**Education Bureau Circular Memorandum No. 17/2023**

 **Appendix 6**

**Kindergarten Education Scheme**

**Report on Use of “Smart Kindergarten” Grant**

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| Please complete and submit this form by post to the respective School Development Section/Joint Office for Kindergartens and Child Care Centres **on or before 30 September 2024 (Monday).**  |

To: Permanent Secretary for Education

(Attn: District School Development Section/ Joint Office for Kindergartens and Child Care Centres \*)

\* Please delete as appropriate.

Please put a “✓” in the appropriate boxes and provide the relevant information.

1. Our school has spent the “Smart Kindergarten” Grant as stipulated in Education Bureau (EDB) Circular Memorandum No. 17/2023 “2022 Policy Address – Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme” for procurement of the following item(s) to digitalise school administration:

[ ]  services;

[ ]  software; and/ or

[ ]  equipment.

1. As at 31 August 2024, the “Smart Kindergarten” Grant

[ ]  is fully depleted.

[ ]  has a balance of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. I confirm that:
2. our school has observed the requirements as stipulated in EDB Circular Memorandum No. 17/2023 to keep a separate ledger account to properly record all the incomes and expenditures of the “Smart Kindergarten” Grant and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for accounting and examination purposes. If the actual balance of the annual audited accounts does not match the above, our school will notify the EDB as soon as possible to follow up; and
3. if our school fails to provide relevant documents for EDB’s checking and inspection when requested, has used the Grant for purposes other than those specified by the EDB, or fails to comply with the respective requirements under the Grant, the amount of the Grant as specified by the EDB will be returned to the Government.

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| --- | --- | --- | --- |
| Signature of Supervisor: |  |  |  |
| Name of Supervisor: |   |  |  |
| Name of School: |   |  |  |
|  |   |  |  |
| School Registration No.: |   |  | School Chop |
| Contact Person (Name): |   | Tel. No.: |   |  |  |
| Date: |   |  |  |