

(I) 財政報告 Financial Report

計劃開支 Project Expenditure			
開支項目 Expenditure Items	實際數額 \$ Actual Amount	單據 編號 Receipt No.	(供本局填寫 For Official use only)
			註釋 Remarks
電影計劃開支 Film - Expenditure			
1. 製作隊伍酬金(____人persons) Fee for Production Crew			
2. 演員酬金(____人persons) Fee for Actors/Actresses			
3. 拍攝地點租金(如適用) Location Rental (if applicable)			
4. 服裝/髮型/化裝 Costume/Hair Styling/Make-up			
5. 佈景/道具 Sets/Props			
6. 交通運輸 Transportation			
7. 拍攝物料及租用器材 Filming Material & Equipment Rental			
i) 菲林 Film			
ii) 租用攝影機 Film Equipment Rental			
iii) 租用燈光器材 Lighting Equipment Rental			
iv) 租用收音器材 Audio Equipment Rental			
v) 其他(請註明) Others (please specify)			
8. 後期製作 Post-production			
i) 菲林沖印 Film Developing & Processing			
ii) 租用設施/器材 Facilities/Equipment Rental			
iii) 視覺效果 Visual Effects			
iv) 音響效果/配音/配樂 Audio Effects/Dubbing/Music			
v) 其他(請註明) Others(please specify)			
9. 基本膳食(拍攝當日) Basic Meal Allowance on Shooting Days			
10. 其他(請註明)Others(please specify)			
媒體藝術計劃開支 Media Arts - Expenditure			
11. 工作人員酬金/津貼 (____人persons) Fee/ Allowance for Personnel			
12. 前期製作 Production			
13. 後期製作 Post-production			
總開支 Total Expenditure			

收入部份 Income			
收入項目 Income Items	實際收入 \$ Actual Income	單據 編號 Receipt No.	(供本局填寫 For Official use only)
			註釋 Remarks
1. 香港藝術發展局資助 HKADC Grant			
2. 財政支持 Financial Support			
i. 商業贊助 Commercial Sponsorship			
ii. 非牟利機構贊助 Sponsorship from non-profit making organisation(s)			
iii. 其他捐助 Donation(s)			
3. 申請者自資金額或從直屬機 構所得撥款 Contribution from the applicant or its parent organization			
4. 其他(請註明) Others(please specify)			
總收入 Total Income			

計劃的盈餘 / (赤字)

Surplus / (Deficit) of project

總收入 總開支 盈餘 / (赤字)
Total Income — Total Expenditure = Surplus / (Deficit)

\$ _____ \$ _____ \$ _____

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核對後收入 Verified total income	-	核對後支出 Verified total expenditure	= 盈餘 / (赤字) Surplus / (Deficit)
\$ _____		\$ _____	\$ _____
已履行資助條件? Grant Conditions Met? 是 Yes / 否 No	經審核後簽署 Checked by	經複核後簽署 Counter-Checked by	日期 Date

(II) 藝術成效報告 Artistic Evaluation Report

(如有需要，請另附紙張填寫 Please use additional sheet if necessary.)

1.	<p>請詳述本計劃如何達至計劃書預期的藝術目標，以及對本地藝術發展的影響。 Please state how the project has achieved the objectives stated in the proposal and its effects on local arts development.</p>
2.	<p>請詳述原訂計劃與實際執行是否不同。另請說明在進行計劃的過程中所遇到的困難及相應的解決方法。 Please describe any major changes between the planned proposal and its actual outcome. Please also state any difficulties you have encountered when implementing the project, and the solutions to such problems.</p>

3.	<p>其他意見 Other comments.</p>
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(III) 聲明 Declaration

本人茲證明—

I hereby declare that

- (1) 所有上述物件及服務項目均已驗收妥當。
all the above goods and services have been received in good order;
- (2) 所有上述的物件及服務，均為計劃必需，並均以公平和合理作為購買或聘用原則；
all the above goods and services were necessary to the project, and are considered to be fair and reasonable principles of purchase and engagement of services;
- (3) 所有費用，只為上述獲資助計劃而支付；及
all expenses paid are solely for the approved project
- (4) 已全部申報從本計劃獲得的所有收入、贊助、捐獻，當中沒有其他隱藏的收入、贊助、捐獻。
All income, sponsorship and donation related to the project have been fully reported and there is no other hidden income, sponsorship and donation.

獲資助者/機構最高負責人姓名 Name of grantee/Head of organization (請用正楷填寫 Please use block letters)	機構名稱(如適用) Name of organization (if applicable)
簽署 Signature	機構蓋印(如適用) Official chop (if applicable)
日期 Date	