

Accounting Procedure - Revenue Collection in Hong Kong Wetland Park (HKWP)

Note: This procedure should be read in conjunction with the Agriculture, Fisheries and Conservation Department – Procedures for Revenue Collection (Date of Issue: August 2002).

General

The Ticket Office and Car Park are open from 9:30 a.m. to 4:00 p.m. and 9:00 a.m. to 5:30 p.m. respectively daily except on Tuesdays and the first and second day of Lunar New Year.

Purpose	Responsible Officer	Step	Procedure
A. Display of GF175	WP/EA	1.1	- Ensure a copy of GF 175 (Appendix A) is displayed in prominent place at the Ticket Office indicating that an official receipt must be obtained by every person paying money to the Government and that only such receipts will be recognized.
B1. Pre-print of Single-entry Admission Tickets	WP/ACO	2.1	- Estimate the ticket demand for the upcoming opening day based on confirmed group bookings
	WP/TA	2.2	- Pre-print sufficient amount of single-entry tickets for the particular day
	WP/TA	2.3	- Double check the number of tickets printed; ensure the serial numbers and dates are in order
	WP/ ACO	2.4	- Keep all tickets in a lockable steel cabinet
B2. Preparation for Revenue Collection	WPM/Ecol, WP/EA	2.5	- Key holder of the safe: WPM/Ecol, WPM/Op, WPAM/Op, WPS/Op
		2.6	- Combination holder of the safe: WP/EA, WPCS, WP/ACOA1, WP/ACOA2
		2.7	- Combination holder & key holder open the safe
	WPCS, WP/ACO	2.8	- Withdraw sub-imprest (bank notes and coins for exchange, \$7,500 in total) from the safe in the presence of a witness
		2.9	- Withdraw sufficient number of pre-printed admission tickets (see section B1) & passes from the lockable steel cabinet and record on the Control Register for the Admission Tickets Issued (Appendix B) and G.F.298.
	WP/TA	2.10	- Check the sub-imprest to make sure the exact amount is correct
	WP/TA	2.11	- Check the number of tickets against the Control Register for the Admission Tickets Issued and sign on the record form, if correct, to acknowledge receipt of tickets
2.12		- Login of Cashier Terminal; check all the hardware & equipments (Cash Terminal, ticket printers, plasma display, intercom, etc)	
2.13		- Load the sub-imprest (bank-notes and coins for exchange) into the cashier, and load the tickets / passes into the drawer	

B3. Sale of Single-entry Admission Tickets	WP/TA	2.15 2.16 2.17 2.18 2.19 2.20 2.21 2.22	<ul style="list-style-type: none"> - a) For sale of pre-printed tickets: withdraw the required number of adult and concessionary tickets for the visitor; enter the unique serial number (enter range if more than 1 ticket) into the Cashier Terminal - b) For sale of tickets online: enter the number of tickets required into the Cashier Terminal - Check the total amount shown - Select payment method: cash / cheque / Demand Note (pre-paid to Treasury) / EPS - Collect and check the money / cheque / Demand Note / bank card (for EPS) - For payment by cheque or Demand Note, enter the cheque / Demand Note number into the Cashier Terminal - Deposit the money into the Cashier Terminal and provide exchange if needed - Present the printed tickets and receipt to the visitor
C1. Preparation of Annual / Half-year / Family Pass	WP/TA	3.1 3.2 3.3 3.4	<ul style="list-style-type: none"> - Select type of pass required and input the number required into the Cashier Terminal - Select commencing date (current date for on-site application) - Input serial number (pre-printed on each pass) into the Cashier Terminal - Insert the appropriate type and number of passes into the Ticket Issue Machine (for data-writing on magnetic tape)
C2. Sale of Annual / Half-year / Family Pass	WP/TA	3.5 3.6 3.7 3.8 3.9 3.10 3.11	<ul style="list-style-type: none"> - Upon receipt of pass application, check the information (i.e. name of pass holder, age) on the application form provided by the visitor - Take the appropriate type and number of prepared passes (from step 3.4) - Input ticket serial no. and press "Search" to make sure that the Cashier Terminal has the pass record. - Print the cardholder's name and expiry date on each pass - Collect payment from visitor and give the visitor the receipt - Present the passes to the visitor; when the visitor present his/her receipt to collect his/her pass. - Ask the visitor to sign on the application form as confirmation of receipt.
C3. Sale of Annual /	WPM/Ecol	3.12	<ul style="list-style-type: none"> - Company requests for a certain type and amount of Passes (Annual/Half-year/Family) by sending their requirements to

