

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

Review Report for the Reporting Year of 2018-19

(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 Social Welfare Department (SWD) by 31 October 2019.]

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 ^[2] Social Work Officer
- (c) Post Services Director
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 925,923
[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 \$ 925,923
[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: _____ months
- (g) Breakdown of (1)(e)
- (i) Salary ^[4] \$ 783,295.00
- (ii) Provident fund \$ 18,000.00
- (iii) Cash allowance ^[5] (please specify if any: **Contract-end Gratuity \$52,735.20; Responsibility allowance \$60,285.00; Travelling Allowance \$10,200**) \$123,220.20
- (iv) Non-cash based benefits ^[6] (please specify if any: **Medical Insurance \$715, Coupons \$692.84**) \$1,407.84

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

(a) Number of staff	1	
(b) Comparable rank in civil service ^[2]	Assistant Social Work Officer	
(c) Post	Superintendent	
(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)]		\$695,948 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$695,948 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$593,280.60
(ii) Provident fund		\$18,000.00
(iii) Cash allowance ^[5] (please specify if any: Contract-end Gratuity \$ 15,989.40; Responsibility Allowance \$ 55,900; Travelling Allowance \$10,200)		\$82,089.40
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance \$1,885, Coupons \$692.84)		\$2,577.84

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	Nursing Officer, Assistant Social Work Officer, Accounting Officer I	
(c) Post	Chief Nursing Officer, Nursing Officer, Social Work in-charge, Accounting Officer	
(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)]		\$ 2,084,785 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 2,084,785
(f) Breakdown of (3)(e)		
(i) Salary ^[4]		\$ 1,814,754.59
(ii) Provident fund		\$61,500.00

(iii) Cash allowance ^[5] (please specify if any: **Contract-end Gratuity \$41,801.25; Perfect Attendance Bonus \$11,500; Responsibility Allowance \$ 115,664.45; Travelling Allowance \$34,850**) \$ 203,815.70

(iv) Non-cash based benefits ^[6] (please specify if any: **Medical Insurance \$2,442.92, Coupon \$2,271.36**) \$4,714.28

(4) Review for changes ^[7]

	<u>2017-18</u> (the year before)	<u>2018-19</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)]	<u>\$2,220,635</u>	<u>\$3,706,656</u>

(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):

The rise in staff costs for staff of 1st and 2nd tiers was mainly due to annual salary increment and civil service pay adjustment.

The increase in staff costs for staff of 3rd Tier reflected:

- (1) 5 months' cost for a Chief Nursing Officer**
- (2) Staff directly responsible to the 2nd tier staff included Officers from 3 departments**
- (3) Additional increments paid in recognition of performance & extra responsibilities**
- (4) Civil service pay adjustment**