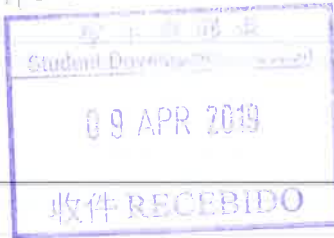




澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU
學生發展處
Student Development Section

1st checked by
Carmen 2019/4/10
2nd checked by
Milly on 4/21

FINANCIAL STATEMENT 財務收支報告



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: 會員大會行政費用 (A3R1)
 Contact Person: 李浩坤 Contact No.: 62822439

(for UMSU sub-organizations

學院學生會 學術聯會 文娛聯會 體育聯會

Activity Date: 2019年2月1日-3月31日 (9 days)
 Email: jackylei@umsu.org.mo

Part I: Income & Expenses Summary

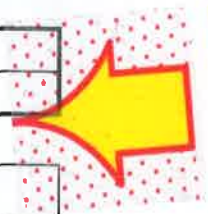
Income		
<i>*Must state all cash income for the activity, except SAO Funding subsidy*</i>		
Items	Reference Number	Amount (MOP)
Total Income:		0.00
*Did the activity receive any gift or non-cash sponsorship? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If "Yes," you must submit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

Expenses			Reserved for OSA / SDS Only
<i>*Must state all expenses of the activity, even if the receipt will not be reimbursed*</i>			
Items	Reference Number	Amount (MOP)	Approved Budget (MOP)
木印	A	160.00	160
Total Expenditure:		160.00	

Apply for SAO Funding Subsidy (MOP)	
Total Approved Budget by OSA / SDS (MOP)	160

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.

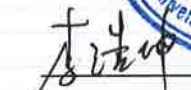
本人特此聲明此報告內容全部屬實。

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

Declarant Name 姓名: 李浩坤
 聲明人

Signature: 
 簽署:

Treasurer of Student Organization Name 姓名: 李浩坤
 學生組織財務長

Signature: 
 簽署:



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



Date 日期: 31/3/2019
 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:
簽署:

Treasurer of Student Organization
學生組織財務長

Name 姓名: 李浩坤
Signature:
簽署:



Date:
日期: 31/03/2019

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:

NA

Email / Contact No.:
電郵地址 / 聯絡電話:

UMSU@umac.mo

Verified by:

OSA / SDS:
Date: 2019/5/20

FO: _____
Date: _____



Continued

New Applications / Re-submit proposals											
Batch 1											
Category	Name of Student Organizations	Activities	Activity Date	Proposed Funding	Other Income/ Sponsorship	Educational Purpose	Activity Type	Activity Upper Limit (SAO)	Grand Total	Remarks	
UMSU	澳門大學學生會	2019/2020澳門大學學生會記事本設計比賽	Apr	40,000.00	8,500.00	Cultural Engagement	Competition	21,000.00	46,200.00		
UMSU	澳門大學學生會	學生會手機應用程式開發及推廣費用	Feb	15,000.00	0.00	Othes	Others	15,000.00			
UMSU	澳門大學學生會	會員大會行政費用	Feb	4,000.00	0.00	Othes	Others	4,000.00			
UMSU	澳門大學學生會	巧克力傳情	Mar	5,200.00	0.00	Cultural Engagement	Community Service	4,200.00			
Sport	籃球會	<<澳門大學春季籃球杯——澳大路人王>>	Mar	10,671.28	1,600.00	Healthy Living	Competition	5,000.00	5,000.00	Disapproved items: 飲品及食品. Need to provide CV of referee.	
Sport	足球會	女子足球體驗 日一	Mar	8,479.80	400.00	Healthy Living	Interest Course		6,000.00	6,000.00	Disapproved items: water, prices. Need to provide CV of referee.
Sport	足球會	女子足球體驗 日二	Mar	2,909.76	400.00	Healthy Living	Interest Course				
Sport	君子球會	第三屆香港教育大學國際巧固球邀請賽2019	Apr	12,948.00	0.00	Healthy Living	Competition	5,000.00	5,000.00	Upper limit: MOP500/pax for transportation and 球隊費用 only (for 10 participants)	
Sport	乒乓球會	2019 大學盃 大學盃 乒乓球比賽	Mar	11,100.00	500.00	Healthy Living	Competition	5,000.00	5,000.00	Disapproved items: water. Upper limit for prizes (cash prizes & trophies) MOP300. Need to provide CV of referee.	
Academic	英國機械工程師學會澳門分會	DIY耳機工作坊	Feb	3,328.02	0.00	Interpersonal Relation & Teamwork	Workshop/Training	3,000.00	3,000.00	Suggest to charge participant fee. Disapproved item: Drinks	
Academic	地理研究學會	第十一屆「地理王」知識問答大賽	Apr	4,802.98	9,280.00	Interpersonal Relation & Teamwork	Competition	3,500.00		Disapproved item: souvenir. Upper limit for prizes (cash prizes & trophies): MOP2300	
Academic	地理研究學會	2019年香港地質及生態之旅	Mar	12,926.45	6,600.00	Healthy Living	Visits	10,000.00	23,500.00	Upper limit for HK Trip: MOP500/pax for transportation and accommodation (for 20 participants only). Upper limit for Qinghai trip: MOP1000/pax for transportation and accommodation only (for 20 pax only). Note: maximum funding for exchange trips is MOP20,000 per year.	
Academic	地理研究學會	青海甘肅地理考察交流團	Jun	74,010.80	170,000.00	Healthy Living	Visits	20,000.00			
Academic	一番會	2019夏日浴衣體驗	Apr	2,600.00	0.00	Cultural Engagement	Others	1,200.00	2,700.00		
Academic	一番會	澳門大學學生會一番會第六屆日語歌唱比賽	Feb	2,600.00	0.00	Cultural Engagement	Performance	1,500.00		Upper limit: MOP 500 for advertising and activity supplies	
Academic	旅遊會展及款客學會	「旋轉」-旅遊知識問答比賽	Oct	33,000.00	0.00	Interpersonal Relation & Teamwork	Workshop/Training	8,000.00	22,000.00	Disapproved items: answering machines (suggest to borrow from SAO); advertising; prizes, souvenirs and transportation. Upper limit for MC and performers: MOP2000 (Max. MOP1000 per task); Upper limit for meals: MOP1000	
Academic	旅遊會展及款客學會	潛能拓展訓練營	Sep	14,400.00	0.00	Interpersonal Relation & Teamwork	Workshop/Training	5,300.00		Upper limit: MOP170/pax for transportation and accommodation only. Note: Maximum funding for orientation / team building activities is MOP6,000	
Academic	旅遊會展及款客學會	「紙飛機」迎新營	Sep	19,720.00	0.00	Interpersonal Relation & Teamwork	Workshop/Training	6,000.00			
Academic	旅遊會展及款客學會	情人節系列活動-「花季」	Mar	15,000.00	1,000.00	Interpersonal Relation & Teamwork	Interest Course	8,000.00		Disapproved item: Gift for participant. Upper limit for workshop: MOP2,500	



