Annex B

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) : Evangelical Lutheran Church Social Service – Hong Kong (206)

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]: Senior Social Work Officer (4-9/2020) / Chief Social Work Officer (10/2020-3/2021)

(c) Post: Chief Executive

(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)*]: $ 1,503,150 *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions [*1(e)=1(g)(i)+(ii)+(iii)+(iv)*]: $ 1,202,520 (only 0.8 post is covered by SWD subvention) *(round up to the nearest dollar)*

(f) Please specify the months covered if (1)(e) was not incurred for the full year: N.A. months

(g) Breakdown of (1)(e)

(i) Salary [4]: $ 1,093,200

(ii) Provident fund: $ 109,320

(iii) Cash allowance [5] (please specify if any:): $ N.A.

(iv) Non-cash based benefits [6] (please specify if any:) $ N.A.

(2) Staff of 2nd Tier [1]

(a) Number of staff 3

(b) Comparable rank in civil service [2] Senior Social Worker Officer

(c) Post Assistant Chief Executive

(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)*]
$ 3,804,459
(round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions
[*2(e)=2(f)(i)+(ii)+(iii)+(iv)*]
$ 3,198,504
(only 2.5 posts are covered by SWD subvention)
(round up to the nearest dollar)

(f) Breakdown of (2)(e)

(i) Salary [4] $ 2,828,755

(ii) Provident fund $ 369,749

(iii) Cash allowance [5] (please specify if any:) $ N.A.

(iv) Non-cash based benefits [6] (please specify if any:) $ N.A.

(3) Staff of 3rd Tier [1]

(a) Number of staff 16

(b) Comparable rank in civil service [2] Social Work Officer

(c) Post Service Director

(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)*]
$ 14,635,621
(round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] — $ 10,039,101 (only 10.5 posts are covered by SWD subvention)
(round up to the nearest dollar)

(f) Breakdown of (3)(e)

(i) Salary [4] — $ 8,906,793

(ii) Provident fund — $ 1,132,308

(iii) Cash allowance [5] (please specify if any:) $ N.A.

(iv) Non-cash based benefits [6] (please specify if any:) $ N.A.

(4) Review for changes [7]

	2019-20 (the year before)	2020-21 (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers *[(1)(e)+(2)(e)+(3)(e)]*	$14,583,786	$14,440,125

(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):

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