



UNICEF Club Activity Financial Accountability

Each UNICEF Club will be entitled to receive a maximum grant of HKD\$2,000 each school year in organizing club activities. Reimbursement of expenses will be processed by UNICEF HK upon application. Please keep the original receipts for reimbursement. Procedures of applying reimbursement are as follows:

Before the Activity

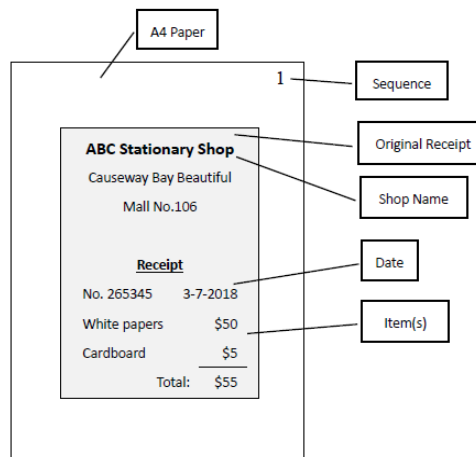
- Complete and submit the Budget for Activity in the **Activity Proposal** at least **one month** in advance. Please list clearly the name of the items that you planned to purchase, so that UNICEF HK can inform you immediately if any planned items are not eligible for reimbursement.
- All the resources are from donations. Please be cost-conscious during budgeting.

During the Activity

- All expenses of the activity must be paid by the committee members/teachers/school first. Reimbursement of expenses will be arranged after the activity and after UNICEF HK received your Activity Report.
- Receipts may fade easily, please keep the original receipts carefully and photocopy them for your record.
- **The grant cannot be used to purchase any non-one-off assets (including stationery that can be reused for a long time, etc.), ready-to-resale items (including purchases for charity sales for fundraising), and materials that are not directly related to the activity (such as snacks and beverages, etc.).**

After the Activity

- Complete the Financial Report in the **Activity Report** and submit them with original receipts within **two weeks** after the activity. Please also indicate the school full name, activity name and date of event.
- All expenses must be attached with original receipt(s) for reimbursement. If the receipt is faded, please submit a photocopy of it along with the original copy.
- Please mark the number for each receipt and stick it on a plain A4 paper in sequence. Following is the sample showing how to organize the receipts:



- It will take at least one month for receipt checking and reimbursement process.

