

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

Review Report for the Reporting Year of 2019-20

(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 Social Welfare Department (SWD) by 11 December 2020.]

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 1st Tier ^[1]

- (a) Number of staff 1
- (b) Comparable rank in
civil service ^[2] SWO
- (c) Post Director
- (d) Total annual staff costs ^[3] (including those not under SWD
subventions, if applicable) \$920,970.00
[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(e)=1(g)(i)+(ii)+(iii)+(iv)] \$920,970.00
*(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 ^[4] \$822,252
- (ii) Provident fund \$46,808
- (iii) Cash allowance ^[5] (please specify if any: Incentive Allowance) \$48,822
- (iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins.) \$3,088

(2) Staff of 2nd Tier ^[1]

- (a) Number of staff 1
- (b) Comparable rank in civil service ^[2] SSWA
- (c) Post Associate Director
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$707,010
[2(d) should be equal to or greater than 2(e)] *(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$707,010
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary ^[4] \$613,128
- (ii) Provident fund \$54,389
- (iii) Cash allowance ^[5] (please specify if any: Incentive Allowance) \$36,405
- (iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins.) \$3,088

(3) Staff of 3rd Tier ^[1]

- (a) Number of staff 1
- (b) Comparable rank in civil service ^[2] ASWO
- (c) Post Supervisor
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$774,530
[3(d) should be equal to or greater than 3(e)] *(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$774,530
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary ^[4]	\$671,941
(ii) Provident fund	\$59,606
(iii) Cash allowance ^[5] (please specify if any: Incentive Allowance)	\$39,895
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins.)	\$3,088

(4) Review for changes ^[7]

	<u>2018-19</u> (the year before)	<u>2019-20</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)]	\$2,263,930	\$2,402,510

(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 change** in their remunerations as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –
 - Upward/~~downward~~ pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
 - Incremental creep (details are given at the bottom).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
 - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
 - Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):

1. Adjust the staff salary by the same percentage of the Civil Service Pay Adjustment.
 2. One staff incremental creep.
 3. All subvented staff were entitled to Cash Allowance and Non-cash based Benefits.
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