



康德服務有限公司
Kenda Services Limited

大廈名稱
NAME OF BUILDING

翠麗花園
TSUI LAI GARDEN

收支帳項
MONTH: 12/2020

INCOME & EXPENDITURE ACCOUNT

		Note	HK\$
<u>INCOME</u>	收入		
Management Fees	管理費		1,426,835.00
Sundry Income	其他	(1)	631,752.57
<u>TOTAL INCOME</u>	總收入		2,058,587.57
<u>EXPENDITURE</u>	支出		
Staff Costs	員工開支	(2)	602,560.70
Cleaning Charges	清潔費	(3)	303,356.90
Contract Maintenance	合約保養	(4)	196,317.00
Repairs	修理費	(5)	675,355.00
Depreciation	折舊	(6)	774.87
Electricity	電費		186,085.00
Water	水費		52,170.00
Insurance	保險費		21,455.00
Gardening & Decoration	園藝及裝飾		34,325.18
Sundry Expenses	雜項	(7)	74,963.58
Manager's Remuneration	經理人酬金		53,000.00
<u>TOTAL EXPENDITURE</u>	總支出		2,200,363.23
Surplus / (Deficit) for the Month	本期盈餘 / (赤字)		(141,775.66)
Fund Transfer	基金轉調		(70,400.00)
Surplus / (Deficit) B/F	盈餘 / (赤字)滾存		182,604.54 *
<u>TOTAL SURPLUS / (DEFICIT)</u>	盈餘 / (赤字)總額		(29,571.12)

* Including Audit Adjustment Year 2019

Stated Surplus B/F as of 11/2020	221,604.54
Audit Adjustment for 2019	(39,000.00)
Adjusted Surplus B/F as of 12/2020	182,604.54



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資產負債表
BALANCE SHEET

截至 2020年12月31日
AS AT 31/12/2020

	Note	HK\$
<u>FIXED ASSETS</u>		<u>22,582.01</u>
<u>CURRENT ASSETS</u>		
Cash at Bank & on Hand	(8)	3,976,038.72
Cash at Bank - Owners' Corporation	(9)	27,472,860.38
Account Receivable	(10)	425,643.00
Utility Deposits		539,100.00
Current Account with Manager		14,632.50
		<u>32,428,274.60</u>
<u>CURRENT LIABILITIES</u>		
Receipt in Advance		39,535.00
Accounts Payable & Accruals	(11)	4,101,656.28
		<u>4,141,191.28</u>
<u>NET ASSETS / (LIABILITIES)</u>		<u>28,309,665.33</u>
<u>REPRESENTED BY</u>		
Operating Surplus /(Deficit)		(29,571.12)
Various Deposits Received		2,452,247.00
Contingency Fund	(12)	12,464,179.50
Estate Activities Recreational Fund	(13)	12,625.95
Special Fund for Tsui Lai Garden	(14)	13,410,184.00
		<u>28,309,665.33</u>

代表

盈餘/(赤字)	(29,571.12)
各類按金	2,452,247.00
應變基金	(12) 12,464,179.50
屋苑康樂活動基金	(13) 12,625.95
翠麗特別基金	(14) 13,410,184.00
	<u>28,309,665.33</u>



