

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2017-18

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong
Fax No. : 2575 6537 or email at suenq@swd.gov.hk

[Please read the explanatory notes before completing this form. The completed form should reach SWD by 28 February 2019.]

Name of NGO (code) : Sheng Kung Hui St. Christopher's Home Limited (668)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

- (a) Number of staff 1
- (b) Comparable rank in civil service SSWO
- (c) Post Chief Executive
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$1,293,336
[1(d) should be equal to or greater than 1(e)] *(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$1,293,336
[1(e) = 1(g)(i) + (ii) + (iii) + (iv)] *(round up to the nearest dollar)*
- (f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months
- (g) Breakdown of (1)(e)
- (i) Salary ^[3] \$1,210,380
- (ii) Provident fund \$82,306
- (iii) Cash allowance ^[4] (please specify if any:) \$--
- (iv) Non-cash based benefits ^[5] (please specify if any: Premium of) \$650
Indemnity Insurance

(2) Staff of 2nd Tier ¹¹

- | | | |
|---|---|---|
| (a) Number of staff | 4 | |
| (b) Comparable rank in civil service | SWO, ASWO | |
| (c) Post | Assistant Chief Executive, Service Director | |
| (d) Total annual staff costs ¹² (including those not under SWD subventions, if applicable)
[2(d) should be equal to or greater than 2(e)] | | <u>\$3,259,107</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] | | <u>\$3,078,889</u>
<i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e) | | |
| (i) Salary ¹³ | | <u>\$2,877,489</u> |
| (ii) Provident fund | | <u>\$195,669</u> |
| (iii) Cash allowance ¹⁴ (please specify if any:) | | <u>\$--</u> |
| (iv) Non-cash based benefits ¹⁵ (please specify if any: #3) | | <u>\$5,731</u> |

(3) Staff of 3rd Tier ¹¹

- | | | |
|---|--|--|
| (a) Number of staff | 21 | |
| (b) Comparable rank in civil service | AOII, EOII, ASWO, CP | |
| (c) Post | Accounting Officer, Administration Secretary, Human Resource Manager, Unit-in-charge, Social Worker, Clinical Psychologist | |
| (d) Total annual staff costs ¹² (including those not under SWD subventions, if applicable)
[3(d) should be equal to or greater than 3(e)] | | <u>\$11,667,086</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] | | <u>\$9,330,534</u>
<i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

(i) Salary ^{l3}	\$8,406,030
(ii) Provident fund	\$840,343
(iii) Cash allowance ^{l4} (please specify if any: #1 and #2) \$64,337
(iv) Non-cash based benefits ^{l5} (please specify if any: #3) \$19,824

#1 OT & Overnight Allowance; #2 ESGH service allowance; #3 Premium of indemnity insurance and medical insurance

(4) Any staff in the top three tiers serving their first contract ^{l6} in 2017-18?

**Please tick as appropriate.*

- * Yes (Please provide supplementary information on the next page and use additional sheet as necessary)
- * No

(5) Review for changes ^{l7}

	<u>2016-17</u> (the year before)	<u>2017-18</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	\$14,052,874	\$13,702,759

(b) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and **found no changes** in their remuneration as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found changes** in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

- There was an annual salary review to all staff with salary increase ranged from 1.88% to 6% in 2017/2018.

- According to our staff performance appraisal system, staff might entitle salary increase individually if obtain good rating on their annual performance appraisal.

- No additional voluntary contribution to staff in 2017/18 (\$655,487 among the staff cost in 2016/17).

