

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

Review Report for the Reporting Year of 2016-17

(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

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code) : Chuk Lam Ming Tong Limited (162)

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 ASWO

(c) Post Services Director

(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$812,514
[1(d) should be equal to or greater than 1(e)] *(round up to dollar)*

(e) Total annual staff costs under SWD subventions \$812,514
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] *(round up to 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 ³ \$662,043.60

(ii) Provident Fund \$18,000-

(iii) Cash Allowance ⁴ (please specify if any: Travelling Allowance \$10,200; Administrative Allowance \$46,366.40; Discretionary Gratuity \$3,500; Contract-end Gratuity \$71,746.63) \$131,813.03

(iv) Non-cash based Benefits ⁵ (please specify if any: medical insurance) \$657-

(2) <u>Staff of 2nd Tier</u> ¹		
(a) Number of staff	<u>1</u>	
(b) Comparable rank in civil service	<u>ASWO</u>	
(c) Post	<u>Superintendent</u>	
(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)]		<u>\$581,621</u> (round up to dollar)
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$581,621</u> (round up to dollar)
(f) Breakdown of (2)(e)		
(i) Salary ³		<u>\$501,500</u>
(ii) Provident Fund		<u>\$18,000</u>
(iii) Cash Allowance ⁴ (please specify if any: Travelling Allowance \$10,200; Contract-end Gratuity \$13,743.60; Administrative Allowance \$32,040; Discretionary Gratuity \$5,480)		<u>\$61,463.60</u>
(iv) Non-cash based Benefits ⁵ (please specify if any: medical insurance)		<u>\$657-</u>
(3) <u>Staff of 3rd Tier</u> ¹		
(a) Number of staff	<u>2</u>	
(b) Comparable rank in civil service	<u>Registered Nurse, Enrolled Nurse</u>	
(c) Post	<u>Chief Nursing Officer, Nursing Officer</u>	
(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)]		<u>\$1,118,260</u> (round up to dollar)
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$1,118,260</u> (round up to dollar)
(f) Breakdown of (3)(e)		
(i) Salary ³		<u>\$970,567.74</u>
(ii) Provident Fund		<u>\$31,707.90</u>
(iii) Cash Allowance ⁴ (please specify if any: Travelling Allowance \$17,850; Contract-end Gratuity \$30,865.15, Administrative Allowance \$48,595; Discretionary Gratuity \$7,460; Perfect Attendance Bonus \$9,900)		<u>\$114,670.15</u>
(iv) Non-cash based Benefits ⁵ (please specify if any: medical insurance)		<u>\$1,314-</u>

Review for changes

	<u>2015-16</u> (the year before)	<u>2016-17</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	<u>\$2,158,796.67</u>	<u>\$2,512,394.02</u>

(2) 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.)

In preceding year, we had incurred long service payment, annual leave pay and payment in lieu of notice (\$360,065.97) for the Ex-Chief Executive. There were no such expenses incurred in the year ended 31/3/2017 which together with cost savings in salary, resulted in decrease in staff costs for staff of 1st Tier.

The rise in staff costs for staff of 2nd Tier was mainly due to annual salary increment and civil service pay adjustment.

The rise in staff costs for staff of 3rd Tier was mainly due to the full-year employment of an additional staff, Chief Nursing Officer.