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MONTH: 12/2020

INCOME & EXPENDITURE ACCOUNT

	共用 COMMON HK\$	住宅 RESIDENTIAL HK\$	商場 COMMERCIAL HK\$	車場 CARPARK HK\$	幼稚園 KINDERGARTEN HK\$	合共 TOTAL HK\$
INCOME						
Management Fees	0.00	1,232,845.00	130,206.00	59,965.00	3,819.00	1,426,835.00
Sundry Income	298,631.57	285,795.40	0.00	47,325.60	0.00	631,752.57
TOTAL INCOME	298,631.57	1,518,640.40	130,206.00	107,290.60	3,819.00	2,058,587.57
EXPENDITURE						
Staff Costs	404,157.75	153,417.04	0.00	44,985.91	0.00	602,560.70
Cleaning Charges	69,600.90	208,804.80	11,551.20	13,400.00	0.00	303,356.90
Contract Maintenance	2,400.00	189,559.80	4,357.20	0.00	0.00	196,317.00
Repairs	39,583.00	326,247.00	309,525.00	0.00	0.00	675,355.00
Depreciation	774.87	0.00	0.00	0.00	0.00	774.87
Electricity	7,210.00	143,610.00	32,365.00	2,900.00	0.00	186,085.00
Water	148.40	43,073.40	8,948.20	0.00	0.00	52,170.00
Insurance	20,474.20	858.20	0.00	122.60	0.00	21,455.00
Gardening & Decoration	30,000.83	4,040.63	283.72	0.00	0.00	34,325.18
Sundry Expenses	52,098.18	22,196.12	539.83	106.00	23.45	74,963.58
Manager's Remuneration	0.00	45,877.00	5,316.00	1,526.00	281.00	53,000.00
TOTAL EXPENDITURE	626,448.13	1,137,683.99	372,886.15	63,040.51	304.45	2,200,363.23
Operating Surplus / (Deficit) before Fund Transfer	(327,816.56)	380,956.41	(242,680.15)	44,250.09	3,514.55	(141,775.66)
Fund Transfer	(100.00)	(70,300.00)	0.00	0.00	0.00	(70,400.00)
Operating Surplus / (Deficit)	(327,916.56)	310,656.41	(242,680.15)	44,250.09	3,514.55	(212,175.66)
Allocation For Common Deficit						
Residential 住宅	20,159.00	283,844.57	0.00	0.00	0.00	0.00
Commercial 商場	2,335.00	32,890.03	(32,890.03)	0.00	0.00	0.00
Carpark 車場	670.00	9,444.00	0.00	(9,444.00)	0.00	0.00
Kindergarten 幼稚園	124.00	0.00	0.00	0.00	(1,737.96)	0.00
	23,288.00	100.00%				
Operating Surplus / (Deficit)	0.00	26,811.84	(275,570.18)	34,806.09	1,776.59	(212,175.66)
Surplus / (Deficit) B/F	0.00	(669,916.20)	782,508.65	29,099.93	40,912.16	182,604.54
TOTAL SURPLUS / (DEFICIT)	0.00	(643,104.36)	506,938.47	63,906.02	42,688.75	(29,571.12)



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INCOME & EXPENDITURE ACCOUNT

		共用 COMMON HK\$	住宅 RESIDENTIAL HK\$
INCOME	收入		
Management Fees	管理費	0.00	1,232,845.00
Sundry Income	其他	298,631.57	285,795.40
TOTAL INCOME	總收入	298,631.57	1,518,640.40
EXPENDITURE	支出		
Staff Costs	員工開支	404,157.75	153,417.04
Cleaning Charges	清潔費	69,600.90	208,804.80
Contract Maintenance	合約保養	2,400.00	189,559.80
Repairs	修理費	39,583.00	326,247.00
Depreciation	折舊	774.87	0.00
Electricity	電費	7,210.00	143,610.00
Water	水費	148.40	43,073.40
Insurance	保險費	20,474.20	858.20
Gardening & Decoration	園藝及裝飾	30,000.83	4,040.63
Sundry Expenses	雜項	52,098.18	22,196.12
Manager's Remuneration	經理人酬金	0.00	45,877.00
TOTAL EXPENDITURE	總支出	626,448.13	1,137,683.99
Operating Surplus / (Deficit) before Fund Transfer	基金轉調前盈餘 / (赤字)	(327,816.56)	380,956.41
Fund Transfer	基金轉調	(100.00)	(70,300.00)
Operating Surplus / (Deficit)	本期盈餘 / (赤字)	(327,916.56)	310,656.41
Allocation For Common Deficit	分攤共用收支虧損		
Residential 住宅	SHARES	86.56%	(283,844.57)
Operating Surplus / (Deficit)	本期盈餘 / (赤字)		26,811.84
Surplus / (Deficit) B/F	盈餘 / (赤字)滾存		(669,916.20)
TOTAL SURPLUS / (DEFICIT)	盈餘 / (赤字)總額		(643,104.36)



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INCOME & EXPENDITURE ACCOUNT

