

**Ying Wa Girls' School  
Career & Life Planning Grant  
Financial Report 2017-18**

Income	Amount (\$)
Mid-point salary of Graduate Master Pay Scale	583,560.00
Amount carried forward from 2016-17	111,734.40
<b>Total</b>	<b>695,294.40</b>

Expenses				Amount (\$)
<b>MANPOWER</b>				
1	Employment of teacher (1.3 equivalent)			577,215.50
<b>CAREERS MATERIALS</b>				
		<b>Breakdown</b>	<b>Target Group</b>	<b>Provider</b>
2	Finding Your Colours of Life	(Chi) \$15 X 140 copies (Eng) \$15 X 2 copies	S2	HKACMGM
				2,130.00
3	Career Mapping	(Chi) \$27 X 150 copies (Eng) \$27 X 2 copies	S3	HKACMGM
				4,104.00
4	Delivery charges (Items 2, 3)		S2-3	HKACMGM
				200.00
5	Cambridge Occupational Analysts "Probe"		S2-5	Study Partner Ltd
				5,500.00
				<i>Subtotal</i> <b>11,934.00</b>
<b>NGO SERVICES</b>				
		<b>Breakdown</b>	<b>Target Group</b>	<b>Provider</b>
6	HYC Parent Talk on NSS Subject Choices		S3 parents	Hok Yau Club
				1,600.00
7	HYC Mock Interview Workshop	\$1,100 X 2 groups	S6	Hok Yau Club
				2,200.00
8	HYC Talk on Interview Tips		S5	Hok Yau Club
				1,400.00
9	HYC DSE Day Talk		S4-6 & Parents	Hok Yau Club
				3,100.00
				<i>Subtotal</i> <b>8,300.00</b>
<b>MENTORSHIP PROGRAMME</b>				
			<b>Target Group</b>	<b>Amount (\$)</b>
10	<b>Orientation</b>		Mentees: 23	Mentors / OC: 23
	a. Snacks			1,344.00
	b. Snacks			100.00
	c. Snacks			137.90
	d. Gift bags			58.50
	e. Cards			93.60
	f. Drinks			224.00
	g. Drinks			80.00
	h. Tissue paper			33.80
				<i>Subtotal</i> <b>2,071.80</b>
11	<b>Career Expo</b>		S3-5: 74	Speakers / OC: 34
	a. Snacks			200.00
	b. Snacks			2,480.00
	c. Drinks			380.00
	d. Tableware			36.40
				<i>Subtotal</i> <b>3,096.40</b>
12	<b>Tea Gathering</b>		Mentees: 23	
	a. Fees: \$70 X 20 Mentees (Mentees pay \$50@) \$120 X 3 Mentees (STAS /CSSA)			1,400.00
				360.00
	b. Film			163.80
	c. Film			267.00
	d. Markers			39.00
				<i>Subtotal</i> <b>2,229.80</b>
<b>Mentorship Programme Total</b>				<b>7,398.00</b>

13	<b>OTHER ACTIVITIES</b>				<b>Amount (\$)</b>
	a. PolyU Occupational Therapy Talk (Drinks)				37.00
	b. PolyU Admission Talk (Souvenirs)				150.00
	c. 參觀香港交易所 (Coach fee)				1,020.00
	d. 金管局講座 (Coach fee)				650.00
	e. HKDI BODW Workshop (Coach fee)				900.00
	f. VTC Steam Taster Programme A (Coach fee)				800.00
	g. VTC Steam Taster Programme B (Coach fee)				920.00
	h. Workshops on Workplace Etiquette & Interviewing Skills (5 workshops)				25,000.00
	i. Presentation Skills Workshop				4,325.00
	j. S2 Careers Quiz (Prizes)				55.00
	k. S3 Careers Conferene II (Certificates)				65.00
	l. S5 Mock DSE Day (Souvenirs)				277.00
	m. S5 Pre-JUPAS Conference (Souvenirs)				241.60
				<b>Subtotal</b>	<b>34,440.60</b>
14	<b>SPONSORSHIP for STUDENT ACTIVITIES</b>	<b>Unit Price</b>	<b>Participants</b>	<b>Provider</b>	<b>Amount (\$)</b>
	a. Aviation Management Training Program	\$420	2	UNESCO HK Association	840.00
	b. PolyU Engineering Summer Camp 2017	\$500	3	PolyU	1,500.00
	c. M21青年新聞報道體驗計劃 2017	\$500	7	HKFYG	3,500.00
	d. CUHK Summer Clinical Attachment Prog 2017	\$500	1	CUHK	500.00
	e. 2017 Architecture Explorer Programme	\$6,250	1	CUHK	6,250.00
	f. Junior Lab Fellow Programme (1-5)	\$270	5	Breakthrough Ltd	1,350.00
	Junior Lab Fellow Programme (6-9)	\$360	4	Breakthrough Ltd	1,440.00
	Junior Lab Fellow Programme (10-17)	\$500	8	Breakthrough Ltd	4,000.00
				<b>Subtotal</b>	<b>19,380.00</b>
15	<b>REFERENCES</b>				<b>Amount (\$)</b>
	HKACMGM JUPAS Statistics 2017				
	a. Photocopying				508.20
	b. Binding				35.00
				<b>Subtotal</b>	<b>543.20</b>
16	<b>STATIONERY</b>				<b>Amount (\$)</b>
	a. Files for S3 & S4				924.80
					1,098.00
	b. Thank-you card				10.00
				<b>Subtotal</b>	<b>2,032.80</b>
17	<b>CAREERS HANDBOOKS DELIVERY CHARGES</b>				<b>Amount (\$)</b>
	a. 大中華升學指南 2018				125.00
	b. 高中選科及升學指南 2018				125.00
				<b>Subtotal</b>	<b>250.00</b>
18	<b>MISCELLANEOUS ITEMS</b>				<b>Amount (\$)</b>
	a. Annual subscription fee for HKACMGM				400.00
	b. USBs (University interview questions)				160.00
	c. Souvenirs for Careers Assistants				110.80
				<b>Subtotal</b>	<b>670.80</b>
				<b>Total</b>	<b>662,164.90</b>

(To be brought forward to 2018-19)

<b>Balance</b>	<b>33,129.50</b>
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