Annex 1

To: Permanent Secretary for Education

(Attn: Home-School Co-operation and Parent Education Section, Special Education Division)

Address: Home-School Co-operation and Parent Education Section

Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2391 0470

*[Please complete and return this report to the Home-School Co-operation and Parent Education Section of EDB **on or before 30 September 2025**.]*

Report on the Use of the "One-off Grant for Mental Health of Parents and Students"

1. Our school/ PTA has spent the Grant on the following:

	Area	Actual Expenses ($)
i.	Organising parent-child or parent activities relating to promotion of the mental health of students and parents	16,400
ii.	Promoting information related to the mental health of students and parents, publications or providing resource platforms	0
iii.	Providing training programmes or activities to equip parents with the knowledge and skills related to mental health	4,200
v.	Others (please specify): _____	0
	Total Expenditure	20,600
	Unspent Balance	0

2. As at 31 August 2025, the Grant

☑ has been fully spent.

☐ has an unspent balance of $_____which will be returned to EDB. **[Applicable to aided and caput schools]**

☐ has an unspent balance of $_____which will be returned to the Home-School Co-operation and Parent Education Section of EDB by crossed cheque payable to the "HKSAR Government". **[Applicable to government and DSS schools]**

(Please put a "✓" in the appropriate box)

3. Declaration

This is to certify that:

(i) Our school/ PTA has observed the principles and ambit set out in EDBCM No. 217/2023, as well as the requirements of relevant guidelines, circulars and letters issued by EDB from time to time when using the Grant and other relevant grants and subsidies. All of the expenditure is in line with the principles and purposes of using the relevant grants, and in compliance with the financial management guidelines as well as circulars and guidelines on procurement procedures applicable to our school;

(ii) Our school/ PTA has kept a separate ledger account to properly record all the income and expenditure of the Grant. All expenditure items are supported with documentary proof. All the financial records, books of accounts, receipts, payment vouchers and invoices will be kept for at least 7 years by our school for accounting and auditing purposes;

(iii) Our school/ PTA will submit the annual audited accounts (if applicable) to EDB within the prescribed period after the end of the 2024/25 school year, in which the total income and expenditure of the Grant will be recorded. In case of any discrepancy between this Report and the annual audited accounts, we will notify EDB as soon as possible for follow-up actions; and

(iv) The information provided in this Report is true and accurate. We understand that EDB has the right to request the school to provide documentary proof of the expenditure for auditing and inspection purposes. The school is required to return the disbursed amounts that do not belong to the subsidised items of the Grant to EDB.

School chop

Name of School(Chinese)*： 聖芳濟書院

Name of School(English)*： St. Francis Xavier's College

School No. & Location No.：
(Format：xxxxxx-0001) 210277—0001

Signature of Supervisor：

Name of Supervisor： Br. CHIN Yoon Choy

Signature of Chairperson of the PTA：

Name of Chairperson of the PTA： Ms. LAM Ka Wai Cynthia

Date：

*** Must be identical to the name shown on the school chop**