

**Leisure and Cultural Services Department**  
**Community Sports Club Subsidy Scheme**  
**Statement of Accounts (Part I)**

CSC-36  
Annex 13

**I.(i) For completion by the Community Sports Club**

Name of Programme : \_\_\_\_\_ Name of Organizers : \_\_\_\_\_ (Community Sports Club)  
 Date of Programme Held : \_\_\_\_\_ (National Sports Association)

(In case of any alternation, the signatory of this statement shall initial against the amount amended.)

		To be completed by NSA			
Items of Expenditure	Expenditure (\$)	Approved Subsidy (\$)	Actual Subsidy (\$)	Items of Income	Amount (\$)
Items of expenditure under the subsidy of the LCSD				1.Provision granted by the LCSD	
<b><u>I. Boarding &amp; Lodging</u></b>	N.A	N.A	N.A	2.Entry Fees	
<b><u>II. Staff Remuneration</u></b>				i. No. of participants enrolled ( nos)	
1. Instructor Fee				ii. Entry fee collected (\$ x nos)	
2. Assistant Instructor Fee					
3.					
<b><u>III. Printing &amp; Publicity Expenses</u></b>				3.Commercial Sponsorship	
1. Poster				i.	
2. Banner				ii.	
3. Enrolment Form				iii.	
4.				4.Other Sources of Income	
<b><u>IV. Event-related Expense</u></b>				i.	
1. Venue/Facility Charges				ii.	
2. Trophies/ Medals				iii.	
3. Insurance				iv.	
4.				v.	
5.					
Items of expenditure not under the subsidy of the LCSD					
1.					
2.					
3.					
Total Amount of Expenditure:				Total Amount of Income:	
Level of Subsidy: ( % )					
Adjusted Subsidy Amount:					

Remarks: i) Free Virement of fund among the eligible items within the same expenditure group is allowed provided and on condition that the remuneration rate for part-time staff is kept in accordance with LCSD's standard rate. However, NSA may adjust the remuneration rate upward if the differences incurred are covered by the NSA/sponsor/entry fee. ii) Free Virement between expenditure groups is allowed provided that the cross-group virement does not exceed 25 % ceiling of the approved budget for the outgoing expenditure group. iii) Prior approval from LCSD is required for cross-group virement exceeds 25% ceiling amount of the approved budget for the outgoing expenditure group.

Actual subsidy: \$ \_\_\_\_\_ i.e. \*ceiling subsidy per application/subsidy requested by the applicant.

*We hereby certify that the above Statement of Accounts and the receipts and supporting documents enclosed are true and genuine to the best of our knowledge and belief. We fully understand the seriousness of submitting any false statement, and should any incorrect information in the statement be found, we shall bear the legal liability and shall refund to the Leisure and Cultural Services Department of HKSARG any provision that in their opinion has been granted to us in excess under the "Community Sports Club Subsidy Scheme".*

Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Official Post : \_\_\_\_\_  
 (Chairman of the Community Sports Club)

Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Official Post : \_\_\_\_\_  
 (Secretary or Treasurer of the Community Sports Club)

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**(ii) National Sports Association's Signature & Official Seal**

This is to certify that the receipts and Statement of Accounts submitted by the above Community Sports Club have been checked and found correct by our Association.

Official Seal of the  
Community Sports Club

Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Post Title : \_\_\_\_\_  
 Name of National Sports Association: \_\_\_\_\_  
 Date : \_\_\_\_\_

Official Seal of the National Sports Association

\*Please delete as appropriate.

**Leisure and Cultural Services Department**  
**Community Sports Club Subsidy Scheme**  
**Statement of Accounts (Part II)**

CSC-37

**For completion by the National Sports Association**

We hereby apply for the reimbursement of \$ \_\_\_\_\_ from the Leisure and Cultural Services Department for the employment of the temporary sports organizer(s) in coordinating the work for \_\_\_\_\_ (programme name) \_\_\_\_\_.

Area of Work	Actual Man-hour(s) required	Remarks
1. To co-ordinate block booking of the leisure and sports facilities		
2. To provide technical support for CSCs to organize sports development activities		
3. Supervision of programme activity		
4. Check and certify the receipts and statement of accounts submitted by CSCs		
Total		
Actual Expenditure: _____ hrs x \$61/hr = \$ _____		

Signature : \_\_\_\_\_

Name(in BLOCK Letters): \_\_\_\_\_

Post Title: \_\_\_\_\_

Name of National Sports Association: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Official Seal of the National Sports Association