**Schedule for the Utilisation of Reserve in Holding Account (HA) for 2022-23**

**and the Plan of Utilisation of HA Reserve for 2023-24**

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 2023.

1. Utilisation of HA Reserve (2022-23)

|  |  |  |
| --- | --- | --- |
|  |  | $ |
| (1) | Balance as at 31 March 2022 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 2023 carried forward [i.e. = (a) – (e)] | (f) |
| (4) | No. of Snapshot Staff (as at 1 September 2022) |  |

1. Plan of Utilisation of HA Reserve (2023-24)

|  |  |  |
| --- | --- | --- |
|  |  | $ |
| (1) | Balance as at 31 March 2023 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 2024 carried forward [i.e. (a) – (e)] | (f) |
| (4) | Estimated no. of Snapshot Staff (by 1 September 2023) |  |