Statement 1

Name of School : St Stephen's College

**IT Innovation Lab in Secondary Schools**
**Annual / Final ***
**Financial Report**
**For the period from 01 Sep 2022 to 31 Aug 2023**

*Please complete Statement 2 first.*

| | Approved Budget (a) $ | Actual Amount (b) $ | Actual Amount vs Approved Budget (b) – (a) / (a) % | Notes in Statement 2 |
|---|---|---|---|---|
| **INCOME** *(Remark 1)* | | | | |
| Funding Support from the OGCIO | 864,382.00 | 864,382.00 | 0.00% | |
| Bank Interest Income | | 1,816.39 | | Statement 2 - Note 1 |
| Other Funds *(e.g. non-government funds, sponsorship, subsidy, etc.* ) | | - | - | |
| Other Income *(e.g. school activity fee)* | | - | - | |
| **TOTAL INCOME** | 864,382.00 | 866,198.39 | 0.21% | |
| | | | | |
| **EXPENDITURE** *(Remark 1)* | | | | |
| *IT Equipment, Infrastructure and Related Service Charges* | | | | |
| Hardware | | | | |
| - Server-side computing | | - | - | |
| - Client-side computing | | - | - | |
| - Peripherals | | - | - | |
| - Others | | 295,413.00 | - | Statement 2 - Note 2a |
| Software | | | | |
| - Server-side computing | | - | - | |
| - Client-side computing | | - | - | |
| Infrastructure | | - | - | |
| Cloud Services | | - | - | |
| Others | | - | - | |
| | | | | |
| *Operating Expenses and Administrative Cost* | | | | |
| Professional services for supporting the organisation of activities | | 317,500.00 | - | |
| Transportation Fees | | | | |
| - Local | | - | - | |
| - Non-local | | - | - | |
| Accommodation Fees (Non-local competition) | | - | - | Statement 2 - Note 2b |
| Supply Teacher | | - | - | |
| Consumables | | - | - | |
| Accounting Services | | - | - | |
| Audit Services (mandatory for the last year) | | - | - | |
| Promotion | | - | - | |
| Others | | - | - | |
| **TOTAL EXPENDITURE** | - | 612,913.00 | - | |
| | | | | |
| **SURPLUS / (DEFICIT) FOR THE YEAR** | | 253,285.39 | | |
| | | | | |
| **BALANCE BROUGHT FORWARD FROM PREVIOUS YEAR** *(Remark 2)* | | | | |

Name of School : St Stephen's College

**IT Innovation Lab in Secondary Schools**
**Annual / Final \***
**Financial Report**
**For the period from 01 Sep 2022  to  31 Aug 2023**

*Please complete Statement 2 first.*

| | Approved Budget (a) $ | Actual Amount (b) $ | Actual Amount vs Approved Budget (b) – (a) / (a) % | Notes in Statement 2 |
|---|---|---|---|---|
| **BALANCE CARRIED FORWARD TO NEXT YEAR** *(Remark 3)* | | 253,285.39 | | |

\* Delete where appropriate

**Remarks :**

1. Please provide detail breakdown in the notes to accounts in Statement 2.  For the classification of expenditure items, please refer to the examples in the Application Form.

2. Surplus brought forward from the 1st or 2nd school year (i.e. 2020/21 or 2021/22).

3. Return any surplus after programme end or early completion of the school project (i.e. unspent amount of Funding Support from the OGCIO plus Other Income (if any)) to the OGCIO.

4. Bank statements and statement of bank reconcilation should be submitted with the Financial Report.

Name of School : St Stephen's College

**NOTES TO THE ACCOUNTS**

**1. INCOME**

| Description | Actual Amount $ | Date (dd/mm/yyyy) | Receipt / Voucher No. (Remark 1) |
|---|---|---|---|
| **Funding Support from the OGCIO** | | | |
| - | 407,962.00 | | |
| - | 456,420.00 | | |
| - | | | |
| - | | | |
| Sub-Total | 864,382.00 | | |
| **Bank Interest Income** | | | |
| - | 1,816.39 | | |
| - | | | |
| - | | | |
| - | | | |
| Sub-Total | 1,816.39 | | |
| **Other Funds** *(e.g. non-government funds, sponsorship, subsidy, etc.)* | | | |
| - | | | |
| - | | | |
| - | | | |
| - | | | |
| Sub-Total | - | | |
| **Other Income** *(e.g. school activity fee)* | | | |
| - | | | |
| - | | | |
| - | | | |
| - | | | |
| Sub-Total | - | | |
| Total | 866,198.39 | | |

**Remarks :**

1. Supporting documents such as certified true copy of receipts, vouchers, etc. should be submitted upon request by the OGCIO for detailed checking.

