



GUIDELINES ON ARRANGEMENT OF FINANCIAL MATTERS FOR HKPA SPECIALTY GROUP (SG)

1. Annual Budget Plan

1.1 Every Specialty Group (SG) is encouraged to provide an **annual budget plan** to the Hong Kong Physiotherapy Association Limited (HKPA) Executive Committee (EC) for each financial year.

2. Course / Activity Fees

2.1 It is suggested that HKPA / SG members enjoy a lower course and activity fee than non-HKPA applicants (Note 1).

3. Fee Collection

3.1 SG treasurers should check the following items to ensure the validity of the collected cheques:

- **Date** of the cheque (shall be within 6 months and must not be post-dated)
- **Signature**
- All cheques for applications shall be payable to:
"Hong Kong Physiotherapy Association Limited" or
"Hong Kong Physiotherapy Association Ltd."

3.2 The following information should also be clearly written at the back of the cheques:

- **Name of the applicant**
- **HKPA membership number**
- **Contact phone number**
- **Name of the activity**

3.3 SG treasurer should deposit the cheques in one batch to the following account:

- **Account Number:** **278-294822-001**
- **Name:** **Hong Kong Physiotherapy Association Limited**
- **Bank:** **Hang Seng Bank**

4. Income and Expenses

- 4.1 All expenses for SG activity should be referenced to the following guidelines:
- **Remuneration for speakers** (Note 2):
with reference to the honorarium rate of the Hong Kong Polytechnic University (flexibility is allowed for inviting renowned speakers or purchase of training package)
 - **Souvenirs for speakers:** not more than HK\$500 per guest
 - **Unit cost for Biennial SG dinner:** not more than HK\$200 per person (SG EC) attending the dinner
- 4.2 Each SG should try to achieve **10% surplus** (with reference to the revenue) for professional development activities held in each financial year.
- 4.3 Pre-payment, direct payment and reimbursement requests should be sent to the Treasurer of HKPA EC two weeks before the required payment date (Appendix 1).
- 4.4 Speakers of SG activities who received honorarium from HKPA should return the "**Acknowledgement Receipt**" (Appendix 2) to the SG.
- 4.5 All incomes and expenses should be clearly recorded in the **Income Statement** (Appendix 3), with signatures of SG Chairperson and SG Treasurer.
- 4.6 When receipt is unavailable for the expenses, other means of proof as appropriate and signature by SG Chairperson and SG Treasurer should be provided (Note 4).

5. Required Documents

- 5.1 The following documents, as appropriate, should be sent to the Treasurer of HKPA EC within two months after the activity:
- a. Pre-payment / Direct Payment / Reimbursement Application Form** (Appendix 1)
 - b. Copy of prior request for pre-payment, direct payment and reimbursement application for the same activity (if applicable)**
 - c. Acknowledgement Receipt** (Appendix 2)
 - d. Income Statement** (Appendix 3)
 - e. Check List for Successful Applicants** (Appendix 4)
 - f. Original receipts of all expenses**
 - g. Original Deposit Receipt (HangSeng Bank Account) for cheques payable to HKPA Ltd**
- 5.2 SG Treasurer should retain a copy of the documents listed in Section 5.1 for future reference.

6. Others

- 6.1 Arrangement of SG activities should be complied with the “HKPA Guidelines for Specialty Groups (2018)”

Note 1: An addition of \$400 for non-HKPA applicants was endorsed in the 9th SIG coordination meeting

Note 2: The Executive Committee members of the SG have to be aware of the risk of conflict of interest in acceptance to be speaker/instructor of professional development activities if honorarium is provided. As a general rule, the Executive Committee members of the SG should not be invited as speaker/instructor with honorarium given for more than once per year or in excess of 4 hours per activity. In case of doubt, the Executive Committee of the HKPA should be consulted and approval should be sought.

Note 3: Income Statement is applicable to any activity organized or participated by all SGs, such as lectures, workshops, seminars, outside talks / field works with or without honorarium etc.

Note 4: \$500 is endorsed in the 9th SIG coordination meeting as the ceiling for expenses without formal receipt).



Hong Kong Physiotherapy Association Limited
Pre-payment / Direct Payment / Reimbursement*
Application Form

| | |
|--|--|
| Organizer (HKPA/SG) | |
| Co-organizer (if applicable) | |
| Name of event | |
| Type of application / action required | Prepayment / Direct Payment / Reimbursement * Others: _____ |
| Justification / supportive information (if applicable) | |
| Amount required (please specify the currency) | |
| Payable to (please specify the full name and address of the individual / institution / company / etc.) | Name: |
| | Address: |
| Payment method | Cheque / Remittance * Others: _____ |
| Need by (date) | |
| Name and signature (SG Chairperson) | |
| Name and signature (SG Treasurer) | |
| Date: | |

** Please delete as appropriate*



Hong Kong Physiotherapy Association Limited

Acknowledgement Receipt

Appendix 2

Received from the **Hong Kong Physiotherapy Association Limited** an amount of

HK Dollars:

HK\$



Name of Activities:

Full Name:

Signature:

HKPA Membership
No: (if applicable)

Date:

* * * * *



Hong Kong Physiotherapy Association Limited

Income Statement for SG Activities

Appendix 3



HONG KONG PHYSIOTHERAPY ASSOCIATION LIMITED

INCOME STATEMENT FOR SG ACTIVITIES

Name of Event: _____
 Organizing SG: _____
 Date: _____

| Revenue | Amount |
|--------------|--------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| Total | HKD - |

| Expenses | Amount | To be reimbursed |
|--------------|--------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| Total | HKD - | HKD - |

Surplus / (Deficit) HKD -

Less: Prepayment (if applicable) * _____
 Cheque No and Amount: _____

To be reimbursed by HKPA SG * _____

Name and Signature of HKPA SG Chairperson _____

Name and Signature of HKPA SG Treasurer _____

Remarks:
 * Please refer to Section 4 of the "Guidelines on Arrangement of Financial Matters for HKPA Specialty Group (2018)"

(Updated on March 2018)

Blank Form and Examples
 (e-copy in XLS format):



SG Activities Income
 Statement (Ver. 3_20)



Hong Kong Physiotherapy Association Limited

Checklist for Successful Applicants

Appendix 4

| Name of Applicants | HKPA No. (if applicable) | ___ SG Status | Bank & Cheque No. | Amount of Payment (HK\$) | Email / Phone No. |
|--------------------|-----------------------------|------------------|----------------------|--------------------------------|-------------------------------|
| Mr. Example X | F123 | ✓ | HSBC 876-5-4321 | 100 | example@hkpa.com 987654321 |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |

Total Amount: _____

Prepared by: _____

Date: _____

(Remarks: Please add extra paper if required)