Parent-Teacher Association Handbook

Unity of Home and School, Life with Love and Care

Committee on Home-School Co-operation
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Chapter One: Inauguration</td>
<td>1.1 Aims and Functions of a Parent-Teacher Association</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1.2 Preparation</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1.3 Executive Committee Members of the Parent-Teacher Association and a Summary of their duties</td>
<td>6-8</td>
</tr>
<tr>
<td></td>
<td>1.4 Types of Registration for Parent-Teacher Associations</td>
<td>8-12</td>
</tr>
<tr>
<td></td>
<td>1.5 Constitution</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>1.6 The First General Meeting of Parents</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>1.7 Points to Note during Elections and Voting</td>
<td>13</td>
</tr>
<tr>
<td>Chapter Two: Operation</td>
<td>2.1 Preparation of an Annual Plan</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>2.2 Suggested Activities</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>2.3 Meetings of the Parent-Teacher Association</td>
<td>15-18</td>
</tr>
<tr>
<td>Chapter Three: Insurance</td>
<td>3.1 Procurement of School Insurance</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>3.2 Block Insurance Policy</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>3.3 Protection for Activities of the Parent-Teacher Association</td>
<td>21</td>
</tr>
<tr>
<td>Chapter Four: Finance</td>
<td>4.1 Sources of Income</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>4.2 Home-School Co-operation Grants</td>
<td>23-25</td>
</tr>
<tr>
<td></td>
<td>4.3 Financial Management</td>
<td>25-27</td>
</tr>
<tr>
<td></td>
<td>4.4 Duties of the Executive Committee</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>4.5 Duties of the Treasurer</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>4.6 Drawing up a Budget</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>4.7 Handling Income and Expenditure</td>
<td>27-29</td>
</tr>
<tr>
<td></td>
<td>4.8 Financial Report</td>
<td>29-30</td>
</tr>
<tr>
<td>Chapter Five: Parent Managers</td>
<td>5.1 School-Based Management Governance Framework</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>5.2 Recognized Parent-Teacher Association</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>5.3 Parent Managers</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>5.4 Alternate Parent Manager</td>
<td>32-33</td>
</tr>
<tr>
<td></td>
<td>5.5 Nomination, Election and Vacation of Office of Parent Managers</td>
<td>33-34</td>
</tr>
</tbody>
</table>
CHAPTER SIX: NETWORKING

6.1  Home-School Networking  36-37
6.2  District-Based Networking  37-38
6.3  Proper Use of Community Resources  38

APPENDICES (1) – (10)  40-67
The “Committee on Home-School Co-operation (CHSC)” was established in 1993. With members including professionals, parents and school representatives, it aims at promoting home-school co-operation in Hong Kong and providing opinions to the Government on matters concerning education policies and parent education.

Under the strenuous efforts of the CHSC in the past 20 years, there has been great progress in home-school co-operation in Hong Kong. At present, all government and government-funded primary and secondary schools have set up Parent-Teacher Associations. At the same time, Federations of Parent-Teacher Associations have also been founded in the 18 districts of Hong Kong. We are very pleased to find that many parents are squeezing time to participate in home-school activities organized by schools, Parent-Teacher Associations or Federations of Parent-Teacher Associations.

The “Parent - Teacher Association Handbook” published by the CHSC has always been very popular among the Parent-Teacher Associations. To cope with the changes of our society, this handbook has to be updated accordingly. We hope that the newly revised “Parent-Teacher Association Handbook” will continue to be an important reference document for facilitating the smooth operation and development of Parent-Teacher Associations.

“Unity of Home and School, Life with Love and Care” is adopted as the theme for this issue of “Parent-Teacher Association Handbook” to highlight the important role of parents and schools in moral education. While schools play an important role in education of students, it is only with the joining efforts of homes and schools that positive values and attitudes can be instilled effectively in students. Families are essential podium for kicking off moral education for students. Parents should work with the education sector in the implementation of moral education by serving as role models for their children. Parents can make use of everyday examples to instill in children positive attitudes and values and teach them to discern right from wrong. We strongly believe the collaborative efforts of home and school will help children who are brought up under love and care of homes and schools to develop and grow healthily. Endowed with a strong sense of responsibility, they will care and respect others when they grow up and become pillars of our society in the future.

Parent-Teacher Associations are bridges between schools and parents. They not only provide advice on the development of schools, but also actively engage in and organize a variety of home-school activities. Their contributions to both learning and teaching are indeed tremendous. I would like to express my heartfelt appreciation to parents, principals, teachers, and all those who have worked dedicatedly to promote home-school cooperation.

Dr Gordon TSUI
Chairman
Committee on Home-School Co-operation
Chapter One: Inauguration
Chapter One
Inauguration

1.1 Aims and Functions of a Parent-Teacher Association

- To promote connections and communications between parents and school and to establish a partnership between them
- To promote the development in academic performance and the physical and mental health of children through close home-school co-operation
- To develop the potential of parents and to strengthen their relationship with their children through planning and conducting a variety of developmental and recreational activities
- To help parents to better understand their children’s needs and to arouse their interest and involvement in youth policy through parent education
- To provide a channel for both parents and the school to exchange opinions concerning school policies for promoting the development of the school
- To elect parent managers to the Incorporated Management Committee to work together with the other school managers in the management of the school

1.2 Preparation
Roles of the School

- The school should identify parents who are interested in school business and educational issues and invite them to become members of the “Preparatory Committee for the establishment of a Parent-Teacher Association” (Preparatory Committee).
- 2 to 3 parents from each class level are to be invited to the Preparatory Committee.
- At least 3 to 4 experienced teachers are to be appointed to actively assist in the preparation work.
- The school is responsible for convening the first meeting of the Preparatory Committee so that committee members can acquaint themselves with one another.
- The chairperson of the Preparatory Committee is to be elected in the first meeting of the Preparatory Committee so as to launch the preparation work formally.
The Work of the Preparatory Committee

- The school can take the lead in drafting a “Working Schedule” to facilitate members of the Preparatory Committee to reserve time for attending meetings.
- To make the drafting of the constitution easier, it is advisable for the school to draw reference from the constitutions of other schools.
- For details on the drafting of constitution, please refer to paragraph 1.5 below.

1.3 Executive Committee Members of the Parent-Teacher Association and a Summary of their Duties

- Parents with children still studying at the school may stand for election as executive committee members of the Parent-Teacher Association.
- The school should assign a sufficient number of teachers who are enthusiastic in home-school affairs to take part in the actual work of the Parent-Teacher Association.
- The Principal/Vice-Principal(s) may act as consultants to monitor the operation of the Parent-Teacher Association.

Duties of Executive Committee Members of Parent-Teacher Association

<table>
<thead>
<tr>
<th>Post (Identity)</th>
<th>Number</th>
<th>Duties</th>
<th>Personal Qualities Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman (Parent)</td>
<td>1</td>
<td>To work out a summary of duties of each executive committee member</td>
<td>With leadership and decision-making abilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To set up agendas</td>
<td>With good communication skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To call for meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To chair meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To establish and guide the direction of the Parent-Teacher Association</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To monitor the progress of the execution of resolutions made</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To act as a bridge between parents and school for enhancing communication</td>
<td></td>
</tr>
<tr>
<td>Vice-Chairman (Parent)</td>
<td>1</td>
<td>To chair meetings when the Chairman is absent</td>
<td>With leadership and decision-making abilities</td>
</tr>
<tr>
<td>Post (Identity)</td>
<td>Number</td>
<td>Duties</td>
<td>Personal Qualities Required</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>--------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Post (Identity)</td>
<td>Number</td>
<td>Duties</td>
<td>Personal Qualities Required</td>
</tr>
<tr>
<td>Treasurer (Parent) (Teacher)*</td>
<td>1</td>
<td>1</td>
<td>● To assist the Chairman to follow through the resolutions made</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>● To handle financial matters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To report the financial situation to the Committee and the members regularly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To compile budgets and financial reports</td>
</tr>
<tr>
<td>Secretary (Parent) (Teacher)*</td>
<td>1</td>
<td>1</td>
<td>● To assist the Chairman to draft and send agendas</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To draft meeting minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To handle internal and external secretarial work</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Meticulous</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● With good writing and expression skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Well-organized</td>
</tr>
<tr>
<td>Recreation &amp; Welfare (Parents)</td>
<td>1 (senior form) 1 (junior form)</td>
<td>1 (senior form) 1 (junior form)</td>
<td>● To assist in promoting educational and recreational activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To pay attention to the welfare of members</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Active and outgoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Good at keeping pace with the trends of the community and use of community resources</td>
</tr>
<tr>
<td>Liaison (Parents) (Teachers)*</td>
<td>1 (senior form) 1 (junior form) 1 (senior form) 1 (junior form)</td>
<td>1 (senior form) 1 (junior form) 1 (senior form) 1 (junior form)</td>
<td>● To establish and expand parental networks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To liaise with members for participation in relevant meetings and activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To design activities of publicity and promotional events of the Parent-Teacher Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● To arrange publication of newsletter for parents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Active and outgoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Good at communication, and able to act as “Parent Ambassadors” for the Parent-Teacher Association</td>
</tr>
<tr>
<td>Auditor</td>
<td>1</td>
<td>1</td>
<td>● To audit the accounts of the Parent-Teacher Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Proficient in numeracy and management of accounts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● If the Parent-Teacher Association is registered under the “Companies Ordinance”, the auditor must be a practice unit</td>
</tr>
</tbody>
</table>
Post (Identity) Number | Duties | Personal Qualities Required
--- | --- | ---
| | | having the meaning given by section 2(1) of the Professional Accountants Ordinance (Cap. 50).
- If the Parent-Teacher Association is registered under the “Societies Ordinance”, a parent interested in auditing can be entrusted to be the auditor.

*For teacher representatives from Government schools, their work in the Parent-Teacher Association is regarded as part of their duties as Government school teachers. Therefore, when they discharge their duties in the Parent-Teacher Association, they should abide by the rules and regulations for civil servants as prescribed in the Civil Service Regulations.

