

**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)
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248 Queen's Road East
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*[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) : 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 (2 staff involved: 1st staff (Apr20-Jan21); 2nd staff (Jan21-Mar21))

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

(c) Post Chief Executive Officer

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,593,468-
[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 \$1,593,468-
[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] \$1,515,187-

(ii) Provident fund \$71,803-

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

(iv) Non-cash based benefits ^[6] (please specify if any: medical insurance, life insurance) \$6,478-

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

(a) Number of staff	1 (2 staff involved: 1 st staff (Apr20-Dec20); 2 nd staff (Sep20-Mar21))	
(b) Comparable rank in civil service ^[2]	Senior Social Work Officer	
(c) Post	Deputy Chief Executive Officer	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		\$1,527,963- <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		\$1,527,963- <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$1,445,648-
(ii) Provident fund		\$74,342-
(iii) Cash allowance ^[5] (please specify if any:)		\$
(iv) Non-cash based benefits ^[6] (please specify if any: medical insurance, life insurance)		\$7,973-

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

(a) Number of staff	16 (totally 17 staff involved: Senior Speech Therapist 1 st staff: Apr20-Dec20, 2 nd staff Jan21-Mar21)	
(b) Comparable rank in civil service ^[2]	Senior Social Work Officer, Social Work Officer, Physiotherapist I, Senior Executive Officer, Executive Officer I and other non MPS ranks	
(c) Post	Regional Manager, Senior Occupational Therapist, General Manager (Supportive Learning Project), Head of Communications, Head of Corporate Development, Financial Controller, Head of Human Resources, Head of Information Technology, Senior Physiotherapist, Senior Speech Therapist, Educational Psychologist I	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		\$16,432,573- <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		\$11,812,450- <i>(round up to the nearest dollar)</i>

- (f) Breakdown of (3)(e)
- (i) Salary ^[4] \$11,224,180-

 - (ii) Provident fund \$521,604-

 - (iii) Cash allowance ^[5] (please specify if any:) \$ _____
 - (iv) Non-cash based benefits ^[6] (please specify if any: medical insurance, life insurance) \$66,666-

(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)]	\$14,765,642- _____	\$14,933,881- _____

(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):

Apart from pay adjustment, the staff cost in the year before was included terminal payment

for exit staff.

