期: _____

其他提款授權人簽署: _____
()

單位核對同事簽署: _____
()

日期: _____

日期: _____

備註:

1. 所有提款必須由兩名銀行提款授權人簽署，方為有效。
2. 凡一次提款伍千元或以下者，其中一位必須是**管理人員**或以上之職級人員核准。
3. 凡一次提款伍千元以上至八千元或以下者，其中一位必須是**高級管理人員**或以上之職級人員核准。
4. 凡一次提款八千元以上至壹萬三千元或以下者，其中一位必須是**行政人員**或以上之職級人員核准。
5. 凡一次提款壹萬三千以上至貳萬伍千元或以下者，其中一位必須是**高級服務總監/助理總幹事**或以上之職級人員核准。
6. 凡一次提款貳萬伍千元以上者，其中一位必須是總幹事核准。
7. 所有銀行提款授權書必須於每月結算時連同該月之銀行存摺影印本交回財務部查核。

HRIS Interface

Current situation:

HRIS payroll data need to transfer to Epicor. And Epicor is using GL and AP table to store corresponding data. So HRIS store payroll data in GL/AP table format.

Upcoming:

New vendor need to transfer HRIS payroll data(refer to **COA(HRIS_ESSP).xlsx**) to new system. GL/AP table will be obsoleted.

The following are current data transfer logic, which will be completed removed when using new system.

1) GL/AP records of regular staff

a) New records:

- HRIS generate new records in GL/AP tables, reversing_flag /deleted = 0
(refer to **HRIS_Epicor_interfaceDataSample** worksheet GL Header, GL Detail, AP Header, AP Detail)
- System get GL/AP from HRIS database to FMS database,
- Map AP vendor code and pay_to_addr according to MPF company.
- Retrieve COA MPF data and generate record in AP format.
- Map AP reocrd account code according to MPF type.
- Web interface is available for Finance Department Colleagues to review payroll data. GL/AP data can be exported as excel for Finance Department to review.
- Finance Department is able to update record's account code in this interface, and audit log is available.
- Finance Department click "Upload" button to upload GL/AP records from FMS database to Epicor, audit log is available.
- Finance Department also can choose not upload the GL/AP record, while "Reason of not upload" is necessary.

b) Reverse records:

- HRIS update GL/AP table records, set reversing_flag/deleted = 1
- GL:
 - System get GL from HRIS database to FMS database, with negative amount to reverse previous GL records.
 - Web interface is available for Finance Department Colleagues to review payroll data. GL data can be exported as excel for Finance Department to review.
 - Finance Department is able to update record's account code in this interface, and audit log is available.
 - Finance Department click "Upload" button to upload GL records from FMS database to Epicor, audit log is available.
 - Finance Department also can choose not upload the reverse GL record, while "Reason of not upload" is necessary.
- AP:
 - System insert Debit Memo in FMS database, to reverse previous AP records.
 - Map AP vendor code according to MPF company.
 - Map AP account code according to MPF type.
 - Finance Department Colleagues is able to export data as excel and update record's account code in this interface, audit log is available.
 - Finance Department click "Upload" button to upload Debit Memo from FMS database to Epicor, audit log is available.
 - Finance Department also can choose not upload the Debit Memo, while "Reason of not upload" is necessary.

2) GL/AP records of temp staff

- HR colleagues export 2nd payroll result from HRIS, the file contains: Employee ID, contract type, backpay number, payroll calculation number, gratuity, allowance, leave pay, total salary of 2nd payment, total mpf amount of 2nd payment, filing date, payment type, payroll category.
(refer to **HRIS_Epicor_interfaceDataSample** worksheet Staff 2nd Payroll Data)
- HR colleague upload file to Internal System.
- System get the following amount and ER/EE mpf from COA:
Gratuity, allowance, leave, other payment, one off injection
(refer to **HRIS_Epicor_interfaceDataSample** worksheet COA)
- Calculate ESSP EE MPF and ESSP ER MPF according to excel file's MPF and COA MPF
 $\text{ESSP MPF} = \text{Total MPF} - \text{COA MPF}$
- System separate record to Gratuity record, Allowance record and Payment record. While
Payment amount = 2nd payment – Gratuity – Allowance – Leave Pay – Other Payment
(refer to **HRIS_Epicor_interfaceDataSample** worksheet HRIS payroll data header, HRIS payroll data detail)
- System checking: if Total Salary of Payment amount $\neq$ Sum of ESSP amount, then ESSP record is marked as "Salary not match" (for record marked as not match, need manual review or adjustment)
- System allocate Total MPF to Gratuity MPF, Allowance MPF and Payment MPF according to the ratio of record amount / 2nd Payment
- System allocate Payment MPF to ESSP record according to the ratio of ESSP amount / Sum of ESSP amount
- ESSP record is sort by Service Unit, input time
- allocation MPF amount is round to 2 decimal place
- if sum of allocation MPF amount is different from Total MPF amount, and the different ≤ 0.02 , use first ESSP record for adjustment
- If difference between sum of allocation MPF amount and Total MPF amount > 0.02 , ESSP record is marked as "MPF not match".
- For each ESSP record, if $\text{ESSP amount} * 5\% \neq \text{allocation MPF amount}$, then ESSP record is marked as "MPF not match".
- System retrieves account code of Gratuity and Allowance from Cost Amortization.
- Interface is available for Finance Department Colleagues to check the Gratuity, Allowance, ESSP record and allocation MPF amount, data can be download in excel format. Allow Finance Department to update amount, with audit log.
- After review data, Finance Department Colleagues generate GL/AP/MPF data accordingly.