### 1.4 Types of Registration for Parent-Teacher Associations

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Legal status</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Registration under the “Societies Ordinance” | Free | - The Parent-Teacher Association shall be registered under the Societies Ordinance (Cap. 151), Laws of Hong Kong.  
- It lacks the status of a legal person.  
- It is unable to take legal action against others in the name of the society.  
- When legal action is taken against the Parent-Teacher Association, the principal office bearers will be charged individually or |  
- There is no need to appoint a lawyer to handle the registration formalities.  
- The registration procedure is simple. Hence, the duly completed application form, together with all required documents, shall be submitted to the Societies Office, Hong Kong Police Force, 12/F Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong within one month of the formal establishment of the Parent-Teacher Association.  
- Application forms are available free of charge from the address mentioned above or by fax at 2200 4327.  
- Completed application forms, |
<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Legal status</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Registration as a limited company | Lawyer’s fees, Company registration | • The Parent-Teacher Association shall be registered under the Companies Ordinance | For incorporation as a limited company  
| | | | • It is suggested that a lawyer be appointed to guide the registration |
| | | collectively.  
| | | • According to Section 2(2) of the “Societies Ordinance,” the provisions of the Ordinance do not apply to any persons listed in the Schedule for the registration of a society; this includes companies registered under the Companies Ordinance (Chapter 622), or an organization registered under other ordinances. | together with photo copies of the identity cards of at least 3 executive committee members and proof of address of the Parent-Teacher Association, must be submitted to the Societies Office, Hong Kong Police Force in person or by post for processing.  
| | | | • One can contact the Societies Office, Hong Kong Police Force at 2860 7743 during office hours for enquiries.  
| | | | • An auditor’s report by a professional auditor is not compulsory. The Parent-Teacher Association can assign a person with relevant financial knowledge to take up this task.  
| | | | • Whether or not annual reports are required depends on the provisions of the constitution.  
| | | | • Registered societies must inform the Societies Office, Hong Kong Police Force within one month about any changes in personnel-related matters.  
<p>| | | | • Email of the Societies Office: <a href="mailto:societies-office@police.gov.hk">societies-office@police.gov.hk</a> |</p>
<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Legal status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>on fees, first time registration fees, and levies, etc.</td>
<td>(Cap. 622), Laws of Hong Kong</td>
<td>• It possesses the status of a legal person.</td>
<td>• Majority of the non-profit making organisations are registered as companies limited by guarantee because the liability of members of such a company is limited by the articles of association to the amount that the members respectively undertake to contribute to the assets of the company in the event of its being wound up.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• It is able to take legal action against others in the name of the legal person.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If legal action is taken against the company, the liabilities of the directors concerned are limited to those listed in the Companies Ordinance and the Articles of Association of the Company.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Documents required for the establishment of a company limited by guarantee include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Incorporation Form (Form NNC1G);</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- A copy of the company’s Articles of Association; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- A Notice to Business Registration Office (IRBR1). The Form NNC1G can be downloaded from the website of the Companies Registry. Model Articles of Association can be found in Schedule 3 to the Companies (Model Articles) Notice (Cap. 622H). Mandatory articles required under sections 81 to 84 of the Companies Ordinance have to be included in the company’s Articles. Sample Articles are available for reference at the “Electronic Services &gt; Electronic Services at the e-Registry” section of the Companies Registry’s website. Full text of the Companies Ordinance can be read at the</td>
</tr>
<tr>
<td>Type</td>
<td>Fee</td>
<td>Legal status</td>
<td>Remarks</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
<td>--------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

website
https://www.elegislation.gov.hk/

- If the Parent-Teacher Association is a company limited by guarantee, at least two directors must be appointed in accordance with the requirement under the Companies Ordinance. All directors of the company must be natural persons. (Revised in August 2012)

**For ongoing compliance with the filing obligations under the Companies Ordinance after incorporation**

- According to the provisions of the Companies Ordinance, companies must deliver statutory returns to the Registrar of Companies for registration within prescribed time periods (for example: annual return together with financial statements, specified forms for reporting changes in the company particulars such as registered office address etc.).

- If the provisions of the Companies Ordinance are not complied with, the company and every responsible person of the company are liable to prosecution and, if convicted, to default fines.

- Please refer to the following pamphlets for details of major statutory returns to be delivered under the Companies Ordinance:
  *Appendix (1) - “Filing*
### Requirements of a Local Limited Company after Incorporation’ Appendix (2) – Annual Return of a Local Public Company or Company Limited by Guarantee

- Companies Registry’s Website (for downloading forms and information): [www.cr.gov.hk](http://www.cr.gov.hk)

**Filing obligations with other government departments**

- Auditors’ report and tax return must be submitted to the Inland Revenue Department.

### 1.5 Constitution

- Regardless of the type of registration for Parent-Teacher Association, the Preparatory Committee must first draft a constitution as a basis for operation. The constitution shall clearly state the details of the daily operation of the Parent-Teacher Association, the rights and duties of the members and so on.

- The main contents of the constitution shall include the name of the Parent-Teacher Association, its address, mission, membership, pre-requisites for admission, rights and duties of members, financial management, membership fee, amendments of the constitution, organization (including the General Meeting, quorum, form of election, executive committee members, terms of office and powers of executive committee members, procedures for by-elections and so on).

- The constitution shall be adopted by the members at a General Meeting before it becomes effective.

- Any amendments to the constitution after its adoption must be passed at a General Meeting before they can be put into effect.

- Please refer to **Appendix (3)** for a sample of the constitution. If the Parent-Teacher Association is registered as a limited company, please refer to the Model Articles of Association in Schedule 3 to the Companies (Model Articles) Notice (Cap. 622H).
1.6 The First General Meeting of Parents

- The purposes of convening the General Meeting are to introduce the objectives of establishing the Parent-Teacher Association, to approve its establishment, to adopt its constitution, to introduce the candidates of the executive committee of the Parent-Teacher Association and to elect the executive committee members of the Parent-Teacher Association.
- Sufficient copies of the documents including brief introductions of the candidates, an explanation of the voting procedures, ballot papers and the constitution shall be printed for use at the General Meeting.
- Invitation letters (with reply slips) together with a brief introduction of the Preparatory Committee and related documents shall be verified and sent by the school on behalf of the Preparatory Committee.
- The meeting is suggested to be held in the evening or on a weekend afternoon.
- Please refer to Appendix (4) for a sample of the invitation letter.

1.7 Points to Note during Elections and Voting

When an election or voting is involved, be it related to Executive Committee of the Parent-Teacher Association or the General Meeting of Parents, the following points are to be noted:

- All matters related to voting and vote counting procedures and the announced polling date must be completed within the same day.
- If the counting of votes is not completed on the day of the election, the person-in-charge must lock the counted and uncounted ballot papers separately and appoint a person to ensure their safekeeping. At the same time, the counting of votes and announcement of the election result should be completed as soon as possible.
- The Executive Committee of the Parent-Teacher Association is responsible for keeping the relevant ballot papers for a minimum of six months for verification if necessary.
Chapter Two : Operation
Chapter Two
Operation

2.1 Preparation of an Annual Plan
- The preparation of a single overall plan of the Association facilitates the organization of various activities.
- The plan should be simple.
- In preparing the plan, business reports of the Parent-Teacher Association issued during the preceding year(s) and opinions of parents and teachers may be consulted.
- The financial affordability of parents for activities organized should be taken into consideration.
- All activities should be organized upon discussion and the arrival of a consensus with the school.
- Please refer to Appendix (5) for a sample of the annual plan.

2.2 Suggested Activities
- Publishing and distributing publications: newsletters, annual reports, business reports of the Association
- Parent-child activities: outdoor activities, interest groups, joint-PTA activities
- Value-added courses: talks, training classes, sharing sessions and visits
- Voluntary services: providing on-site services in the school, counselling services for parents/students, propaganda services
- Home-school co-operation activities: activities participated by parents, students and teachers

2.3 Meetings of the Parent-Teacher Association
(a) Types of Meetings
- Generally speaking, meetings can be classified into General Meetings, meetings for preparing the annual plan, working meetings and annual review meetings. Information about various types of meetings is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>Point to note</th>
</tr>
</thead>
</table>
| General Meeting | • Reports business of the Association and its financial status.  
                  • Elects executive                          | • To encourage the participation of parents and ensure high attendance, |
<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>Point to note</th>
</tr>
</thead>
</table>
|      | committee members.  
- Adopts the direction of development for the entire year and makes decisions on important issues. | arrangement may be made for class teachers to meet parents on the same day. |
| Meeting for preparing the Annual Plan | - Draws up issues for concern and targets of the work tasks for the entire year.  
- Draws up a working schedule for the entire year.  
- Draws up a financial budget and resources plan. | |
| Working Meetings | - Works out the division of labour.  
- Reports and follows up on matters such as progress on issues of interest, difficulties encountered or problems to be resolved.  
- Discusses and votes on the agenda items. | - To form working groups if necessary |
| Annual Review Meeting | - Offers a review and summary of work carried out during the year.  
- Issues final financial reports.  
- Reviews the activities conducted. | |

(b) Procedures for Meetings

- Preparation prior to meetings  
  - The chairman and the secretary should work out the agenda and discussion items first. Please refer to Appendix (6) for a sample on the agenda.  
  - Typically, the secretary should notify members of the date, time, venue and agenda of the meeting 14 days in advance. If the
Parent-Teacher Association is registered as a limited company, a written notice of the meeting should be sent out 21 days before the annual general meeting is convened.

- The secretary should prepare minutes of the previous meeting and other relevant documents for the members’ perusal. Please refer to Appendix (7) for a sample on the minutes of the meeting.
- Committee members in charge of “liaison” and “recreation and welfare” should lobby and encourage members to attend the General Meeting.
- Members should try their best to understand the items for discussion and the relevant background information.

● During the meeting
- The meeting should proceed according to the agenda. The chairman should lead the discussion and voting by the attendees.
- Voting should be conducted after the discussion session and in accordance with the stipulations in the constitution.
- In discussing the items, attendees should be open and concern themselves with facts rather than individuals. They should try their best to express their views and accept different opinions. They should also respect others when they speak. The chairman should control the discussion atmosphere to avoid the extremes of over-excitement and passivity.
- The chairman should control the time for each agenda item to ensure that the meeting finishes on time.

● Follow-up after the meeting
- Minutes should be ready within 7 days after the meeting and sent to the chairman for perusal and approval.
- Copies of the approved minutes of meeting should be sent to all attendees of the meeting as soon as possible via various forms of transmission (such as email). A deadline (usually within 7 days after dissemination) should be set for collecting feedback. The amended version should serve as the draft minutes.
- Generally speaking, the draft minutes should be submitted for adoption and filing at the next meeting. However, the actual situations and decisions made by the chairman together with the executive committee must be taken into consideration.
- Members and executive committee members responsible for executing the resolutions should follow up on the issues concerned.

- Special note for Parent-Teacher Association registered as a company limited by guarantee
  - An annual general meeting (“AGM”) must be held in respect of each financial year of the company within 9 months after the end of the company’s accounting reference period by reference to which the financial year is to be determined;
  - The business to be transacted at the AGM must include, inter alia, appointment of auditor for a financial year and laying of financial statements, directors’ report and auditors’ report.
  - For a financial year which begins before 3 March 2014, an annual return and a certified copy of accounts (including every balance sheet laid at the annual general meeting, auditors’ report, and directors’ report) should be filed with the Companies Registry within 42 days after the date of the AGM for the year.
  - For a financial year begins on or after 3 March 2014, an annual return together with certified true copies of the relevant financial statements, directors’ report and auditor’s report are required to be delivered within 42 days after the company’s return date, i.e. 9 months after the end of the company’s accounting reference period.
  - Please refer to Appendix (2) for details of the filing requirements of an annual return.
Chapter Three: Insurance
Chapter Three
Insurance

When planning activities, the Parent-Teacher Association should take account of insurance matters, including policy coverage, compensation, etc.