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Ref: S-015/F/SDS

Confirmed

New Application	
Batch	_____
Requested Total Fund	
MOP	4000

SAO Funding Application (New Application)

Instruction: Please fill out every part of the form in English/Chinese.

Part 1: Information of the Association

Name of Association	(Chinese)	澳門大學學生會		
	(English)	University of Macau Students' Union		
Name of Activity in Charge	(Chinese)	吳欣媛		
	(English)	Rachel Ng		
Position held in the Association	Presidium of General Assembly President			
Contacts of Person in Charge	(Phone)	62521650 <i>6636 7816</i>	(Email)	zacharylou@umsu.org.mo <i>rachelng1117@umsu.org.mo</i>

Part 2: Information of the Activity

Activity Name	(Chinese)	會員大會行政費用		
	(English)			
Type of Participants	<input checked="" type="checkbox"/> Organization Members Only <input type="checkbox"/> All UM Students/Staff <input type="checkbox"/> Open to Public			
Expected Number of Participants				
Activity Month(s)	1-12			
Activity Venue/Place	E31			
Priority of this Activity	Total no. of Applications submitted in this Batch:		Priority:	
Activity Series	<input type="checkbox"/> Yes <input type="checkbox"/> No			
New Initiated Activity	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of Activity (May choose more than 1 option)	<input type="checkbox"/> Interest Course <input type="checkbox"/> Workshop/Training <input type="checkbox"/> Lecture/Seminar <input type="checkbox"/> Publication <input type="checkbox"/> Boardcast <input type="checkbox"/> Performance <input type="checkbox"/> Competition <input type="checkbox"/> Exhibition <input type="checkbox"/> Exchange Trip <input type="checkbox"/> Visits <input type="checkbox"/> Community Service			
	<input checked="" type="checkbox"/> Others. Please state _____ Operating fee _____			
Co-organized Activity	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Co-organizer(s)		
Name of Co-organizer(s)				



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Part 3: Activity Objectives (in point form)

How can the activity help to meet the following educational purpose(s)? Please explain.

<input type="checkbox"/> Healthy Living	
<input type="checkbox"/> Interpersonal Relation & Teamwork	
<input type="checkbox"/> Leadership & Service	
<input type="checkbox"/> Cultural Engagement	
<input type="checkbox"/> Citizenship with Global Perspective	
<input checked="" type="checkbox"/> Others	

Please provide a brief description of the activity. You may provide the rundown as a separate attachment.



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Please provide an evaluation on risk and management (Optional)

Part 4: Attachment

- Budget Plan (Compulsory)
- Activity Proposal
- Rundown / Trip Schedule
- Floor plan
- Guest List
- Others. Please State: _____

The above funding request application is submitted by:

17/1/2019 _____
Date Name and Signature of Activity in Charge

吳欣媛

17/1/2019 _____
Date Name and Signature of Treasurer

李浩坤

17/1/2019 _____
Date Name and Signature of Person in Charge

周嘉成

Stamp of Association





澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

學生發展處
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單據 Receipt

編號: A



優質材料

原鋼日木
子印期排
印膠印膠
章印章印



兄弟原子印

Carimbos Com Tinta Permanente "Heng Tai"
澳門黑沙環看台街158號泉碧花園S舖
RUA DA TRIBUNA, SN. EDF. CHUN PEK FA UN.S R/C
TEL:2843 1199,28432561 FAX:28431199

公司印章
印章設備
印章材料
紅藍紫綠黑

正式收據

Nº 02775

客戶

澳門大學學生會

DATE

16-3-2019

貨號 CODE	摘要 DESCRIPTION	數量 QUANTITY	單價 UNITPRICE	折扣 DISCOUNT	金額 AMOUNT
	木印	2个	80-		160-



合計 MOP
TOTAL

160-

製單人:

收貨人:

總額 Total:	Currency	Amount	x	Exchange Rate	=	Amount (MOP)
	MOP //	160.00 //	x	1.00000 //	=	160.00 //
人數 Participants:	N/A					
單據日期 Receipt Date:	16/3/2019 //					
備註 Remarks:						

*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