

**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) : The Association of Evangelical Free Churches of Hong Kong (204)

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 Chief Supervisor
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,018,095.00
[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 \$1,018,095.00
[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] \$885,300.00
- (ii) Provident fund \$132,795.00
- (iii) Cash allowance ^[5] (please specify if any:) \$0.00
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$0.00

(2) Staff of 2nd Tier ¹¹

(a) Number of staff	4	
(b) Comparable rank in civil service ¹²	ASWO, EO II	
(c) Post	Supervisor (Administration), Supervisor (Social Service), Supervisor (Planning & Development), Supervisor (Child Care Service)	
(d) Total annual staff costs ¹³ (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$2,642,106.00 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$2,642,106.00 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ¹⁴		\$2,421,780.00
(ii) Provident fund		\$220,326.00
(iii) Cash allowance ¹⁵ (please specify if any:)		\$0.00
(iv) Non-cash based benefits ¹⁶ (please specify if any:)		\$0.00

(3) Staff of 3rd Tier ¹¹

(a) Number of staff	3	
(b) Comparable rank in civil service ¹²	ASWO	
(c) Post	Centre-in-charge	
(d) Total annual staff costs ¹³ (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$2,357,127.00 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$2,357,127.00 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^{l4l}	<u>\$2,110,860.00</u>
(ii) Provident fund	<u>\$246,267.00</u>
(iii) Cash allowance ^{l5l} (please specify if any:)	<u>\$0.00</u>
(iv) Non-cash based benefits ^{l6l} (please specify if any:)	<u>\$0.00</u>

(4) Review for changes ^{l7l}

	<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)]	<u>\$5,774,255.84</u>	<u>\$6,017,328.00</u>

(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):
