



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 Mellyon
9/4

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

(for UMSU sub-organization)

學院學生會 學術聯會 文娛聯會 體育聯會

Name of Activity: 第一期行政秘書保險 (A6RO)

Activity Date: 2019年1月1日-3月31日 (9 days)

Contact Person: 李浩坤 Contact No.: 62822439

Email: jackylei@umsu.org.mo

Part 1: Income & Expenses Summary

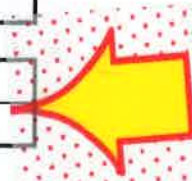
Income		
Must state all cash income for the activity, except SAO Funding subsidy		
Items	Reference Number	Amount (MOP)
Total Income:		0.00
*Did the activity receive any gift or non-cash sponsorship? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If "Yes," you must submit the worksheet "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)
第一期行政秘書保險	A1	414.00	414
Total Expenditure:		414.00	

Apply for SAO Funding Subsidy (MOP)	
Total Approved Budget by OSA / SDS (MOP)	414

For Internal Use Only:

1st Return on: 2019/4/12 Rec'd on: 2019/4/19	2nd Return on: 2019/9/12 Rec'd on: 2019/9/12	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: 李浩坤
簽署:

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

Signature: 李浩坤
簽署:



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



Date 日期: 1/4/2019
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:

FO:

Date:

2019.9.12

Date:

UMSU Batch 6

Continued

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	八部運作費用	Jan	8,000.00	0.00	Others	Others	8,000.00	432,000.00	More information is needed for consideration
澳門大學學生會	稅務運作費用	Jan	800.00	0.00	Others	Others	800.00		
澳門大學學生會	財務運作費用	Jan	800.00	0.00	Others	Others	800.00		
澳門大學學生會	公共關係部運作費用	Jan	6,000.00	0.00	Others	Others	TBC		
澳門大學學生會	行政經費薪金	Jan	132,600.00	0.00	Others	Others	132,600.00		
澳門大學學生會	行政經費保險	Jan	440.00	0.00	Others	Others	440.00		
澳門大學學生會	行政經費社會服務基金	Jan	1,080.00	0.00	Others	Others	1,080.00		
澳門大學學生會	設施維修以及添置費	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選舉機制及列席生攝誌籌備費	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周活動	Mar	5,500.00	0.00	Citizenship with Global Perspective	Workshop/Training	4,500.00		Upper limit for refreshment: MOP20/pax for 50 participants 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. 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】時事問答比賽	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	嘉絲定向運動比賽之「前驅」聯會	Mar	15,450.00	0.00	Cultural Engagement	Competition	10,000.00		Suggest to charge registration fee Disapproved item: 膳食, 餅乾
澳門大學學生會	澳門大學學生會及醫會介紹刊物	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」一百週年青年領袖峰會	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 (畢業印刷品 / 晚宴 / 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 年度聚會	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實體語言白晝	Mar	9,772.00	0.00	Others	Others	4,200.00		Disapproved items: 水, 飲料, 工作餐, 小零食
BCSA	2019 BCSA TSIA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春節團圓會	Jan	14,865.85	0.00	Cultural Engagement	Others	6,500.00		Disapproved items: 水, 飲料, 工作餐, 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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2018年單

中國太平保險(澳門)股份有限公司
CHINA TAIPING INSURANCE (MACAU) CO., LTD

正式收據 ORIGINAL RECEIPT

帳號 A/C NO. A00349 (PR- KENG IAO FAN)
日期 Date 19-Dec-2018
臨時收據號 Temporary Receipt No. 1810230267
保費通知書編號 Debit Note No. CIM/EG/2019/000042
保單/暫保單編號 Master Ref. EG19000042
期數 Inst. No. 1
Cross Ref.

合計 Total MOP 414.00

中國太平保險(澳門)股份有限公司

CHINA TAIPING INSURANCE (MACAU) CO., LTD.

THIS IS A COMPUTER GENERATED RECEIPT
AND DOES NOT REQUIRE A SIGNATURE AC091

A1



澳門大學學生會
澳門仔大學大馬路澳門大學

Received From 澳門大學學生會
Address 澳門仔大學大馬路澳門大學
For the Insurance of Employees' Compensation
Date of Insurance From 25-Jan-2019 to 24-Jan-2020
Sum of Insurance MOP132,600.00
Premium MOP 414.00
Tax MOP 0.00



This receipt valid only when the name is signed by our collector and the relative cheque is honoured

現金 By Cash
支票 By Cheque
備註 Rem 83974599
信用卡 By Credit Card
有酬資料號 Reference Inf.

人數 Participants:	MOP/	414.00	x	/ 1.00000	=	414.00
單據日期 Receipt Date:	25/1/2019 - 19/12/2018					
備註 Remarks:	因本人是 2018 年 12 月 17 日向保險經紀設有 關保險的事，所以單據上的日期為 2018 年 12 月 19 日。 而我付款的日期為 2019 年 1 月 25 日					

*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

李浩坤



收據/發票遺失或欠缺聲明書

DECLARATION FOR EXPENSES WITHOUT RECEIPTS/INVOICES

本人 李浩坤，由於以下原因未能提供收據/發票或有效的支出憑證，特此聲明。

本人遺失或意外銷毀以下購買貨品或服務的收據/發票

本人只獲發以下購買貨品或服務的電子收據/發票

其他(請註明): 本人2018年向中國太平保險公司預付了2019年行政秘書的勞工保險,故收據上是寫2018年的日期而不是2019年

本人了解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款。

I, 李浩坤, hereby solemnly and sincerely declare that I cannot provide the original receipt(s)/invoice(s) due to the following reason:

I have mislaid or accidentally destroyed the original receipt(s)/invoice(s) of the following purchase(s).

Only electronic receipt(s)/invoice(s) was/were received for the following purchase(s).

Others (please specify): _____

I understand that 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.

購買貨品或服務的細項如下:

Detailed description(s) of goods or service(s) purchased is/are listed as below:

參考文件編號 Ref. No	供應商 Vendor Name	購買日期 Date of Purchase	貨幣 Currency	支付金額 Amount Paid	所購買之貨品/服務 Description of Goods / Service Purchased	用途 Purpose
A1	中國太平保險(澳門)股份有限公司	19/12/2018	MOP	414	行政秘書勞工保險	保險
		25/1/2019				

李浩坤

聲明人姓名 Print Name of Declarant

聲明人簽名 Signature of Declarant

17/08/2019

日 Date / 月 Month / 年 Year

李浩坤

財務長姓名 Print Name of Treasurer of Student Organization

財務長簽名 Signature of Treasurer of Student Organization

學生組織會章 Stamp of Student Organization

