

**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)  
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248 Queen's Road East  
Wan Chai, Hong Kong

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

Name of NGO (code) : Hong Kong-Macao Conference of Seventh-day Adventists ( 392 )

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

(1) **Staff of 1<sup>st</sup> Tier** <sup>[1]</sup>

- |  |   |       |
|--|---|-------|
| (a) Number of staff  | 1                                       | _____ |
| (b) Comparable rank in civil service   | SWO                                     | _____ |
| (c) Post   | Director                                | _____ |
| (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable)<br>[1(d) should be equal to or greater than 1(e)] | \$747,826                               | _____ |
|  | <i>(round up to the nearest dollar)</i> |       |
| (e) Total annual staff costs under SWD subventions<br>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]   | \$747,826                               | _____ |
|  | <i>(round up to the nearest dollar)</i> |       |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year: --- months   |   |       |
| (g) Breakdown of (1)(e)  |   |       |
| (i) Salary <sup>[3]</sup>  | \$680,123                               | _____ |
| (ii) Provident fund  | \$36,845                                | _____ |
| (iii) Cash allowance <sup>[4]</sup> (please specify if any: Incentive Allowance )  | \$28,384                                | _____ |
| (iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: Medical Ins.)  | \$2,474                                 | _____ |

**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	1	
(b) Comparable rank in civil service	SSWA	
(c) Post	Associate Director	
(d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$630,710 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$630,710 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[3]</sup>		\$557,400
(ii) Provident fund		\$47,611
(iii) Cash allowance <sup>[4]</sup> (please specify if any: Incentive Allowance )		\$23,225
(iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: Medical Ins.)		\$2,474

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	1	
(b) Comparable rank in civil service	ASWO	
(c) Post	Supervisor	
(d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$690,990 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$690,990 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[3]</sup>	\$610,884
(ii) Provident fund	\$52,179
(iii) Cash allowance <sup>[4]</sup> (please specify if any: Incentive Allowance )	\$25,453
(iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: Medical Ins.)	\$2,474

**(4) Any staff in the top three tiers serving their first contract <sup>[6]</sup> 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 <sup>[7]</sup>**

	<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)]	\$1,940,696	\$2,069,526

(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.)*

All subvented staff were entitled to Cash Allowance and Non-cash based Benefits.

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**(6) For Staff Serving Their First Contract**

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

	<b>Staff no. 1</b>	<b>Staff no. 2</b>	<b>Staff no. 3</b>
<b>(a) Tier</b> <sup>[1]</sup>	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
<b>(b) Comparable rank in civil service</b>			
<b>(c) Post</b>			
<b>(d) Total annual staff costs</b> <sup>[2]</sup>	\$	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>			
<b>(g) (i) Salary</b>	\$	\$	\$
<b>(g) (ii) Provident fund</b>	\$	\$	\$
<b>(g) (iii) Cash allowance</b> (please specify if any)	\$	\$	\$
<b>(g) (iv) Non-cash based benefits</b> (please specify if any)	\$	\$	\$