

**Ying Wa Girls' School**  
**Career & Life Planning Grant 2016-17 Financial Report**

<b>Income</b>		<b>Amount (\$)</b>
Mid-point salary of Graduate Master Pay Scale		566,880.00
Amount carried forward from 2015-16		108,312.00
<b>Total</b>		<b>675,192.00</b>

<b>Expenses</b>				<b>Amount (\$)</b>
<b><u>MANPOWER</u></b>				
1	<b>Employment of teacher (1.3 equivalent)</b>			477,124.20
<b><u>CAREERS MATERIALS</u></b>		<b>Breakdown</b>	<b>Target Group</b>	<b>Provider</b>
2	Finding Your Colours of Life: NSS Subject Choices & the Development of Career Aspirations (Chi. version)	\$15 X 170 copies	S2	HKACMGM
3	Career Mapping: Career Development Tools for Senior Secondary Students (Chi. version)	\$27 X 350 copies	S3-4	HKACMGM
4	Career Mapping: Career Development Tools for Senior Secondary Students (Eng. version)	\$27 X 5 copies	S3-4	HKACMGM
5	Delivery charges (Items 2, 3, 4)		S2-4	HKACMGM
6	Career Interest Inventory (CII)	\$15 X 340 accounts	S4 1617 S4 1718	HKACMGM
<i>Subtotal</i>				<b>17,435.00</b>
<b><u>NGO SERVICES</u></b>		<b>Breakdown</b>	<b>Target Group</b>	<b>Provider</b>
7	<b>HYC Parent Talk on NSS Subject Choices</b>		S3 parents	Hok Yau Club
8	<b>HYC Parent Talk on JUPAS &amp; Multiple Pathways</b>		S4-6 parents	Hok Yau Club
9	<b>Mock University Interview Workshop</b>			
	a. Workshop fee	\$1,000 X 4 groups	S6	Hok Yau Club
	b. Bottled water for speakers			15.60
	c. Bottled water for speakers			7.80
10	<b>HYC Talk on Interview Tips</b>		S5	Hok Yau Club
11	<b>S5 Mock DSE Day</b>		S5	HKFWS
	a. Event fee			4,500.00
	b. Souvenirs for graduate helpers			197.80
12	<b>HYC DSE Day Talk</b> (designated speaker)		S4-6 & Parents	Hok Yau Club
<i>Subtotal</i>				<b>16,121.20</b>
<b><u>MENTORSHIP PROGRAMME</u></b>			<b>Target Group</b>	<b>Amount (\$)</b>
13	<b>Orientation</b>		Mentees: 39	Mentors / OC: 38
	a. Drinks			320.00
	b. Cupcakes			1,484.00
	c. Cupcakes delivery charge			100.00
	d. Cupcakes			265.00
	e. Cookies			246.00
14	<b>Career Expo</b>		S3-5: 98	Speakers / OC: 48
	a. Drinks			164.20
	b. Drinks			25.50
	c. Souvenir bags			43.20
	d. Tarts			1,160.00
	Biscuits			151.20
15	<b>Tea Gathering</b>		Mentees: 38	
	\$108 X 29 Mentees (Mentees pay \$100)			5,004.00
	\$208 X 9 Mentees (STAS /CSSA)			
<i>Subtotal</i>				<b>8,963.10</b>

16	<b>OTHER ACTIVITIES</b>				<b>Amount (\$)</b>
	a. S4-5 Careers Conference - Drinks				15.50
	b. HKFWS Board Game Training (Careers Assistants)				157.00
	c. S5 Pre-JUPAS Conference				40.70
	d. S2 Careers Quiz				172.00
					121.50
17	<b>SPONSORSHIP for STUDENT ACTIVITIES</b>	<b>Unit Price</b>	<b>Participants</b>	<b>Provider</b>	<b>Amount (\$)</b>
	a. CUHK Summer Institute 2016	\$3400	1	CUHK	3,400.00
	b. Effective Leadership 2016	\$4400	1	HKFYG & HKU	4,400.00
	c. EconBiz@CUHK Business School 2016	\$925	2	CUHK	1,850.00
	d. Workplace Etiquette & Favourable First Impression	\$5000	S6 (5 classes)	Mary Cheung & Associates	25,000.00
	e. Presentation Skills Workshop	\$4000	Student leaders	East-West Institute of App Etiq	4,000.00
	f. Aviation Management Training Program	\$420	1	UNESCO HK Association	420.00
18	<b>REFERENCES</b>				<b>Amount (\$)</b>
	HKACMGM JUPAS Statistics 2016				614.40
	~ Photocopying				40.00
	~ Binding				
19	<b>STATIONERY</b>				<b>Amount (\$)</b>
	a. Clear holders for news				73.80
	b. Files for S6				404.60
	c. Files for S4-5				1,445.00
	d. Files for S3				263.80
	e. Printing card for Careers Assistants				40.00
	f. Certificates for S3 Careers Conference II helpers				52.00
	g. Careers Board backing sheets				72.00
	h. Careers Board title sheets				36.00
	i. Printing card for Careers Assistants - value adding				20.00
20	<b>CAREERS HANDBOOKS DELIVERY CHARGES</b>				<b>Amount (\$)</b>
	a. 中六升學指南 2016				120.00
	b. 大中華升學指南 2017				240.00
	高中選科及升學指南 2017				
21	<b>MISCELLANEOUS ITEMS</b>				<b>Amount (\$)</b>
	a. Annual subscription fee for HKACMGM				400.00
	b. Keys for TRC cabinets				72.00
	c. Souvenirs for Careers Assistants				216.00
					30.60
	d. Postage				17.20
	e. Shelf for Careers Room				80.00
				<b>Total</b>	<b>563,457.60</b>

(to be brought forward to 2017-18)

<b>Balance</b>	<b>111,734.40</b>
----------------	-------------------