



Income And Expenditure Account

Name of Building Tuen Mun Parklane Square  
Base Period Feb 2023

	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\$		
<b>INCOME</b>							
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
<b>Sundry Income</b>							
Bank Interest Income			464.33	848.43			1,312.76
Extra Air Conditioning Charge			24,300.00		8,400.00		32,700.00
Car Park Licence Fee	10,000.00						10,000.00
Hourly Car Park Fee	12,870.00						12,870.00
Transmitting Equipment Licence Fee						21,580.00	21,580.00
Light Box Licence Fee	85,130.00			15,869.50			100,999.50
External Wall Advertisement	15,063.00						15,063.00
Directory		900.00					900.00
Sundry Income	18,720.00			58,451.75		3,173.60	80,345.35
	141,783.00	900.00	24,764.33	75,169.68	8,400.00	24,753.60	275,770.61
<b>TOTAL INCOME</b>	141,783.00	379,521.00	400,954.33	453,101.68	222,116.00	196,223.60	1,793,699.61
<b>EXPENDITURE</b>							
<b>Staff Costs</b>							
Basic Salaries	237,407.64		54,332.45		47,413.70		339,153.79
MPF	12,414.44		2,841.15		2,479.32		17,734.91
Uniform & Laundry	989.10		226.36		197.54		1,413.00
Employees' Compensation Insurance (Staff Costs)	8,358.33		678.63		592.21		9,629.17
	259,169.51		58,078.59		50,682.77		367,930.87
<b>Cleaning Charges</b>							
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
<b>Contract Maintenance</b>							
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	1,175.00						1,175.00
Generator Set Maintenance	1,000.00						1,000.00
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
	65,594.15	61,418.90	14,165.70	34,119.60	6,364.30	15,947.60	197,610.25
<b>Repairs</b>							
Repair Air Conditioning					23,624.00		23,624.00
Drainage Clearance	1,800.00						1,800.00
Electrical Repairs	13,000.00						13,000.00
Repairs	18,478.58	8,360.98		1,411.27		1,698.75	29,949.58
	(432,121.42)	414,469.02		60,703.23	23,624.00	1,698.75	68,373.58
<b>Electricity</b>	1,376.00	104,176.92	112,901.46	39,665.88	60,904.51	38,255.23	357,280.00
<b>Water Charges</b>		918.70		468.70		273.90	1,661.30
<b>Insurance</b>							
All Risk Insurance	5,626.78						5,626.78
Public Liability Insurance	1,668.37						1,668.37
Third Party Liability Insurance	125.07						125.07
Management Liability Insurance	3,345.00						3,345.00
	10,765.22						10,765.22
<b>Sundry Expenses</b>							
Bank Charges		14.95	14.95	5.85	5.85	27.30	68.90
Legal Fee	583.00	50,000.00					50,583.00
Printing & Stationery	922.92						922.92
Postage		223.65		88.05		499.80	811.50
Telephone	869.00						869.00
Sundry Expenses	5,004.46	258.29		1,837.67		213.05	7,313.47
Distilled Water	1,752.80		401.14		350.06		2,504.00
Travelling Expenses	480.20						480.20
	9,612.38	50,496.89	416.09	1,931.57	355.91	740.15	63,552.99
<b>HQ Administration Fee</b>	4,300.00						4,300.00
<b>Manager's Remuneration</b>	33,000.00						33,000.00
<b>TOTAL EXPENDITURE</b>	(41,024.16)	717,020.43	185,561.84	202,408.98	141,931.49	80,575.63	1,286,474.21
Operating Surplus / (Deficit) before Fund Transfer	182,807.16	(337,499.43)	215,392.49	250,692.70	80,184.51	115,647.97	507,225.40
Fund Transfer		(18,931.05)	(18,809.50)	(18,896.60)	(10,685.80)	(8,573.50)	(75,896.45)
Operating Surplus / (Deficit)	182,807.16	(356,430.48)	196,582.99	231,796.10	69,498.71	107,074.47	431,328.95
Allocation For Common Deficit							
Office 寫字樓	(85,590.31)	85,590.31					
Commercial 商場	(74,695.01)			74,695.01			
Carpark 停車場	(22,521.84)					22,521.84	
Operating Surplus / (Deficit)		(270,840.17)	196,582.99	306,491.11	69,498.71	129,596.31	431,328.95
Surplus / (Deficit) B/F		(5,947,240.53)	13,378,323.53	21,515,750.33	(9,350,664.43)	(2,580,533.17)	17,015,635.73
<b>TOTAL SURPLUS/(DEFICIT)</b>		(6,218,080.70)	13,574,906.52	21,822,241.44	(9,281,165.72)	(2,450,936.86)	17,446,964.68

