



The Hong Kong Academy of Nursing & Midwifery

香港護理及助產專科學院

Unit 4 & 5, 6/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon, Hong Kong SAR
Email: info-enquiry@hkanm.hk Telephone: (852) 2370 0335 Fax: (852) 2370 0216

BUDGETING

Budgeting for the year ()

Requesting Committee:		Period Covered:	01/01/ () To 31/12/ ()
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Estimated Income / Sponsorship :	HK\$	Actual HK\$ (Office Use Only)
Course Fee Income		
Sponsorship Income		
Others (Please specify if any)		
Total Income (A)		

Estimated Spending :	HK\$	Actual HK\$ (Office Use Only)
Honorarium		
Equipment and Software		
Workshop / Venue Rental		
Logistics		
Travel and Transportation		
Printing		
Refreshment		
Souvenir & Gift		
Staff Cost		
Others (Please specify if any)		
Total Expenditure (B)		

Net Contribution / Expenses (A) – (B) = (C)		
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Applicant

(Committee Chair): _____ (Signature) Date : _____

Endorsed by HKAN

Council on: _____