

Appendix (9)

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

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

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

Subtotal: \$ 73,725.50

Subtotal: \$3,436.50