

Project Budget Form

Project Name:
Teacher-in-Charge:
Project Start Date:

Number of Teachers:
Number of Students:
Total:

Formulated

PROJECT BUDGET SUMMARY

BUDGET	ACTUAL	BALANCE UNDER/(OVER)
\$ -	\$ -	\$ -

Items	Description	Quantity (or Labour Hours)	Unit Cost (or Hourly Rate)	Subtotal	BUDGET	ACTUAL	BALANCE UNDER/(OVER)
Labour							
Helper				\$ -	\$ -		\$ -
Social Worker				\$ -			
Training Instructor				\$ -			
Guest Speaker				\$ -			
Other(s), please specify				\$ -			
Materials							
Training / Course materials (e.g., teaching notes)				\$ -	\$ -		\$ -
Stationary				\$ -			
Award / Certificate				\$ -			
Gift / Souvenir				\$ -			
Other(s), please specify				\$ -			
Equipment							
Tablet				\$ -	\$ -		\$ -
Computer / Laptop				\$ -			
First Aid Kits				\$ -			
Other(s), please specify				\$ -			
Fixed Cost							
Venue Rental				\$ -	\$ -		\$ -
Insurance				\$ -			
Permits for Holding Event in Public Space				\$ -			
Fees for Setting Up Temporary Structure				\$ -			
Other(s), please specify				\$ -			
Travel							
Tour Bus Rental				\$ -	\$ -		\$ -
Meal				\$ -			
Other(s), please specify				\$ -			
Logistic							
Courier				\$ -	\$ -		\$ -
Printing				\$ -			
Postage				\$ -			
Refreshment				\$ -			
Other(s), please specify				\$ -			
Others							
Other(s), please specify				\$ -	\$ -		\$ -
Other(s), please specify				\$ -			
Other(s), please specify				\$ -			
				TOTAL (HKD)	\$ -	\$ -	