**Tool for Reviewing the Usage of Funds**

Please select one of the grants provided by the Education Bureau and analyse the school’s utilisation of the grant in the related school years.

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| --- | --- | --- |
|  | Last School Year（20\_\_\_/20\_\_\_ s.y.） | This School Year（20\_\_\_/20\_\_\_ s.y.） |
| Grant | Expanded Operating Expenses Block Grant/Capacity Enhancement Grant/  School-based Management Top-up Grant/Career and Life Planning Grant/  Teacher Relief Grant/Student Activities Support Grant/Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Usage |  |  |
| Expenditure | Actual Expenditure: | Estimated Expenditure: |
| Changes in Expenditures  (Estimated Expenditure of this school year – Actual Expenditure of last school year) |  | |
| Type and Number of Beneficiaries |  |  |
| Outcomes/Expected Outcomes  (Including qualitative and  quantitative evaluations) |  |  |
| Suggestions for Optimizing  Usage of the Grant |  | |

Suggested follow-up activities: 5-10 minutes of the Incorporated Management Committee meeting could be reserved for sharing of the above observations and suggestions.