

Expenditure item	Breakdown	Estimated amount (\$) (a)	Item to be met by (Please tick)			Actual amount of last event in Year_____. (\$) (b)	Actual amount of the event prior to the last event in Year_____. (\$)	Variation between (a) and (b)	Justification for variation of +/- 5% between (a) and (b)
			Direct grant	Direct grant for marketing	Direct grant for venue subsidy				
13. Printing and production of publicity materials (e.g. poster, leaflet, banner, A-board, foam board, souvenir programme, backdrop, website production, merchandise production)									
14. Others (please specify)									
Sub-total: _____			0			Sub-total: _____			0

IV. MINOR EVENT-RELATED EXPENSES

1. Press conference									
2. Ceremony related expenses									
3. Uniform									
4. Souvenirs									
5. Water									
6. Supplement of drinks / diet for local athletes (include sports drinks, fruits and biscuits etc.)									
7. Medical services and related expenses									
8. Anti-doping									
9. Bank charges									
10. Overseas fax, telephone call, mobile data charge, photography and video shooting									
11. Stationery and postage									
12. Laundry services									
13. Others (please specify)									
Sub-total: _____			0			Sub-total: _____			0

Total: _____

Total: _____

Income Item	Breakdown	Estimated amount (\$) (a)	Actual amount of last event in Year_____. (\$) (b)	Actual amount of the event prior to the last event in Year_____. (\$)	Variation between (a) and (b)	Justification for variation of + / - 5% between (a) and (b)
1. Entry fee						
2. Gate receipt (tickets in monetary payment)						
3. Sponsorship						
4. Broadcasting rights						
5. Merchandise sales						
6. Others (please specify)						

Total: _____