



(使命夥伴慈善步行除外 Partners in Mission Walkathon Excluded)

單位名稱 Name of Unit : _____

活動負責人 Project-in-charge : _____

聯絡電話 Contact Number : _____

收入 Income

	籌款活動 Fundraising Activities	金額(港幣) Amount (HK\$)
1	零錢盒 Coin Box	
2	奉獻封 Donation Envelopment	
3		
4		
5		
	Total:	

申請活動開支 Application for Expenditure*

	支出細項 Particulars	金額(港幣) Amount (HK\$)
1		
2		
3		
4		
5		
	Total:	

* 請呈交開支單據正本 Please submit together with the original receipts and invoices.

呈交 Submitted by

批核 Approved by

 單位負責人 簽署及蓋章
 Unit In-charge's Signature & Chop
 日期 Date:

 拓展部
 Development Department
 日期 Date:

備註 Remarks:

1. 開支不可自行於捐款收入中扣除。 Expenditure cannot be deducted directly from donations.

2. 請於2019年7月31日或之前，將本報告連同以下資料呈交拓展部：

- ~ 銀行存款入數紙
- ~ 正式捐款收據副本(粉紅色)及現金點算記錄(釘裝成一套)
- ~ 捐款收據簿
- ~ 開支單據

Please submit this report together with the following documents to Development Department on or before 31 July 2019:

- ~ Bank-in slip
- ~ Pink copies of issued donation receipt and record of cash counting
- ~ Manual receipt books
- ~ Original receipts and invoices of expenditure