(to be continued)

Name of School : St Stephen's College

**NOTES TO THE ACCOUNTS**

**2a. EXPENDITURE - IT Equipment, Infrastructure and Related Service Charges**

| Expenditure Items<br>*(Please select "Expenditure Items" before inputting "Description")* | Description | Activity Item Number | Actual Amount<br>$ | Date<br>*(dd/mm/yyyy)* | Invoice /<br>Voucher No.<br>*(Remark 1)* |
|---|---|---|---|---|---|
| Hardware (Others) | VR Headset - Oculus Quest 2 128 GB | | 86,722.00 | 29/03/2023 | M80059 |
| Hardware (Others) | XYZprinting Hand-held 3D Scanner 2.0 | | 4,560.00 | 09/05/2023 | 2305004030 |
| Hardware (Others) | Insta360 One X3 Action Cam | | 7,500.00 | 11/05/2023 | I-MK23050903 |
| Hardware (Others) | MAC Computer | | 196,631.00 | 13/12/2022 | D94905(1) |
| | | **Sub-Total** | 295,413.00 | | |

**Remarks :**

1.  For purchase which equals or exceeds $50,000, supporting documents such as certified true copy of invoices, vouchers, etc. should be attached to the Financial Report.  For purchases of amount below $50,000, supporting documents should be submitted upon request by the OGCIO for detailed checking.

(to be continued)

Name of School : St Stephen's College

**NOTES TO THE ACCOUNTS**

**2b. EXPENDITURE - Operating Expenses and Administrative Costs**

| Expenditure Items *(Please select "Expenditure Items" before inputting "Description")* | Description | Activity Item Number | Actual Amount $ | Date *(dd/mm/yyyy)* | Invoice / Voucher No. *(Remark 1)* |
|---|---|---|---|---|---|
| Professional services for supporting th | Metaverse Creation Course | | 30,000.00 | 19/05/2023 | SCH-SSC-A005 |
| Professional services for supporting th | VR Motion Platform Development Courses | | 31,250.00 | 30/06/2023 | SCH-SSC-A006 |
| Professional services for supporting th | VR Drone Coding and video editing courses | | 31,250.00 | 30/06/2023 | SCH-SSC-A006 |
| Professional services for supporting th | Swift Xcode Programming and Coding | | 45,000.00 | 05/10/2022 | D66407-1 |
| Professional services for supporting th | Swift Courses | | 180,000.00 | 24/05/2023 | R32197-1 |
| | | **Sub-Total** | 317,500.00 | | |

| | | |
|---|---|---|
| **Total (2a) + (2b)** | 612,913.00 | |

**Remarks :**

1. For purchase which equals or exceeds $50,000, supporting documents such as certified true copy of invoices, vouchers, etc. should be attached to the Financial Report. For purchases of amount below $50,000, supporting documents should be submitted upon request by the OGCIO for detailed checking.

Name of School : St Stephen's College

**IT Innovation Lab in Secondary Schools**
**Assets Register**
**As at 31 Aug 2023**

| Asset No. | Category # | Description | Brand / Model / Serial No. *(if any)* | Unit Cost $ | No. of Units | Total Cost $ | Date of Purchase *(dd/mm/yyyy)* | Supplier's Invoice No. | Location of Asset | Payment Reference *(e.g. Voucher No.)* | Asset deployment plan within three years counting from the project end date (with justifications) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Cat3 | VR Headset - Oculus Quest 2 128 GB | | 3097.20 | 28 | 86,722.00 | 13/12/2022 | M80059 | CR001 | | | |
| 3 | Cat3 | XYZprinting Hand-held 3D Scanner 2.0 | | 2280.00 | 2 | 4,560.00 | 09/05/2023 | 2305004030 | CR001 | | | |
| 4 | Cat3 | Insta360 One X3 Action Cam | | 3750.00 | 2 | 7,500.00 | 11/05/2023 | I-MK23050903 | CR001 | | | |
| 1 | Cat2 | MAC Computer | Apple | 10349.00 | 19 | 196,631.00 | 13/12/2022 | D94905(1) | CR109 | QTV22/12-01 | | |
| | | | | | | - | | | | | | |
| | | | | | | - | | | | | | |
| | | | | | | - | | | | | | |
| | | | | | | - | | | | | | |
| | | | | | | - | | | | | | |
| | | | | | | - | | | | | | |
| | | | | | | - | | | | | | |
| | | | | **Total** | | 295,413.00 | | | | | | |

# Cat 1: Hardware (Server-side computing e.g. rack server)
Cat 2: Hardware (Client-side computing e.g. mobile computing devices)
Cat 3: Hardware (Peripherals, e.g. printers, scanners)
Cat 4: Hardware (Others, e.g. programmable drone)
Cat 5: Software (Server-side computing, e.g. database server)
Cat 6: Software (Client-side computing, e.g. 3D modeling software)
Cat 7: Infrastructure (e.g. network equipment)
Cat 8: Textbooks / Reference Books
Cat 9: Others