備註

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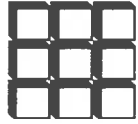
Income And Expenditure Account  
Name of Building  
For the period from 01/04/2022 To 28/02/2023

Tuen Mun Parklane Square

	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\$
<b>INCOME</b>							
<b>收入</b>							
Management Fee	-	4,164,831.00	-	4,157,252.00	-	-	8,322,083.00
Car Park Management Fee	-	-	-	-	-	1,886,170.00	1,886,170.00
Air Conditioning	-	-	4,138,090.00	-	2,350,876.00	-	6,488,966.00
	-	4,164,831.00	4,138,090.00	4,157,252.00	2,350,876.00	1,886,170.00	16,697,219.00
<b>Sundry Income</b>							
<b>其他</b>							
Bank Interest Income	22,433.40	-	62,555.31	115,817.17	-	-	200,805.88
Extra Air Conditioning Charge	-	-	273,150.00	-	100,200.00	-	373,350.00
Car Park Licence Fee	74,000.00	-	-	-	-	-	74,000.00
Hourly Car Park Fee	165,369.60	-	-	-	-	-	165,369.60
Transmitting Equipment Licence Fee	-	-	-	-	-	237,380.00	237,380.00
Light Box Licence Fee	928,379.46	-	-	172,585.00	-	-	1,100,964.46
External Wall Advertisement	167,627.50	-	-	-	-	-	167,627.50
Directory	-	4,950.00	-	-	-	-	4,950.00
Sundry Income	206,240.00	-	6,072.00	626,725.24	2,728.00	36,349.70	878,114.94
	1,564,049.96	4,950.00	341,777.31	915,127.41	102,928.00	273,729.70	3,202,562.38
<b>TOTAL INCOME</b>	<b>1,564,049.96</b>	<b>4,169,781.00</b>	<b>4,479,867.31</b>	<b>5,072,379.41</b>	<b>2,453,804.00</b>	<b>2,159,899.70</b>	<b>19,899,781.38</b>
<b>EXPENDITURE</b>							
<b>支出</b>							
<b>Staff Costs</b>							
<b>員工開支</b>							
Basic Salaries	2,603,190.12	-	595,779.95	-	519,027.01	-	3,717,997.08
Bonus	280.00	-	-	-	-	-	280.00
MPF	129,038.78	-	29,532.67	-	25,727.34	-	184,298.79
Staff Recruitment	1,801.20	-	-	-	-	-	1,801.20
Uniform & Laundry	13,897.62	-	2,466.54	-	2,152.45	-	18,516.61
Staff Benefits	3,633.00	-	76.90	-	67.10	-	3,777.00
Employees' Compensation Insurance (Staff Costs)	62,288.53	-	678.63	-	592.21	-	63,559.37
Medical Insurance (Staff Costs)	8,485.50	725.71	454.17	633.29	396.33	-	10,695.00
	2,822,614.75	725.71	628,988.86	633.29	547,962.44	-	4,000,925.05
<b>Cleaning Charges</b>							
<b>清潔費</b>							
Cleaning Charges	80,080.00	940,940.00	-	720,720.00	-	260,260.00	2,002,000.00
	80,080.00	940,940.00	-	720,720.00	-	260,260.00	2,002,000.00
<b>Contract Maintenance</b>							
<b>合約保養</b>							
Lift Maintenance	254,752.30	662,489.30	-	183,537.20	-	10,221.20	1,111,000.00
Air Conditioning Maintenance	-	-	201,500.70	-	90,529.30	-	292,030.00
Fire Services Maintenance	9,584.00	-	-	-	-	-	9,584.00
CCTV System Maintenance	6,840.00	-	-	-	-	-	6,840.00
Escalator Maintenance	376,288.00	-	-	188,144.00	-	-	564,432.00
Gondola System Maintenance	12,175.00	-	-	-	-	-	12,175.00
Generator Set Maintenance	10,550.00	-	-	-	-	-	10,550.00
Carpark Barrier System Maintenance	41,800.00	-	-	-	-	-	41,800.00
Contract Maintenance	9,260.35	13,118.60	-	3,634.40	-	165,202.40	191,215.75
	721,249.65	675,607.90	201,500.70	375,315.60	90,529.30	175,423.60	2,239,626.75
<b>Repairs</b>							
<b>修理費</b>							
Repair Lift	-	-	-	58,000.00	-	-	58,000.00
Repair Air Conditioning	-	-	164,703.00	1,700.00	317,121.00	-	483,524.00
Repair Fire Services	267,350.00	-	-	-	-	1,200.00	268,550.00
Repair Water Pipe	95,000.00	406,108.04	-	59,291.96	-	-	560,400.00
Repair Water Pump	157,400.00	48,181.25	-	11,118.75	-	-	216,700.00
