

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 37/2020

From : Permanent Secretary for Education To: Supervisors and Heads of all secondary day schools, primary schools, special schools and kindergartens

Ref.: EDB(SDCT)1/P-620/3 Pt.1

Date: 6 March 2020 c.c. Heads of Sections – for information

Special Anti-epidemic Grant

Summary

The purpose of this circular memorandum is to inform all secondary day schools, primary schools, special schools and kindergartens of the details about the provision of a one-off Special Anti-epidemic Grant.

Details

2. To prevent the spread of novel coronavirus at schools and to safeguard the health of students, all schools have temporarily suspended their classes since early February 2020. In order to help schools replenish their epidemic prevention equipment, clean the school premises and pay for the other expenses related to epidemic prevention, the Education Bureau (EDB) will provide a one-off Special Anti-epidemic Grant to all schools offering full and formal curriculum.

Eligible Schools

3. All schools offering full and formal curriculum (including kindergartens, kindergarten-cum-child care centres, and schools operating kindergarten levels (hereafter referred to as “KGs”), government, aided and caput schools, schools under Direct Subsidy Scheme (DSS), schools under the English Schools Foundation (ESF), international schools, Private Independent Schools (PIS), private primary schools and private secondary day schools) are eligible for the grant.

The Amount

4. The Special Anti-epidemic Grant is a one-off grant. Details are as follows:

- (i) KGs – the amount to be received by KGs joining the kindergarten education scheme (Scheme-KGs) is determined by the total number of

students as at 15 January 2020 (excluding the students enrolled in child care centres). Specifically, KGs with 66 or less half-day students will receive \$10,000 (one full-time student to be counted as two half-day students) while 67 or more will receive \$15,000. Each non-Scheme KG will receive \$12,500.

- (ii) Government schools, aided schools (including special schools), caput schools and DSS schools – the amount to be received by schools is determined by the number of approved classes in the 2019/20 school year. Specifically, schools with 11 classes or less classes will receive \$15,000; those with 12 classes to 23 classes will receive \$20,000 and those with 24 classes or more will receive \$25,000.
- (iii) Boarding sections of special schools – the amount to be received is determined by their approved boarding capacity in the 2019/20 school year. Specifically, schools with a boarding capacity less than 40 will receive \$15,000; those with a capacity from 40 to 60 will receive \$20,000 and those with a capacity from 61 or more will receive \$25,000.
- (iv) Private secondary and primary schools (including private schools offering full and formal curriculum, international schools, PIS and schools under ESF) – each school will receive \$20,000.

Note: Special schools operating both primary and secondary levels (including the special school under ESF) are counted as one school while other schools operating both primary and secondary levels are counted as two schools. If a school operates in more than one location, it will be counted as one school only.

Disbursement Arrangement

5. For government schools, the one-off grant will be provided in the form of budget allocation under a new designated user code (to be notified separately). For schools which are in receipt of government subvention (including Scheme-KGs, aided schools, caput schools, DSS schools, and schools under ESF), the grant will be credited directly to the schools' bank accounts in March 2020 the earliest. Application is not required.

6. Private secondary and primary schools (including private schools offering full and formal curriculum, international schools and PIS) are required to complete Annex 1, and provide the EDB with a bank account, the name of which should be exactly the same as the school name. If schools are using a bank account with the name being different from the school name, they should fill in Annex 2. (The softcopy of Annexes 1 and 2 can be downloaded from the website of the EDB : <http://www.edb.gov.hk> >

School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Special Anti-epidemic Grant). If schools return the completed Annex 1 or 2 with complete and accurate information, and relevant supporting documents (if applicable) to the respective School Development Sections **on or before 18 March 2020**, the grant will be disbursed to them starting from April 2020.

7. For non-Scheme KGs, the EDB has issued a letter dated 2 March 2020 entitled “Provision of Support to Kindergartens NOT Joining Kindergarten Education Scheme (Ref: EDB(KGA)ADM/90/1). **Non-Scheme KGs are required to fill in Appendix 1 or 2 attached in the above-mentioned letter.** The EDB will process the applications of both the Support Grant stated in the above-mentioned letter and the Special Anti-epidemic Grant stated in this Circular Memorandum. Please refer to the above-mentioned letter for details.

