

**贖世主堂財務委員會
Holy Redeemer Church Finance Committee**

(由財務委員會填寫)
(Finance Committee Use Only)
申請書編號 Ref. No. : _____
批核金額 Approved Amount : _____

**《活動津貼申請表》
Application for Event Sponsorship Form**

表格編號 Form No. : HRC-07FC001

申請前請先詳細閱讀背頁的【申請須知】

Please read the "Application Notes for Event Sponsorship" before completing the application form.

申請人姓名 _____ 所屬團體／單位 _____
Name of Applicant : _____ Community / Group : _____
聯絡電話 _____ 電郵 _____
Contact No. : _____ E-mail : _____
舉辦活動名稱 _____
Function / Event Name : _____
活動對象 Event's Target _____ 預計參與人數 _____
Audience / Attendees : _____ Approx. No. of PPL : _____
舉辦活動日期 _____ 舉辦活動地點 _____
Event's Date : _____ Venue / Locations : _____
活動簡介 _____
Description of Events : _____

活動收支預算表 Event's Budget :

序號 No.	摘要 Description	收入 Income(\$)	支出 Expenses(\$)
總計 Total			

擬申請 Applying for (1)津貼 Sponsorship : HK\$ _____

(2)墊支 Deposit : HK\$ _____ (見申請須知 10)
(Ref. application note No.10)

(1)+ (2) 總額 Total : HK\$ _____

申請人簽署 _____ 申請日期 _____
Applicant's Signature : _____ Application Date : _____

活動津貼申請須知 Application Notes for Event Sponsorship :

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2. 申請者必須是本堂區教友或認可善會團體。
The applicant must be a registered parishioner or a member of a registered Devotional Group of the Holy Redeemer Church.
3. 申請津貼的活動，應符合堂區牧民或傳教的目標，例如：堂區生活、維繫信友、信仰培育、靈修體驗、宣揚福音、見證信仰、信仰生活文流、關心社區。(堂區財務委員會擁有對活動目標的最終定義權) Events for sponsorship must be in line with the Parish pastoral or evangelization purposes. For example: pastoral life, events for maintaining communion among parishioners, faith development and formation, spiritual development, evangelization, care of community etc. (The Parish Finance Committee has the final authority over the definition of the above.)
4. 申請撥款津貼的活動，其活動對象或活動受益人，應為本堂區的教友、堂區內善會團體的成員或本堂的福傳對象。
The target groups for all events must be the parishioners of the Parish or the approved Devotional Groups or for Parish evangelization programs.
5. 每宗申請都是獨立個案，堂區財務委員會將因應個別申請而決定撥款金額。
Each application will be considered as an independent case. Finance Committee will approve each application on an individual basis.
6. 申請人必須先填寫『活動津貼申請表』，交予主任司鐸或堂區辦事處，待堂區財務委員會開會審批後，由堂區辦事處通知結果。
The applicant must complete the “Application for Event Sponsorship Form” and submit it to the Parish Priest or to the Parish Office. The Parish Office will inform the applicant the result of the application after it has been approved by the Finance Committee.
7. 活動津貼一經批核，堂區財務委員會將向活動申請人發出『活動津貼支取通知書』，以便向堂區辦事處秘書辦理領款工作。若申請人不能親身前往領取，可授權合適人士代為領取。
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All sponsorship money is taken from the Parish public fund. Applicants have the responsibility to make good and full use of it. If the actual spending exceeds the budget submitted, the Finance Committee will investigate and review the reason before deciding to accord additional allowance.
10. 若申請津貼的活動是須要預支按金或訂金，請列明在申請表上，堂區會代為墊支。
For events requiring advance deposit, please complete the item marked (2) on the Application Form, the Parish will advance the sum of money for this purpose.

