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| From : SO | To : All members |
| Email : toby.ng@aircadets.org.hk | Cc : CO, DCOs, OC Units and HQ |
| Ref : | Date : 15 March 2021 |

**New procedures for submitting the Income and Expenditure Form,**

**Application for Cash Advance & Souvenir Issue Forms**

To further strengthen the proper use of funds and timely submission of monetary related forms, the Corps provides a set of guidelines to all members relating to approval limit, review and records to be maintained on monetary control as follows:-

1. **Approval limit**

The approval limit on monetary control is set out in Annex A.

1. **Review and records to be maintained**

Approving Officer should submit the form(s) to the Commanding Officer for endorsement through the chain of command.

To simplify the process, Approving Officer may approve the form(s) by approval email.

1. **Deadlines for submissions of various forms**
2. Income and Expenditure Form

Approving Officer is required to submit the form together with the “Detailed Expenses Report” and the original invoice(s) to the Headquarters **within 21 days** from the completion date of relevant course / activity.

1. Application for Cash Advance Form

Approving Officer is required to submit the application together with a budget plan report to the Commanding Officer for approval **1 month before the activity**.

Please return the surplus cash and expenditure form to the Headquarters **within 1 month** from the activity completion day.

1. Application for Souvenir Issue Form

Approving Officer is required to submit the application to the Commanding Officer for approval **5 days before the activity**.

The new procedures will come into effect on **1 April 2021**. Compliance with the Headquarters guidelines will be taken into account as one of the promotion criteria.

Should you have any queries, please feel free to contact the undersigned at [toby.ng@aircadets.org.hk](mailto:toby.ng@aircadets.org.hk).

Toby Y P NG

Squadron Leader

Staff Officer

**Appendix A: Approval limit**

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| **Description** | **Limit ($)** | **Preparer** | **Approving Officer** |
| Squadron fund | 3,000 | OC Sqn | OC Wg |
| Wing activity / reimbursement | 30,000 | Treasurer / Responsible Officer | OC Wg |
| > 30,000 | Treasurer / Responsible Officer via OC Wg | OC Gp |
| Group activity / reimbursement | 50,000 | Treasurer / Responsible Officer | OC Gp |
| > 50,000 | Treasurer / Responsible Officer via OC Gp | DCO Gp |
| HFTF (Sqn activity) | no limit | OC Sqn | OC Wg |
| HFTF (project based) | no limit | Treasurer / Responsible Officer | Project Manager |
| Major activity (designated to Unit/Wing) | 50,000 | Treasurer / Responsible Officer | OC Wg |
| 100,000 | Treasurer / Responsible Officer via OC Wg | OC Gp |
| > 100,000 | Treasurer / Responsible Officer via OC Gp | DCO Gp |
| Major activity (designated to Group) | 100,000 | Treasurer / Responsible Officer | OC Gp |
| > 100,000 | Treasurer / Responsible Officer via OC Gp | DCO Gp |
| Major activity (committee based) | no limit | Treasurer / Responsible Officer | Project Manager |