

**Final Financial Report to the AEF**  
**A summary on incomes and expenditures**  
**during September 2001 to May 2004**

**Reporting Party: CITE, HKU**

**I. Proposed budget for the project funds**

<b>Components</b>	<b>Resources (US\$)</b>
1. Research & development support staff salaries	96,800
2. APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc.)	28,250
3. Workshop resources	450
4. Technical & administrative support	22,500
5. General expenses (e.g., international phone calls, audio conferences, printing etc.)	2,000
<b>TOTAL:</b>	<b>150,000</b>

**Financial Report for the Pilot e-Educational Leadership Workshop in Bangkok** \*see Note (i)

<b>Components</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance</b>
1) Additional funds for the Bangkok Workshop	15,000 *see Note (ii)		
2) APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc)		14,600	
3) Technical and admin support		2,250	
<b>Sub-total:</b>	<b>15,000</b>	<b>16,850</b>	<b>-1,850</b>

\*Note (i): The financial report for the Pilot e-Educational Leadership Workshop in Bangkok is not integrated in the 1<sup>st</sup> Financial Reporting Period (1 September 2001 – 31 March 2002) as the payment period for the Bangkok Workshop was so long that it crossed over the 1<sup>st</sup> and 2<sup>nd</sup> financial reporting periods. We therefore separate it for the sake of clarity of reporting.

\*Note (ii): US\$15,000 is the additional funds from KERIS as an extra support for the organization of the Bangkok Workshop.

## II. AEF funding was used as follows

### 1<sup>st</sup> Financial Reporting Period (1 September 2001 – 31 March 2002) – 7 months

	Income	Expenditure	Balance
<b>Components</b>			
1) 1 <sup>st</sup> installment of project funds	35,000		
2) Research & development support staff salaries		29,063	
3) APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc.)		521	
4) Workshop resources		0	
5) Technical & admin support (i.e. HKU's overhead)		5247	
6) General expenses (e.g., international phone calls, audio conferences, printing etc.)		289	
<b>TOTAL: (as at 31-Mar-02)</b>	<b>35,000</b>	<b>35,120</b>	<b>-120</b>

### 2. 2<sup>nd</sup> Financial Reporting Period (1 April 2002 – 30 September 2002) – 6 months

	Income	Expenditure	Balance
Balance brought forward from the 1 <sup>st</sup> Financial Reporting Period (1 September 2001 – 31 March 2002)			<b>-120</b>
Balance brought forward from the Bangkok Workshop			<b>-1,850</b> *see Note (iii)

<b>Components</b>			
1) 2 <sup>nd</sup> installment of project funds	38,481		
2) Research & development support staff salaries		24,912	
3) APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc.)		0	
4) Workshop resources		0	
5) Technical & admin support		5,772	
6) General expenses (e.g., international phone calls, audio conferences, printing etc.)		480	
<b>Sub-total:</b>	<b>38,481</b>	<b>31,164</b>	<b>5,347</b>
<b>ACCUMULATED TOTAL: (as at 30-Sep-02)</b>	<b>88,481</b>	<b>83,134</b>	<b>5,347</b>

\*Note (iii): This is the balance brought forward to the 2<sup>nd</sup> financial reporting period (1 April 2002 – 30 September 2002) to take account of the deficit of the Bangkok Workshop.

3. 3<sup>rd</sup> Financial Reporting Period (1 October 2002 – 30 June 2003) – 9 months

	Income	Expenditure	Balance
Balance brought forward from the 2 <sup>nd</sup> Financial Reporting Period (1 April 2002 – 30 September 2002)			5,347
<b>Components</b>			
1) 3 <sup>rd</sup> installment of project funds	29,503		
2) Research & development support staff salaries		38,366	
3) APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc.)		26,457	
4) Workshop resources		456	
5) Technical & admin support		8,926	
6) General expenses (e.g., international phone calls, audio conferences, printing etc.)		960	
<b>Sub-total:</b>	<b>29,503</b>	<b>75,165</b>	<b>-40,315</b>
<b>ACCUMULATED TOTAL:</b> (as at 30-Jun-03)	<b>117,984</b>	<b>158,299</b>	<b>-40,315</b>

