

_____【機關團體名稱】

【Name of Institutions or Organizations】

____年度結餘經費運用具體計畫書

____(year) Specific Plan for the Utilization of Surplus Funds

一、____年度結餘經費共計：(A)_____元

(year) Total Amount of Surplus Funds : (A)NT\$ _____

二、結餘經費使用計畫如下：(請於勾選，可選1或2或1及2)

The following Specific Plan of Surplus Funds : (Please select 1 or 2 or 1& 2)

1.【轉納基金】合計：(B)_____元

Total 【Transfer-In Fund】 : (B)NT\$ _____

2.【保留至往後年度業務使用】合計：(C)_____元

Total 【Reserved for Future Year Business Use】(C)NT\$ _____

◎具體使用計畫如下表：

The following Specific Utilization Plan:

預定使用年度 Projected Utilization Year	計畫名稱 Project Name	計畫內容摘述 Project Description	金額 Amount	備註 Notes
			(C1)	
			(C2)	
			(C3)	
			(C4)	
合計 Total			(C)	

負責人(代表人或管理人)	會計	製表
Responsible Person	Host Accountant	Tabulator

填表說明：Instructions for Completing the Form

一、保留計畫經費的合計數總額需等於年度結餘經費（即 $A=B+C$ ； $C=C_1+C_2+C_3+C_4$ ）。

Total amount of reserved project funds must equal the year surplus funds

(i.e. $A=B+C$; $C=C_1+C_2+C_3+C_4$)

二、上表中保留(預定使用)年度最長不得超過4個年度。惟經教育行政主管機關許可設立的私立學校之附屬機構，保留年度最長不得超過所得發生年度結束後3個年度。

Above from the maximum (projected utilization) period shall not exceed four years. For subsidiaries with permission from the educational administrative authority, the maximum reserved period shall not exceed three years following the end of the year in which the income is generated.

三、辦理結餘經費保留案，需檢送申請書(公文)乙份、年度經費收支結算表、結餘經費運用具體計畫書(即本表)等一式三份，並經主管機關查明同意。

To conduct the surplus fund reserve, one application form (Official Document)、annual financial income and expenditure statement、triplicate specific plan for the utilization of surplus funds (this from) ...required, subject to verification and approval by the competent authority.

四、機關團體如嗣後變更結餘經費使用計畫，亦可使用本表，惟請註明係第次變更結餘經費使用計畫。

In the event institutions or organizations can use this form to modify their surplus fund utilization plan, however, please specify that this is the times to modify the surplus fund utilization plan.

五、本表格僅供參考，如目的事業主管機關另有制訂格式，以目的事業主管機關提供表格為準

This form for reference purposes only, if the competent authority for the purpose organization has established an alternative format, please follow the form provided by the competent authority for the purpose organization.