Half-year / Family Pass in Bulk			WPM/Ecol for approval
	WP/EA, WP/CS	3.13	- Upon agreement on the type and amount, the company will settle the payment of pass fees by cash, company cheque or settle the payment by Government Demand Note. Any amount paid to the Government will not be refunded.
	WP/TA	3.14	- Issue a receipt (for payment by cash or cheque) to the company with a full list of reference numbers of passes brought by the company.
		3.15	- Allocate the corresponding reference number (serial number of the pass) of multi-entry pass. Each reference number is unique and is referred to one pass only.
	Customer	3.16	- The company will issue a letter (with official letterhead) to the recipients who will receive the passes. The letter should clearly state the type of multi-entry pass to be redeemed with the unique reference number allocated and the validation period for redemption. As rule of thumb, the validation period should be set as within one month from the date of issuance of the letter. Copies of the authorisation letter should be forwarded to HKWP for reference upon issuance.
		3.17	- Holder of the letter will be authorised to redeem the said multi-entry pass at the HKWP Ticket Office in person. He/she will need to present the letter, proof of identification and fill out a standard Annual Pass Application Form in person. He/she will also need to provide the necessary personal details for pass issuance.
			<u>Remarks</u>
			- The pass will be issued on the same day of application by the recipients. The validation period of the pass will also start on the same day.
			- No pass can be redeemed after the expiry of the redemption period and the amount paid by the company will not be refunded.
			- The passes are non-transferable and non-returnable.
	Security guard	3.18	- Check the identity of pass holders upon admission on a random basis
D1. Sale of Coupons	WPM/Ecol	4.1	- Advise no. of coupons required by an approved buyer, and confirm expiry date of coupons.

(AF327 and AF328)		4.2	- Validity period of coupons is usually no more than 6 months and should be within the same financial year as the date of purchase.
	WPACO	4.3	- Prepare the required no. of coupons and stamp the expiry date on each coupon. Record the details of coupons ordered (Appendix H).
	WP/TA	4.4	- Input into cashier system the no. of coupons requested, serial no. (range) of coupons purchased and expiry date. Check on system that the serial nos. have not been duplicated.
	WP/TA	4.5	- Advise price of coupons to customer: <ul style="list-style-type: none"> ■ Adult: @\$30 ■ Concessionary (Child/student/senior): @\$15
	WP/TA	4.6	- Collect payment from buyer. Payment in cash, company cheque, EPS and Demand Note can be accepted.
	WP/TA	4.7	- Issue receipt and coupons to the buyer. - Issued coupons cannot be refunded or void.
D2. Redemption of Coupons	WP/TA	4.8	- Customer present coupon at the Ticket Office on the day of visit within the validity period.
	WP/TA	4.9	- Check expiry date on each coupon.
	WP/TA	4.10	- Input into cashier system the serial no. (range) of the coupons to check their validity (not redeemed before).
	WP/TA	4.11	- Issue corresponding no. of admission ticket. No payment is needed and no receipt to be issued.
	WP/TA	4.12	- Input into cashier serial no. of admission tickets issued. Retain the coupons in order for record.
D3. Day-end reconciliation of sales record of Coupons	WPACO	4.13	- Check serial nos. and quantity of coupons issued. Verify with day-end report and remaining stock.
	WPACO	4.14	- Check serial nos. and quantity of coupons redeemed.
		4.15	- Verify with no. of admission tickets issued.
	WPACO	4.16	- Follow regular accounting procedures for day-end reconciliation.