8. In procuring relevant items / services, schools are reminded to refer to the Points to Note in the Purchase of Goods/Services in the EDB Circular No. 14/2003 “Acceptance of Advantages and Donations by Schools and their Staff”, and follow the procurement procedures listed therein. Aided schools are required to follow the procedures and guidelines stated in the EDB Circular No. 4/2013 “Procurement Procedures in Aided Schools” and “Guidelines on Procurement Procedures in Aided Schools (April 2013)” while government schools should refer to the store and procurement guidelines as stated in the relevant EDB Internal Circulars. Caput schools and DSS schools should follow the guidelines on procurement procedures for aided schools, or their own procurement policies formulated upon the endorsement of their School Management Committees/Incorporated Management Committees. Schools under ESF should follow their prevailing procurement procedures.

9. As for Scheme-KGs, they should follow the procurement procedures as stipulated in the latest “Guidelines on Procurement Procedures in Kindergartens” issued by the EDB. Non-Scheme KGs should also refer to the principles of procurement of goods and services listed in Appendix 2 of the EDB Circular No. 16/2013 “Collection of Fees, Sale of School Items and Provision of Paid Services in Kindergartens” (an extract copy is in Annex 3). Other schools (including private schools and international schools) should also follow the procurement procedures stated in Annex 3.

Accounting and Auditing Arrangement

10. All schools should keep a separate ledger account to properly record all income and expenditure of the Special Anti-epidemic Grant. All books of accounts, receipts,

payment vouchers and invoices must be kept for at least 7 years by schools for accounting and auditing purposes. Aided schools, caput schools and DSS schools should adhere to the EDB's requirements on submission of audited accounts as set out in the relevant circular memoranda as well as their appendices in preparing ledger accounts and annual accounts. The EDB may request schools (including all types of private schools) to provide relevant documents for examining the use of the Special Anti-epidemic Grant, if necessary. Schools are responsible for ensuring the effective use of the grant, all of which should be used for purchasing items or services for epidemic prevention or cleaning the school premises, and paying for other expenses related to epidemic prevention. If schools are found not spending the grant according to the ambit as stated in this Circular Memorandum, or cannot provide the relevant supporting documents during audit, schools will be required to return the disbursed grant to the EDB.

11. Aided schools should note that the Special Anti-epidemic Grant is outside the Operating Expenses Block Grant (OEBG) / Expanded Operating Expenses Block Grant (EOEBG) while deficit will be borne by the surplus of OEBG / EOEBG as appropriate. Caput schools and DSS schools can make use of the DSS Subsidy and Caput Fee Subsidy respectively to make up the deficit. If deficit is still found, it should be borne by the schools' own fund / non-government fund. Government schools, if deemed necessary, should make use of the Expanded Subject and Curriculum Grant to make up the deficit while other schools can deploy other relevant government subvention (if applicable) / schools' own fund to make up the deficit. The grant and its surplus, if any, should not be transferred to any other accounts.

12. Schools should use the grant by 31 August 2021, and complete and return the Report on Use of Special Anti-epidemic Grant attached in Annex 4 by 29 October 2021 to the EDB. Any unspent balance as at 31 August 2021 should be returned to the Government. Schools will be informed of the relevant details later.

Enquiries

13. For enquiries, please contact the respective Senior School Development Officers or Senior Services Officers.

KK LEE
for Permanent Secretary for Education

Annex 1

[Attention: To be printed with official school letterhead]

Collection of Special Anti-epidemic Grant

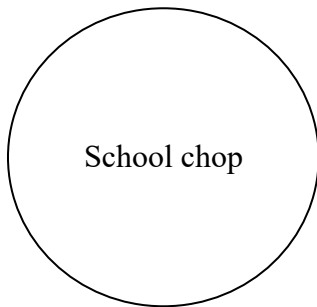
Declaration of School Supervisor

To : Permanent Secretary for Education

(Attn : _____ District School Development Section)

I, _____ (*name*), as the Supervisor of

(*name of school*), confirm that the name of the bank account holder and the school are **identical**. I hereby submit the duly completed form GF179A in collection of the Special Anti-epidemic Grant. I understand and will abide by the terms stipulated in the EDBCM No. 37/2020 on the Special Anti-epidemic Grant.



