

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

Review Report for the Reporting Year of 2017-18

(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 SWD by 28 February 2019.]

Name of NGO (code) : Heep Hong Society (248)

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 Chief Social Work Officer / D1
- (c) Post Chief Executive Officer
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$ 1,917,480
[I(d) should be equal to or greater than I(e)] (round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions \$1,917,480
[I(e)=I(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: NA months
- (g) Breakdown of (1)(e)
- (i) Salary ^[3] \$ 1,664,000
- (ii) Provident fund \$ 249,300
- (iii) Cash allowance ^[4] (please specify if any:) \$ 0
- (iv) Non-cash based benefits ^[5] (please specify if any: Insurance) \$ 4,180

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

(a)	Number of staff	1	
(b)	Comparable rank in civil service	Senior Social Work Officer	
(c)	Post	Deputy Chief Executive Officer	
(d)	Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$ 1,494,286 <i>(round up to the nearest dollar)</i>
(e)	Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 1,494,286 <i>(round up to the nearest dollar)</i>
(f)	Breakdown of (2)(e)		
	(i) Salary ^[3]		\$ 1,295,940
	(ii) Provident fund		\$ 194,166
	(iii) Cash allowance ^[4] (please specify if any:)		\$ 0
	(iv) Non-cash based benefits ^[5] (please specify if any: Insurance)		\$ 4,180

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

(a)	Number of staff	15	
(b)	Comparable rank in civil service	Senior Social Work Officer, Social Work Officer and other non MPS ranks	
(c)	Post	<small>Regional Managers, General Manager (Supportive Learning Project); Senior Physiotherapist, Senior Occupational Therapist, Senior Speech Therapist; Department heads of Accounts, Human Resources, Information Technology, Corporate Development and Communications</small>	
(d)	Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$ 13,055,875 <i>(round up to the nearest dollar)</i>
(e)	Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 11,306,203 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[3]	\$ 10,269,560
(ii) Provident fund	\$ 991,927
(iii) Cash allowance ^[4] (please specify if any:)	\$ 0
(iv) Non-cash based benefits ^[5] (please specify if any: Insurance)	\$ 44,716

(4) Any staff in the top three tiers serving their first contract ^[6] in 2017-18?

**Please tick as appropriate.*

* Yes (Please provide supplementary information on the next page and use additional sheet as necessary)

* No

(5) Review for changes ^[7]

	<u>2016-17</u> (the year before)	<u>2017-18</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)]	\$ 12,955,918	\$ 14,717,969

(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 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.)

Total staff cost increased in 2017-2018 mainly due to the upward adjustment of salary in 2017-2018 in line with civil service pay adjustment.

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 21 February 2019) the Review Report for 2017-18 (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.)

Channel of Disclosure	
<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 onto 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 : Mr/ Ms Gloria Lee

Signature of Chairperson : 

Title : Professional Assistant to Financial Controller

Name : Mr/ Ms Eleanor Wong

Tel. No. : 3618 6310

Tel. No. : 27763111

Email Address : glorialee@heephong.org

Date : 20 February 2019