

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

Review Report for the Reporting Year of 2020-21

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

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Dah Sing Financial Centre,
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 **31 October 2021.**]

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) [1(d) should be equal to or greater than 1(e)]	<div style="border-bottom: 1px solid black; display: inline-block; width: 100%;">\$915,175</div> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [1(e) = 1(g)(i) + (ii) + (iii) + (iv)]	<div style="border-bottom: 1px solid black; display: inline-block; width: 100%;">\$915,175</div> <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 ^[4]	\$871,596
(ii) Provident fund	\$43,579
(iii) Cash allowance ^[5] (please specify if any:)	\$0
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins.)	\$0

(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) \$697,012
[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 \$697,012
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary ^[4] \$645,382
- (ii) Provident fund \$51,630
- (iii) Cash allowance ^[5] (please specify if any:) \$0
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$0

(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) \$725,695
[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 \$725,695
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary ¹⁴		\$671,940
(ii) Provident fund		\$53,755
(iii) Cash allowance ¹⁵ (please specify if any:)	\$0
(iv) Non-cash based benefits ¹⁶ (please specify if any:)	\$0

(4) Review for changes ¹⁷

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$2,402,510	\$2,337,882

(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):