Full Name of School
(Identical to the chop) :

Signature of Supervisor :

Name of Supervisor :

Contact number of
Supervisor :

Date :

附註

個人資料收集聲明

1. 你所提供的資料，將作政府付款給你的用途。
2. 政府可能將部分或全部資料轉交其他已獲法律授權接收的人士。
3. 在《個人資料(私隱)條例》列明的豁免範圍內，你有權取得及更正個人資料。
4. 如欲取得或更改個人資料，請聯絡與你有收支往還的政府部門。

只供收款人填寫(第 I、II 及 III 欄)

1. 收款人如為公司或團體，在遞交本表格時，須附交一封使用該公司或團體的正式信紙的說明函件，並須由獲該公司或團體授權的人士簽署。
2. 如欲將本授權書的適用範圍限定於若干項事務，請列明該等事務。
3. 切勿在一空格內填寫超過一個字或一個數字。倘因篇幅所限而未能行末填寫一個完整的詞彙，須在下一行填上整個詞彙。
4. 帳戶持有人的名稱應與收款人的名稱完全相符。如未能確定銀行編號，請向有關銀行查詢。
5. 款項如須存入聯名帳戶，應列明該帳戶的英文全名而收款人名稱應是聯名帳戶的一部分。
6. 如希望以傳真方式或電子郵件接收領款通知書(只可選擇其中一種方式)，請填妥傳真號碼或電子郵件地址，否則領款通知書將經郵遞寄上。未能經傳真或電子郵件送達的領款通知書將改以郵遞送交。

只供部門填寫

第 I 欄

在供收款人填寫表格前，在“致”字旁的空框內填上接收填妥表格的部門或辦事處的名稱及地址。如收款人銀行帳戶欄資料有任何更改，須另填一份新表格。

第 IV 欄

1. 在支付債權人系統更新後填寫。
2. 如經由支付債權人系統所支付給非公務員合約僱員的應課稅入息，應填寫第三個數字是“9”的債權人檔號。這些付款將會列入 IR56C 表格。

NOTES

Personal Information Collection Statement

1. The information provided by you will be used for purposes of effecting payments to you by the Government.
2. The Government may give some or all of the information to other parties authorized by law to receive it.
3. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to personal data.
4. Request for personal data access and correction should be addressed to the relevant Government departments with which you have dealings.

For Payee's Use (Sections I, II and III)

1. For companies/organizations, this form must be accompanied by a covering letter on the official letterhead of the company/organization and signed by an authorized signatory of the company/organization.
2. If it is desired to restrict this Authority to payments in respect of certain transactions only, please specify those transactions.
3. Do not use one space for more than one letter or one digit. Where a complete word cannot be entered at the end of a row because of insufficient space, the whole word should be entered in the next row.
4. The bank account should have the same name as the payee's name. If you do not know the bank code of your bank account, please contact your banker.
5. Where payment is to be made into a joint account, the full name of the joint account in English must be stated and the payee's name should form part of the name of the joint account.
6. Please enter your fax number or e-mail address if you wish to receive the Remittance Advice by fax or by e-mail (choose one method only). Otherwise, the Remittance Advice will be sent by post. Remittance Advice which cannot be successfully sent by fax or by e-mail will be sent by post.

For Department Use

Section I

Before passing the form to the payee for completion, enter in the box beside the word 'To' the name AND address of the department, or office to which the payee should return the completed form. If there is a change in the bank account details of the payee, a new form must be completed.

Section IV

1. To be completed after the creditor record has been updated in the Payment of Creditors System.
2. For payment of taxable earnings to non-civil service contract staff through the Payment of Creditors System, Creditor Reference Number with "9" in the third digit should be entered. Such payments will be included in IR56C Return.

Annex 2 : Applicable to schools with a bank account name different from the school name

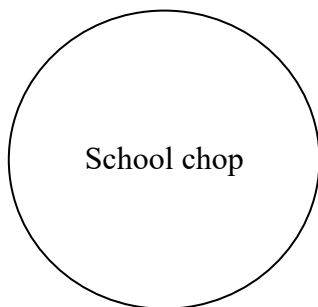
To : Permanent Secretary for Education
(Attn : _____ District School Development Section)

Declaration of School Supervisor

I, _____ (*name*), as the Supervisor of
_____ (*name of school*), hereby request
the Education Bureau to credit the full amount of the Special Anti-epidemic Grant into the
bank account of _____ (*payee's name*), of the
account number _____ (*personal bank account NOT accepted*). I
understand and will abide by the terms as stipulated in the EDBCM No. 37 /2020 on the
Special Anti-epidemic Grant.

The reason(s) for using the above bank account is/are as follows-

Enclosed herewith the supporting documents showing the connection between the school and the company/ organization holding the account.



