

**Monthly Financial Statement - Capital Works Projects**

Institution \_\_\_\_\_ For the month ending \_\_\_\_\_

Project code	Project Name	Project Estimate		Amount committed**	Payment made by non-government fund	Payment made / to be made by government fund			Amount of government fund received / to be received			Balance (government fund drawn) (g)=(f)-(c)	Any major variation ordered for the month reported (Y/N)
		Approved government fund	Non-government fund*			Up to end of current month (a)	Projection for the following month (b)	Total (c)=(a)+(b)	Up to end of current month (d)	Application for following month (e)	Total (f)=(d)+(e)		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Total</b>													

\* As a general rule, non-government fund should be spent before government fund.

\*\* Amount committed should include all contracts awarded, purchase orders issued, etc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Post Title: Director of Finance/Bursar/Comptroller<sup>#</sup>

Post Title: Director of Estates/Campus Development/Planning/Facilities Management<sup>#</sup>

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*# please delete/amend as appropriate*

## Application for Release of Funds – Capital Works Project

Institution \_\_\_\_\_ Project \_\_\_\_\_ For the month of \_\_\_\_\_

Expenditure Item (as approved by LegCo)	Project Estimate		Amount committed**	Payment made by non- government fund*	Payment made / to be made by government fund			Amount of government fund received / to be received			Balance (government fund drawn) (g)=(f)-(c)
	Approved government fund	Non- government fund*			Up to end of current month (a)	Projection for the following month (b)	Total (c)=(a)+(b)	Up to end of current month (d)	Application for following month (e)	Total (f)=(d)+(e)	
(i)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(ii)											
(iii)											
(iv)											
(v)											
(vi)											
(vii)											
(viii)											
(ix)											
<b>Total</b>											

\* As a general rule, non-government fund should be spent before government fund.

\*\* Amount committed should include all contracts awarded, purchase orders issued, etc. If the amount committed exceeds the approved project estimate, any shortfall should be met by institution's non-government fund.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Post Title: Director of Finance/Bursar/Comptroller<sup>#</sup>

Post Title: Director of Estates/Campus Development/Planning/Facilities Management<sup>#</sup>

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*# please delete/amend as appropriate*