E. Sale of temporary tickets (AF319 and AF320)	WPM/Ecol	5.1	<ul style="list-style-type: none"> - If there is heavy traffic at the Ticket Office (e.g. on Sundays and public holidays), temporary counters are to be opened to sell ticket-cum-receipt “temporary tickets”. Unit price of the temporary tickets are: <ul style="list-style-type: none"> ■ Adult: @\$30 ■ Concessionary (Child/student/senior): @\$15 <p>See Appendix K for sample of temporary ticket.</p>
	WPACO	5.2	<ul style="list-style-type: none"> - Issue the temporary tickets to WP/TA in consecutive order (SAI 850)
		5.3	<ul style="list-style-type: none"> - Fill in the Register of Receipt Forms (Appendix I) by recording the serial no. of temporary tickets handed over
	WP/TA	5.4	<ul style="list-style-type: none"> - Initial on the respective columns of the Register of Receipt Forms to acknowledge receipt of the temporary tickets.
	WP/TA	5.5	<ul style="list-style-type: none"> - Stamp the current date chop on each temporary ticket, issue in consecutive order
		5.6	<ul style="list-style-type: none"> - Receive cash from visitor and present the appropriate type and number of temporary tickets
		5.7	<ul style="list-style-type: none"> - When the holding of cash collection exceeds \$5,000; at any time during the business day or at lunch time, the TA should hand over the cash to the WPACO or WPCS for proper safe custody
		5.8	<ul style="list-style-type: none"> - Upon closing of temporary counter or at end of day, return any un-issued temporary tickets and counterfoils to WPACO together with the cash collected
	WPACO	5.9	<ul style="list-style-type: none"> - After taking-over of cash from the WP/TA, reconcile the cash collected, counterfoils of all temporary tickets sold.
		5.10	<ul style="list-style-type: none"> - Check and sign on the relevant column(s) of Register of Receipt Forms to acknowledge receipt of used receipts or counterfoils
		5.11	<ul style="list-style-type: none"> - Input the range of serial no., amount of cash collected into the Cashier Terminal
		5.12	<ul style="list-style-type: none"> - Record the issue on the Register of Serially Numbered and Controlled Forms (G.F. 298)
		5.13	<ul style="list-style-type: none"> - Retain the counterfoils under lock and key
F. Collection of Parking Fee	Security guards	6.1	<ul style="list-style-type: none"> - Station at the Guard House A (located at the entrance of car park) and the Guard House C (located at the entrance of Maintenance Office)
		6.2	<ul style="list-style-type: none"> - For the entry of vehicle, record the licence plate number of each and every vehicle entered the premises on the Car Register Book, also record the entry time

		6.3	- Issue the Parking Ticket to the driver before opening the drop-bar
		6.4	- Make sure the Parking Ticket has been stamped (<u>entry time</u>) by the time-stamper machine before passing it to the driver politely remind drivers to display the Parking Ticket on the wind-shield of their vehicle
	WP/TA	6.5	- When the visitor leaves the park, he/she should go to the Ticket Office to pay the car park fee before picking up his/her car. WP/TA should collect the Parking Ticket from the driver
		6.6	- Stamp the Parking Ticket with the time-stamper machine (departure time) and calculate the exact parking fee
		6.7	- Collect the parking fee from the visitor, register payment on cash machine, issue receipt to visitor
		6.8	- Stamp the Parking Ticket with a 'PAID' plus date chop. Then give an exit card to the visitor.
		6.9	- Keep the Parking Ticket
		6.10	- Collect the used exit cards from the security guards
		6.11	- Check with the security guards whether all vehicles admitted to the car park have departed. If so, proceed to close shroff
	Security guards	6.12	- When a vehicle departs, collect the exit card from driver before opening the drop-bar
		6.13	- If no exit card can be produced by the departing vehicle, ask the driver to settle the parking fee at the ticketing counter no.1 of the Ticket Office
		6.14	- Return all the used exit cards to Ticket Office
	WP/TA	6.15	- Prepare and file all the used Parking Tickets (office copy) in date order
		6.16	- Count and record the collected fee on the Collection of Parking Fee Record Form
		6.17	- Pass the used Parking Tickets to WP/ACOA1 or WP/ACOA2
	WP/EA, WPCS, WP/ACOA1, WP/ACOA2	6.18	- Check the record and count the collected fee in the presence of WP/TAs
		6.19	- If the money (parking fee) and the used Parking Tickets match the records, sign on the Collection of Parking Fee Record Form to acknowledge receipt of the tickets and money
G1. Closing of counter	WP/TA	7.1	- When leaving the counter before close of day, lock the Cashier Terminal and put the unsold tickets & passes into a lockable steel

			cabinet; if appropriate (e.g. break for lunch), print a close-shroff report and counter-check the amount collected and number of tickets sold during this session
G2. Daily Sales Record	WP/TA	7.2	- Ticket Office will stop selling ticket after 4:00pm.
		7.3	- By the time of closing, count the number of unsold tickets and the money inside the cashier, and separate the amount into 2 groups (i) sub-imprest & (ii) revenue
		7.4	- Record the number of unsold tickets and revenue on the Control Register for Unused Admission Tickets (Appendix C)
		7.5	- Pass the unsold tickets, revenue, sub-imprest, Control Register for Unused Admission Tickets to WP/EA or WP/CS or WPACO for acknowledging receipt of the unsold tickets, revenue, sub-imprest
		7.6	- Logout the Cashier Terminal
		WP/EA, WPCS, WP/ACOA1, WP/ACOA2	7.7
	7.8		- Check with the Register for the Admission Tickets Issued and the Control Register for Unused Admission Tickets
	7.9		- Count the revenue, sub-imprest and the number of unsold tickets in the presence of the concerned WP/TA
	7.10		- If the money and the number of unsold tickets match the records, sign on the Control Register for the Admission Tickets Issued and Control Register for unused admission tickets and to acknowledge receipt of the tickets and money
	7.11		- Calculate the total number of tickets sold and the total revenue generated (admission only) of that day
	WP/EA, WPCS, WP/ACOA1, WP/ACOA2	7.12	- Count the total revenue (cash) and seal the money inside an envelope, mark the total amount, the date of collection on the front, seal the envelope and sign across on the flap of the envelope
		7.13	- Deposit the envelope in the safe and update the Transportation of Revenue Collections (Appendix D) in the presence of a witness
		7.14	- Deposit the sub-imprests for exchanges into the safe in the presence of a witness and update the sub-imprests record book
		7.15	- Return the unsold tickets to the lockable steel cabinet and update the file of Ticket Control 6/01/01. The unsold tickets should be stored intact for at least 7 years before disposal.
		7.16	- Prepare the Bank Pay-in-slip for onward banking or cash custody

