



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

學生發展處
Student Development Section

FINANCIAL STATEMENT 財務收支報告



10/9 checked by Molly on 14/9
2nd checked by Katherin on 15/10

1. 1st Input to Excel (N:Drive)
2. Scan
3. Rename Scanned File
4. Save Scanned File to N:Drive
5. 2nd Input to Excel
6. Prepare FO Payment Request Form & print Subsidy Proposal
7. Send email & reports to FO

* Please type and print the form

Student Organization Name: 澳門大學學生會
 Name of Activity: 八部運作費用 (AIRO)
 Contact Person: 周嘉成 Contact No.: 65203631

(for UMSU sub-organizations)

學院學生會 學術聯會 文娛聯會 體育聯會

Activity Date: N/A
 Email: sabinochao@umsu.org.mo

Part I: Income & Expenses Summary

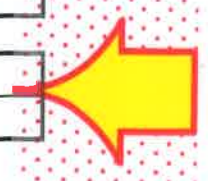
Income		
Must state all cash income for the activity, except SAO Funding subsidy		
Items	Reference Number	Amount (MOP)
Total Income:		0.00
*Did the activity receive any gift or non-cash sponsorship? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If "Yes," you must submit the worksheet "Non_cash Sponsorship")		

Expenses			Reserved for OSA / SDS Only
Must state all expenses of the activity, even if the receipt will not be reimbursed			
Items	Reference Number	Amount (MOP)	Approved Budget (MOP)
宣傳品(下環區巴士路線意見收集)	A1	/ 691.65	691.65
Total Expenditure:		/ 691.65	

Apply for SAO Funding Subsidy (MOP)	
Total Approved Budget by OSA / SDS (MOP)	691.65

For Internal Use Only:

1st Return on: Rec'd on:	2nd Return on: Rec'd on:	3rd Return on: Rec'd on:	Complete doc./Info Rec'd on:
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Part 2: Declaration

I make this solemn declaration conscientiously believing the contents of this report to be true.
本人特此聲明此報告內容全部屬實。

**Electronic signature and seal are not allowed 不接受電子簽名及蓋章*

Declarant
聲明人

Name 姓名:

黃達濠

Signature:
簽署:

黃達濠

Treasurer of Student Organization
學生組織財務長

Name 姓名:

黃達濠

Signature:
簽署:

黃達濠

Name and Stamp of Student Organization:
學生組織名稱及蓋章:

澳門大學學生會



日期 Date:

28/09/2019

DD/MM/YYYY

Legal Duties of the declarant:

If the declarant deliberately makes a false declaration, according to Article 323 of the Criminal Law of Macau, he/she may be subject to a fine or to an imprisonment for a maximum period of 3 years.

聲明人之法律責任:

若聲明者對事實作出虛假之聲明，根據刑法典第323條，最高可被判處三年徒刑或科處罰金。



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Part 3: The reimbursement application for the captioned activity is submitted by:

President of Student Organization
學生組織理事長

Name 姓名:

周嘉成

Signature:

[Handwritten Signature]

簽署:

Treasurer of Student Organization
學生組織財務長

Name 姓名:

黃達濠

Signature:

[Handwritten Signature]

簽署:

Date:

日期: 28/09/2019

Stamp of Student Organization:

學生組織會印:



Part 4: Payment Instruction:

In order to received the reimbursed amount, the payee must first input his/her bank account information in the University of Macau ISW (Information System Web-Services)

Name of Payee (Same as Student ID):

收款人姓名 (與學生證相同):

UMSU

Student No.:

學生證號碼:

N/A

Email / Contact No.:

電郵地址 / 聯絡電話:

~~N/A~~ info@umsu.org.mo

Verified by:

OSA/SDS:

[Handwritten Signature]

FO:

Date:

2019/10/16



Confirmed

New Applications / Re-submit proposals									
Batch 6									
Name of Student Organizations	Activities	Activity Date	Proposed Funding	Other Income/ Sponsorship	Educational Purpose	Activity Type	Upper Limit (SAO)	Grand Total	Remarks
澳門大學學生會	八歌運作費用	Jan	8,000.00	0.00	Others	Others	8,000.00		
澳門大學學生會	以密碼運作費用	Jan	800.00	0.00	Others	Others	800.00		
澳門大學學生會	財務處運作費用	Jan	800.00	0.00	Others	Others	800.00		
澳門大學學生會	公共關係處運作費用	Jan	5,000.00	0.00	Others	Others	TBC		More information is needed for consideration
澳門大學學生會	行政秘書薪金	Jan	132,600.00	0.00	Others	Others	132,600.00		
澳門大學學生會	行政秘書保險	Jan	440.00	0.00	Others	Others	440.00		
澳門大學學生會	行政秘書社會保險基金	Jan	1,080.00	0.00	Others	Others	1,080.00		
澳門大學學生會	設備維修以及清潔費	Jan	40,000.00	0.00	Others	Others	40,000.00		
澳門大學學生會	網頁維護及年費	Jan	12,000.00	0.00	Others	Others	12,000.00		
澳門大學學生會	學生會日常支出	Jan	40,000.00	0.00	Others	Others	40,000.00		
澳門大學學生會	第二十一屆澳門大學學生會領導培訓及列屬生職就職典禮	Jan	5,480.00				5,480.00		
澳門大學學生會	2019創新活動獎勵計劃	Jan	56,000.00	0.00	Interpersonal Relation & Teamwork	Competition	56,000.00		
澳門大學學生會	每月福利(一月)	Jan	3,450.00	0.00	Healthy Living	Others	3,450.00		
澳門大學學生會	每月福利(三月)	Mar	2,700.00	0.00	Healthy Living	Others	2,700.00		
澳門大學學生會	社會時事系列活動之「第一屆論壇」活動	Mar	5,500.00	0.00	Global Perspective	Workshop/Training	4,500.00		topics of seminars, media list must be submitted to SAO 30 days prior to the activity date. Failure to do so may cause cancellation of funding and venue resources
									437,000.00
澳門大學學生會	社會時事系列活動之「議題電影觀賞」	Apr	2,000.00	0.00	Citizenship with Global Perspective	Workshop/Training	2,000.00		List of movies to be played have to be submitted to SAO 30 days prior to the activity date. Failure to do so may cause cancellation of funding and venue resources
澳門大學學生會	社會時事系列活動之「【二零一九】時事語言比賽」	Feb	17,100.00	0.00	Citizenship with Global Perspective	Workshop/Training	15,600.00		Special approval for activity with theme of "Celebration of 20th anniversary of the establishment of the Macau SAR": Upper limit for prizes: MOP4600 Upper limit for souvenir: MOP3000
澳門大學學生會	聯校定向活動比賽之「回顧、懷念」	Mar	25,850.00	0.00	Cultural Engagement	Competition	20,000.00		Suggest to charge registration fee Disapproved item: 運費, 茶點
澳門大學學生會	澳門大學學生會及屬會合辦刊物	Mar	4,684.00	0.00	Cultural Engagement	Performance	4,684.00		
澳門大學學生會	春季幹事招新及幹事大會	Jan	10,000.00	0.00	Interpersonal Relation & Teamwork	Others	4,000.00		Upper limit: MOP30/pax for 100 participants, and MOP1,000 for activity supplies.
澳門大學學生會	春季幹事迎新營 - Exploring	Feb	15,500.00	0.00	Interpersonal Relation & Teamwork	Others	8,500.00		Upper limit: MOP170/pax for transportation and accommodation only (for 50 participants)
澳門大學學生會	「五四運動」一百週年青年領袖論壇	Apr	20,000.00	140,000.00	Interpersonal Relation & Teamwork	Lecture/Seminar	20,000.00		Solid activity details, such as guest list, speaker list, themes / topics of seminars, media list must be submitted to SAO 30 days prior to the activity date.
澳門大學學生會	2018/2019年度畢業生畢業活動 (畢業照拍攝 / 送禮 / 同學錄製作)	May	117,360.00				50,000.00		
ASCE	ASCE 運動日	Jan	3,451.80	0.00	Healthy Living	Competition	1,770.00		Upper limit for refreshment: MOP20/pax for 35 participants Suggest to charge registration fee
ASCE	第十三屆就職典禮	Jan	2,978.25	0.00	Interpersonal Relation & Teamwork	Others	1,827.00		Disapproved item: souvenir. Upper limit for refreshment: MOP30/pax for 50 participants
ASCE	2018 ASCE 年匯聚會	Mar	8,383.64	1,000.00	Cultural Engagement	Performance	3,300.00		Disapproved item: souvenir. Upper limit for refreshment: MOP30/pax for 50 participants
ASCE	2019ASCE東京學習交流團	May	50,000.00	223,000.00	Interpersonal Relation & Teamwork	Visits	20,000.00		Upper limit: MOP1,000 for transportation and accommodation only (for 20 participants)
ASCE	第十二屆ASCE競技大賽	Mar	23,727.00	1,000.00	Interpersonal Relation & Teamwork	Competition	5,000.00		Disapproved item: souvenir. Upper limit for refreshment: MOP20/pax for 70 participants Upper limit for prizes is MOP2,300
BCSA	2019 算數白白蘭	Mar	9,772.00	0.00	Others	Others	4,200.00		Disapproved items: 水, 飲料, 工作紙, 小零食
BCSA	2019 BCSA TSAI 音樂節	Apr	11,259.17	0.00	Others	Others	5,900.00		Disapproved item: souvenir
BCSA	2019 BCSA 元宵節	Feb	12,482.86	0.00	Cultural Engagement	Others	6,500.00		
BCSA	2019 BCSA 春節遊藝會	Jan	14,865.85	0.00	Cultural Engagement	Others	6,500.00		Disapproved items: 水, 飲料, 工作紙, 小零食
BCSA	2019 BCSA 多元文化論壇	Mar	11,838.81	0.00	Cultural Engagement	Lecture/Seminar	TBC		Further information about the activity content is required.



