

**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) : Aberdeen Kai-fong Welfare Association Social Service Centre (004)

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] | SSWO | |
| (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)] | | \$1,541,778
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] | | \$1,541,778
<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] | | \$ 1,381,980 |
| (ii) Provident fund | | \$ 156,198 |
| (iii) Cash allowance ^[5] (please specify if any: transportation allowance) | | \$ 3,600 |
| (iv) Non-cash based benefits ^[6] (please specify if any: _____) | | \$ - |

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

(a) Number of staff	7	
(b) Comparable rank in civil service ^[2]	SWO / EOI	
(c) Post	Senior Manager	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$ 8,275,500</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$ 8,162,903</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$ 7,177,373</u>
(ii) Provident fund		<u>\$ 983,230</u>
(iii) Cash allowance ^[5] (please specify if any: medical allowance)		<u>\$ 2,300</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$ -</u>

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

(a) Number of staff	16	
(b) Comparable rank in civil service ^[2]	ASWO / RN / AOII / EOII	
(c) Post	Manager	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$ 9,385,702</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$ 7,727,364</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]		\$ 7,130,607
(ii) Provident fund		\$ 594,234
(iii) Cash allowance ^[5] (please specify if any: medical allowance)		\$ 2,523
(iv) Non-cash based benefits ^[6] (please specify if any:)		\$ -

(4) Review for changes ^[7]

	<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)]	\$ 14,474,216	\$ 17,432,045

(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):

2019/20 Civil Service Pay Adjustment increased by 4.75% / 5.26% and the backpay distributed in April, 2020.