		7.17	- File the Control Register for the Admission Tickets Issued and Control Register for Unused Admission Tickets in date order and folio number order
	WPM/Ecol, WPM/Op, WPAM/Op, WPS/Op WP/EA, WPCS, WP/ACOA1, WP/ACOA2	7.20	- Combination holder & key holder lock the safe
G3. Monthly Sales Record	WP/ACOA1, WP/ACOA2	7.21	- At the end of each month, log into the Cashier Terminal and print a Month-End Report (Appendix F)
		7.22	- Log into the Management Control Station and print the Daily Collection Book (Appendix G)
		7.23	- Check the Daily Collection Book against the month's Day-End Reports and the Month-End Report
	WP/EA	7.24	- Counter-check the records on the Daily Collection Book; sign against each day's record
	WPM/Ecol	7.25	- Sign on the Daily Collection Book to certify correct
H. Collection of Revenue	WPM/Ecol, WPM/Op, WPAM/Op, WPS/Op WP/EA, WPCS, WP/ACOA1, WP/ACOA2	8.1	- Combination holder & key holder open the safe
	WP/EA, WPCS	8.2	- Withdraw the revenue envelope
		8.3	- Count the money and update the Transportation of Revenue Collections in the presence of a witness
		8.4	- Record the (a) date of banking, (b) the amount banked, (c) the collection center code, (d) the allocation-user code on the G.F.37
		8.5	- Pack the bank notes / coins in accordance with the requirements set by the Treasury and then place in the plastic bag supplied by the Security Company (i.e. Securicor) in the presence of a witness, cash and cheque should be bagged separately, also each plastic bag has a limit – HK\$ 10,000
		8.6	- Prepare Bank pay-in-slip in duplicate and ensure that the Bank Code Ref. no. is correct, and then put the original copy of the Bank pay-in-slip inside the plastic bag
		8.7	- Seal the plastic bag and record the serial number of the bag
I. Handover the money to	Security guards	9.1	- Upon the arrival of custody vehicle (G4S 押款車), instruct the vehicle to park outside the Ticket Office (and away from the

Security Company			visitors)
	WP/EA, WPCS, WP/ACOA1, WP/ACOA2	9.2 9.3 9.4	- Check identity cards of Security Officer(s) in order to ensure that they have the authority to collect the money - After confirmed their identity, allow the Officer(s) to enter the Safe Room and proceed the pick-up service - Present the <i>Electronic Key</i> for opening the custody box delivered and provided by the Security Officers
	Security Officers	9.5 9.6 9.7	- Place the plastic bag(s) into the custody box in the presence of the staff of ticket office. - Lock the custody box and return the Electronic Key to WP/EA or WP/CS or WP/ACOA1 or WP/ACOA2 - Use the hand-held device to print-out a Security Company's Official Receipt to WP/EA or WP/CS or WP/ACOA1 or WP/ACOA2. Take the custody box to the bank and deposit the money into the specified HKSAR Government Account (the account no. printed on the Bank pay-in-slip)
	WP/EA, WP/CS, WP/ACOA1, WP/ACOA2	9.8 9.9	- Check the receipt and make sure the information is correct - Stick the receipt onto the Bank Pay-in Information System Record in file 6/04/12
J. Preparation of Daily Collection Book	WPM/Ecol, WPM/Op, WPAM/Op, WPS/Op WP/EA, WPCS, WP/ACOA1, WP/ACOA2	10.1	- Once the money handed-over, combination holder & key holder shall lock the safe
	WP/EA, WPCS, WP/ACOA1, WP/ACOA2	10.2 10.3 10.4	- Login the Treasury Intranet account and fill-in the online G.F.37 and record the computer-generated transaction code - Update the Daily Collection Book by recording (a) the date of banking, (b) the amount banked, (c) the Security Company's Official Receipt number, (d) transaction code generated by the Treasury Intranet, (e) draw a diagonal line under the last entry, total all the columns and sign in the appropriate space - Forward all duplicate copies of respective Misc. Receipts (Try 44a) and the relevant original Day-end report (Appendix E), Monthly report (Appendix F), Daily Collection Book (Appendix G), and G.F.177 to Accounting office of AFCD Headquarters

RECEIPTS

Please ensure that before you leave this Office you obtain an Official Receipt on a printed form for all amounts you have paid.