		共用 <u>COMMON</u> HK\$	商場 <u>COMMERCIAL</u> HK\$
<u>INCOME</u>	收入		
Management Fees	管理費	0.00	130,206.00
Sundry Income	其他	298,631.57	0.00
<u>TOTAL INCOME</u>	總收入	298,631.57	130,206.00
<u>EXPENDITURE</u>	支出		
Staff Costs	員工開支	404,157.75	0.00
Cleaning Charges	清潔費	69,600.90	11,551.20
Contract Maintenance	合約保養	2,400.00	4,357.20
Repairs	修理費	39,583.00	309,525.00
Depreciation	折舊	774.87	0.00
Electricity	電費	7,210.00	32,365.00
Water	水費	148.40	8,948.20
Insurance	保險費	20,474.20	0.00
Gardening & Decoration	園藝及裝飾	30,000.83	283.72
Sundry Expenses	雜項	52,098.18	539.83
Manager's Remuneration	經理人酬金	0.00	5,316.00
<u>TOTAL EXPENDITURE</u>	總支出	626,448.13	372,886.15
Operating Surplus / (Deficit) before Fund Transfer	基金轉調前盈餘 / (赤字)	(327,816.56)	(242,680.15)
Fund Transfer	基金轉調	(100.00)	0.00
Operating Surplus / (Deficit)	本期盈餘 / (赤字)	(327,916.56)	(242,680.15)
Allocation For Common Deficit	分攤共用收支虧損		
Commercial 商場	SHARES 10.03%		(32,890.03)
Operating Surplus / (Deficit)	本期盈餘 / (赤字)		(275,570.18)
Surplus / (Deficit) B/F	盈餘 / (赤字)滾存		782,508.65
<u>TOTAL SURPLUS / (DEFICIT)</u>	盈餘 / (赤字)總額		506,938.47



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INCOME & EXPENDITURE ACCOUNT

		共用 <u>COMMON</u> HK\$	車場 <u>CARPARK</u> HK\$
<u>INCOME</u>	收入		
Management Fees	管理費	0.00	59,965.00
Sundry Income	其他	298,631.57	47,325.60
<u>TOTAL INCOME</u>	總收入	298,631.57	107,290.60
<u>EXPENDITURE</u>	支出		
Staff Costs	員工開支	404,157.75	44,985.91
Cleaning Charges	清潔費	69,600.90	13,400.00
Contract Maintenance	合約保養	2,400.00	0.00
Repairs	修理費	39,583.00	0.00
Depreciation	折舊	774.87	0.00
Electricity	電費	7,210.00	2,900.00
Water	水費	148.40	0.00
Insurance	保險費	20,474.20	122.60
Gardening & Decoration	園藝及裝飾	30,000.83	0.00
Sundry Expenses	雜項	52,098.18	106.00
Manager's Remuneration	經理人酬金	0.00	1,526.00
<u>TOTAL EXPENDITURE</u>	總支出	626,448.13	63,040.51
Operating Surplus / (Deficit) before Fund Transfer	基金轉調前盈餘 / (赤字)	(327,816.56)	44,250.09
Fund Transfer	基金轉調	(100.00)	0.00
Operating Surplus / (Deficit)	本期盈餘 / (赤字)	(327,916.56)	44,250.09
Allocation For Common Deficit	分攤共用收支虧損		
Carpark 車場	SHARES	2.88%	(9,444.00)
Operating Surplus / (Deficit)	本期盈餘 / (赤字)		34,806.09
Surplus / (Deficit) B/F	盈餘 / (赤字) 滾存		29,099.93
<u>TOTAL SURPLUS / (DEFICIT)</u>	盈餘 / (赤字) 總額		63,906.02



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INCOME & EXPENDITURE ACCOUNT