3.1 Procurement of School Insurance
- In the interests of teachers, students and the school, all schools should acquire adequate insurance to cover the public liabilities against accidental injury to students and any persons and/or accidental loss of or damage to any property arising from fire and accidents, as well as the employees’ compensation as required by the “Employees’ Compensation Ordinance”.
- All private schools (including kindergartens and schools under the Direct Subsidy Scheme (DSS)) should arrange insurance policies on their own.
- For matters concerning insurance, please make reference to Circular No. 16/2004 of the Education Bureau or browse the following website: https://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety/index.html

3.2 Block Insurance Policy
- The Education Bureau has taken out the Block Insurance Policy (BIP) for aided schools, caput schools and aided and caput schools before full conversion into schools under the DSS.
- The BIP covers Public Liability Insurance, Employees’ Compensation Insurance and Group Personal Accident Insurance.
- Public Liability Insurance and Employees’ Compensation Insurance are a kind of liability insurance. Group Personal Accident Insurance is an insurance policy which provides students who suffer from Accidental Death or Permanent Disablement whilst participating in any school activities with a nominal benefit out of grace. However, this arrangement should not be regarded as a comprehensive personal insurance for students.
- For details of the BIP, please browse the following website: https://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety/index.html
3.3 Protection for Activities of the Parent-Teacher Association

- The Parent-Teacher Association should arrange its own insurance for the activities organized on its own.
- If the Parent-Teacher Association jointly organizes activities related to schooling/educational business with the school and the school is covered under the BIP, generally speaking, the activities concerned will fall within the coverage of the BIP.
- When activities are jointly organized with a school, the Parent-Teacher Association is advised to clarify the terms and coverage with the insurance company through the school.
- For private schools not covered under the BIP, the Parent-Teacher Associations should consult the schools about insurance-related matters or arrange appropriate insurance policies on their own for activities organized.
- When the Parent-Teacher Association considers arranging a policy with an insurance company on its own, it should pay attention to the following matters:
  - consider the nature of the activities when arranging any insurance policy for the sake of better protection;
  - make sure that the coverage and terms of different policies, such as deductibles, exclusions, etc., are well understood before procuring an insurance policy;
  - specify matters such as the limit of indemnity, number of insured and period of insurance when filling out the policy details;
  - inform the insurance company immediately of any changes in the details during the period of insurance; and
  - consult the legal adviser of the Parent-Teacher Association or of the school, if necessary.
Chapter Four: Finance
Chapter Four
Finance

Most Parent-Teacher Associations are financially independent. A prudent financial management system is essential to ensure the effective use of financial resources.

4.1 Sources of Income
- Membership fee – Collection of membership fee in accordance with the constitution
- Subsidies for activities – Home-School Co-operation Grants from the Education Bureau (For details, please refer to paragraph 4.2 below)
- Charges for activities – Charging appropriate fees for the activity in question
- Other subsidies – Subsidies from the school and sponsorship or donations from other organizations

4.2 Home-School Co-operation Grants
- The Education Bureau provides grants to subsidize home-school co-operation activities every year.
- The circular on “Home-School Co-operation Grants” is uploaded to the website of the Education Bureau around June or July every year and schools may download the application form for submitting applications of the school year concerned.
- Parent-Teacher Associations and schools must pay attention to the application deadline. Applications submitted after the deadline will not be entertained.
- In filling out the application forms, Parent-Teacher Associations and schools have to go through the circular carefully with particular reference to the targets of their proposed activities and the vetting criteria spelt out in the circular.
- The “Home-School Co-operation Grants” comprise subsidies as detailed below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Nature of subsidy</th>
<th>Subsidy</th>
<th>Handling of surplus</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(a) Set Up Grant or Fixed amount</td>
<td>A reasonable amount may be accumulated</td>
<td>A one-off grant to assist schools to set up Parent-Teacher Associations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Annual Grant</td>
<td>Fixed amount</td>
<td>A reasonable amount may be accumulated</td>
<td>To subsidize the recurrent expenditure of existing Parent-Teacher Associations (Not available for schools that have been approved Set Up Grant in the same school year.)</td>
</tr>
<tr>
<td>---</td>
<td>-----------------</td>
<td>--------------</td>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 2 | Home-school co-operation activities | To be approved by the Committee on Home-School Co-operation | Unspent amount must be returned to the Education Bureau | • Co-organized by PTA and school.  
• 1-2 activities can be proposed in the application for submission through the school every year. |
| 3 | Projects jointly organized by different schools or different Parent-Teacher Associations | To be approved by the Committee on Home-School Co-operation | Unspent amount must be returned to the Education Bureau | • One of the schools or Parent-Teacher Associations organizing the activities is responsible for submitting the application.  
• Only one activity can be proposed for submission every year. |

- For the latest information about Type 1-3 subsidies, please read the circular issued by the Education Bureau for the current school year. Relevant circular is uploaded to the website: [https://www.chsc.hk/upload/attachments/pta/201906/EDBCM_2019_en.pdf](https://www.chsc.hk/upload/attachments/pta/201906/EDBCM_2019_en.pdf)
- Hints for designing activities:
  - Ideal activities are those in which teachers, parents and students can participate together for bringing benefits to the students in their study.
  - In designing home-school activities, it is advisable to consult and seek the valuable opinions of the school and parents so as to achieve the best results.
  - In designing joint school activities, it is advisable for the host school and its Parent-Teacher Association to seek consensus on the arrangements (including the income and expenses items) with the partner school and its Parent-Teacher Association. The partner school and its Parent-Teacher Association have to work closely with the host school and its Parent-Teacher Association throughout the activity.
● For a sample on the organization of home-school co-operation activity, please refer to Appendix (8).

● Upon the completion of home-school co-operation activities, schools are required to submit activity reports/evaluation forms to the Education Bureau and keep the records for inspection. Schools should, in compliance with the standing financial monitoring and auditing mechanism, reflect the subsidies obtained and expenses incurred under the “Home-School Co-operation Grants” in their own annual account for timely inspection and auditing purposes.

- Schools and Parent-Teacher Association can obtain information about the above-mentioned evaluation form from the following website: https://www.chsc.hk/chi/content_pta/application/201811/Evaluation-Form-PTA_e_2018-19.pdf

- Schools and Parent-Teacher Associations can make reference to the circular issued by the Education Bureau requesting individual school belonging to the categories concerned to submit the above-mentioned annual account from the following website: http://applications.edb.gov.hk/circular/circular.aspx?langno=1

4.3 Financial Management

(a) Principle of handling financial matters:

● The set-up of and resource allocation for the Parent-Teacher Associations are based on the support and trust of the members of public. In order to consolidate the status and ensure the continuity of the Parent-Teacher Association, the schools and their Parent-Teacher Associations should handle seriously, openly and fairly matters relating to the income and expenditure of their own Association.

(b) Reference materials for handling financial matters:

● Fund-Raising Activities

- If a Parent-Teacher Association needs to organize fund-raising activities publicly, it should gather relevant information from the following website first:


● Purchasing goods or hiring services

- To use existing resources in the best way, the Parent-Teacher Association should adhere to the guidelines of the Education Bureau Circular No. 04/2013 on “Procurement Procedures in

- Please visit the following websites about the afore-mentioned guidelines and practices:

- Trading operations
  - If the Parent-Teacher Association is authorized by the School Management Committee or Incorporated Management Committee to conduct trading operations, the principles and arrangements set out in current notifications related to “Trading operations of schools” must be complied with. Any profit or net income generated by such trading operations shall be credited to the school’s account and used directly for the benefit of the school’s students.
  - All authorized arrangements must have obtained prior approval from the School Management Committee or the Incorporated Management Committee, and must be properly archived. The Parent-Teacher Association shall provide relevant tender or price quote documents to the School Management Committee or the Incorporated Management Committee for record keeping purposes.

- Acceptance of advantages and donations
  - When dealing with the acceptance of advantages and donations, the Parent-Teacher Associations should make reference to the Education Bureau Circular No. 14/2003 on “Acceptance of Advantages and Donations by Schools and their Staff”. Please visit the following website about the afore-mentioned circular:
4.4 Duties of the Executive Committee
- To open savings and current accounts in the legal title of the Parent-Teacher Association after its establishment
- To decide on the financial arrangements in accordance with the constitution and to monitor them to maintain a break-even status

4.5 Duties of the Treasurer
- To manage the income and expenditure of the accounts of the Parent-Teacher Association
- To keep bank passbooks, monthly statements, cheque books and all accounting books/records
- To properly maintain receipts for reimbursement and disbursement and to add “serial numbers” to the receipts to facilitate audit and inspection
- To report the financial status at every meeting of the executive committee
- To compile an annual financial report at the end of the school year for auditing by an auditor appointed by the Parent-Teacher Association and to submit it to the General Meeting for verification and adoption

4.6 Drawing up a Budget
- An annual budget making proposals and estimates on the income and expenditure and the assets to be purchased has to be drawn up usually prior to the General Meeting or Annual Meeting.
- The sources of income may include membership fees, subsidies from the Education Bureau or charitable donations and the like.
- On the expenditure side, the factors to be taken into consideration should include the number, nature and form of activities and the numbers of participants.
- The executive committee may make reference to the expenses incurred in the previous years or the experience of other schools so as to draw up a budget for individual items or activities.
- The budget should only be put into effect after adoption by the General Meeting.

4.7 Handling Income and Expenditure
(a) Accounts of the Parent-Teacher Association can be classified as:
- Bank accounts
• Petty cash accounts
• Ledger accounts

(b) Handling of Income:
• The treasurer must issue receipts for all income in cash or cheques.
• Receipts should be numbered in advance and issued sequentially.
• Copies and counterfoils of receipts must be duly kept on file.
• Receipts that have been cancelled should also be kept for auditing.
• The name(s) of payee(s) and the nature of the payment must be written on each receipt.
• A table listing in details the nature of the payments, information about the payees and the serial numbers of the receipts has to be compiled to facilitate periodic/regular review.
• All cash and cheques should be deposited into the bank accounts of the Parent-Teacher Association and recorded in the account books as soon as possible.

(c) Handling of Expenditure:
• Prior approval and signature on the invoices and receipts by the authorized executive committee member(s) are required for all the expenses incurred.
• All withdrawal slips or cheques must be signed by the authorized executive committee member(s) and recorded in the account books as soon as possible.
• All cheques, passbooks and chops should remain in the safe custody of the designated executive committee member(s).
• Cheques that have been cancelled and voided should be kept for auditing.
• No one is allowed to sign and issue blank cheques.
• When the executive committee member(s) authorized to sign cheques/withdrawal slip has/have completed his/her/their term or office or resigned, the bank must be immediately notified for making necessary arrangements.

