

Ref. No.-

Date/Time of Receipt-

(For Official Use)

# 創意香港

## CREATE HONG KONG

### PROGRESS REPORT OF APPROVED PROJECT

#### CreateSmart Initiative (CSI)

<b>Project Reference</b> :	
<b>Project Title in English</b> :	
<b>Project Title in Chinese</b> :	
<b>Recipient Organization</b> :	
<b>Report Period</b> :	From:
	To :



### 1.4 Project Milestones

(Please use separate sheets if necessary)

Period		Milestones
From (dd/mm/yyyy)	To (dd/mm/yyyy)	

### 1.5 Project Progress to-date

(Note: Please provide details on the progress of each of the deliverable(s) as set out in Section C of the Approved Project Proposal in Appendix I of the Project Agreement.)

(Please use separate sheets if necessary)

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### 1.6 Problems encountered in implementing the Project (if any)

(Please use separate sheets if necessary)

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### 1.7 Variations in the Project or supplementary information (if any)

(Please use separate sheets if necessary)

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### 1.8 Other Comments and Suggestions (if any)

(Please use separate sheets if necessary)

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## 2. Financial Position to-date

(Cumulative total up to date)

(Please use separate sheets if necessary)

### 2.1 Expenditure (HK\$)

#### (i) Manpower

<u>Item</u>	<u>Approved Budget</u> (A)	<u>Actual Expenditure</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
<b>Total (HK\$)</b>				

#### (ii) Equipment

<u>Item</u>	<u>Approved Budget</u> (A)	<u>Actual Expenditure</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
<b>Total (HK\$)</b>				

#### (iii) Other Direct Cost

<u>Item</u>	<u>Approved Budget</u> (A)	<u>Actual Expenditure</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
<b>Total (HK\$)</b>				

<b>Total Expenditure of Project to date</b>	<b>:</b>	<b>HK\$</b>
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### 2.2 Income (HK\$)

<u>Item</u>	<u>Budget Income</u> (A)	<u>Actual Income</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
<b>Total (HK\$)</b>				

**2.3 Sponsorship (HK\$)**

<u>Sponsoring Organization and type of sponsor</u>	<u>Budget Sponsorship</u> (A)	<u>Actual Sponsorship</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
<b>Total (HK\$)</b>				

**2.4 Financial Summary to date**

<b>Approved funding from Government</b>	:	HK\$
<b>Plus : Interest received on the funds to date</b>	:	HK\$
<b>Plus : Sponsorship received to date</b>	:	HK\$
<b>Plus : Actual income received to date</b>	:	HK\$
<b>Less : Actual expenditure to date</b>	:	HK\$
<b>Balance to date</b>	:	HK\$

Report completed by:

	<b>Authorized Signature</b>	:	
	<b>Name of Signatory</b>	:	
	<b>Position</b>	:	
	<b>Recipient Organization</b>	:	
	<b>Date</b>	:	
	<b>Telephone No.</b>	:	
<b>Company Seal</b>	<b>Fax No./Email</b>	:	