a) GL:

Epicor allow colleagues to import data by using excel, with the following fields:

Account Code

Amount

Reverse Amount

Program Code

Remark

Service Unit

Company

(refer to **HRIS_Epicor_interfaceDataSample** worksheet Epicor GL excel format)

- GL records of salary and mpf are generate in Epicor excel format according to company, accounting period.
- Map account code according to P. Fund Type, payment type, data type, data code

b) AP

- Retrieve data from HRIS payroll table according to accounting period and company, where payment type = "cheque", and specified data code.

(refer to **HRIS_Epicor_interfaceDataSample** worksheet HRIS payroll data header, HRIS payroll data detail)

- Map account code according to MPF type, P. fund type, data type, code
- Map segment according to staff tutor type.
- Insert record to FMS AP header and detail table.
- Upload record to Epicor

c) MPF

- Retrieve data from HRIS payroll table according to accounting period and company.

(refer to **HRIS_Epicor_interfaceDataSample** worksheet HRIS payroll data header, HRIS payroll data detail)

- Map account code according to MPF type, P. fund type, data type, data code
- Update description according to MPF type
- Insert record to FMS AP header and detail table
- Upload record to Epicor

d) Provision report

(Refer to **FDReport** Sheet1)

System needs to generate provision report, that include the following cases:

- Employee who joined less than 60 days
- Employee who terminated less than 60 days
- In payroll month, employee joined 60 days

Need to match correct account code, and retrieve records by mpf type.

Need to retrieve records with different payroll period and account period.

Report columns include:

- Staff information
- Account code
- ER MPF amount
- Program Code
- Payroll period
- Account period

e) Exception Report

(Refer to **FDReport** Sheet2)

Retrieve employee info, account code, mpf amount for the following criteria:

Current Year/Month = Accounting period

Payroll period <> Accounting period

P. Fund Type <> "ORSO"

3) Program Income and Expenditure Report include temp staff payroll records

Program Income and Expenditure Report listed in [Annex4B Item 13.1.9], report list out expense item according to program code. While staff payroll is count as expense item.

HSBC HKMRI
(Standard Transmission via H2H & HSBCnet)
Connect Digital

MESSAGE IMPLEMENTATION GUIDE

(File Format for Asia Pacific)

Version 1.0, 26th Feb 2021



Document History

Version	Date	Description
Version 1.0	26 Feb 2021	Base version

HK MRI File Specification and Sample File (Standard Transmission)

A. Introduction:

HKMRI can only support AutoPay-Out via Hong Kong Faster Payment System (FPS) at the moment. A file may contain multiple batches of instructions, however, if any of the batch fails the file level validation, the entire file will be rejected. If you have any query on file specification or acknowledgement, please contact your HSBC representative for more details.

B. File Specification:

Record Length (fixed length):

File Header: 80

Payment/ Batch Header: 400

Payment Details: 400

FILE HEADER RECORD

(Only required for H2H submission. Not required for HSBCnet File Upload)

Status: M = Mandatory, O= Optional, C= Conditional

Seq.	Field	Start Column	Length	Status	Comments
FH 1	Record Type	1	01x	M	"H" – fixed value
FH 2	Connect Digital PIC ID	2	11x	M	Identify the file remitter by its identification number Example: PC000001234
FH 3	Bank Mapping Format	13	08x	M	"HKMFPS02" – fixed value
FH 4	Payment Type Marker	21	03x	O	Spaces
FH 5	Customer's File Reference	24	35x	O	Original file customer reference number
FH 6	File Creation Date	59	10x	M	CCYY/MM/DD
FH 7	File Creation Time	69	08x	M	HH:MM:SS
FH 8	Live/ Test File Indicator	77	01x	O	Not used
FH 9	Authorisation Type	78	01x	M	below authorisation types are supported: A Pre-Authorised P Instruction Level Authorisation F File Level Authorisation V File Level Authorisation with ability to view instructions
FH 10	Unused	79	02x	M	Unused – fill with spaces