		共用 <u>COMMON</u> HK\$	幼稚園 <u>KINDERGARTEN</u> HK\$
<u>INCOME</u>	收入		
Management Fees	管理費	0.00	3,819.00
Sundry Income	其他	298,631.57	0.00
<u>TOTAL INCOME</u>	總收入	298,631.57	3,819.00
<u>EXPENDITURE</u>	支出		
Staff Costs	員工開支	404,157.75	0.00
Cleaning Charges	清潔費	69,600.90	0.00
Contract Maintenance	合約保養	2,400.00	0.00
Repairs	修理費	39,583.00	0.00
Depreciation	折舊	774.87	0.00
Electricity	電費	7,210.00	0.00
Water	水費	148.40	0.00
Insurance	保險費	20,474.20	0.00
Gardening & Decoration	園藝及裝飾	30,000.83	0.00
Sundry Expenses	雜項	52,098.18	23.45
Manager's Remuneration	經理人酬金	0.00	281.00
<u>TOTAL EXPENDITURE</u>	總支出	626,448.13	304.45
Operating Surplus / (Deficit) before Fund Transfer	基金轉調前盈餘 / (赤字)	(327,816.56)	3,514.55
Fund Transfer	基金轉調	(100.00)	0.00
Operating Surplus / (Deficit)	本期盈餘 / (赤字)	(327,916.56)	3,514.55
Allocation For Common Deficit	分攤共用收支虧損		
Kindergarten 幼稚園	SHARES	0.53%	(1,737.96)
Operating Surplus / (Deficit)	本期盈餘 / (赤字)		1,776.59
Surplus / (Deficit) B/F	盈餘 / (赤字)滾存		40,912.16
<u>TOTAL SURPLUS / (DEFICIT)</u>	盈餘 / (赤字)總額		42,688.75



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UNAUDITED

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TSUI LAI GARDEN

收支帳項

INCOME & EXPENDITURE ACCOUNT

PERIOD: 01/01/2020 - 31/12/2020

HK\$

INCOME

收入

Management Fees

管理費

17,122,020.00

Extra Contribution

科攤款項

197,980.00

Sundry Income

其他

2,250,015.32

TOTAL INCOME

總收入

19,570,015.32

EXPENDITURE

支出

Staff Costs

員工開支

7,153,584.35

Cleaning Charges

清潔費

2,737,124.30

Contract Maintenance

合約保養

1,711,316.00

Repairs

修理費

1,764,281.10

Depreciation

折舊

6,870.39

Electricity

電費

2,233,426.00

Water

水費

87,547.50

Insurance

保險費

377,174.32

Gardening & Decoration

園藝及裝飾

277,654.18

Sundry Expenses

雜項

523,225.39

Manager's Remuneration

經理人酬金

636,000.00

TOTAL EXPENDITURE

總支出

17,508,203.53

Surplus / (Deficit) for the Month

本期盈餘 / (赤字)

2,061,811.79

Fund Transfer

基金轉調

(844,100.00)

Surplus / (Deficit) B/F

盈餘 / (赤字) 滾存

(1,247,282.91)

TOTAL SURPLUS / (DEFICIT)

盈餘 / (赤字) 總額

(29,571.12)



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INCOME & EXPENDITURE ACCOUNT

PERIOD: 01/01/2020 - 31/12/2020

UNAUDITED

	共 用					幼 稚 園	合 共
	COMMON HK\$	住宅 RESIDENTIAL HK\$	商 場 COMMERCIAL HK\$	車 場 CARPARK HK\$	KINDERGARTEN HK\$		
INCOME							
Management Fees	0.00	14,794,140.00	1,562,472.00	719,580.00	45,828.00	17,122,020.00	
Extra Contribution	0.00	0.00	0.00	197,980.00	0.00	197,980.00	
Sundry Income	860,463.22	1,261,100.90	0.00	128,451.20	0.00	2,250,015.32	
TOTAL INCOME	860,463.22	16,055,240.90	1,562,472.00	1,046,011.20	45,828.00	19,570,015.32	
EXPENDITURE							
Staff Costs	4,348,986.29	2,322,634.79	0.00	481,963.27	0.00	7,153,584.35	
Cleaning Charges	836,164.50	1,825,846.10	46,627.20	28,486.50	0.00	2,737,124.30	
Contract Maintenance	38,100.00	1,621,929.60	51,286.40	0.00	0.00	1,711,316.00	
Repairs	154,791.10	1,071,916.00	323,724.00	213,850.00	0.00	1,764,281.10	
Depreciation	6,870.39	0.00	0.00	0.00	0.00	6,870.39	
Electricity	68,155.00	1,720,839.00	409,632.00	34,800.00	0.00	2,233,426.00	
Water	19,329.90	46,485.90	21,731.70	0.00	0.00	87,547.50	
Insurance	307,606.47	58,368.47	0.00	11,199.38	0.00	377,174.32	
Gardening & Decoration	272,390.83	4,979.63	283.72	0.00	0.00	277,654.18	
Sundry Expenses	252,638.94	258,385.81	11,044.83	1,012.50	143.31	523,225.39	
Manager's Remuneration	0.00	550,524.00	63,792.00	18,312.00	3,372.00	636,000.00	
TOTAL EXPENDITURE	6,305,033.42	9,481,909.30	928,121.85	789,623.65	3,515.31	17,508,203.53	
Operating Surplus / (Deficit) before Fund Transfer	(5,444,570.20)	6,573,331.60	634,350.15	256,387.55	42,312.69	2,061,811.79	
Fund Transfer	(70,500.00)	(773,600.00)	0.00	0.00	0.00	(844,100.00)	
Operating Surplus / (Deficit)	(5,515,070.20)	5,799,731.60	634,350.15	256,387.55	42,312.69	1,217,711.79	
Allocation For Common Deficit							
Residential 住宅	20,159.00	4,773,844.75	0.00	0.00	0.00	0.00	
Commercial 商場	2,335.00	553,161.54	(553,161.54)	0.00	0.00	0.00	
Carpark 車場	670.00	158,834.03	0.00	(158,834.03)	0.00	0.00	
Kindergarten 幼稚園	124.00	29,229.88	0.00	0.00	(29,229.88)	0.00	
	23,288.00	100.00%					
Operating Surplus / (Deficit)	0.00	1,025,886.85	81,188.61	97,553.52	13,082.81	1,217,711.79	
Surplus / (Deficit) B/F	0.00	(1,668,991.21)	425,749.86	(33,647.50)	29,605.94	(1,247,282.91)	
TOTAL SURPLUS / (DEFICIT)	0.00	(643,104.36)	506,938.47	63,906.02	42,688.75	(29,571.12)	