(d) Handling of Petty Cash:
• A petty cash fund shall be approved by the executive committee if there are operational needs.
• Reimbursement of petty cash shall be made upon submission of a receipt and after verification.
• All receipts must be signed by the payer and counter-signed by the treasurer and numbered for auditing.
• To avoid the print on receipts become faint with time, they may be photocopied for filing.
• All receipts must be filed for at least 7 years.
• If no receipts can be provided, there must be a prior approval from the executive committee for the reimbursement application to be processed.
• Expenses paid from petty cash must be recorded in the account books as soon as possible.
• No one is allowed to draw cash in advance.
• For a sample on the income and expenditure financial record, please refer to Appendix (9).

4.8 Financial Report

(a) Purpose of the Financial Report:
• The purpose of the financial report is to review the expenditure and the budget in order to work out the actual income and assist the executive committee in monitoring the income and expenditure to achieve a break-even position.

(b) Main Contents of the Financial Report:
• The financial report is mainly made up of the income and expenditure account and the balance sheet.
• The contents of the income and expenditure account primarily include income and expenditure. It clearly shows the income and expenditure status.
• The contents of the balance sheet include:
  - Fixed assets (such as furniture, appliances, and so on)
  - Current assets (such as bank account balances and cash balance)
  - Short-term liabilities (such as amounts payable)

(c) Auditing of the Financial Report:
• The purpose of auditing is to review all accounts within a certain period to check whether they have been recorded and give a true and fair view in accordance with the general accounting principles and standards.
• To maintain its independence, the Parent-Teacher Association should invite an experienced person to be the honorary or voluntary auditor.
If the Parent-Teacher Association is registered as a limited company, the auditor must be a practice unit having the meaning given by section 2(1) of the Professional Accountants Ordinance (Cap. 50).
Chapter Five : Parent Managers
Chapter Five
Parent Managers

5.1 School-Based Management Governance Framework
- To tie in with the Government’s “school-based management” policy, all aided schools are required to establish Incorporated Management Committees (IMCs) for managing the schools.
- The composition of an IMC shall include the following persons: sponsoring body managers, parent managers, teacher managers, the principal of the school (ex-officio manager), alumni manager(s) and independent manager(s).
- A “Direct Subsidy Scheme School” or a specified school in Schedule 3 of the Education Ordinance may also choose to establish an IMC.

5.2 Recognized Parent-Teacher Association
- The IMC shall recognize one body of persons (however described) as a recognized Parent-Teacher Association for the purpose of electing and nominating parent managers.
- A parent-teacher association can only be recognized by the IMC as the recognized Parent-Teacher Association if the constitution of this association stipulates that only parents of current students or serving teachers may elect or become committee members of the association.
- The recognized Parent-Teacher Association may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school.

5.3 Parent Managers
- The constitution of the IMC of the school shall stipulate the number of parent managers of the school and there shall be not less than one parent manager.
- If there is only one parent manager, an alternate parent manager shall be provided.

5.4 Alternate Parent Manager
- Except for the right to vote, an alternate parent manager shall have the same rights and responsibilities of other school managers.
• The alternate parent manager may vote on any matter to be resolved by the IMC only when no parent manager is present or the school has no parent manager for the time being.

• An alternate parent manager shall be registered as a school manager and attend meetings of the IMC. Except in specific circumstances, he/she shall not be counted when establishing a quorum of the meeting. For details, please refer to Section 40AS of the Education Ordinance.

5.5 Nomination, Election and Vacation of Office of Parent Managers

The recognized Parent-Teacher Association may nominate such number of elected candidates for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school. For details, please refer to Section 40AO and Section 40AX of the Education Ordinance.

(a) Qualifications of a parent manager candidate:

• He/she must be a parent of a current student of the school.
• He/she must not be a teacher of the school.
• He/she does not meet any of the stipulations in “Grounds for refusal to register manager” under Section 30 of the Education Ordinance.

(b) Qualifications of a voter:

• A voter must be a parent of a current student of the school.
• A teacher who is a parent of a current student is also qualified to vote.
• All parents of the current students of the school shall have equal voting rights.

(c) Election arrangements:

• The election shall be conducted by the recognized Parent-Teacher Association of the school.
• The recognized Parent-Teacher Association shall pay attention to the qualifications of the candidates and the voters.
• In the election, all parents of the current students of the school shall have equal voting rights and rights of candidature.
• The election system shall be fair and transparent.
• The voting in the election shall be conducted by secret ballot.
• The election of office-bearers of the recognized Parent-Teacher Association should be separated from the election of parent managers. Elected office-bearers of the recognized Parent-Teacher Association (including the Chairman) shall not serve as parent managers automatically.
• The recognized Parent-Teacher Association shall distribute ballot papers according to the number of parents instead of the number of families. This means that each parent shall only have one vote regardless of the number of his or her children studying in the school, and shall vote in his/her personal capacity.

(d) Filling of vacancies:

- If a parent manager’s son or daughter leaves the school during his/her term of office as a manager, his/her term of office shall continue until its expiry or to the end of the school year, whichever is the earlier.

- If the position of a parent manager becomes vacant during his/her term of office (including when the manager leaves office during the term), the IMC shall, within three months, ensure that a person qualified to fill the vacancy is nominated for registration as a parent manager.

(e) Vacation of office of managers:

- If the recognized Parent-Teacher Association deems a parent manager or alternate parent manager not suitable to continue to hold the office of manager, it may pass a resolution and make a written request to the IMC as regards the cancellation of the registration of the said parent manager or alternate parent manager. The resolution shall be passed in a manner which is, as far as reasonably practicable, similar to the manner in which the manager concerned is elected for nomination.

For the full text of the “Education Ordinance” (Cap. 279), please visit the bilingual law information system established by the Department of Justice at https://www.elegislation.gov.hk/
Chapter Six : Networking
Chapter Six
Networking

The activities of the Parent-Teacher Associations are not limited to those between parents and their children, but also include liaison work with the school, the teachers and various groups and organizations in the community. The establishment of a sound liaison network assists the development of the Parent-Teacher Associations. A sound liaison network should be based on a commonly shared belief among the parents, the school, the teachers and related parties for achieving the healthy growth and development of the students.

6.1 Home-School Networking
(a) Networking among the Executive Committee Members:
- Designating a contact person for the network to strengthen the impact of the affairs of the Association and the relationship among the executive committee members;
- Inviting the former chairman and committee members or chairmen and committee members from past years to be the advisors whose experience is valuable to the promotion of the affairs of the Association; and
- Holding regular activities among committee members such as monthly tea gatherings and interest classes to forge the sharing of experiences and strengthen the relationship among the committee members.

(b) Networking between the Executive Committee Members and the Members:
- Establishing liaison networks at each class level of the school for strengthening the connection between the committee members and the parents whom would be encouraged to express their needs, opinions and feelings directly to the committee members of the class level concerned;
- Increasing the channels of communication through publishing newsletters, installing message collection boxes within the school creating online message boards, etc.;
- Inviting the parents, if necessary, and with the prior consent of the school, to fill out questionnaires to collect their opinions;
• Establishing a Parent-Teacher Association Activity Centre in the school to create more opportunities for contacts between the committee members and the parent members; and
• Forming a voluntary parent service team so as to establish a harmonious cooperative relationship between the committee members and the parent members.

(c) Networking between Parent-Teacher Association and School:
• Participating actively in the activities held by the school and making attempts/efforts to take up the role of the co-organizer;
• Inviting teachers to attend the activities of the Parent-Teacher Association such as tea gatherings and interest classes; and
• Keeping regular contacts and exchanging opinions with teachers, principal, the school management committee, the students association, the alumni association, etc.

6.2 District-Based Networking
(a) Importance of district-based networking:
• Effective and beneficial home-school co-operation activities can be promoted among home, school and the community through establishing a sound cooperative relationship with other Parent-Teacher Associations, the Federations of Parent-Teacher Associations and government departments within the district and making good use of community resources.

(b) The role and function of the Federations of Parent-Teacher Associations:
• The Federations of Parent-Teacher Associations are local organizations set up voluntarily by the Parent-Teacher Associations in each district. Each Federation of Parent-Teacher Associations draws up its own constitution.
• Although the constitution of each Federation of Parent-Teacher Associations may differ from one another, their objectives can be summarized as follows:
  - To facilitate district-based liaison and exchange of views among the Parent-Teacher Associations;
  - To assist the set-up of Parent-Teacher Associations in the same district;
  - To promote parent education to improve the quality of parents;
- To promote home-school co-operation to facilitate the development of Parent-Teacher Associations;
- To integrate the forces of parents to promote educational and community development;
- To promote exchanges and broaden horizons; and
- To offer opinions to relevant authorities on issues related to education and home-school co-operation.

- Members of the Federations of Parent-Teacher Associations include:
  - Parent-Teacher Associations in the same district and
  - Member schools include registered kindergartens, kindergartens cum child care centres, primary schools, secondary schools and special schools.

- Please refer to Appendix (10) for avenues of contact with the 18 Federations of Parent-Teacher Associations.

6.3 Proper Use of Community Resources

- If the Parent-Teacher Associations find their schools lack facilities or resource for preparing or organizing activities, they may discuss with the community service units or community centres in the same district for borrowing the facilities and resources concerned.

- There are government departments or community services organizations setting up different types of resources centres with respect to different themes or topics. Each centre keeps a suitable amount of information including books, periodicals, VCDs, CD ROMs, cassette tapes, slide shows, videotapes and display boards for the reference by the members of public.

- Some large department stores, commercial organizations or tertiary institutions donate their surplus materials every year. Parent-Teacher Associations may pay attention to their announcements for applications.
Appendices : (1) – (10)
Every local limited company and its officers must ensure timely delivery of statutory returns to the Registrar of Companies (the Registrar) for registration in strict compliance with the requirements of the Companies Ordinance (CO). If a company fails to comply with the requirements of the CO, the company and every responsible person of the company, including every director, company secretary and manager of the company, are liable to prosecution and, if convicted, default fines.

You are advised to conduct free document index searches and, if required, searches on your company's particulars at the Companies Registry's Cyber Search Centre (www.icris.cr.gov.hk) or through our Company Search Mobile Service at www.mobile-cr.gov.hk to ascertain whether the company's public record is up-to-date and accurate. Please notify the Registrar immediately either by email to crenq@cr.gov.hk or by fax to (852) 2596 0585 if you note that the particulars of your company are incorrect or have been changed as a result of mistakes in any registered documents or unauthorised filing of documents with the Companies Registry.

The following table sets out the major statutory returns to be delivered by a local limited company to the Companies Registry for registration after incorporation. The list is not exhaustive.