Government Regulations require Revenue Collectors to issue Official Receipts, at once, for all sums collected and recognize no other evidence of payment.

收 據

請各交款人留意領取所繳一切款
項之正式收據方可離去。

政府規例規定各機關收款人在收
款後即須發給正式收據，其他繳
款證明文件概不承認。

G.F.175

Appendix B

HONG KONG WETLAND PARK
Control Register for the admission tickets issued

*Date : Valid date on the admission ticket : Name of Ticket Assistant: Designation :

Range of number	Total	Type of Ticket	Issued by		Received by	Remark	Total number of ticket issued
			Name	Signature	Signature		
-		Adult					Adult _____
-		Adult					
-		Adult					
-		Adult					
-		Concessionary					Concessionary _____
-		Concessionary					
-		Concessionary					
-		Concessionary					

Control Register for unused admission tickets

Date :

Valid date on the admission ticket:

Name of Ticket Assistant:

Designation :

Range of number unused	Handed over by		Received by		Remarks
	Name	Signature	Name	Signature	
-					
-					
-					

	Adult	Concessionary
Tickets Issued		
Unused Tickets		
Tickets Sold		
Demand Note		
Redemption of Coupon		
Difference		

Transportation of Revenue Collections

Date	Name of Guard	Staff No.	Date & Time Arrival	Date & Time Departure	No. of Plastic Bag	Cash Amount	Prepared by	Checked By	Receipts

Day End Report**Appendix E**

香港濕地公園 (Hong Kong Wetland Park)

每日結算報告 (DAY END REPORT ON 10/07/2007 17:38:51 - 18:07:04)

Date: 10/07/2007

Time: 17:38:51 - 18:07:04

甲部: 按付款方式分類款項的總額 (Part 1 Total by Payment Method)	交付銀行金額 (Amount Paid to Bank)	庫務署收據號碼 (Treasury Receipt No.)	收據日期 (Date)
方式 (Method)	金額 (Amount)		
現金 (Cash)	\$8,000.00		
支票 (Cheque)	\$8,046.00		
現金及支票 總額 (Total by Cash and Cheque)	\$16,046.00		
八達通 (Octopus)	\$12,000.00		
易辦事 (EPS)	\$3,000.00		
八達通 及易辦事 總額 (Total by Octopus and EPS)	\$15,000.00		
收費櫃枱收入款項總額 (Total revenue collected by Shroff)	\$31,046.00		
繳款單 (經由庫務署收訖款項)(Settlement by Demand Note)	\$1,030.00		
收入總額 (Total revenue collected)	\$32,076.00		

乙部: 按付款編號分類款項的總額 (Part 2 Total by Payment Code)

付款編號及名稱 (Payment Code & Description)	數量 (Quantity)	金額 (Amount)
SA 個人成人 (SINGLE ADULT)	350	\$10,500.00
SC 個人優惠 (SINGLE CONCESS)	150	\$2,250.00
GA10 團體成人 10-19 (GROUP ADULT 10-19)	100	\$2,700.00
GA20 團體成人 20-29 (GROUP ADULT 20-29)	20	\$510.00
GA30 團體成人 30-49 (GROUP ADULT 30-49)	120	\$2,880.00
GA50 團體成人 50+ (GROUP ADULT 50+)	300	\$6,300.00
GC10 團體優惠 10-19 (GROUP CONCESS 10-19)	16	\$216.00
GC20 團體優惠 20-29 (GROUP CONCESS 20-29)	50	\$635.00
GC30 團體優惠 30-49 (GROUP CONCESS 30-49)	100	\$1,200.00
GC50 團體優惠 50+ (GROUP CONCESS 50+)	100	\$1,050.00
AA 成人全年證 (ANNUAL PASS ADULT)	2	\$200.00
AC 優惠全年證 (ANNUAL PASS CONCESS)	3	\$150.00
HA 成人半年證 (HALF-YEAR PASS ADULT)	4	\$200.00
HC 優惠半年證 (HALF-YEAR PASS CONCESS)	3	\$75.00
FA 家庭證 (FAMILY PASS)	6	\$1,200.00
TA 成人臨時票 (TEMPORARY TICKET ADULT) AF319	10	\$300.00
TC 優惠臨時票 (TEMPORARY TICKET CONCESS) AF320	10	\$150.00
VA 個人成人票換票券 (COUPON SINGLE ADULT)	20	\$600.00
VB 個人優惠票換票券 (COUPON SINGLE CONCESS)	20	\$300.00
PK 停車費 (CAR PARK FEE)	0	\$0.00
PF 許可證 (PERMIT FEE)	0	\$0.00