Full Name of School
(Identical to the chop) : _____

Signature of Supervisor : _____

Name of Supervisor : _____

Contact number of
Supervisor : _____

Date : _____

Annex 2a

***[Attention: To be printed with letterhead bearing the name of company/
organization identical to the holder of bank account]***

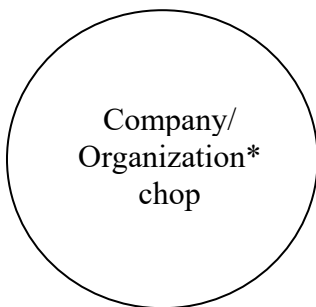
Collection of Special Anti-epidemic Grant

To : Permanent Secretary for Education

(Attn : _____ District School Development Section)

Our company/ organization* , _____ (name),
hereby submits the duly completed form GF179A in collection of the Special Anti-epidemic
Grant.

(Note: The information filled in Part III of GF 179A must be consistent with those submitted in
this letter.)



Full Name of the
Company/ Organization*
(Identical to the chop) :

Signature of
the authorized person :

Name of
the authorized person :

Contact number of
the authorized person :

Date :

[*Please delete as appropriate]

<p>I</p> <p>參閱背頁 - 只供收款人填寫的附註 See Notes Overleaf - For Payee's Use</p>	<p>致： To:</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>教育局 Education Bureau</p> </div>	<p style="text-align: center;">只供部門填寫 FOR DEPARTMENT USE ONLY</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">IV</p> <p style="text-align: center;">債權人檔號 Creditor Reference No</p> <table border="1" style="margin: auto; width: 100px; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> </div>										
<p>參閱背頁 註一 See Note 1 Overleaf</p>	<p>請將應付給我 / 我們的全部款項存入我 / 我們在下述銀行的帳戶 All sums due to me/us should be paid into my/our bank account with the</p> <p>銀行 Bank <input style="width: 150px;" type="text"/> 分行 Branch <input style="width: 150px;" type="text"/></p>											
<p>參閱背頁 註二 See Note 2 Overleaf</p>	<p>本授權書只適用於下述事務的付款：— This Authority applies to payments to me/us in respect of the following transaction(s) only:—</p> <p>防疫特別津貼 / Special Anti-epidemic Grant</p> <p>付款給我 / 我們所須的資料詳情載於第 II 欄 The particulars necessary to effect payment to me/us are given in Section II below</p>											

<p>II</p> <p>參閱背頁 註三 See Note 3 Overleaf</p>	<p>收款人名稱：個人— 先寫姓氏 (最多可填寫 80 個英文字母或 40 個中文字) Payee's Name : For individual - Surname first (Maximum 80 characters for English or 40 words for Chinese)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>地址 (最多可填寫 120 個英文字母或 60 個中文字) Address (Maximum 120 characters for English or 60 words for Chinese)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>						
<p>參閱背頁 註四 See Note 4 Overleaf</p>	<p>銀行帳戶 Bank Account</p> <table style="width:100%;"> <tr> <td style="width:33%;">銀行編號 Bank Code</td> <td style="width:33%;">分行編號 Branch Code</td> <td style="width:33%;">帳戶號碼 Account No.</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> </table>	銀行編號 Bank Code	分行編號 Branch Code	帳戶號碼 Account No.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
銀行編號 Bank Code	分行編號 Branch Code	帳戶號碼 Account No.					
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>					
<p>參閱背頁 註五 See Note 5 Overleaf</p>	<p>英文銀行帳戶名稱 (適用於在上列以中文填寫了收款人名稱) Name of Bank Account in English (for payee's name completed in Chinese above)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>						
<p>參閱背頁 註六 See Note 6 Overleaf</p>	<p>我 / 我們選擇以傳真方式或電子郵件接收領款通知書 (請選擇其中一種方式)。我 / 我們的傳真號碼或電子郵件地址是：— I/We elect to receive the Remittance Advice by fax or by e-mail (please choose one method only). My/Our fax number or e-mail address is:—</p> <p>傳真號碼 Fax No. <input style="width: 150px;" type="text"/></p> <p>電子郵件地址 e-mail address <input style="width: 100%;" type="text"/></p>						

<p>III</p> <p>我 / 我們同意 I/We hereby agree that</p> <p>一、銀行向政府表示收到款項的證明，足以代替我 / 我們的收款證明。 1. The Bank's acknowledgment to the Government will be sufficient discharge in lieu of acknowledgment by me/us.</p> <p>二、我 / 我們填報在本表格內的付款辦法指示，在付款方式方面，對政府並無約束力。 2. My/Our payment instructions on this form do not bind the Government in regard to the manner in which payment may be made.</p> <p style="text-align: center;"><u>個人 For individual</u></p> <div style="border: 1px solid black; padding: 20px; text-align: center;"> <p style="font-size: 2em;">不適用</p> <p style="font-size: 1.5em;">Not Applicable</p> </div> <p>簽名 Signature</p> <p>姓名 (正楷) Name in block letters</p> <p>香港身分證 / 護照號碼 H.K.I.C./Passport No.</p> <p>電話號碼 Telephone No.</p> <p>日期 Date</p>	<p style="text-align: center;"><u>公司 / 團體 For company/organization</u></p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>公司印章 Official Stamp</p> <p>獲公司 / 團體授權之認可簽署 Authorized signature For and on behalf of the company/organization</p> </div> <p>姓名 (正楷) Name in block letters</p> <p>職位 Position</p> <p>電話號碼 Telephone No.</p> <p>日期 Date</p>
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附註

