

**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

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[Please read the explanatory notes before completing this form. The completed form should reach SWD by 28 February 2019.]

Name of NGO (code) : YANG MEMORIAL METHODIST SOCIAL SERVICE (828)

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>[1]</sup>

- (a) Number of staff 1
- (b) Comparable rank in civil service Chief Social Work Officer
- (c) Post Director
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) \$ 593,435.00  
[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 \$ 593,435.00  
[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: 5 months
- (g) Breakdown of 1(e)
- (i) Salary <sup>[3]</sup> \$ 539,350.00
- (ii) Provident fund \$ 53,935.00
- (iii) Cash allowance <sup>[4]</sup> (please specify if any: Medical Allowance ) \$ 150.00
- (iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: ) \$ N/A

**(2) Staff of 2<sup>nd</sup> Tier** <sup>11</sup>

(a) Number of staff	3	
(b) Comparable rank in civil service	Senior Social Work Officer, Senior Executive Officer	
(c) Post	Assistant Director, Superintendent of Administration and Finance	
(d) Total annual staff costs <sup>12</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$ 2, 868, 152.00</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>\$ 2, 868, 152.00</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>13</sup>		<u>\$ 2, 700, 190.00</u>
(ii) Provident fund		<u>\$ 167, 362.00</u>
(iii) Cash allowance <sup>14</sup> (please specify if any: Medical Allowance )		<u>\$ 600.00</u>
(iv) Non-cash based benefits <sup>15</sup> (please specify if any: )		<u>\$ N/A</u>

**(3) Staff of 3<sup>rd</sup> Tier** <sup>11</sup>

(a) Number of staff	10	
(b) Comparable rank in civil service	Social Work Officer	
(c) Post	Division Head	
(d) Total annual staff costs <sup>12</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$ 8, 604, 110.00</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>\$ 8, 604, 110.00</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (3)(e)		

(i) Salary <sup>13</sup>	\$ 7, 969, 439.84
(ii) Provident fund	\$ 628, 650.53
(iii) Cash allowance <sup>14</sup> (please specify if any: Medical Allowance )	\$ 6, 020.00
(iv) Non-cash based benefits <sup>15</sup> (please specify if any: )	\$ N/A

**(4) Any staff in the top three tiers serving their first contract <sup>16</sup> 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 <sup>17</sup>**

	<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, 050, 461.03	\$ 12,065,697.00

(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.)*

1. During the year of 2017-2018, our agency increased one additional position (Division Head) in third tier since December 2017.

2. For the staff cost for the staff of the first tier covering only 5 months instead of 12 months, the reason is that the post (Director) was only filled for 5 months since November 2017.

**Part B: Public Disclosure of the Review Report**

Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: \_\_\_\_\_) 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.)

<b>Channel of Disclosure</b>	
<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 checked="" 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.

1<sup>st</sup> March 2019

Contact Person : CIU Muk-wah, Daniel

Signature of Chairperson : 

Title : Director

Name

: Rev Dr. Lam Sung Che

Tel. No. : 2251 0843

Tel. No.

: 2251 0888

Email Address : danielchu@yang.org.hk

Date

: 27<sup>th</sup> February 201