

Appendix (9)

△ △ △ School Parent-Teacher Association
School Year OOOO/OOOO Income and Expenditure Financial Record (Sample)

Date	Income		Remarks	Date	Expenditure			Remarks (expenditure)
	Summary	HK dollars			Summary	HK dollars	Invoice Number	
OO.OO.OOOO	Balance brought forward (current deposit) Balance brought forward (time deposit)	\$ 1,300.50 \$20,300.00		OO.OO.OOOO	Photocopying of documents, financial report, etc. (for General Meeting)	\$ 126.50	OO-01 OO-02 OO-03	(Lisa Cheung) (Lisa Cheung) (Lisa Cheung)
OO.OO.OOOO	Income from membership fee (960 members)	\$48,000.00	(@\$50.00)	OO.OO.OOOO	Paper (printing of Parent-Teacher Association newsletters, etc.)	\$ 280.00	OO-04	(Jack Ng)
OO.OO.OOOO	Annual Grant for Parent-Teacher Association from Education Bureau	\$ 4,125.00		OO.OO.OOOO	Buying stamps(@\$1.40)	\$ 70.00	OO-05	(Kent Wing)

Date	Income		Remarks	Date	Expenditure			Remarks (expenditure)
	Summary	HK dollars			Summary	HK dollars	Invoice Number	
				00.00.0000	Purchasing 2 desks and 6 chairs (for exclusive use in Parent-Teacher Association room.)	\$ 2,840.00	OO-06	(Joseph Ma) (Bobby Fung)
				00.00.0000	Small-sized bulletin board (for exclusive use in Parent-Teacher Association room.)	\$ 120.00	OO-07	(Joseph Ma)

Subtotal: \$ 73,725.50

Subtotal: \$3,436.50