<table>
<thead>
<tr>
<th>Specified Form (Note 1) (Provisions of CO)</th>
<th>Prescribed Time for Delivery (Note 2)</th>
<th>Important Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARI (sections 662 &amp; 664)</td>
<td>For a private company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ within 42 days after the anniversary of the date of incorporation in every year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For a public company (Note 3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the financial year begins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ before 3 March 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ within 42 days after the date of the company’s annual general meeting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ on or after 3 March 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ within 42 days after the company’s return date, i.e. the date that is 6 months after the end of the company’s accounting reference period.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For a company limited by guarantee (Note 3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the financial year begins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ before 3 March 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ within 42 days after the date of the company’s annual general meeting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ on or after 3 March 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ within 42 days after the company’s return date, i.e. the date that is 9 months after the end of the company’s accounting reference period.</td>
<td></td>
</tr>
</tbody>
</table>

Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and should not be regarded as a substitute for reading it. You can purchase a hard copy of the Companies Ordinance from the Online Government Bookstore (www.bookstore.gov.hk) or call the Publications Sales Section of the Information Services Department at (852) 2537 1910. You can also read the full text of the Companies Ordinance at www.elegislation.gov.hk. Companies are advised to seek independent professional advice as they see fit.

Address : 140th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
Website : www.cr.gov.hk
e-Registry: www.eregistry.gov.hk
Cyber Search Centre : www.icris.cr.gov.hk
Company Search Mobile Service : www.mobile-cr.gov.hk
Email : crenq@cr.gov.hk
Enquiry Hotline (IVRS) : (852) 2234 9933
February 2017

PAM SE
<table>
<thead>
<tr>
<th>Specified Form (Note 1) (Provisions of CO)</th>
<th>Prescribed Time for Delivery (Note 2)</th>
<th>Important Points</th>
</tr>
</thead>
</table>
| NR1 Notice of Change of Address of Registered Office (section 658) | Within 15 days after the change | - A company must have a registered office in Hong Kong to which all communications and notices may be addressed.  
- A company must ensure that notice of change of address is delivered to the Registrar for registration within the prescribed time. If default is made in delivering the notice for registration, the maximum penalty for each breach is HK$50,000 together with a daily default fine of HK$1,000 for a continuing offence. |
| ND2A Notice of Change of Company Secretary and Director (Appointment / Cessation) (sections 645 & 652) | Within 15 days after the appointment or cessation | - A private company must have at least one director who is a natural person and one company secretary. The sole director *cannot* be the company secretary of the company.  
- A public company and a company limited by guarantee must have at least two directors and one company secretary. A body corporate *cannot* be appointed as a director of the company.  
- The company secretary, if a natural person, must ordinarily reside in Hong Kong; or if a body corporate, must have its registered office or a place of business in Hong Kong.  
- A company must deliver a Form ND2A containing a statement of consent to act as director by every newly appointed director for registration.  
- If default is made in delivering the notices, the maximum penalty is HK$25,000 for each breach together with a daily default fine of HK$700.  
- All directors are advised to read “A Guide on Directors’ Duties” published by the Companies Registry (Note 6). |
| ND2B Notice of Change in Particulars of Company Secretary and Director (sections 645 & 652) | Within 15 days after the change in particulars | - A company must deliver a Form ND2A containing a statement of consent to act as director by every newly appointed director for registration.  
- If default is made in delivering the notices, the maximum penalty is HK$25,000 for each breach together with a daily default fine of HK$700.  
- All directors are advised to read “A Guide on Directors’ Duties” published by the Companies Registry (Note 6). |
| NSC1 Return of Allotment (section 142) | Within one month after an allotment of shares | - A company must deliver a return of allotment to the Registrar for registration in the specified form, containing particulars such as details of shares allotted, the total of the allotment etc.  
- A statement of capital which is a snapshot of a company’s latest share capital is included in the Form NSC1.  
- If default is made in delivering the returns, the maximum penalty is HK$25,000 for each breach together with a daily default fine of HK$700. |

**Notes:**
1. You can download specified forms at [www.cr.gov.hk](http://www.cr.gov.hk) or purchase hard copies on the 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
2. Before you deliver a document to the Companies Registry for registration, please refer to information pamphlet – “Delivery of Documents in Hard Copy Form to Companies Registry for Registration”.
3. Please refer to information pamphlet – “Annual Return of a Local Public Company or a Company Limited by Guarantee” for details of a company’s return date and the prescribed time for delivery.
4. Documents involving fees must be delivered with the correct fees to the Companies Registry. For details, please refer to information pamphlet – “Price Guide to Main Services”. Any document which is not accompanied by the correct fee payable for registration is considered unsatisfactory and the Registrar may refuse to accept or refuse to register the document. In the case of late delivery of annual returns, higher registration fees will be required.
5. For annual returns delivered pursuant to section 662 of the CO.
6. Directors should acquaint themselves with the general duties of directors outlined in “A Guide on Directors’ Duties” (the Guide). Companies should provide copies of the Guide to their directors for information and reference.
7. You can download information pamphlets and the Guide at [www.cr.gov.hk](http://www.cr.gov.hk); obtain hard copies at the Companies Registry or by fax through the 24-hour enquiry hotline (IVRS) (852) 2234 9933.

You can register for our free "e-News Subscription" service under "What's New" > "Companies Registry News Subscription" section of our website to receive updates on our services, new initiatives and legislative changes to the Companies Ordinance.
Annual Return of a Local Public Company or a Company Limited by Guarantee

1. When do I need to deliver an annual return to the Registrar of Companies (the Registrar) for registration?

(a) If the financial year of a public company or a company limited by guarantee begins before the commencement date of the Companies Ordinance (Cap. 622) (i.e. 3 March 2014):

You must deliver an annual return in the specified form (Form NAR1) to the Registrar for registration once in every year within 42 days after the date of the company’s Annual General Meeting (prescribed time period) pursuant to section 109 of the predecessor Ordinance (i.e. the Companies Ordinance as in force from time to time before the commencement date of the Companies Ordinance (Cap. 622)).

(b) If a financial year of the company begins on or after 3 March 2014:

You must deliver an annual return (Form NAR1), in respect of every financial year, to the Registrar for registration within 42 days after the company’s return date (prescribed time period) pursuant to section 662 of the Companies Ordinance.

The return date for a public company is 6 months after the end of the company’s accounting reference period. The return date for a guarantee company is 9 months after the end of the company’s accounting reference period.

Accounting reference period is the period by reference to which the company’s annual financial statements are to be prepared.

2. What is the consequence of failing to deliver an annual return for registration within the prescribed time period?

If an annual return is not delivered within the prescribed time period for registration, a substantially higher registration fee is payable for the late delivery of annual return.

The company and every responsible person of the company are liable to prosecution and, if convicted, default fines. The maximum penalty is HK$50,000 for each breach and, in the case of a continuing offence, a daily default fine of HK$1,000.

3. What is higher registration fee?

Higher registration fees (ranging from HK$870 to HK$3,480 for guarantee companies (in respect of annual returns delivered under section 662) and from HK$1,200 to HK$4,800 for public companies) are levied in cases of late delivery of annual returns. The fee is calculated according to an escalating fee scale based on the date of delivery of the annual return to the Companies Registry. For details, please refer to the information pamphlet “Price Guide to Main Services”.

If an annual return is delivered by post, the annual return will not be regarded as having been delivered to the Registrar in satisfaction of the filing requirements if it has not been received by the Registrar. The annual registration fee payable will be calculated according to the date of re-delivery of the annual return.

The Registrar has no power to waive the higher registration fees prescribed in the Companies (Fees) Regulation (Cap. 622K).

4. Will I receive reminder(s) for the delivery of annual return(s) to the Registrar for registration?

No. It is the obligation of a company and its officers to comply with the requirements under the Companies Ordinance. You should make proper arrangements to deliver annual returns for registration within the prescribed time period.

An “Annual Return e-Reminder” service is available at the e-Registry (www.eregistry.gov.hk) for registered users to receive electronic notifications for the delivery of annual returns. Please visit the “Compliance” section of our website at www.cr.gov.hk for details of the service.
5. **What documents should I deliver?**

You should deliver for registration:

(a) a properly completed and signed annual return in the Specified Form NAR1; and

(b) certified true copies of the company’s financial statements including the report of the auditors and the report of the directors.

6. **Where can I obtain the specified form of annual return?**

You can download the specified form (Form NAR1) at www.cr.gov.hk or purchase a hard copy on the 14th floor of the Queensway Government Offices.

7. **How can I deliver my annual return for registration?**

You can deliver the annual return (Form NAR1) in hard copy form and relevant document together with the correct registration fee within the prescribed time period by post or in person to the Companies Registry at the 14th floor of the Queensway Government Offices.

You can also deliver the annual return and relevant document electronically through the e-Registry (www.eregistry.gov.hk). The e-Registry is a 24-hour electronic service portal developed by the Companies Registry to facilitate electronic submission of specified forms and documents including annual returns and certified true copies of the financial statements. Please visit www.eregistry.gov.hk for details of user registration and the full range of services provided at the e-Registry.

8. **Do I need to deliver an annual return for registration if the information contained in the last return has not changed?**

Yes. Even if the information of a company contained in the last annual return registered with the Companies Registry has not changed, a company is still required to deliver in respect of every financial year an annual return in Form NAR1 to the Registrar for registration under the Companies Ordinance.

9. **Where can I ask for further information?**

For enquiries concerning this pamphlet, please call (852) 2867 4579.

---

**A Check List for Delivering an Annual Return in Hard Copy Form for Registration**

Before you deliver the annual return for registration, please ensure that you:

- Print the specified form in black ink and comply with the “Requirements for Documents Delivered in Hard Copy Form and Shareholders’ Lists Delivered in the Form of CD-ROM or DVD-ROM to the Registrar of Companies for Registration” with regard to layout, type size and colour of paper, etc. For further information, please refer to the information pamphlet “Delivery of Documents in Hard Copy Form to Companies Registry for Registration”.

- Use the correct bilingual specified form of annual return - Form NAR1.

- Fill in all particulars and complete all items consistently in either Chinese or English with correct information as at the date of the annual return. Use traditional Chinese characters if the form is completed in Chinese.

- State correctly the company number, company name and particulars of the presenter. A covering letter is not required unless you need to draw our attention to a specific issue.

- Check if you have already notified the Registrar of changes in the company’s particulars since the last annual return by delivering the relevant documents for registration. For instance, the change in the address of the registered office should be reported in specified Form NR1 and changes in directors or company secretary or their particulars should be reported in specified Form ND2A or Form ND2B. If you have not yet done so, please deliver the outstanding document(s) for registration as soon as possible.