RF 租用場地 (VENUE FEE)	0	\$0.00
O 其他收費 (OTHER FEE)	0	\$0.00
FT 放棄繳款單款項 (Forfeited amount paid by Demand Note)		\$30.00
收入總額 (Total revenue collected)	1,424	\$32,076.00

丙部: 收據編號 (Part 3 Receipt Number)

收款員編號 (Shroff ID)

收款員編號 (Shroff ID)	收據編號 (Receipt Number)
U01	010700000048 - 010700000069
AF319	TA000001 - TA000005
AF320	TC000001 - TC000005
U02	020700000010 - 020700000062
AF319	TA000006 - TA000010
AF320	TC000006 - TC000010
U03	030700000010 - 030700000062
AF319	TA000005 - TA000006
AF320	TC000005 - TC000006
A01	040700000001-040700000002
A02	050700000001-050700000001

丁部: 按用戶編號分類款項的總額 (Part 4 Total by Shroff)

收款員編號 (Shroff ID)	收據數量 (No. of Receipt)	金額 (Amount)	時段 (Time)
U01	32	\$8,009.00	10/07/2007 17:38:51 - 17:39:24
U02	43	\$12,932.00	10/07/2007 17:44:44 - 18:00:30
U03	20	\$10,000.00	10/07/2007 17:44:44 - 18:03:30
A01	2	\$75.00	10/07/2007 18:00:30 - 18:06:24
A02	1	\$30.00	10/07/2007 18:06:24 - 18:07:04
收入總額 (Total revenue collected)	98	\$31,046.00	

戊部: 已取消的款項 (Part 5 Cancelled Transaction)

收據編號 (Receipt No.)	項目編號 (Item No.)	付款編號 (Payment Code)	參考編號 (Reference Number)	金額 (Amount)	用戶編號 (User ID)	付款方式 (Pymt Mth)	退款編號 (Reverse Ref.)
10700000052	1		SC 22058387	-\$15.00	1	Octopus	
取消收據的總數量 Total Number of Cancellation:				1			
取消收據的總金額 Total Amount of Cancellation:				HK\$15.00			

完 End of Report

Certified

correct

Signature _____

Name & _____

Rank _____

Date _____

Month End Report

香港濕地公園 (Hong Kong Wetland Park)

每月結算報告 (MONTHLY REPORT OF 01/07/2007 - 31/07/2007)

Date: 10/07/2007

Time: 18:08:35

甲部: 按付款方式分類款項的總額 (Part 1 Total by Payment Method)

方式 (Method)	金額 (Amount)
現金 (Cash)	\$119,400.00
支票 (Cheque)	\$100,000.00
現金及支票 總額 (Total by Cash and Cheque)	\$219,400.00
八達通 (Octopus)	\$330,000.00
易辦事 (EPS)	\$200,000.00
八達通 及易辦事 總額 (Total by Octopus and EPS)	\$530,000.00
收費櫃枱收入款項總額 (Total revenue collected by Shroff)	\$749,400.00
繳款單 (Demand Note)	\$155,030.00
(經由庫務署收訖款項) (Amounts previously received by the Treasury)	
收入總額 (Total revenue collected)	\$904,430.00

乙部: 按付款編號分類款項的總額 (Part 2 Total by Payment Code)

