



Income And Expenditure Account

Name of Building Tuen Mun Parklane Square
Base Period Nov 2022

	公共地方	寫字樓	寫字樓冷氣	商場	商場冷氣	停車場	合共
	Common	Office	Office Air-	Commercial	Commercial Air-	Carpark	Total
	HK\$	HK\$	Conditioning	HK\$	Conditioning	HK\$	HK\$
			HK\$		HK\$		
INCOME							
Management Fee	-	378,621.00	-	377,932.00	-	-	756,553.00
Car Park Management Fee	-	-	-	-	-	171,470.00	171,470.00
Air Conditioning	-	-	376,190.00	-	213,716.00	-	589,906.00
		378,621.00	376,190.00	377,932.00	213,716.00	171,470.00	1,517,929.00
Sundry Income							
Bank Interest Income	-	-	16,293.65	30,312.90	-	-	46,606.55
Extra Air Conditioning Charge	-	-	29,250.00	-	9,300.00	-	38,550.00
Car Park Licence Fee	20,000.00	-	-	-	-	-	20,000.00
Hourly Car Park Fee	13,167.00	-	-	-	-	-	13,167.00
Transmitting Equipment Licence Fee	-	-	-	-	-	21,580.00	21,580.00
Light Box Licence Fee	85,191.00	-	-	19,030.00	-	-	104,221.00
External Wall Advertisement	15,277.50	-	-	-	-	-	15,277.50
Directory	-	450.00	-	-	-	-	450.00
Sundry Income	18,720.00	-	-	48,667.50	-	3,275.60	70,663.10
	152,355.50	450.00	45,543.65	98,010.40	9,300.00	24,855.60	330,515.15
TOTAL INCOME	152,355.50	379,071.00	421,733.65	475,942.40	223,016.00	196,325.60	1,848,444.15
EXPENDITURE							
Staff Costs							
Basic Salaries	252,272.65	-	57,734.40	-	50,382.46	-	360,389.51
MPF	15,616.56	-	3,574.00	-	3,118.82	-	22,309.38
Employees' Compensation Insurance (Staff Costs)	5,393.02	-	-	-	-	-	5,393.02
	273,282.23	-	61,308.40	-	53,501.28	-	388,091.91
Cleaning Charges							
Cleaning Charges	7,280.00	85,540.00	-	65,520.00	-	23,660.00	182,000.00
	7,280.00	85,540.00	-	65,520.00	-	23,660.00	182,000.00
Contract Maintenance							
Lift Maintenance	23,159.30	60,226.30	-	16,685.20	-	929.20	101,000.00
Air Conditioning Maintenance	-	-	14,165.70	-	6,364.30	-	20,530.00
Fire Services Maintenance	780.00	-	-	-	-	-	780.00
CCTV System Maintenance	630.00	-	-	-	-	-	630.00
Escalator Maintenance	34,208.00	-	-	17,104.00	-	-	51,312.00
Gondola System Maintenance	1,100.00	-	-	-	-	-	1,100.00
Generator Set Maintenance	950.00	-	-	-	-	-	950.00
Carpark Barrier System Maintenance	3,800.00	-	-	-	-	-	3,800.00
Contract Maintenance	841.85	1,192.60	-	330.40	-	15,018.40	17,383.25
