

# **Hong Kong Christian Service**

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

**Review Report for the Reporting Year of 2017-18**

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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](mailto: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) : Hong Kong Christian Service (304)

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

(1) **Staff of 1<sup>st</sup> Tier** <sup>11</sup>

- |   |          |  |
|---|----------|--|
| (a) Number of staff   | 1        |  |
| (b) Comparable rank in civil service  | PSWO     |  |
| (c) Post  | Director |  |
| (d) Total annual staff costs <sup>12</sup> (including those not under SWD subventions, if applicable)<br>[I(d) should be equal to or greater than I(e)] |          | <u>\$ 2,336,622.00</u><br>(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions<br>[I(e)=I(g)(i)+(ii)+(iii)+(iv)]  |          | <u>\$ 1,940,945.00</u><br>(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 <sup>13</sup>  |          | <u>\$ 1,677,167.00</u>                                     |
| (ii) Provident fund   |          | <u>\$ 247,229.00</u>                                       |
| (iii) Cash allowance <sup>14</sup> (please specify if any:  | )        | <u>\$ 0.00</u>   |
| (iv) Non-cash based benefits <sup>15</sup> (please specify if any:<br>Medical subsidy-Agency Clinic   | )        | <u>\$ 16,549.00</u>  |

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

(a) Number of staff	3	
<hr/>		
(b) Comparable rank in civil service	CSWO/ SSWO/ SWO	
<hr/>		
(c) Post	Deputy Directors & General Manager	
<hr/>		
(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)]		\$ 3,046,734.00 <i>(round up to the nearest dollar)</i>
<hr/>		
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 2,898,798.00 <i>(round up to the nearest dollar)</i>
<hr/>		
(f) Breakdown of (2)(e)		
(i) Salary <sup>(3)</sup>		\$ 2,533,705.00
(ii) Provident fund		\$ 364,772.00
(iii) Cash allowance <sup>(4)</sup> (please specify if any:	)	\$ 0.00
(iv) Non-cash based benefits <sup>(5)</sup> (please specify if any: Medical subsidy-Agency Clinic	)	\$ 321.00

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

(a) Number of staff	4	
<hr/>		
(b) Comparable rank in civil service	SSWO/ SWO	
<hr/>		
(c) Post	General Managers	
<hr/>		
(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)]		\$ 4,723,090.00 <i>(round up to the nearest dollar)</i>
<hr/>		
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 4,175,293.00 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>13)</sup>		\$ 3,651,668.00
(ii) Provident fund		\$ 484,664.00
(iii) Cash allowance <sup>14)</sup> (please specify if any: Medical Allowance	)	\$ 1,508.00
(iv) Non-cash based benefits <sup>15)</sup> (please specify if any: Medical subsidy-Agency Clinic	)	\$ 37,453.00

**(4) Any staff in the top three tiers serving their first contract <sup>16)</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>17)</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)]	\$ 9,918,155.00	\$ 9,015,036.00

(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.)*

Remuneration packages of the staff in the top three tiers have  
 \_\_\_\_\_  
 no change. The change of total annual staff costs is due to  
 \_\_\_\_\_  
 staff turnover and also the change of management time supervising  
 \_\_\_\_\_  
 LSG and non-LSG activities.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(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 <sup>[1]</sup></b>	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 <sup>[2]</sup></b>	\$	\$	\$
<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 (please specify if any)</b>	\$	\$	\$
<b>(g) (iv) Non-cash based benefits (please specify if any)</b>	\$	\$	\$

**Part B: Public Disclosure of the Review Report**

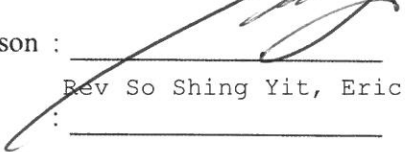
Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 28/2/2019) the Review Report for 2017-18 (only Part A) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

<b>Channel of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information onto our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

**Part C: Declaration by Chairperson**

I declare that the information as provided in Part A and Part B is correct.

Contact Person : Grace Wong Signature of Chairperson :   
Title : Assistant to Director Name : Rev So Shing Yit, Eric  
Tel. No. : 2731 6281 Tel. No. : 2731 6281  
Email Address : director@hkcs.org Date : 27 February 2019