

**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, 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 **31 October 2021.**]*

Name of NGO (code) : Chi Lin Nunnery (110)

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] ASWO

(c) Post Superintendent

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,034,954
[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 \$ 799,605
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] (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] \$ 695,309

(ii) Provident fund \$ 104,296

(iii) Cash allowance ^[5] (please specify if any: _____) \$ _____

(iv) Non-cash based benefits ^[6] (please specify if any: _____) \$ _____

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

(a) Number of staff	5	
(b) Comparable rank in civil service ^[2]	NO, PT, OT, AO, EO	
(c) Post	Managers	
(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>\$ 4,230,969</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>\$ 3,901,363</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$ 3,715,584</u>
(ii) Provident fund		<u>\$ 185,779</u>
(iii) Cash allowance ^[5] (please specify if any:)) <u>\$ _____</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)) <u>\$ _____</u>

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

(a) Number of staff	7	
(b) Comparable rank in civil service ^[2]	ASWO, SWA, RN, CO	
(c) Post	Supervisors	
(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>\$ 3,993,957</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>\$ 3,741,454</u> <i>(round up to the nearest dollar)</i>

- (f) Breakdown of (3)(e)
- (i) Salary ^[4] \$ 3,358,542
 - (ii) Provident fund \$ 382,912
 - (iii) Cash allowance ^[5] (please specify if any:) \$ _____
 - (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)]	\$ 8,495,745	\$ 8,442,422

(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):