- You are advised to conduct free document index searches and, if required, searches on your company’s particulars at the Companies Registry’s Cyber Search Centre (www.icris.cr.gov.hk) or via the Company Search Mobile Service (www.mobile-cr.gov.hk) to ascertain whether the company’s public record is up-to-date and accurate.

---

**Notes:**

1. **Annual returns which are not properly signed or not accompanied by correct fees will be considered as unsatisfactory documents and will be rejected** by the Companies Registry. The documents will not be regarded as having been delivered to the Registrar in satisfaction of the provisions of the Companies Ordinance. The annual registration fees payable will be calculated according to the dates of re-delivery of the annual returns. Higher registration fees are required for late delivery of annual returns.

2. You can download the information pamphlets at www.cr.gov.hk; obtain copies at the Registry or by fax through the 24-hour enquiry hotline (IVRS) (852) 2234 9933.
△△△ School Parent-Teacher Association  
< Constitution > (Sample)

1. **Name of the Association**
   Chinese name: 
   English name: 

2. **Office**
   School address: 

3. **Missions**
   (a) To forge close home-school contacts and build a friendly relationship between parents and teachers and among the parents. 
   (b) To discuss common issues of concern and work jointly for enhancing the welfare of the students. 

4. **Membership**
   (a) i) The parents or guardians of the students of the school may apply to become parent members. 
       ii) The serving Principal and Vice Principals of the school shall be ex-officio members. 
       iii) The serving teachers of the school shall be teacher members. 
   (b) The parent members shall have the right to vote and the right to stand for election as committee members, and shall enjoy the right to vote at the meeting, which they are entitled to attend. 
   (c) Each member shall have the obligation to obey the rules stipulated in the Constitution, follow the decisions made at the meetings and pay the annual membership fee (except for the ex-officio members and the teacher members). 
   (d) The parent members shall pay the annual membership fee within 2 weeks after they are accepted as members of the Association. Ex-officio members and the teacher members shall not be required to pay the membership fee. 
   (e) Parent members shall not have the obligation to provide any monetary aid to the Association except for the annual membership fee. 
   (f) The Association shall not refund the membership fee already paid by the
parents.

5. **Organization**

(a) The Association shall be made up of the “General Meeting” and the “Executive Committee” (abbreviated as the “Committee”).

(b) The “General Meeting” is composed of all the members and is the unit with the highest authority in the Association. During the recess of the “General Meeting”, all the affairs of the Association shall be handled by the “Committee”.

(c) The “General Meeting” shall be convened by the “Committee”, and the “Committee” may convene “Extraordinary General Meetings” according to its needs.

(d) The “General Meeting” shall be convened at least once a year (usually before the start of the school year). During the meeting, the chairman of the previous year shall report on the general affairs and the financial status of the Association in the previous school year; and shall preside over the election of the new committee for the current year and the selection of members of the “Committee” to undertake the tasks of the Association.

(e) After receiving a written request proposing matters for discussion from no fewer than 5 members of the Association, the “Committee” shall also convene an “Extraordinary General Meeting”. The letter of notice for convening the “Extraordinary General Meeting” shall be delivered to each member of the Association at least 20 days prior to the meeting.

(f) The quorum for all “General Meetings” shall not be less than 30 members.

(g) The “Committee” shall be made up of 12 committee members, including 8 parent members and 4 teacher members.

(h) Parent members joining the “Committee” shall be selected by “one person one vote” in secret ballot at the “General Meeting”.

(i) The School shall nominate 4 teacher candidates to join the “Committee” before the Annual General Meeting is held, and the candidates shall be confirmed during the “General Meeting”.

(j) The new and the previous “Committees” shall jointly hold the first meeting soonest after the “Annual General Meeting” and decide the duties of the elected committee members in the following capacity in the new “Committee”:

i) Chairman (parent member)

ii) Vice Chairman (parent member)
iii) Secretary (parent member)
iv) Assistant Secretary (teacher member)
v) Treasurer (parent member)
vi) Assistant Treasurer (teacher member)
vii) Recreation and Welfare Officers (2 parent members)
viii) Liaison Officers (2 parent members and 2 teacher members)

(k) The quorum for all “Committee Meetings” shall be more than two-thirds of the number of committee members. A motion shall be passed only upon the consent of more than half of the committee members present in the meeting.

(l) If the number of votes for and against a motion turns out to be equal, the chairman shall have a casting vote.

(m) The term of office for all committee members shall be 1 school year.

(n) The “Committee” shall have the right to elect committee members to fill vacancies arising during the year.

(o) The “Committee” shall, in the event of contingency, have the right to elect additional committee members to provide consultancy and handle related jobs/duties.

(p) During the same term of office, one family shall not have more than one of its members serving as a member of the “Committee”.

(q) All the members of the “Committee” shall be voluntary workers of the Association.

6. Finance

(a) The Association may use its money to develop its affairs and pay for its expenses.

(b) The treasurer shall report the financial status of the Association at every “Committee” meeting.

(c) The “Committee” shall keep all the income received by the Association in a bank account opened in the name of this “Parent-Teacher Association”. All cheques for withdrawing the monies of the Association shall be valid only if they bear the chop of the Association and the signatures of three committee members among the following committee members of the Parent-Teacher Association: Chairman, Vice Chairman, Treasurer, Secretary, Recreation and Welfare Officer, etc.

(d) The “Committee” shall be liable for any debt of the Association.
7. **Audit**
   The “General Meeting” shall elect a voluntary auditor to be responsible for auditing the accounts of the Association at least once a year.

8. **Amendments of the Constitution/Dissolution of the Parent-Teacher Association**
   (a) Any amendments to the Constitution shall be passed by at least two-thirds of the parent members present at the “General Meeting”/“Extraordinary General Meeting”.
   (b) In the event of dissolution of the Association, the relevant decision of dissolution shall be agreed upon by at least two-thirds of the parent members present at the “General Meeting” or the “Extraordinary General Meeting”. If there are any surplus assets, they shall be dealt with according to the resolution of the parent members participating in the meeting.
Dear Parents,

Invitation to the Establishment Meeting of the Parent-Teacher Association

Our School has been strongly supported by parents since its establishment. This has facilitated our school’s development and enabled it to gain a good reputation. I hereby express our deep gratitude to you.

Besides the good guidance of teachers, parental care is another key element in bringing up a child as the salt of the earth. Therefore, a number of parents who are enthusiastic about education have spent considerable effort in preparing for the establishment of the “Parent-Teacher Association” (PTA) of our School. The aim of the PTA is to help the development of our children through close home-school co-operation and excellent education services.

I hereby represent the “Preparatory Committee on the Establishment of Parent-Teacher Association” (Preparatory Committee) in inviting you to attend the PTA Establishment Meeting. We hope you could reserve your precious time to attend the meeting. The details of the meeting are as follows:

Date: OOdayOOmonthOOOOyear (Weekday/Weekend)
Time: OO to OOp.m.
Place: The School Hall
Agenda: (1) Introducing the mission of the PTA to be established
(2) Introducing members of the Preparatory Committee of the PTA
(3) Approving the establishing of the PTA
(4) Adopting the Constitution
(5) Electing executive committee members of the PTA
(6) Any other business

You are kindly requested to fill in the reply slip and ask your child to hand it in to the class teacher on or before OOdayOOmonthOOOOyear. Thank you for your cooperation.

(Signature of Principal)
Name of Principal

OOdayOOmonthOOOOyear
Reply Slip  (Sample)

Dear Principal,

I am the parent of ____________ of Class __________.

(Name of student)

☐ I will attend the PTA Establishment Meeting on time.

☐ I regret that I will not be available to attend the PTA Establishment Meeting.

☐ I support the establishment of the PTA, and extend my thanks for the efforts made by the members of the Preparatory Committee.

☐ I oppose the establishment of the PTA because: _____________________
   _____________________
   _____________________

Yours faithfully,

Signature of Parent:____________  
Name of Parent:_______________  
Date:________________________

(*Please put a (✓) in the appropriate box.)
### Appendix (5)

△△△ School Parent-Teacher Association  
**Summary on the “Year Plan of the Parent-Teacher Association” (PTA)**  
For the OOOO/OOOO School Year (Sample)