翠麗花園

(1) <u>二零二零年十二月份其他收入</u>	港幣
利息	5,402.57
牌照費	60,300.00
其他	566,050.00
	<u>631,752.57</u>
(2) <u>二零二零年十二月份員工開支</u>	
員工薪津	
薪酬及津貼	542,145.87
強積金/長期服務金	28,634.13
年賞預留	10,911.00
洗熨費	4,155.70
制服	16,714.00
	<u>602,560.70</u>
(3) <u>二零二零年十二月份清潔費</u>	
清潔合約	218,000.00
垃圾袋	51,000.00
深層清潔消毒	27,000.00
滅蟲服務	7,356.90
	<u>303,356.90</u>
(4) <u>二零二零年十二月份合約保養</u>	
升降機保養	112,374.00
升降機特別保養	57,600.00
水泵系統及清洗水缸服務	9,480.00
公共天線及衛星電視保養	7,963.00
冷氣系統保養	4,000.00
發電機保養	2,500.00
閉路電視及對講機保養合約	2,100.00
緊急維修服務	300.00
	<u>196,317.00</u>



翠麗花園

(5) <u>二零二零年十二月份修理費</u>	<u>港幣</u>
維修商場冷氣機	289,485.00
外牆防水工程	79,200.00
外牆維修工程	63,500.00
更換沖廁水低層主喉、更換去水主喉、更換食水主喉及排骨喉工程	54,500.00
維修物料(地磚、五金及雜項配件等)	34,645.00
更換消防警報系統	23,620.00
高壓水清理渠道	20,750.00
更換生鐵喉工程、更換污水喉工程、更換咸水喉工程	19,800.00
更換藍球板及圈工程	17,150.00
維修後備發電機	16,144.00
更換窗楣石及防漏維修工程	15,000.00
光管/燈泡及照明用品	14,871.00
更換咸水泵工程	14,350.00
消防年檢後執修工程	13,100.00
更換升降機內攝像機之訊號線	7,800.00
更換大堂密碼制、控制感應器	3,960.00
更換電箱	3,920.00
外牆搭建棚架工程	2,500.00
更換開門掣	2,400.00
更換天台食水缸水豬膽	1,500.00
更換電鎖火牛控制箱	1,400.00
更換食水皮芯閘制	500.00
更換高位街燈(應變基金支付)	(24,740.00)
	<u>675,355.00</u>
(6) <u>二零二零年十二月份基本建設</u>	
折舊	<u>774.87</u>
(7) <u>二零二零年十二月份雜項</u>	
律師費	25,062.00
物業稅	7,236.00
文具	2,409.99
印刷費	1,556.99
交通費	1,508.70
郵費	906.00
銀行費用	810.70
電話費	780.00
其他	34,693.20
	<u>74,963.58</u>