	65,469.15	61,418.90	14,165.70	34,119.60	6,364.30	15,947.60	197,485.25
Repairs							
Repair Water Pump	55,400.00	-	-	-	-	-	55,400.00
Repair CCTV System	-	-	-	1,200.00	-	-	1,200.00
Repairs	164.00	1,028.50	-	714.73	-	875.68	2,782.91
	55,564.00	1,028.50	-	1,914.73	-	875.68	59,382.91
Electricity							
Electricity	1,209.00	48,911.34	224,522.08	47,824.07	100,872.22	39,113.29	462,452.00
Insurance							
All Risk Insurance	8,455.29	-	-	-	-	-	8,455.29
Public Liability Insurance	2,752.75	-	-	-	-	-	2,752.75
Third Party Liability Insurance	291.96	-	-	-	-	-	291.96
Management Liability Insurance	3,345.00	-	-	-	-	-	3,345.00
	14,845.00	-	-	-	-	-	14,845.00
Gardening & Decoration							
Gardening & Decoration	-	-	-	91.00	-	-	91.00
Festival Decoration	-	-	-	1,190.95	-	-	1,190.95
	-	-	-	1,281.95	-	-	1,281.95
Sundry Expenses							
Bank Charges	-	14.95	14.95	5.85	5.85	27.95	69.55
Legal Fee	587.00	-	-	-	-	-	587.00
Printing & Stationery	961.68	-	-	276.00	-	-	1,237.68
Postage	110.00	206.95	-	81.47	-	462.48	860.90
Telephone	869.00	-	-	-	-	-	869.00
Sundry Expenses	453.99	346.89	76.34	742.42	184.31	-	1,803.95
Travelling Expenses	239.50	-	-	-	-	-	239.50
	3,221.17	568.79	91.29	1,105.74	190.16	490.43	5,667.58
HQ Administration Fee	4,300.00	-	-	-	-	-	4,300.00
Manager's Remuneration	33,000.00	-	-	-	-	-	33,000.00
TOTAL EXPENDITURE	458,170.55	197,467.53	300,087.47	151,766.09	160,927.96	80,087.00	1,348,506.60
Operating Surplus / (Deficit) before Fund Transfer	(305,815.05)	181,603.47	121,646.18	324,176.31	62,088.04	116,238.60	499,937.55
Fund Transfer	-	(18,931.05)	(18,809.50)	(18,896.60)	(10,685.80)	(8,573.50)	(75,896.45)
Operating Surplus / (Deficit)	(305,815.05)	162,672.42	102,836.68	305,279.71	51,402.24	107,665.10	424,041.10
Allocation For Common Deficit							
Office 寫字樓	46.82%	143,182.61	(143,182.61)	-	-	-	-
Commercial 商場	40.86%	124,956.03	-	(124,956.03)	-	-	-
Carpark 停車場	12.32%	37,676.41	-	-	-	(37,676.41)	-
	100.00%						
Operating Surplus / (Deficit)	-	19,489.81	102,836.68	180,323.68	51,402.24	69,988.69	424,041.10
Surplus / (Deficit) B/F	-	(5,828,273.09)	12,899,037.53	21,029,164.42	(9,485,002.89)	(2,785,165.51)	15,829,760.46
TOTAL SURPLUS/(DEFICIT)	-	(5,808,783.28)	13,001,874.21	21,209,488.10	(9,433,600.65)	(2,715,176.82)	16,253,801.56