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Activity</th>
<th>Aims</th>
<th>Targeted Form(s)</th>
<th>Co-ordinator(s)</th>
<th>Income (Approximate)</th>
<th>Expenditure (Approximate)</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Year OOOO     | Month OO   | PTA “General Meeting”                 | • To elect the new executive committee members of the PTA  
• To present Business Report  
• To present Financial Report  
• Any other business | Parents from all class levels            | Chairman of the previous year  
School Principal       | —                     | $300†                  | • To invite the Vice-Chairman, Secretary and Liaison Officer of the executive committee of previous year as the co-organizers  
† Expenses for paper and photocopying, etc. |
| Year OOOO to Year OOOO | Month OO to Month OO | “Luncheon” Voluntary Parent Ambassadors | • To supervise the delivery of lunch boxes by janitors  
• To inspect students eating lunch | Two parent volunteers responsible for each class level | Liaison Officer | — | — | • To supervise janitors/students to keep the environment clean  
• To assist in educating students to treasure food  
• To introduce shift for parent volunteers every two months |
<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Activity</th>
<th>Aims</th>
<th>Targeted Form(s)</th>
<th>Co-ordinator(s)</th>
<th>Income (Approximate)</th>
<th>Expenditure (Approximate)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Month</td>
<td>“Schools Music Festival” Voluntary Parent</td>
<td>● To help the school to take care of students taking part in the</td>
<td>● To be arranged</td>
<td>● Recreation and Welfare Officer</td>
<td>—</td>
<td>—</td>
<td>● Transport to be arranged by the School</td>
</tr>
<tr>
<td>OOOO</td>
<td>OO</td>
<td>Ambassadors</td>
<td>competition</td>
<td>by the school</td>
<td></td>
<td></td>
<td></td>
<td>● Number of parent volunteers depends on the number of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>candidates/locations</td>
</tr>
<tr>
<td>Year</td>
<td>Month</td>
<td>“Moral Education” Seminar</td>
<td>● To cultivate students’ good character</td>
<td>● Junior Forms</td>
<td>● Vice-Chairman, Vice-Principal</td>
<td>—</td>
<td>$600²</td>
<td>● Follow up by Vice-Chairman and Vice-Principal, including inviting</td>
</tr>
<tr>
<td>OOOO</td>
<td>OO</td>
<td></td>
<td>● To share principles and tips to “teaching by example”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>guest speakers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>● ² Expenses for paper / documents copying / souvenirs, etc.</td>
</tr>
<tr>
<td>Year</td>
<td>Month</td>
<td>Endearing Children Christmas Fun</td>
<td>● To help the school to arrange entertainment programmes</td>
<td>● About three to</td>
<td>● Chairman, Vice-Chairman, Liaison</td>
<td>—</td>
<td>$3,000¹</td>
<td>● ³ Need the approval of the executive committee of the PTA. Small</td>
</tr>
<tr>
<td>OOOO</td>
<td>OO</td>
<td></td>
<td></td>
<td>four parents</td>
<td>Officer</td>
<td></td>
<td></td>
<td>gifts can be prepared for students of each class. (About $100 per</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>responsible for</td>
<td></td>
<td></td>
<td></td>
<td>class)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>each class level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Month</td>
<td>A bookmark design contest on “Unity of Home</td>
<td>● To cultivate among students a sentiment of “love and care”</td>
<td>● Senior Forms</td>
<td>● Chairman, Vice-Chairman, Liaison</td>
<td>—</td>
<td>$300⁴</td>
<td>● Follow up by Chairman and Vice-Chairman</td>
</tr>
<tr>
<td>OOOO</td>
<td>OO</td>
<td>and School, Life with Love and Care”</td>
<td></td>
<td></td>
<td>Officer</td>
<td></td>
<td></td>
<td>● ⁴ Expenses for prizes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Month</td>
<td>Activity</td>
<td>Aims</td>
<td>Targeted Form(s)</td>
<td>Co-ordinator(s)</td>
<td>Income (Approximate)</td>
<td>Expenditure (Approximate)</td>
<td>Remarks</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>----------</td>
<td>------</td>
<td>------------------</td>
<td>-----------------</td>
<td>---------------------</td>
<td>--------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| Year OOOO | Month OO | “Parents’ Day” Ambassadors | • To assist school in welcoming parents of all class levels  
• To establish a friendship-enhancing role | • To be arranged by the school | • Vice-Chairman  
• Liaison Officer | — | — | ● Number of parent volunteers and their duties to be arranged by the school |
| Year OOOO to Month OO | | “Parents-Also-Appreciate-Teachers” Drive | • To encourage students and parents to send “Appreciation Cards” to teachers for expressing their thankfulness  
• To encourage parents and children to participate in the “Competition on the e-Card Design of Appreciation Cards for Teachers” | • Whole School  
• Chairman  
• Vice-Chairman  
• Recreation and Welfare Officer  
• Liaison Officer  
• Vice-Principal | | — | — | ● To obtain a sufficient number of “Appreciation Cards” and “Commendation Certificates” from the Home-school Co-operation Section of the Education Bureau  
● To arrange an occasion for the school to present the “Commendation Certificates” to teachers by PTA representatives |
<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Activity</th>
<th>Aims</th>
<th>Targeted Form(s)</th>
<th>Co-ordinator(s)</th>
<th>Income (Approximate)</th>
<th>Expenditure (Approximate)</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Year OOOO  | Month OO to Month OO | Joint Schools/Joint PTAs Variety Show | ● To co-organize Joint Schools and Joint PTAs variety show  
● Voluntary parents to assist teachers in training students or interested parents to perform in the variety show | ● To be arranged jointly by the host school, its PTA and representatives from the school partner and its PTA | ● Chairman  
● Vice-Chairman  
● Recreation and Welfare Officer  
● Liaison Officer  
● Principal  
● Representatives from the school partner | – | $7,000$³ | ● ³ To obtain prior approval from the school and the executive committee of the PTA on the estimated expenditure  
● To obtain the consensus of the school partner and its PTA on the detailed arrangements  
● To invite the school and the partner school to appoint teacher representatives to assist the liaison and training tasks |
| Year OOOO  | Month OO to Month OO | Ceremony for Appreciating Parent Volunteers and Awarding the Most Improved Students | ● To award the most improved students in academic performances and conduct  
● To show appreciation to parent volunteers | ● The school is to nominate the awardees to be endorsed by the PTA for follow up action  
● Each class shall have one award recipient for each award | ● Chairman  
● Vice-Chairman  
● Recreation and Welfare Officer  
● Liaison Officer  
● Vice-Principal | $1,000$⁶ | $6,000$⁶ | ● ⁶ To obtain the prior approval of the school and the executive committee of the PTA on the estimated expenditures. Small gifts/book coupons can be presented to the awardees  
● To ask the school to present the awards towards the end of the school year |
Appendix (6)

School Parent-Teacher Association
The 3rd Executive Committee Meeting Agenda (Sample)

Date: OOday OOmonth OOOOyear (Weekday/Weekend)
Time: OO:OO to OO:OOp.m.
Place: Room OO of the School

Agenda

1. **Adopting minutes of the 2nd Executive Committee Meeting**

2. **Follow-ups**
   2.1 Progress on giving “Appreciation Cards” to teachers
   2.2 Progress on the parents’ participation in the “Competition on the e-Card Design of Appreciation Cards for Teachers” of the XX PAAT Drive organized by the Committee on Home-School Co-operation

3. **Reports**
   3.1 Tactics for making school choices under the Secondary School Places Allocation System

4. **Discussions**
   4.1 The election of volunteer parents and “Student Care Ambassadors”
   4.2 Choice of gifts/book coupons
   4.3 Bookmark design contest matters for “Unity of Home and School, Life with Love and Care”

5. **Any other business**

6. **Adjournment**

7. **Date and time for next meeting**
### Appendix (7)

**Meeting Minutes of the 3rd Executive Committee Meeting of △△△ School Parent-Teacher Association (Sample)**

Date: OODayOOmonthOOOOyear (Weekday/Weekend)
Time: OO:OO to OO:OOp.m.
Place: Room OO of the School

<table>
<thead>
<tr>
<th>Present</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairlady</td>
<td>Ms. Mary Lee</td>
</tr>
<tr>
<td>Vice Chairman</td>
<td>Mr. Tony Tong</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mr. Samuel Sung</td>
</tr>
<tr>
<td>Assistant Treasurer</td>
<td>Ms. Lancy Kong (teacher)</td>
</tr>
<tr>
<td>Secretary</td>
<td>Ms. Cindy Tong</td>
</tr>
<tr>
<td>Recreation and Welfare</td>
<td>Mr. Michael Chan</td>
</tr>
<tr>
<td>Liaison</td>
<td>Ms. Mimi Cheung</td>
</tr>
<tr>
<td></td>
<td>Ms. Lucy Chau (teacher)</td>
</tr>
</tbody>
</table>

In attendance: Vice Principal Ms. Susan Fong
Absent with Apologies: Liaison Ms. Lily Ting
Auditor Mr. David Wong
Recorder: Secretary Ms. Judy Ho (teacher)

**Meeting Minutes**

<table>
<thead>
<tr>
<th>Follow-up</th>
</tr>
</thead>
</table>
| 1. **Passing the meeting minutes of the 2nd executive committee meeting**
  The Vice Chairman put forward a motion to pass the minutes of the previous meeting. The motion was adopted unanimously by all members present. |
| 2. **Matters to follow up**
  2.1 Progress on sending “Appreciation Cards” to teachers
  - All the 500 “Appreciation Cards” were distributed to students for sending to their teachers. |
  2.2 Progress on the “Competition on the e-Card Design of Appreciation Cards for Teachers” |

Recreation
10 entries have been uploaded to the website of the sponsoring organization for selection of entries. 

The announcement of the competition results is scheduled for O0dayO0monthO0year. If any of the submitted work is selected, the Parent-Teacher Association will present an award to the winning students and/their parents separately.

3. **Report**

3.1 Tactics for making school choices under the Secondary School Places Allocation System

- To invite Ms Lucy Chau to report on the following main points about the tactics for making school choices:

  ***
  ***

- Documents on the tactics will be submitted to the Principal for review and will only be printed upon her confirmation. The documents concerned will be sent to the parents of each of the Primary 6 students on O0dayO0monthO0year for their reference.

4. **Discussion**

4.1 Election of volunteer parents and “Student Care Ambassadors”

- The nominees of the school were accepted unanimously.

4.2 Choice of gifts/book coupons

- It was resolved that the book coupons of △△ Bookstore should be purchased as gifts for the awardees.
- The value of each book coupon is HK$50.
- With the nomination of 120 parents and students, the Parent-Teacher Association needs to buy 120 book coupons costing a total of $6,000. This should be done before O0dayO0monthO0year.

4.3 Bookmark design contest matters for “Unity of Home and School, Life with Love and Care”

- The competition rules suggested by the school are accepted unanimously.
5. **Any other business**
   Nil

6. **Adjournment**
   All matters were discussed. The Chairlady announced the meeting ended at OO: OO p.m.

7. **Date of next meeting**
   OO:OO p.m., O0dayO0monthO0OOO0year
   (Weekday/Weekend)

---

(Signature) (Signature)
Ms Mary LEE Ms Judy HO
Chairlady Secretary
△ △ △ School PTA △ △ △ School PTA
Date: OOd0dayO0monthO0OOO0year Date: OOd0dayO0monthO0OOO0year
Dear Parents, Teachers and Students,

“Moral Education Series: Personal Integrity, Social Responsibility and Pursuit of Excellence” Seminar

Personal integrity, social responsibility, and the pursuit of excellence are core values of moral education. They are also what the new generation should be responsible for our society in the future. In light of this, our school has cordially invited OOOO, lecturer of OOOO University, and OOOO, the Deputy Director-General of OOOO to be our guest speakers in a seminar to share how good character can be instilled in students. The details are as follows:

Date: OOday OOmonth OOOOyear (Weekday/Weekend)
Time: OO:OO to OO:OOp.m.
Venue: School Hall

We believe that all parents love and care about their children. Apart from the school, the family is an important place to educate the children. We hope parents can spare their precious time to attend the seminar with their children to uphold our spirit for parents and children to learn together and to grasp this opportunity to learn how they can instill good character in their children.

Please refer to Annex (1) for details about this talk. If you are interested in attending, please complete and return Annex (2) to the class teacher of your child on or before OOday OOmonth OOOO year.
For enquiries, please contact our vice-Principal Ms. Susan Fong at xxxxxxxx.

(Signature)  
Ms Mary LEE  
Chairlady  
△ △ △ School PTA

(Signature)  
Ms Jenny LEUNG  
Principal  
△△△ School
“Moral Education Series: Personal Integrity, Social Responsibility and Pursuit of Excellence” Seminar
Co-organized by
△△△ School and △△△ School Parent-Teacher Association

Date : OODayOADmonthOOOYear (Weekday/Weekend)
Time : OO:OOp.m. to OO:OOp.m.
Venue : School Hall

- Programme -

<table>
<thead>
<tr>
<th>Time</th>
<th>Arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00 - 00:00</td>
<td>Introduction to the Content of the Programme</td>
</tr>
<tr>
<td></td>
<td>Mistress of Ceremony – Ms. Judy Ho</td>
</tr>
<tr>
<td>00:00 - 00:00</td>
<td>Presentation of Souvenir by Ms. Mary Lee, Chairlady of the Parent-Teacher Association</td>
</tr>
<tr>
<td>00:00 - 00:00</td>
<td>Thematic Talk “Good personal character” by Dr OOOOO</td>
</tr>
<tr>
<td>00:00 - 00:00</td>
<td>Thematic Talk “Applications of character in life” by Mr OOOOO</td>
</tr>
<tr>
<td>00:00 - 00:00</td>
<td>Question and Answer Session</td>
</tr>
</tbody>
</table>
“Moral Education Series: Personal Integrity, Social Responsibility, and Pursuit of Excellence” Seminar
Co-organized by
△△△ School and △△△ School Parent-Teacher Association

— Application Form —

(Please hand in this form to the class teacher on or before OODayOOmonthOOOYear. The total quota for the seminar is OOOO. Acceptance will be based on the first-come-first-served basis. You will not be otherwise notified if your application has been successful. Please attend the seminar on time.)