PAYMENT/ BATCH HEADER RECORD

Seq.	Field	Start Column	Length	Status	Comments
PH 1	Payment Header Indicator	1	02x	M	"PH" - fixed value
PH 2	Autoplan Code	3	01x	M	"F" - autoPay-Out

Seq.	Field	Start Column	Length	Status	Comments
					"G" - autoPay-In
PH 3	Payment Set Code	4	03x	M	Payment Set Code registered with HSBC
PH 4	First Party Reference	7	12x	M	Free format as assigned by customer
PH 5	Value Date	19	08n	M	YYYYMMDD
PH 6	First Party Current Account Number	27	35x	M	Left justified, pad with spaces Standalone account Format: BBBCCCCCSCSS Example: 001000016001 BIA (Business Integrated Account) - input the child account in this field. Format: BBBCCCCCSCSSTTCY BBB - branch code CCCCC - customer account SSS - suffix TT - account type CCY - account currency Example: 001000066838CUHKD
PH 7	Payment Currency	62	03x	M	HKD/CNY
PH 8	Number of Record in the Batch/ Total No of Instruction	65	07n	M	Numeric (with leading zeroes)
PH 9	Monetary Total of all Records in the Batch/ Total Amount of Instruction	72	17n	M	Numeric (with leading zeroes with 2 decimal places) Example: total amount of \$100, please input 00000000000010000 The maximum value supported is as below: HKD: 0000999999999999 (last 2 digits are decimal) CNY: 0000009999999999 (last 2 digits are decimal)
PH 10	Advising Required Indicator	89	01x	O	Not used. Save it for future use.
PH 11	FILLER	90	311x	M	Spaces

PAYMENT DETAILS

Seq.	Field	Start Column	Length	Status	Comments
PD 1	Payment Detail Indicator	1	02x	M	"PD" - fixed value
PD 2	Second Party Bank Code	3	03n	C	Numeric 3-digit bank code <u>Autopay-Out</u> Mandatory - If Second Party ID Type is BBAN

					Optional - If Second Party ID Type is MOBN/ EMAL. When optional, please either populate 3-digit bank code or space Space - If Second Party ID Type is HKID/ SVID Autopay-In Mandatory - If Second Party ID Type is BBAN/ CUST
PD 3	Second Party ID Type	6	04x	M	BBAN – Customer / bank account number SVID – FPS identifier (for autoPay-Out only) EMAL – Email address (for autoPay-Out only) MOBN – Mobile number (for autoPay-Out only) HKID – Hong Kong Identity Card Number (for autoPay-Out only) CUST – Customer ID (for autoPay-In only)
PD 4	Second Party Account/ Proxy ID	10	34x	M	Left justified, pad with spaces BBAN – include branch code and account number. example: 001060250602 Below proxy IDs can support case sensitive and special characters: SVID – example: 0240402 EMAL – susan.wong@abc.com.hk MOBN – consists of a "+" followed by the country code (from 1 to 3 characters) then a "-" and finally, any combination of numbers (up to 29 characters). example: +852-92223333 HKID – one or two capital letters of alphabets followed by six digits and a check digit at the end, where the check digits has eleven possible values from 0 to 9 and A. example: X1234566, XA234569A CUST – example: 004H180807000000004
PD 5	Amount	44	17n	M	Numeric (with leading zeroes and 2 decimal places) The max amount supported is as below: HKD: 0000999999999999 (last 2 digits are decimal) CNY: 0000009999999999 (last 2 digits are decimal)
PD 6	Second Party Identifier	61	35x	M	Alphanumeric left-Justified, pad with spaces End-2-End ID / Instruction ID

					Particular (autoPay-Out) Debtor's reference (autoPay-In)
PD 7	Second Party Reference	96	35x	O	Additional reference for second party.
PD 8	Second Party Bank Account Name	131	140x	C	Mandatory - If Second Party ID Type is BBAN / HKID/ CUST Optional - if Second Party ID Type is SVID/ EMAL/ MOBN If "Second Party Bank Account Name" is inputted, it will be passed to beneficiary bank who may conduct beneficiary name validation. If "Second Party Bank Account Name" is not inputted, beneficiary name will be extracted from Hong Kong Interbank Clearing Limited (HKICL) and send to beneficiary bank. When 'Second Party ID Type' is BBAN and HKID, beneficiary bank may conduct beneficiary name validation.
PD 9	FILLER	271	130x	M	Spaces

C. Sample File :



sample file _FLU



sample file _H2H

submission (standar submission (standar

D. Special Characters

Below are supported characters

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

! @ \$ % & * () _ + } | : " < > ? - = \ ; ' , . /