**Schedule for the Utilisation of Reserve in Holding Account for 2023-24**

**and the Plan of Utilisation of HA Reserve for 2024-25**

Name of NGO (Code)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this schedule together with the Annual Financial Report to the Finance Branch of Social Welfare Department on or before 31 October 2024.

1. Utilisation of Holding Account (HA) Reserve (2023-24)

|  |  |  |
| --- | --- | --- |
|  |  | $ |
| (1) | Balance as at 31 March 2023 brought forward | (a) |
| (2) | Actual Expenditure |
| 1. Meeting contractual commitments towards Snapshot Staff
 | (b) |
| 1. Enhancing human resources management

(please specify: )  | (c) |
| 1. Others *[applicable to NGOs without Snapshot Staff]*

(please specify: ) | (d) |
| Total = (b) + (c) + (d) | (e) [i.e. T2 reported on the AFR] |
| (3) | Balance as at 31 March 2024 carried forward [i.e. = (a) – (e)] | (f) |
| (4) | No. of Snapshot Staff (as at 1 September 2023) |  |

1. Plan of Utilisation of HA Reserve (2024-25)

|  |  |  |
| --- | --- | --- |
|  |  | $ |
| (1) | Balance as at 31 March 2024 brought forward [i.e. (f) of Part (A)] | (a) |
| (2) | Estimated Expenditure |
| 1. Meeting contractual commitments towards Snapshot Staff
 | (b) |
| 1. Enhancing human resources management

(please specify: )  | (c) |
| 1. Others *[applicable to NGOs without Snapshot Staff]*

(please specify: ) | (d) |
| Total = (b) + (c) + (d) | (e) |
| (3) | Estimated balance as at 31 March 2025 carried forward [i.e. (a) – (e)] | (f) |
| (4) | Estimated no. of Snapshot Staff (by 1 September 2024) |  |