Principal, △△△ School
Chairman, △△△ School Parent-Teacher Association

☐ I _______ and Class ( ) student________________ would like to sign up for the seminar.

☐ I am sorry to inform you that my child and I will not be able to attend this seminar.

Signature of Parent: ____________________________
Name of Parent: ____________________________
Date: ____________________________

*Please put a (✓) in the appropriate box.
Review Questionnaire

(A) Please put a (✓) in the appropriate box to indicate your opinions. Thank you.

<table>
<thead>
<tr>
<th></th>
<th>Strongly disagree</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The content of the seminar is solid.</td>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. The time arrangement of the seminar is appropriate.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. The seminar is useful for me.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4. The arrangement of the venue is appropriate.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>5. Similar seminars should be organized again.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>6. The information distributed in the seminar is practical.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

(B) Other comments

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please hand in this questionnaire before leaving. Thank you for your cooperation.
## Appendix (9)

### School Parent-Teacher Association

School Year OOOO/OOOO Income and Expenditure Financial Record (Sample)

<table>
<thead>
<tr>
<th>Date</th>
<th>Income</th>
<th>Remarks</th>
<th>Date</th>
<th>Expenditure</th>
<th>HK dollars</th>
<th>Invoice Number</th>
<th>Remarks (expenditure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OOO.OOO.OOOO</td>
<td>Balance brought forward (current deposit) Balance brought forward (time deposit)</td>
<td>$1,300.50 $20,300.00</td>
<td>OOO.OOO.OOOO</td>
<td>Photocopying of documents, financial report, etc. (for General Meeting)</td>
<td>$126.50</td>
<td>OO-01 OO-02 OO-03</td>
<td>(Lisa Cheung) (Lisa Cheung)</td>
</tr>
<tr>
<td>OOO.OOO.OOOO</td>
<td>Income from membership fee (960 members)</td>
<td>($@$50.00)</td>
<td>OOO.OOO.OOOO</td>
<td>Paper (printing of Parent-Teacher Association newsletters, etc.)</td>
<td>$280.00</td>
<td>OO-04</td>
<td>(Jack Ng)</td>
</tr>
<tr>
<td>OOO.OOO.OOOO</td>
<td>Annual Grant for Parent-Teacher Association from Education Bureau</td>
<td>$4,125.00</td>
<td>OOO.OOO.OOOO</td>
<td>Buying stamps (@$1.40)</td>
<td>$70.00</td>
<td>OO-05</td>
<td>(Kent Wing)</td>
</tr>
<tr>
<td>Date</td>
<td>Income</td>
<td>Remarks</td>
<td>Date</td>
<td>Expenditure</td>
<td>Remarks (expenditure)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>---------</td>
<td>------</td>
<td>-------------</td>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary</td>
<td>HK dollars</td>
<td></td>
<td>Summary</td>
<td>HK dollars</td>
<td>Invoice Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OO.OO.OOOO</td>
<td>Purchasing 2 desks and 6 chairs (for exclusive use in Parent-Teacher Association room.)</td>
<td>$ 2,840.00</td>
<td></td>
<td>OO-06</td>
<td>(Joseph Ma) (Bobby Fung)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OO.OO.OOOO</td>
<td>Small-sized bulletin board (for exclusive use in Parent-Teacher Association room.)</td>
<td>$ 120.00</td>
<td></td>
<td>OO-07</td>
<td>(Joseph Ma)</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $ 73,725.50  Subtotal: $3,436.50
### Federations of the Parent-Teacher Associations

The names, correspondence addresses and the websites of the Federations of Parent-Teacher Associations in each district are appended.

<table>
<thead>
<tr>
<th>Region</th>
<th>Federation Name</th>
<th>Correspondence Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hong Kong Islands Region</strong></td>
<td><strong>Central and Western District</strong></td>
<td>Federation of Parent-Teacher Associations of the Central and Western District Limited</td>
<td>Hong Kong General Post Office GPO Box No. 8459, Hong Kong</td>
</tr>
<tr>
<td><strong>Eastern District</strong></td>
<td>Federation of Parent-Teacher Associations of Hong Kong Eastern District</td>
<td>c/o Aldrich Bay Government Primary School, 1 Oi Lai Street, Shau Kei Wan, Hong Kong</td>
<td><a href="http://chsc.hk/fpta/HKE">http://chsc.hk/fpta/HKE</a></td>
</tr>
<tr>
<td><strong>Southern District</strong></td>
<td>Federation of Parent-Teacher Associations, Southern District, H.K.</td>
<td>Phase 2 Shek Pai Wan Estate, Aberdeen Aberdeen St. Peter Catholic Primary School</td>
<td><a href="http://chsc.hk/fpta/SOU">http://chsc.hk/fpta/SOU</a></td>
</tr>
<tr>
<td><strong>Wanchai District</strong></td>
<td>Federation of Parent-Teacher Associations, Wanchai District</td>
<td>PO Box No. 23303, Wanchai Post Office, Hong Kong</td>
<td><a href="http://chsc.hk/fpta/WCH">http://chsc.hk/fpta/WCH</a></td>
</tr>
<tr>
<td><strong>Islands District</strong></td>
<td>Federation of Parent-Teacher Associations of Islands District</td>
<td>Tung Chung Catholic School (Secondary Section), 8 Yat Tung Street, Yat Tung Estate, Tung Chung, N.T.</td>
<td><a href="http://chsc.hk/fpta/I">http://chsc.hk/fpta/I</a></td>
</tr>
<tr>
<td><strong>Kowloon Region</strong></td>
<td><strong>Kowloon City</strong></td>
<td>Federation of Parent-Teacher</td>
<td><a href="http://chsc.hk/fpta/KC">http://chsc.hk/fpta/KC</a></td>
</tr>
<tr>
<td>Region</td>
<td>Federation Name</td>
<td>Correspondence Address</td>
<td>Website</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>District</td>
<td>Association, Kowloon City District</td>
<td>Post Office, Kowloon</td>
<td></td>
</tr>
<tr>
<td>Kwun Tung District</td>
<td>Federation of Parent-Teacher Associations in Kwun Tong District Ltd.</td>
<td>Kwun Tong Post Office Box No. 62390, Kwun Tong, Kowloon</td>
<td><a href="http://chsc.hk/fpta/KT">http://chsc.hk/fpta/KT</a></td>
</tr>
<tr>
<td>Sai Kung District</td>
<td>Federation of Parent-Teacher Associations of the Sai Kung District</td>
<td>P.O. Box 65307, Tseung Kwan O</td>
<td><a href="http://chsc.hk/fpta/SK">http://chsc.hk/fpta/SK</a></td>
</tr>
<tr>
<td>Sham Shui Po District</td>
<td>Federation of Parent-Teacher Associations Sham Shui Po District Limited</td>
<td>c/o Fuk Wing Street Government Primary School, 231 Fuk Wing Street, Shamshuipo, Kowloon</td>
<td><a href="http://chsc.hk/fpta/SSP">http://chsc.hk/fpta/SSP</a></td>
</tr>
<tr>
<td>Wong Tai Sin District</td>
<td>Federation of Parent-Teacher Associations Wong Tai Sin District Limited</td>
<td>PO Box 83334, San Po Kong Post Office, Kowloon</td>
<td><a href="http://chsc.hk/fpta/WTS">http://chsc.hk/fpta/WTS</a></td>
</tr>
<tr>
<td>Yau Tsim &amp; Mongkok District</td>
<td>Yau Tsim Mong Federation of Parents Teachers Association</td>
<td>c/o Tak Sun School 103 Austin Road, Kowloon</td>
<td><a href="http://chsc.hk/fpta/YTM">http://chsc.hk/fpta/YTM</a></td>
</tr>
<tr>
<td>New Territories East Region</td>
<td>Northern District Federation of Parent-Teacher Associations of the Northern District</td>
<td>c/o Fanling Government Primary School, Cheung Wah Estate, Fanling, New Territories</td>
<td><a href="http://chsc.hk/fpta/N">http://chsc.hk/fpta/N</a></td>
</tr>
<tr>
<td>Shatin District</td>
<td>The Joint Council of</td>
<td>PO Box No. 637, Shatin Central Post</td>
<td><a href="http://chsc.hk/fpta/ST">http://chsc.hk/fpta/ST</a></td>
</tr>
<tr>
<td>Region</td>
<td>Federation Name</td>
<td>Correspondence Address</td>
<td>Website</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>Parent-Teacher Associations of the Shatin District</td>
<td>Office, Shatin, New Territories</td>
<td></td>
</tr>
<tr>
<td>Tai Po District</td>
<td>Federation of Parent-Teacher Associations, Tai Po District</td>
<td>c/o Tai Po Old Market Public School, No. 10, On Cheung Road, Tai Po, New Territories</td>
<td><a href="http://chsc.hk/fpta/TP">http://chsc.hk/fpta/TP</a></td>
</tr>
<tr>
<td>West Region</td>
<td>Tsuen Wan District Federation of Parent-Teacher Associations Federation Limited</td>
<td>c/o Holy Cross Lutheran School, 31 Lo Tak Court, Tsuen Wan</td>
<td><a href="http://chsc.hk/fpta/TW">http://chsc.hk/fpta/TW</a></td>
</tr>
<tr>
<td>Tuen Mun District</td>
<td>Federation of Parent-Teacher Associations, Tuen Mun</td>
<td>Ju Ching Chu Secondary School (Tuen Mun) 28 Yeung Tsing Road, Tuen Mun, N.T., HK</td>
<td><a href="http://chsc.hk/fpta/TM">http://chsc.hk/fpta/TM</a></td>
</tr>
<tr>
<td>Yuen Long District</td>
<td>Federation of Parent-Teacher Associations of Yuen Long District Limited</td>
<td>PO Box No. 267 Yuen Long Post Office</td>
<td><a href="http://chsc.hk/fpta/YL">http://chsc.hk/fpta/YL</a></td>
</tr>
</tbody>
</table>
Unity of Home and School, Life with Love and Care

Committee on Home-School Co-operation

Address: Room W215, 2/F, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Hong Kong


Copyright all rights reserved
Publication date: September 2012
First Revision: April 2014