Repair CCTV System	-	1,862.35	-	1,200.00	-	11,100.00	14,162.35
Gondola System Repairs	27,000.00	-	-	-	-	-	27,000.00
Repair Escalator	223,000.00	-	-	62,800.00	-	-	285,800.00
Drainage Clearance	9,400.00	-	-	3,600.00	-	3,000.00	16,000.00
WaterProofing Work	-	67,392.00	-	10,608.00	-	-	78,000.00
Repair Concrete Spalling	-	-	-	-	-	69,000.00	69,000.00
Electrical Repairs	107,000.00	-	-	-	-	-	107,000.00
Lighting Equipment	395.92	580.00	-	734.98	-	-	1,710.90
Repairs	74,849.97	25,231.48	13,595.76	6,128.50	6,108.24	4,805.43	130,719.38
	961,395.89	549,355.12	178,298.76	215,182.19	323,229.24	89,105.43	2,316,566.63
Electricity	12,675.00	674,288.16	2,522,937.69	460,347.79	1,164,559.29	404,978.07	5,239,786.00
Water Charges	-	2,733.90	-	1,261.90	-	750.10	4,745.90
<b>Insurance</b>							
<b>保險費</b>							
All Risk Insurance	90,002.28	-	-	-	-	-	90,002.28
Public Liability Insurance	28,863.09	-	-	-	-	-	28,863.09
Third Party Liability Insurance	2,962.57	-	-	-	-	-	2,962.57
Employees' Compensation Insurance	(3,806.14)	-	-	-	-	-	(3,806.14)
Medical Insurance	1,020.00	-	-	-	-	-	1,020.00
Management Liability Insurance	36,795.00	-	-	-	-	-	36,795.00
	155,836.80	-	-	-	-	-	155,836.80
<b>Gardening &amp; Decoration</b>							
<b>園藝及裝飾</b>							
Gardening & Decoration	-	-	-	91.00	-	-	91.00
Festival Decoration	21,666.48	-	-	11,313.09	-	-	32,979.57
	21,666.48	-	-	11,404.09	-	-	33,070.57
<b>Sundry Expenses</b>							
<b>雜項</b>							
Bank Charges	2,338.75	107.90	107.90	42.24	42.26	219.70	2,858.75
Legal Fee	5,251.00	50,000.00	-	-	-	-	55,251.00
Printing & Stationery	17,288.58	1,528.33	3.81	1,155.15	3.33	2,392.77	22,371.97
Postage	480.50	2,279.63	-	948.85	-	4,937.22	8,646.20
Rent & Rates	31,802.00	-	-	2,522.00	-	7,562.00	41,886.00
Telephone	8,587.00	-	-	-	-	-	8,587.00
Sundry Expenses	18,416.82	9,220.80	76.34	7,437.17	184.31	431.40	35,766.84
Distilled Water	5,670.22	-	883.98	-	771.42	-	7,325.62
Property Tax	51,361.52	-	-	45,182.48	-	5,803.00	102,347.00
Travelling Expenses	2,564.40	-	-	-	-	-	2,564.40
Miscellaneous - Walkie Talkie	2,200.00	-	-	-	-	-	2,200.00
	145,960.79	63,136.66	1,072.03	57,287.89	1,001.32	21,346.09	289,804.78
HQ Administration Fee	47,300.00	-	-	-	-	-	47,300.00
Manager's Remuneration	363,000.00	-	-	-	-	-	363,000.00
<b>TOTAL EXPENDITURE</b>	<b>5,331,779.36</b>	<b>2,906,787.45</b>	<b>3,532,798.04</b>	<b>1,842,152.75</b>	<b>2,127,281.59</b>	<b>951,863.29</b>	<b>16,692,662.48</b>
Operating Surplus / (Deficit) before Fund Transfer	(3,767,729.40)	1,262,993.55	947,069.27	3,230,226.66	326,522.41	1,208,036.41	3,207,118.90
Fund Transfer	-	(208,241.55)	(206,904.50)	(207,862.60)	(117,543.80)	(94,308.50)	(834,860.95)
Operating Surplus / (Deficit)	(3,767,729.40)	1,054,752.00	740,164.77	3,022,364.06	208,978.61	1,113,727.91	2,372,257.95
Allocation For Common Deficit							
Office 寫字樓	46.82%	(1,764,050.91)	-	-	-	-	-
Commercial 商場	40.86%	1,539,494.21	-	(1,539,494.21)	-	-	-
Carpark 停車場	12.32%	464,184.28	-	-	-	(464,184.28)	-
	100.00%	-	-	-	-	-	-
Operating Surplus / (Deficit)	-	(709,298.91)	740,164.77	1,482,869.85	208,978.61	649,543.63	2,372,257.95
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
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>(6,218,080.70)</b>	<b>13,574,906.52</b>	<b>21,822,241.44</b>	<b>(9,281,165.72)</b>	<b>(2,450,936.86)</b>	<b>17,446,964.68</b>