付款編號及名稱 (Patment Code & Description)	付款次數 (No. of Payment)	金額 (Amount)
SA 個人成人 (SINGLE ADULT)	10,000	\$300,000.00
SC 個人優惠 (SINGLE CONCESS)	3,000	\$45,000.00
GA10 團體成人 10-19 (GROUP ADULT 10-19)	3,000	\$81,000.00
GA20 團體成人 20-29 (GROUP ADULT 20-29)	2,000	\$51,000.00
GA30 團體成人 30-49 (GROUP ADULT 30-49)	3,600	\$86,400.00
GA50 團體成人 50+ (GROUP ADULT 50+)	9,000	\$189,000.00
GC10 團體優惠 10-19 (GROUP CONCESS 10-19)	800	\$10,800.00
GC20 團體優惠 20-29 (GROUP CONCESS 20-29)	500	\$6,350.00
GC30 團體優惠 30-49 (GROUP CONCESS 30-49)	2,000	\$24,000.00
GC50 團體優惠 50+ (GROUP CONCESS 50+)	3,000	\$31,500.00
AA 成人全年證 (ANNUAL PASS ADULT)	50	\$5,000.00
AC 優惠全年證 (ANNUAL PASS CONCESS)	30	\$1,500.00
HA 成人半年證 (HALF-YEAR PASS ADULT)	50	\$2,500.00
HC 優惠半年證 (HALF-YEAR PASS CONCESS)	90	\$2,250.00
FA 家庭證 (FAMILY PASS)	120	\$24,000.00
TA 成人臨時票 (TEMPORARY TICKET ADULT) AF319	300	\$9,000.00
TC 優惠臨時票 (TEMPORARY TICKET CONCESS) AF320	300	\$4,500.00
VA 個人成人票換票券 (COUPON SINGLE ADULT)	300	\$9,000.00
VB 個人優惠票換票券 (COUPON SINGLE CONCESS)	600	\$9,000.00

PK 停車費 (CAR PARK FEE)	0	\$0.00
PF 許可證 (PERMIT FEE)	0	\$0.00
RF 租用場地 (VENUE FEE)	0	\$0.00
O 其他收費 (OTHER FEE)	0	\$0.00
FT 放棄繳款單款項 (Forfeited amount paid by Demand Note)		\$30.00
收入總額 (Total revenue collected)	39,440	\$904,430.00

丙部: 收據編號 (Part 3 Receipt Number)

收款員編號 (Shroff ID)	收據編號 (Receipt Number)
U01	.8 - 010700000069
AF319	TA000001 - TA000005
AF320	TC000001 - TC000005
U02	020700000010 - 020700000062
AF319	TA000006 - TA000010
AF320	TC000006 - TC000010
U03	030700000010 - 030700000062
AF319	TA000011 - TA000016
AF320	TC000011 - TC000016
A01	040700000001-040700000002
A02	050700000001-050700000001

丁部: 按用戶編號分類款項的總額 (Part 4 Total by Shroff)

收據編號 (Shroff ID)	收據數量 (No. of Receipt)	金額 (Amount)
U01	369	\$248,800.00
U02	330	\$313,000.00
U03	300	\$200,000.00
A01	155	\$119,650.00
A02	209	\$22,950.00
總計(Total)	1363	\$749,400.00

戊部: 已取消的款項
(Part 5 Cancelled Transaction)

收據編號 (Receipt No.)	項目編號 (Item No.)	付款編號 (Payment Code)	參考編號 (Ref. No.)	金額 (Amount)	用戶編號 (User ID)	付款方式 (Payment Method)	退款編號 (Reverse Ref.)
10700000034	1	SC	86065317	-\$15.00	U01	Octopus	10700000044
10700000052	2	VB	22058387	-\$15.00	U01	Octopus	10700000057

完 End of Report

Certified correct

Signature _____

Name & Rank _____

Date _____

Daily Collection Book

局/ 部門 Bureau/

Department

AFCD

辦事處 Office :

Hong Kong Wetland Park

收款處代號 Revenue

Collection Office Code :

11/004311/8001 (EPS)987654 (OTP)

Date :

2007/7/10

收款日記帳

DAILY COLLECTION BOOK

收款月份 Month of Revenue Collection for

July, 2007

Machine No.	Receipt No.	Cancelled Receipt No.					Line Total	Paid to Bank		Treasury Receipt	
			011-022-030-3701	0101010101	0202020202	0505050505		12321342	Total	Date	Number
			Admission Fee	Carpark	Film Shooting Fee	Testing	Test				
(A) 承前每日總額 Bt. Fwd. Daily Total			20,000.00	800.00	250.00			21,050.00	21,050.00		
(Ai) 承前每日總額 Bt. Fwd. Daily Total (Cash & Cheque)			15,000.00	300.00	0.00			15,300.00	15,300.00		

