

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

**Review Report for the Reporting Year of 2016-17**

(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

*[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]*

Name of NGO (code) : Helping Hand ( 249 )

**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 N/A

© Post 1 Executive Director

(d) Total annual staff costs<sup>2</sup> (including those not under SWD subventions, if applicable) \$1,249,432.-  
[1(d) should be equal to or greater than 1(e)] *(round up to dollar)*

(e) Total annual staff costs under SWD subventions \$1,247,952.-  
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] *(round up to 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>3</sup> \$1,188,240.-

(ii) Provident Fund \$59,412.-

(iii) Cash Allowance<sup>4</sup> (please specify if any: Birthday Laisee) \$300

(iv) Non-cash based Benefits<sup>5</sup> (please specify if any: ) \_\_\_\_\_

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

(a) Number of staff	1	
(b) Comparable rank in civil service	N/A	
(c) Post	Deputy 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€]		\$1,231,498.- <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$1,230,018.- <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>3</sup>		\$1,069,320.-
(ii) Provident Fund		\$160,398.-
(iii) Cash Allowance <sup>4</sup> (please specify if any: Birthday Laisee)		\$300.-
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: )		\$

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

(a) Number of staff	4	
(b) Comparable rank in civil service	N/A	
© Post	1 Head of Intergrated Service Complex, 3 Managers	
(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)]		\$3,139,972.- <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$3,036,584.- <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary <sup>3</sup>		\$2,650,884
(ii) Provident Fund		\$385,100.-
(iii) Cash Allowance <sup>4</sup> (please specify if any: Birthday Laisee)		\$600.-
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: )		\$

**Review for changes**

	<u>2015-16</u> (the year before)	<u>2016-17</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	<u>\$5,347,477-</u>	<u>\$5,514,554-</u>

(2) 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.)*

The changes are due to market condition, civil service pay adjustment, staff turnover and provident fund contribution review for staff working over five years of service.

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

Our organisation ~~\*has disclosed~~ / will disclose (*please specify* the commencement date: Nov 2017 ) the Review Report (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 checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to 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 : Bella Luk

Signature of Chairperson : 

Title : Executive Director

Name : Mrs Johanna Arculli

Tel. : 2522 4494

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Email : admin@helpinghand.org.hk

Date : 19 OCT 2017