備註

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Income And Expenditure Account

Name of Building

Tuen Mun Parklane Square

For the period from 01/04/2022 To 30/11/2022

	公共地方 Common HK\$	寫字樓 Office HK\$	寫字樓冷氣 Office Air- Conditioning HK\$	商場 Commercial HK\$	商場冷氣 Commercial Air- Conditioning HK\$	停車場 Carpark HK\$	合共 Total HK\$
INCOME							
Management Fee	-	3,028,968.00	-	3,023,456.00	-	-	6,052,424.00
Car Park Management Fee	-	-	-	-	-	1,371,760.00	1,371,760.00
Air Conditioning	-	-	3,009,520.00	-	1,709,728.00	-	4,719,248.00
	-	3,028,968.00	3,009,520.00	3,023,456.00	1,709,728.00	1,371,760.00	12,143,432.00
Sundry Income							
Bank Interest Income	22,433.40	-	25,883.11	47,820.74	-	-	96,137.25
Extra Air Conditioning Charge	-	-	187,200.00	-	64,200.00	-	251,400.00
Car Park Licence Fee	44,000.00	-	-	-	-	-	44,000.00
Hourly Car Park Fee	122,324.40	-	-	-	-	-	122,324.40
Transmitting Equipment Licence Fee	-	-	-	-	-	172,640.00	172,640.00
Light Box Licence Fee	672,920.34	-	-	122,460.00	-	-	795,380.34
External Wall Advertisement	122,220.00	-	-	-	-	-	122,220.00
Directory	-	4,050.00	-	-	-	-	4,050.00
Sundry Income	150,080.00	-	6,072.00	460,319.79	2,728.00	26,587.80	645,787.59
	1,133,978.14	4,050.00	219,155.11	630,600.53	66,928.00	199,227.80	2,253,939.58
TOTAL INCOME	1,133,978.14	3,033,018.00	3,228,675.11	3,654,056.53	1,776,656.00	1,570,987.80	14,397,371.58
EXPENDITURE							
Staff Costs							
Basic Salaries	1,875,513.45	-	429,245.93	-	373,699.60	-	2,678,458.98
Bonus	280.00	-	-	-	-	-	280.00
MPF	87,963.93	-	20,132.39	-	17,524.14	-	125,620.46
Staff Recruitment	1,801.20	-	-	-	-	-	1,801.20
Uniform & Laundry	8,634.69	-	1,365.07	-	1,191.24	-	11,191.00
Staff Benefits	3,297.00	-	-	-	-	-	3,297.00
Employees' Compensation Insurance (Staff Costs)	43,144.16	-	-	-	-	-	43,144.16
Medical Insurance (Staff Costs)	6,501.00	725.71	-	633.29	-	-	7,860.00
	2,027,135.43	725.71	450,743.39	633.29	392,414.98	-	2,871,652.80
Cleaning Charges							
Cleaning Charges	58,240.00	684,320.00	-	524,160.00	-	189,280.00	1,456,000.00
	58,240.00	684,320.00	-	524,160.00	-	189,280.00	1,456,000.00
Contract Maintenance							
Lift Maintenance	185,274.40	481,810.40	-	133,481.60	-	7,433.60	808,000.00
Air Conditioning Maintenance	-	-	131,403.60	-	59,036.40	-	190,440.00
Fire Services Maintenance	7,244.00	-	-	-	-	-	7,244.00
CCTV System Maintenance	4,950.00	-	-	-	-	-	4,950.00
Escalator Maintenance	273,664.00	-	-	136,832.00	-	-	410,496.00
Gondola System Maintenance	8,800.00	-	-	-	-	-	8,800.00
Generator Set Maintenance	7,600.00	-	-	-	-	-	7,600.00
Carpark Barrier System Maintenance	30,400.00	-	-	-	-	-	30,400.00
Contract Maintenance	6,734.80	9,540.80	-	2,643.20	-	120,147.20	139,066.00
	524,667.20	491,351.20	131,403.60	272,956.80	59,036.40	127,580.80	1,606,996.00
Repairs							
Repair Air Conditioning	-	-	159,666.00	1,700.00	208,434.00	-	369,800.00
Repair Fire Services	267,350.00	-	-	-	-	1,200.00	268,550.00
Repair Water Pipe	560,400.00	-	-	-	-	-	560,400.00