翠麗花園

(8) 二零二零年十二月份銀行存款及現金

儲蓄及往來存款：		港幣	附註
渣打銀行	3,906,896.48		1
匯豐銀行	63,142.24		2
		3,970,038.72	
現金		6,000.00	
		3,976,038.72	

(9) 二零二零年十二月份法團銀行存款

定期存款：	中國銀行	24,002,603.28	
	東亞銀行	1,005,481.04	
	渣打銀行	2,452,767.68	
			27,460,852.00
儲蓄及往來存款：	中國銀行	12,007.65	
	渣打銀行	0.73	
			12,008.38
			27,472,860.38

(10) 二零二零年十二月份應收款項

應收管理費	362,418.00
停車場系統保養第13期至第24期暫付款	34,200.00
管理費及其他收入	22,924.00
應收牌照費	5,000.00
管理費及公共水電按金	1,101.00
	425,643.00



翠麗花園

(11) 二零二零年十二月份應付款項	港幣	港幣
按金：		
牌照按金	29,000.00	
裝修按金	256,600.00	
管理費及公共水電按金	78,348.00	
霓虹光管按金	30,000.00	
臨時水、電按金	17,000.00	
安裝冷氣按金	2,000.00	
住戶水錶按金	100.00	
天線牌照費按金	120,600.00	
	<hr/>	533,648.00
預留款項：		
長期服務金預留	660,083.36	
電費預留	220,700.00	
年假預留	25,900.00	
物業稅預留	40,921.00	
年賞預留	130,932.00	
核數費預留	39,000.00	
水費預留	12,200.00	
	<hr/>	1,129,736.36
應付未付款項：		
臨時保安員服務	24,650.00	
颱風山竹破壞後復修工程	16,500.00	
清潔合約	218,000.00	
外牆防水工程	239,699.00	
升降機保養	945,585.00	
升降機特別保養	57,600.00	
商場赤字科款	47,809.84	
園藝保養合約	12,000.00	
冬季制服	8,358.00	
平台防水維修工程	8,480.00	
水泵系統及清洗水缸服務	18,960.00	
閉路電視及對講機保養合約	4,200.00	
消防年檢後執修工程	18,305.00	
發電機保養	2,500.00	
更換消防喉	12,000.00	
更換消防地喉工程	196,100.00	
更換消防地地掣工程	15,600.00	
冷氣系統保養	12,000.00	
維修冷氣系統	289,485.00	
維修後備發電機工程	12,150.00	
維修外牆	63,500.00	
更換排骨主喉	1,140.00	
維修喉管工程	14,700.00	
發送文件	500.00	
法律文件	4,262.00	
	<hr/>	2,244,083.84
		<hr/>
		3,907,468.20



翠麗花園

(11) 二零二零年十二月份應付款項(續)	港幣	港幣
應付未付款項：		
維修防火設施系統	23,590.00	
更換高位街燈	17,318.00	
通渠	16,840.00	
常年法律服務	20,800.00	
更換藍球板及圈工程	17,150.00	
購買垃圾袋	15,000.00	
滅蟲服務	1,300.00	
更換食水皮芯閘制	500.00	
維修水泵	14,350.00	
乾洗衣服	1,544.50	
	<hr/>	128,392.50
其他：		
停車場系統保養第13期至第24期暫收款	34,200.00	
未兌現支票	15,767.50	
多收管理費	15,802.08	
支票簿郵費	26.00	
	<hr/>	65,795.58
		<hr/> <hr/>
		4,101,656.28
(12) 二零二零年十二月份應變基金		
承上結餘	12,783,519.50	
本月收入	100.00	
本月支出：		
更換消防地喉工程	(279,100.00)	
更換高位街燈	(24,740.00)	
更換消防地地掣工程	(15,600.00)	
結餘	<hr/> <hr/>	12,464,179.50
(13) 二零二零年十二月份翠麗屋苑康樂活動基金		
承上結餘	12,625.95	
結餘	<hr/> <hr/>	12,625.95
(14) 二零二零年十二月份翠麗特別基金		
承上結餘	13,339,884.00	
本月收入	70,300.00	
結餘	<hr/> <hr/>	13,410,184.00