4. 4<sup>th</sup> Financial Reporting Period (1 July 2003 – 31 May 2004) - 11 months

	Income	Expenditure	Balance
Balance brought forward from the 3 <sup>rd</sup> Financial Reporting Period (1 October 2002 – 30 June 2003)			-40,315
<b>Components</b>			
1) 4 <sup>th</sup> installment of project funds	29,982		
2) Research & development support staff salaries (only for the month of July 2003)		4,241	
3) APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc.)		0	
4) Workshop resources		0	
5) Technical & admin support		2,550	
6) General expenses (e.g., international phone calls, audio conferences, printing etc.)		250	
<b>Sub-total:</b>	<b>29,982</b>	<b>7,041</b>	<b>-17,374</b>
<b>ACCUMULATED TOTAL:</b> (as at 31-May-04)	<b>147,966</b>	<b>165,340</b>	<b>-17,374</b>

**A summary on fund installments received**

<b>Components</b>	<b>Received (US\$)</b>
<b><u>Funds Received</u></b>	
1. First Installment	35,000
2. Second Installment	38,481
3. Third Installment	29,503
4. Fourth Installment	29,982
<b>Total Funds Received</b>	<b>132,966</b>
<b><u>Additional Funds Received</u></b>	
Bangkok Workshop	15,000
<b>Total Funds received</b>	<b>147,966 (A)</b>

**A summary on overall expenses according to categories of the original budget**

<b>Components</b>	<b>Resources (US\$)</b>	<b>Actual expenses if Bangkok workshop expenses <u>not</u> included (US\$)</b>	<b>Actual expenses if Bangkok workshop expenses included (US\$)</b>
1. Research & development support staff salaries	96,800	96,582	96,582
2. APEC region participant costs (including travel/accommodation to workshops, etc.), International site visits/workshops/field trips by CITE team (travel expenses, accommodation, workshop costs, etc.)	28,250	26,978	41,578
3. Workshop resources	450	456	456
4. Technical & administrative support	22,500	22,495	24,745
5. General expenses (e.g., international phone calls, audio conferences, printing etc.)	2,000	1,979	1,979
<b>TOTAL:</b>	<b>150,000</b>	<b>148,490</b>	<b>165,340 (B)</b>
<b>Account Balance as on 31 May 2004: (A) – (B) = –\$17,374(deficit)</b>			

### III. Matching Funds and other income

Matching funds 'in kind' provided by CITE is as follows:

Components	Budgeted Contribution	Accumulated Contribution as at 31-Mar-02 <i>(reported in the 2<sup>nd</sup> Financial Report)</i>	Accumulated Contribution as at 30-Sep-02 <i>(reported in the 2<sup>nd</sup> Financial Report)</i>	Accumulated Contribution as at 30-Jun-03 <i>(reported in the 3<sup>rd</sup> Financial Report)</i>	Accumulated Contribution as at 31-May-04
1) Further project team staff costs during the project	120,000	33,600	62,400	115,200	128,000
2) Clerical support to the project	20,000	5,600	10,400	19,200	20,000
3) Computers for use by project staff and for hosting the project website	10,000 <i>*see Note (iv)</i>	10,000	10,000	10,000	10,000
4) Use of video-analyser developed by CITE to analyse video data by project participants	50,000 <i>*see Note (iv)</i>	50,000	50,000	50,000	50,000
5) Use of research data and associated media materials accumulated in several funded related projects in CITE, with a total research funding of 800,000	----	----	----	----	180,000
<b>Total:</b>	<b>&gt;200,000</b>	<b>99,200</b>	<b>132,800</b>	<b>194,400</b>	<b>388,000</b>

*\*Note (iv): The same amount is continuously contributed by CITE during the whole project period.*