Repair Water Pump	157,400.00	-	-	-	-	-	157,400.00
Repair CCTV System	-	1,862.35	-	1,200.00	-	11,100.00	14,162.35
Repair Escalator	223,000.00	-	-	62,800.00	-	-	285,800.00
Drainage Clearance	7,600.00	-	-	-	-	3,000.00	10,600.00
WaterProofing Work	-	67,392.00	-	10,608.00	-	-	78,000.00
Repair Concrete Spalling	-	-	-	-	-	69,000.00	69,000.00
Lighting Equipment	395.92	580.00	-	-	-	-	975.92
Repairs	55,260.27	16,870.50	13,595.76	4,717.23	6,108.24	3,106.68	99,658.68
	1,271,406.19	86,704.85	173,261.76	81,025.23	214,542.24	87,406.68	1,914,346.95
Electricity	8,761.00	365,815.70	2,155,514.70	352,922.21	968,419.63	289,775.76	4,141,209.00
Water Charges	-	1,815.20	-	793.20	-	476.20	3,084.60
Insurance							
All Risk Insurance	67,464.92	-	-	-	-	-	67,464.92
Public Liability Insurance	21,689.22	-	-	-	-	-	21,689.22
Third Party Liability Insurance	2,253.58	-	-	-	-	-	2,253.58
Employees' Compensation Insurance	(3,806.14)	-	-	-	-	-	(3,806.14)
Medical Insurance	1,020.00	-	-	-	-	-	1,020.00
Management Liability Insurance	26,760.00	-	-	-	-	-	26,760.00
	115,381.58	-	-	-	-	-	115,381.58
Gardening & Decoration							
Gardening & Decoration	-	-	-	91.00	-	-	91.00
Festival Decoration	-	-	-	6,027.89	-	-	6,027.89
	-	-	-	6,118.89	-	-	6,118.89
Sundry Expenses							
Bank Charges	2,152.90	63.05	63.05	25.02	25.03	135.85	2,464.90
Legal Fee	3,502.00	-	-	-	-	-	3,502.00
Printing & Stationery	12,721.15	1,528.33	3.81	1,155.15	3.33	2,392.77	17,804.54
Postage	480.50	1,617.94	-	670.65	-	3,458.51	6,227.60
Rent & Rates	25,732.00	-	-	-	-	5,644.00	31,376.00
Telephone	5,981.00	-	-	-	-	-	5,981.00
Sundry Expenses	11,725.51	8,785.71	76.34	4,169.57	184.31	218.35	25,159.79
Distilled Water	1,753.00	-	-	-	-	-	1,753.00
Property Tax	51,361.52	-	-	45,182.48	-	5,803.00	102,347.00
Travelling Expenses	1,299.50	-	-	-	-	-	1,299.50
	116,709.08	11,995.03	143.20	51,202.87	212.67	17,652.48	197,915.33
HQ Administration Fee	34,400.00	-	-	-	-	-	34,400.00
Manager's Remuneration	264,000.00	-	-	-	-	-	264,000.00
TOTAL EXPENDITURE	4,420,700.48	1,642,727.69	2,911,066.65	1,289,812.49	1,634,625.92	712,171.92	12,611,105.15
Operating Surplus / (Deficit) before Fund Transfer	(3,286,722.34)	1,390,290.31	317,608.46	2,364,244.04	142,030.08	858,815.88	1,786,266.43
Fund Transfer	-	(151,448.40)	(150,476.00)	(151,172.80)	(85,486.40)	(68,588.00)	(607,171.60)
Operating Surplus / (Deficit)	(3,286,722.34)	1,238,841.91	167,132.46	2,213,071.24	56,543.68	790,227.88	1,179,094.83
Allocation For Common Deficit							
Office 寫字樓	46.82%	1,538,843.40	(1,538,843.40)	-	-	-	-
Commercial 商場	40.86%	1,342,954.73	-	(1,342,954.73)	-	-	-
Carpark 停車場	12.32%	404,924.21	-	-	-	(404,924.21)	-
	100.00%						
Operating Surplus / (Deficit)	-	(300,001.49)	167,132.46	870,116.51	56,543.68	385,303.67	1,179,094.83
Surplus / (Deficit) B/F	-	(5,508,781.79)	12,834,741.75	20,339,371.59	(9,490,144.33)	(3,100,480.49)	15,074,706.73
TOTAL SURPLUS/(DEFICIT)	-	(5,808,783.28)	13,001,874.21	21,209,488.10	(9,433,600.65)	(2,715,176.82)	16,253,801.56

