#### <u>Annex B</u>

# 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) 38/F, Dah Sing Financial Centre, 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 <u>31 October 2021.</u>]* 

## Name of NGO (code) : <u>Yang Memorial Methodist Social Service</u> (828)

#### Part (A): Remuneration Packages

Information of my staff in the top three tiers -

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

(a)	Number	of staff	1			
(b)	Comparable rank in civil service <sup>[2]</sup> Chief Social Work Officer					
(c)	Post		Director	_		
(d)	Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) $[1(d)$ should be equal to or greater than $1(e)$ ]			\$1,701,574 (round up to the nearest dollar)		
(e)	Total annual staff costs under SWD subventions [ $1(e)=1(g)(i)+(ii)+(iii)+(iv)$ ]			\$1,701,574 (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) Sala	ary <sup>[4]</sup>		\$1,542,340		
	(ii) Pro	vident fund		\$154,234		
	(iii) Cash allowance <sup>[5]</sup> (please specify if any: Medical & One-off Anti-epidemic allowance) <u>\$5,000</u>					

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(Cont'd)

	(iv) Non-cash based	benefits <sup>[6]</sup> (please specify if any: )	<u>\$0</u>					
(2)	Staff of 2 <sup>nd</sup> Tier <sup>[1]</sup>							
(a)	Number of staff	3						
(b)	Comparable rank in civil service <sup>[2]</sup> Senior Social Work Officer, Senior Executive Officer							
(c)	Post Assistant Director, Superintendent of Administration and Finance							
(d)	Total annual staff cos subventions, if applic $[2(d) \text{ should be equal}]$	\$2,706,719 (round up to the nearest dollar)						
(e)	Total annual staff cos $[2(e)=2(f)(i)+(ii)+(ii)]$	\$2,706,719 (round up to the nearest dollar)						
(f)	Breakdown of (2)(e)							
	(i) Salary <sup>[4]</sup>		\$2,565,764					
	(ii) Provident fund		\$132,661					
	(iii) Cash allowance <sup>[5]</sup> (please specify if any: Medical & one-off Anti-epidemic allowance) \$8,294							
	(iv) Non-cash based	benefits <sup>[6]</sup> (please specify if any: )	<u>\$0</u>					
(3)	Staff of 3 <sup>rd</sup> Tier <sup>[1]</sup>							
(a)	Number of staff	16						
(b)	Comparable rank in civil service <sup>[2]</sup>	Social Work Officer, EO I						
(c)	Post Division Head, Senior Practitioner, Head of HR/Admin							
(d)	Total annual staff cos subventions, if applic [ $3(d)$ should be equal	\$15,866,247 (round up to the nearest dollar)						
(e)	Total annual staff cos [3(e)=3(f)(i)+(ii)+(ii)	\$15,866,247						

## (f) Breakdown of (3)(e)

	(i)	Salary <sup>[4</sup>	ŋ	\$14,683,213			
	(ii)	Provider	nt fund	\$1,111,924			
	(iii)		lowance <sup>[5]</sup> (please specify if any: idemic allowance)	\$71,110			
	(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )				\$0		
(4)	Rev	iew for c	changes <sup>[7]</sup>	<u>2019-20</u> (the year before)	2020-21 (the reporting year)		
(a)	Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]			\$17,985,167	\$20,274,540		
(b)	alt of your review -						
	I have reviewed the remuneration packages of the staff in the top three tie <b>found no change</b> in their remunerations as compared with the preceding year.						
	✓ I have reviewed the remuneration packages of the staff in the top three tie found change(s) in their remunerations as compared with the preceding year tier(s) having changes and reasons for such changes are stated below –						
	<ul> <li>Upward/downward pay adjustment in accordance with Civil Service Adjustment (details are given at the bottom).</li> <li>Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).</li> </ul>						
		ng of top three tier posts					

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. The appointment of 3 Division Heads (3<sup>rd</sup> tier) in 2019-20 not in full year, but
  - was incurred for the full year of 2020-21.

2. 1 staff (3<sup>rd</sup> tier) promoted to SWO rank as Senior Practitioner in 6/2020.

3. 2 staff (3<sup>rd</sup> tier) promoted to SWO rank in 4/2020 & 8/2020 respectively.