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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 2023年02月28日  
AS AT 28/02/2023

		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\$
<b>FIXED ASSETS</b>	<b>固定資產</b>	26,714.09	0.00	23,313.49	0.00	7,029.42	57,057.00
<b>CURRENT ASSETS</b>	<b>流動資產</b>						
Cash at Bank & on Hand	銀行存款及現金	300,961.64	16,022.24	346,175.96	90,240.84	90,061.94	843,462.62
Cash at Bank - Owners' Corporation	銀行存款 - 法團	15,364,709.28	4,310,809.09	2,177,662.31	3,166,154.25	845,561.14	25,864,896.07
Account Receivable	應收款項	79,129.59	123,823.00	248,700.05	67,072.00	60,993.91	579,718.55
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	52,431.62	0.00	45,757.31	0.00	13,796.62	111,985.55
Current Account with Manager	經理人來往帳	1,766,733.36	(2,130,038.21)	1,541,215.87	(1,857,117.15)	464,655.23	(214,550.90)
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)
		(2,456,390.98)	13,879,819.66	26,244,122.96	(8,621,145.47)	(641,887.42)	28,404,518.75
<b>CURRENT LIABILITIES</b>	<b>流動債項</b>						
Receipt in Advance	預收款項	434,165.56	(10,322.00)	323,335.66	5,202.00	105,071.05	857,452.27
Temporary Receipt	暫收帳	363,179.40	0.00	57,586.44	0.00	(404.84)	420,361.00
Accounts Payable & Accruals	應付款項	1,867,424.97	165,606.70	880,166.74	77,784.90	156,609.36	3,147,592.67
		2,664,769.93	155,284.70	1,261,088.84	82,986.90	261,275.57	4,425,405.94
<b>NET ASSETS / (LIABILITIES)</b>	<b>資產/(債項)淨值</b>	(5,094,446.82)	13,724,534.96	25,006,347.61	(8,704,132.37)	(896,133.57)	24,036,169.81
<b>REPRESENTED BY</b>	<b>代表</b>						
Operating Surplus /(Deficit)	盈餘/(赤字)	(6,218,080.70)	13,574,906.52	21,822,241.44	(9,281,165.72)	(2,450,936.86)	17,446,964.68
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	269,836.88	149,628.44	2,205,518.17	494,233.35	1,297,403.29	4,416,620.13
Suspense Account	暫記帳	0.00	0.00	0.00	82,800.00	0.00	82,800.00
		(5,094,446.82)	13,724,534.96	25,006,347.61	(8,704,132.37)	(896,133.57)	24,036,169.81

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- 此報表是依據本公司於準備文件時所取得的資訊及材料而製備。因應情況所需，本公司可能會作出修訂並向業主作出匯報。
- 法團銀行戶口交易資料乃參考附表所列的銀行結單編製。
- 本帳目已包括由前管理公司(大昌物業管理有限公司)所提供截至2019年12月31日的未經審計財務狀況資料。由於相關核數師報告尚未完成,上述資料有待調整。

(V2 - Rev 30.05.2023)



**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 FEBRUARY 2023  
二零二三年二月份賬目明細表

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 28/02/2023
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 05/12/2022 (由05/12/2022至06/03/2023)
交通銀行	382-570-1025243-03	定期單截至 28/12/2022 (由28/12/2022至28/06/2023)
交通銀行	382-570-1025243-03	定期單截至 11/01/2023 (由11/01/2023至11/07/2023)
交通銀行	382-570-1025243-02	收到截至 20/03/2023