此欄由財務委員會填寫 Finance Committee Use Only	
批核津貼金額 Approved Amount : HK\$ _____	主任司鐸簽署 Parish Priest
批核日期 Date : _____	
備註 Remark : _____	財務委員會簽署 Finance Committee

贖世主堂財務委員會
Holy Redeemer Church Finance Committee

(由財務委員會填寫)
(Finance Committee Use Only)
申請書編號 Ref. No. : _____
批核金額 Approved Amount : _____
批核日期 Date : _____

《活動津貼支取通知書》
Approval Notice for Application for Event Sponsorship Form

A) 領款通知 Fund Withdrawal Notice : (由財務委員會填寫 Finance Committee Use Only)

致 To : _____(申請人姓名 Name of Applicant) _____(團體名稱 Community)

閣下所申請 Your application for the Event of _____

的活動津貼，經堂區財務委員會審核後，has been approved by Parish Finance Committee.

已獲得批出津貼 We hereby inform you that the sum of HK\$ _____，

特此專函通知，請與堂區秘書聯絡，商議領款的安排。has been granted. Please contact the Parish Secretary to arrange for the transfer of the said fund.

主任司鐸簽署 Parish Priest 財務委員會簽署 Finance Committee 日期 Date

B) 領取款項／授權領取款項書 (由申請人得知批核結果後填寫 To be completed by the Applicant)
Acknowledgment of Receipt of Sponsorship / Authorization Letter

致：屯門贖世主堂財務委員會 To: Holy Redeemer Church Finance Committee

本人 I _____(申請人 Applicant)已得知申請獲批核，本人*親自領取上述款項／
have been notified of the success of the application. *I acknowledge that I have received the said
fund personally/ 現授權 I now authorize _____(代領者 Assigned)
代表本人領取上述款項 to receive the said fund on my behalf. ◦

× _____ × _____
申請人簽署 Applicant's Signature 代領者簽署 Signature of Assigned Person 日期 Date

*請刪除不適用者*Delete as appropriate

在「×」處簽名及填妥有關資料後，請交回堂區辦事處，以便安排支款
Please signed at "×" and return to the Parish Office after the completion of all details for the Event.

C) 支款記錄 Sponsorship Record (由堂區辦事處填寫 Parish Office Use Only)

領款人姓名 Name of person receiving the Sponsorship : _____

領款金額 Amount Received HK\$ _____

支款方式 Payment method :

現金 Cash 支票 Cheque 銀行名稱 Bank : _____ 支票號碼 No. : _____

領款人簽署 Person Receiving 領款日期 Receiving Date 堂區辦事處簽署 Parish Office

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贖世主堂財務委員會
Holy Redeemer Church Finance Committee
《活動收支報告表》
Event Balance Report

津貼申請人姓名
 Name of Applicant : _____
 所屬團體
 Community / Group : _____
 活動名稱
 Function / Event Name : _____

(由財務委員會填寫)
 (Finance Committee Use Only)
 申請書編號 Ref. No. : _____
 批核金額 Approved Amount : _____
 請於下述日期前交回本表格
 Please return this form before :

收支記錄 Balance Record

編號 No.	日期 Date	摘要 Info. Description	收 入 Income (HK\$)	支 出 Expenses (HK\$)
總計 Total				

若表格不敷應用，請自行影印。

Please make photocopies if form is insufficient

比對結存 Balance Difference

HK\$ _____

 活動津貼申請人簽署 Applicant's Signature

 堂區辦事處 Parish Office

 日期 Date

 日期 Date

※1.所有收支單據及餘款，應連同本表格在指定日期前一併交回堂區辦事處。

1. All receipts and balance should be submitted to the Parish Office within the date specified in Notes No.8.

※2.本表格經堂區辦事處簽署或蓋章後，應影印一份交給申請人保留。

2. Applicants should photocopy and keep a copy of the signed and chopped "Balance Record" for his/her reference.

此欄由財務委員會填寫 Finance Committee Use Only 加批核津貼 Additional Approved Amount : HK\$ _____ 批核日期 Date : _____ 備註 Remark : _____	_____ (主任司鐸簽署 Parish Priest) _____ (財務委員會簽署 Finance Committee)
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