(Aii)承前每日總額 Bt. Fwd. Daily Total (EPS)			2,000.00	260.00	0.00			2,260.00	2,260.00			
(Aiii)承前每日總額 Bt. Fwd. Daily Total (Octopus)			3,000.00	240.00	250.00			3,490.00	3,490.00			
11004301	01070000004 8-010700000 057	10700000057	18,817.00	0.00	0.00	0.00	0.00	18,817.00				
AF319	TA10000-TA10001		30.00					30.00				
AF320	TC10000-TC10001		15.00					15.00				
11004302	020700000001-020700000002		11,674.00	0.00	0.00	0.00	0.00	11,674.00				
AF319	TA10002-TA10004		300.00					300.00				
AF320	TC10002-TC10004		150.00					150.00				
11004303	030700000010 - 030700000062		400.00	0.00	0.00	0.00	0.00	400.00				
AF319	TA100005 - TA100006		60.00					60.00				
AF320	TC100005 - TC100006		30.00					30.00				
11004304 (OTP-ATM)	040700000001-040700000002		60.00					60.00				
11004305 (OTP-ATM)	0-0		0.00					0.00				
(B) Total Revenue from Cash / Cheque :			16,536.00	0.00	0.00	0.00	0.00	16,536.00	16,536.00	2007/7/		
										11		

Tender Ref.: AFCD/WP/05/08

(C) Total Revenue from EPS (transferred as Cash) :	3,000.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	2007/7/12		
(D) Total Revenue from Octopus (transferred as Cash) :	12,000.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00	2007/7/12		
[E = (B)+(C)+(D)] 結轉每日總額 C./Fwd. Daily Total :	31,536.00	0.00	0.00	0.00	0.00	31,536.00	31,536.00			
[(A)+(E)] 結轉累積總額 C./Fwd. Running Total :	51,536.00	800.00	250.00	0.00	0.00	52,586.00	52,586.00			
[(Ai)+(B)] C./Fwd. Daily Total (Cash & Cheque):	31,536.00	300.00	0.00	0.00	0.00	31,836.00	31,836.00			
[(Aii)+(C)] C./Fwd. Daily Total (EPS):	5,000.00	260.00	0.00	0.00	0.00	5,260.00	5,260.00			
[(Aiii)+(D)] C./Fwd. Daily Total (Octopus):	15,000.00	240.00	250.00	0.00	0.00	15,490.00	15,490.00			

現證明以上資料皆正確無誤。

I certify that the above details are correct.

日期 Date :

簽名 Signature : _____

姓名及職銜
Name & Rank : _____

Issued coupons record sheet

Coupon serial no.	No. of coupons	Amount HK\$	Buyer	Purchase date	Expiry date
VA070001-VA070100	100	\$3,000	ABC	1.7.2007	30.9.2007

Register of Receipt Forms

Folio Ref.: _____

Unit : Hong Kong Wetland Park
Ticket Office

Description : AF 319 (Adult Ticket of Hong Kong Wetland Park)

Book Serial	Date	Issued to					Returned to					Remark
		Serial No.		No. of Unit	Name	Sig. of Recipient	Serial No.		No. of Unit	Name	Sig. of Recipient	
		From	To				From	To				

Daily Sales Record

Hong Kong Wetland Park

Date _____ **Type of Form** _____
Price _____

Serial	Book No	Starting Serial Number of Ticket Sold/Receipt Issued	Ending Serial Number of Ticket Sold/Receipt Issued	Amount(\$)	Accumulative Total(\$)
Daily Total:				\$	

Sales Record Prepared By : _____ ()
 (Initial and Name of staff)

Date : _____

Sales Record Checked By : _____ ()
 (Initial and Name of staff)

Date : _____

Page No. _____

Sample of Temporary Ticket AF319

使用條款及細則

- 出示此門票可於指定日期的開放時間進入香港濕地公園。
- 每票只限一人使用。
- 門票沽出，恕不退換，亦不可兌換現金、其他商品及折扣。
- 如遺失或損毀門票，將不另行補發。影印本恕不接受。
- 須受香港特區政府法例第208章的條款及細則約束。如有任何爭議，一概以香港濕地公園的最終決定為準。

Terms and Conditions of Ticket

- Holder of this ticket is entitled to enter Hong Kong Wetland Park on specified date during opening hours.
- Application to one person only.
- Ticket sold is not refundable, ticket cannot be exchanged for cash, other products and discounts.
- Ticket will not be issue in event of any loss or damage. Photo copies are not accepted.
- Restricted by the Law of HKSAR Cap. 208. Hong Kong Wetland Park reserves the right of final decision on the use of offer.

The image displays three sample tickets for Hong Kong Wetland Park, each with a green background and a white border. The tickets are arranged horizontally and separated by vertical dashed lines. Each ticket features the park's logo at the top left, which includes a stylized white bird with blue and green wings. The central part of each ticket contains a different image: a white bird with a red beak, a modern building complex, and a white flower. Below the central image, the text '全價票 Full Fare Ticket \$30' is printed in both Chinese and English. At the bottom of each ticket, the serial number '編號 Serial No. A00000001' is displayed. The website address 'http://www.wetlandpark.com' is also visible on the middle ticket.

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