Annex 1

To: Permanent Secretary for Education

(Attn: Educational Psychology Service (Kowloon 1) Section, Special Education Division)

Address: Educational Psychology Service (Kowloon 1) Section
Room W201, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2715 8056

*[Please complete and return this report to the Educational Psychology Service (Kowloon 1) Section of EDB **on or before 30 September 2025**.]*

Report on the Use of the "One-off Grant for Mental Health at School"

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

	Area	Actual Expenses ($)
i.	Organising activities and programmes related to enhancing the mental health of students and teachers	39,000
ii.	Providing support services related to enhancing the mental health of students and teachers	16,000
iii.	Designing and producing school-based learning and teaching resources related to mental health	0
iv.	Purchasing items, furniture and equipment to enhance the mental health of students and teachers	5,000
v.	Others (please specify): _____	0
	Total Expenditure	60,000
	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, caput and DSS schools]**

☐ has an unspent balance of $_____ which will lapse. **[Applicable to government schools]**

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

2. Declaration

This is to certify that:

(i) Our school has observed the principles and ambit set out in EDBCM No. 216/2023, 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 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 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

Date：

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