

Statement of Expenditure and Income

Event Name : _____

Event Date _____

(A) Expenditure

<u>Item</u>	<u>Description</u>	<u>Estimated Amount (\$)</u> <u>(a)</u>	<u>Actual Amount (\$)</u> <u>(b)</u>	<u>Remarks</u> <i>(Please provide explanation for any variances over 25% between (a) and (b))</i>
I. BOARD & LODGING				
1.	Accommodation			
2.	Transportation for Overseas Technical Officials/Players			
3.	Local Transport for Players/Technical Officials/Officials			
4.	Meal			
5.	Others (please specify)			
Sub-total :		0	0	
II. STAFF REMUNERATION				
1.	Coach / Lecturer / Instructor fee			
2.	Official Fee			
3.	Conference Speaker fee			
4.	Daily Allowance for Medical Personnel (e.g. Physiotherapist, Doctor and First-Aider)			
5.	Others (please specify)			
Sub-total :		0	0	
III. MINOR EVENT-RELATED EXPENSES				
1.	Ceremony Related Expenses			
2.	Medical Services and Related Expenses			
3.	Overseas Fax, Telephone Call, Mobile Data Charge, Photography & Video Shooting			
4.	Press Conference			
5.	Stationery and Postage			
6.	Souvenirs			
7.	Uniform			
8.	Laundry Services			
9.	Water			
10.	Anti-Doping			
11.	Bank Charges			
12.	Supplement of Drinks / Diet for Local Athletes (include sports drinks, fruits and biscuits etc.)			
13.	Others (please specify)			
Sub-total :		0	0	

<u>Item</u>	<u>Description</u>	<u>Estimated Amount (\$)</u> <u>(a)</u>	<u>Actual Amount (\$)</u> <u>(b)</u>	<u>Remarks</u> <i>(Please provide explanation for any variances over 25% between (a) and (b))</i>
IV. MAJOR EVENT-RELATED EXPENSES				
1.	Entry / Participation Fee			
2.	Purchase of Consumable Sports Equipment			
3.	Reception (e.g. Tea reception / refreshment/ cocktail party / Banquet)			
4.	Prizes (Trophy & Medals)			
5.	Setting up of Venue			
6.	Venue Charges			
7.	Transport of Equipment			
8.	Appearance & Prize Money			
9.	Printing, Publicity & Production			
10.	Audit fee			
11.	License / Right / Sanction Fee			
12.	Insurance			
13.	Others (please specify)			
Sub-total :		<u>0</u>	<u>0</u>	

V. OTHERS *(Please specify)*

Sub-total :		<u>0</u>	<u>0</u>	
Total :		<u>0</u>	<u>0</u>	

(B) Income

	<u>Estimated Amount (\$)</u> <u>(a)</u>	<u>Actual Amount (\$)</u> <u>(b)</u>	<u>Remarks</u> <i>(Please provide explanation for any variances over 25% between (a) and (b))</i>	
1.				
2.				
3.				
4.				
5.				
6.				
Total :		<u>0</u>	<u>0</u>	

(C) Balance

Actual Income - Actual Expenditure =
Amount (\$)