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單據 Receipt	
編號: A1	




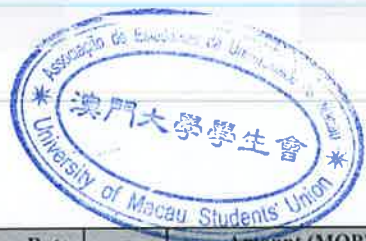
珠海力奧廣告有限公司

Zhuhai Li'ao Advertising Co. Ltd.

收 據

客戶名稱: 澳門大學學生會 聯繫電話: 66924369 2019年8月20日

文件名稱(規格)	單位	數量	單價	金額				備 注
				萬	仟	佰	拾元角分	
X架		7	55			3	85 /	
海報 (A3)		100	2			2	00 /	
總金額(大寫) 萬 <u>8</u> 仟 <u>5</u> 佰 <u>85</u> 拾 <u>5</u> 元 ¥: <u>585 /</u>				 力奧公眾號 微信號				
開單人: <u>ck</u>	附:請認真核對文稿,開單表示認可.下單後兩周內未取貨的,廢品處理!							

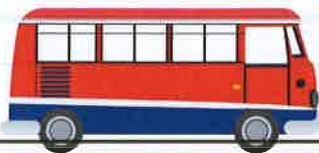


總額 Total:	Currency	Amount	x	Exchange Rate	Amount (MOP)
	RMB ✓	585.00 //	x	1.18230 //	691.65 //
人數 Participants:	N/A				
單據日期 Receipt Date:	20/8/2019 //				
備註 Remarks:	X架及A3海報				

*若單據並沒有涉及特定人群,可在填寫人數的空格內填上N/A
 *若單據上未有清楚列明所購買的物品明細,則需於備註寫上



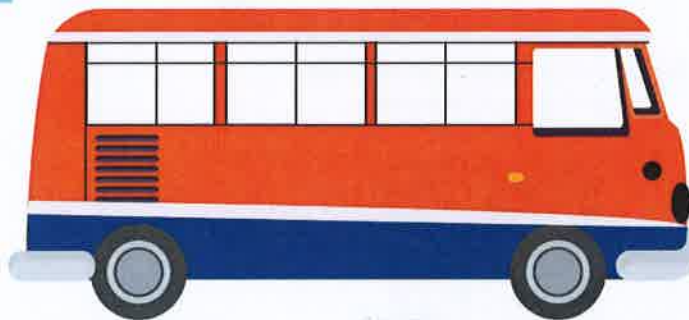
如有任何疑問，請向澳門大學學生會查詢



2019/2020

增設澳大
下環區巴士路線
意見收集

2019/2020 Additional bus route
São Loureç Questionnaire



SCAN QR CODE
FOR QUESTIONNAIRE

