

**Ying Wa Girls' School
Careers Committee
Career & Life Planning Grant
Financial Report 2018-19**

Income from Career & Life Planning (CLP) Grant			Amount (\$)
Mid-point salary of Graduate Master Pay Scale			609,900.00
Amount carried forward from 2017-18			33,129.50
Total			643,029.50

Expenses				Amount (\$)	
<u>MANPOWER</u>					
1	Employment of teacher (1.3 equivalent)			562,404.00	
CAREERS MATERIALS		Breakdown	Target Group	Provider	Amount (\$)
2	Finding Your Colours of Life (Chi)	\$15 X 130 copies	S2	HKACMGM	1,950.00
3	Delivery charge		S2	HKACMGM	200.00
				<i>Subtotal</i>	2,150.00
NGO SERVICES		Breakdown	Target Group	Provider	Amount (\$)
4	HYC Talk for S3 Parents		S3 parents	Hok Yau Club	2,700.00
5	HYC Mock University Interview Workshop	\$1,500 X 2 groups	S6	Hok Yau Club	2,300.00
6	HYC DSE Day Talk		S4-6 & Parents	Hok Yau Club	2,550.00
				<i>Subtotal</i>	7,550.00
MENTORSHIP PROGRAMME			Target Group		Amount (\$)
7	Orientation		Mentees: 57	Mentors & OC: 54	
	a. Refreshments				2,350.00
	b. Drinks				159.70
	c. Nuts				105.00
				<i>Subtotal</i>	2,614.70
8	Career Expo		Participants: 112	Speakers & OC: 54	
	a. Cakes				2,937.60
	b. Drinks				403.60
	c. Drinks				92.30
	d. Tablecloth				18.90
				<i>Subtotal</i>	3,452.40
9	Tea Gathering		Mentees: 49	Mentors & OC: 48	
	a. Refreshments				5,317.00
	b. Drinks				335.00
	c. Plates				75.00
				<i>Subtotal</i>	5,727.00
				Mentorship Programme Total	11,794.10

10	OTHER ACTIVITIES				Amount (\$)
	a. CUHK Talk on Journalism (Souvenir)				20.00
	b. HKMA Public Seminar (S6 Econ) (Coach fee)				700.00
	c. S2 Careers Quiz (Prizes)				113.00
	d. Souvenirs (Combo set)				800.00
	e. Souvenirs (Memo pad)				150.00
				Subtotal	1,783.00
11	SPONSORSHIP FOR STUDENT ACTIVITIES	Per Participant	No. of Participants	Provider	Amount (\$)
	a. M21-香港書展-2018	\$500	5	HKFYG	2,500.00
	b. HKU Summer Institute in Translation (Eng & Chi)	\$500	2	HKU	1,000.00
				Subtotal	3,500.00
12	FURNISHING NEW CAREERS ROOM		No. of Items		Amount (\$)
	a. Coffee table		1		2,660.00
	b. Sofa		2		11,360.00
	c. Working desk		1		980.00
	d. Display stand		1		1,120.00
	e. Cabinet		1		2,950.00
				Subtotal	19,070.00
13	STATIONERY				Amount (\$)
	Cellotape & staples				25.00
				Subtotal	25.00
14	MISCELLANEOUS ITEMS				Amount (\$)
	a. Membership subscription fee for HKACMGM				400.00
	b. 《生涯指紋：探索技能編》排卡工具 (4 sets)				200.00
	c. HKACMGM JUPAS Statistics 2018				
	~ Photocopying				80.40
	~ Binding				10.00
	d. Careers handbooks delivery charges				
	~ 大中華升學指南 2019				150.00
	~ 高中選科及升學指南 2019				150.00
	e. Key copies				176.00
	f. Computer lock				128.00
	g. Computer SSD				223.00
				Subtotal	1,517.40
				Total	609,793.50

Balance	33,236.00
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