

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

Review Report for the Reporting Year of 2019-20

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 11 December 2020.]

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 1st Tier ¹¹

(a) Number of staff 1

(b) Comparable rank in civil service ¹² Chief Social Work Officer

(c) Post Director

(d) Total annual staff costs ¹³ (including those not under SWD subventions, if applicable) \$1,631,993
[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 \$1,631,993
[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 ¹⁴ \$1,483,630

(ii) Provident fund \$148,363

(iii) Cash allowance ¹⁵ (please specify if any:) \$0

(iv) Non-cash based benefits ¹⁶ (please specify if any:) \$0

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	Senior Social Work Officer, Senior Executive Officer	
(c) Post	Assistant Director, Superintendent of Administration and Finance	
(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>		<u>\$3,843,598</u> <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>		<u>\$3,843,598</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$3,574,385</u>
(ii) Provident fund		<u>\$268,179</u>
(iii) Cash allowance ^[5] (please specify if any: Medical Allowance)		<u>\$1,034</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$0</u>

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

(a) Number of staff	13	
(b) Comparable rank in civil service ^[2]	Social Work Officer	
(c) Post	Division Head	
(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>		<u>\$12,509,576</u> <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>		<u>\$12,509,576</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ¹⁴	\$11,392,350
(ii) Provident fund	\$1,108,861
(iii) Cash allowance ¹⁵ (please specify if any: Medical Allowance)	\$8,365
(iv) Non-cash based benefits ¹⁶ (please specify if any:)	\$0

(4) Review for changes ¹⁷

	<u>2018-19</u> (the year before)	<u>2019-20</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)]	\$14,174,517	\$17,985,167

(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):

1. Due to expansion of subvented services, we appointed 3 new Division Heads (3rd tier) in 2019-20.

2. The appointment of 1 of the AD (2nd tier) in 2018-2019 was incurred for the full year of 2019-20.