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6. 如希望以傳真方式或電子郵件接收領款通知書(只可選擇其中一種方式)，請填妥傳真號碼或電子郵件地址，否則領款通知書將經郵遞寄上。未能經傳真或電子郵件送達的領款通知書將改以郵遞送交。

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**Extracted from Appendix 2 of EDBCM No. 16/2013 on
“Collection of Fees, Sale of School Items and
Provision of Paid Services in Kindergartens”
[Applicable to private schools]**

Books of accounts

- (17) KGs must keep proper books of accounts, which must reflect all sales and purchases of school items and provision of paid services.

Procurement of goods and services

- (18) When handling procurement of goods and services, KGs have to observe the principles of openness, fairness and competitiveness. While KGs are given flexibility in formulating their own procurement policy, they are required to establish a set of proper procedures for procurement and competitive bidding that are line with the guidelines set out below.

- (19) Specifically, KGs should –

- (a) invite bid/ quotation from a sufficient number of suppliers or contractors for items or services to be purchased on a fair basis;
 - (b) maintain proper records of the procurement/ quotations, including full names of the suppliers/ service providers contacted, reasons for their selections and details of the quotations received;
 - (c) take measures to prevent leakage of or tampering with quotation information;
 - (d) draw up predetermined assessment criteria for the award of service and works contracts if price is not the only consideration;
 - (e) require all staff involved in procurement duties to declare any current or future connection that they or their families have with the suppliers/ service providers by signing an undertaking and declaring their interest when conflict of interest arises; and
 - (f) establish a clear segregation of staff function, for example, the staff obtaining quotations and the staff accepting the offer for that purchase should not be the same person.
- (20) To mitigate the risks of abuse and corruption, KGs are encouraged to make reference to the “Best Practice Checklist – Procurement” issued by the Independent Commission Against Corruption via the hyperlink below:

http://www.icac.org.hk/filemanager/en/Content_1031/procurepractices.pdf

To : Permanent Secretary for Education

(Attn : _____ District School Development Section / Joint Office for Kindergartens and Child Care Centres *)

[Please complete and fax this form to the respective School Development Section / Joint Office for Kindergartens and Child Care Centres on or before 29 October 2021.]

Report on Use of Special Anti-epidemic Grant

1. Our school has spent the Special Anti-epidemic Grant as stipulated in EDBCM No. 37/2020 for the following use:

(Please put a “✓” in the appropriate boxes)

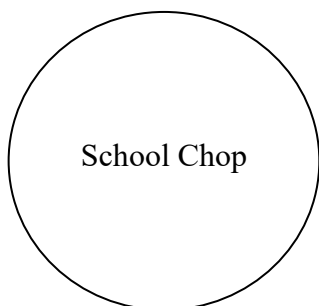
<input type="checkbox"/>	Purchase of face masks, thermometers and probe covers
<input type="checkbox"/>	Purchase of disinfectant, detergent and bleach
<input type="checkbox"/>	Purchase of paper towels, hand sanitizer, hand cleaning stuff and disposable gloves
<input type="checkbox"/>	Hiring cleaning services for anti-epidemic purpose
<input type="checkbox"/>	Others (please specify): _____

2. As at 31 August 2021, the Special Anti-epidemic Grant

- is fully depleted.
 has a balance of \$_____.

I confirm that:

- (a) the school will keep separate ledger account to properly record all income and expenditure of the Grant. All books of accounts, receipts, payment vouchers and invoices will be kept for at least 7 years by the school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match the above, the school will notify the EDB as soon as possible to follow up; and
- (b) if our school fails to provide relevant documents for review, or uses the grant outside the scope of those designated by the EDB, the amount of the Grant received will be fully returned to the EDB.



English Name of the School
(Identical to the chop) : _____

Signature of Supervisor : _____

Name of Supervisor : _____

Contact no. of Supervisor : _____

Date : _____