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佳定物業管理有限公司
Guardian Property Management Limited

大廈名稱
NAME OF BUILDING

屯門栢麗廣場
TUEN MUN PARKLANE SQUARE

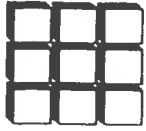
資產負債表
BALANCE SHEET

截至 2022年11月30日
AS AT 30/11/2022

		寫字樓 Office HK\$	寫字樓冷氣 Office Air- Conditioning HK\$	商場 Commercial HK\$	商場冷氣 Commercial Air- Conditioning HK\$	停車場 Carpark HK\$	合共 Total HK\$
FIXED ASSETS	固定資產	26,714.09	0.00	23,313.49	0.00	7,029.42	57,057.00
CURRENT ASSETS	流動資產						
Cash at Bank & on Hand	銀行存款及現金	852,021.28	97,844.42	726,725.57	94,992.61	286,916.37	2,058,500.25
Cash at Bank - Owners' Corporation	銀行存款 - 法團	15,650,021.73	3,747,371.07	1,760,723.28	2,857,541.47	651,273.41	24,666,930.96
Account Receivable	應收款項	103,024.92	110,621.00	278,697.89	108,897.00	57,780.19	659,021.00
Temporary Payment	暫付帳	57,257.10	0.00	6,333.30	0.00	1,909.60	65,500.00
Utility Deposits	水電按金	683,494.80	0.00	304,221.75	0.00	229,638.45	1,217,355.00
Prepayments	預付費用	32,950.97	0.00	28,756.47	0.00	8,670.58	70,378.02
Current Account with Manager	經理人來往帳	1,524,390.73	(1,921,230.06)	1,329,722.46	(1,674,898.89)	400,886.29	(341,129.47)
Current Account with Ex-Mgt Company	前管理公司來往帳	(20,761,108.37)	11,559,203.54	21,574,056.41	(10,087,495.41)	(2,348,504.31)	(63,848.14)
		(1,857,946.84)	13,593,809.97	26,009,237.13	(8,700,963.22)	(711,429.42)	28,332,707.62
CURRENT LIABILITIES	流動負債						
Receipt in Advance	預收款項	150,846.60	(32,232.00)	88,069.27	(1,641.00)	33,351.20	238,394.07
Temporary Receipt	暫收帳	380,034.60	0.00	72,296.04	0.00	4,030.36	456,361.00
Accounts Payable & Accruals	應付款項	2,379,828.60	530,967.82	1,535,280.84	272,102.48	444,312.47	5,162,492.21
		2,910,709.80	498,735.82	1,695,646.15	270,461.48	481,694.03	5,857,247.28
NET ASSETS / (LIABILITIES)	資產/(負債)淨值	(4,741,942.55)	13,095,074.15	24,336,904.47	(8,971,424.70)	(1,186,094.03)	22,532,517.34
REPRESENTED BY	代表						
Operating Surplus /(Deficit)	盈餘/(赤字)	(5,808,783.28)	13,001,874.21	21,209,488.10	(9,433,600.65)	(2,715,176.82)	16,253,801.56
Various Deposits Received	各類按金	853,797.00	0.00	978,588.00	0.00	257,400.00	2,089,785.00
Major Repairs Reserve	大型維修儲備金	213,043.73	93,199.94	2,148,828.37	462,175.95	1,271,682.79	4,188,930.78
		(4,741,942.55)	13,095,074.15	24,336,904.47	(8,971,424.70)	(1,186,094.03)	22,532,517.34

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GUARDIAN PROPERTY MANAGEMENT LIMITED
佳 定 物 業 管 理 有 限 公 司

TUEN MUN PARKLANE SQUARE
屯門栢麗廣場

ACCOUNT BREAKDOWN FOR THE MONTH OF NOVEMBER 2022
二零二二年十一月份賬目明細表

法團銀行戶口交易資料乃參考附表所列的銀行結單編製

銀行	戶口號碼	法團戶口最新結單
匯豐銀行	747-052991-838	收到截至 30/11/2022
交通銀行	382-570-1025243-03	定期單截至 24/11/2022 (由24/11/2022至24/05/2023)
交通銀行	382-570-1025243-03	定期單截至 11/07/2022 (由11/07/2022至11/01/2023)
交通銀行	382-570-1025243-03	定期單截至 31/08/2022 (由31/08/2022至30/11/2022)
交通銀行	382-570-1025243-03	定期單截至 28/09/2022 (由28/09/2022至28/12/2022)
交通銀行	382-570-1025243-02	收到截至 20/12/2022