



**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	3	
(b) Comparable rank in civil service	No comparable rank	
(c) Post	Assistant Chief Executive and Senior Programme Director	
(d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$4,380,419</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>\$4,174,449</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[3]</sup>		<u>\$3,652,791</u>
(ii) Provident fund		<u>\$ 521,658</u>
(iii) Cash allowance <sup>[4]</sup> (please specify if any:)	)	<u>\$ 0</u>
(iv) Non-cash based benefits <sup>[5]</sup> (please specify if any:)	)	<u>\$ 0</u>

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	9	
(b) Comparable rank in civil service	No comparable rank	
(c) Post	Programme Director/ HR Director/ Finance Director / Corporate Affairs Director	
(d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$9,222,150</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>\$9,222,150</u> <i>(round up to the nearest dollar)</i>



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

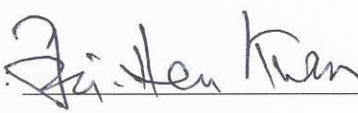
Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 28/2/2019) the Review Report for 2017-18 (only Part A) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

<b>Channel of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input 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.

Contact Person	: <u>Mr/ Ms Cindy Cheung</u>	Signature of Chairperson	: 
Title	: <u>Finance Director</u>	Name	: <u>Mr/ Ms Prof. Kwan Yui-huen</u>
Tel. No.	: <u>28610283</u> <u>cindy_cheung@cfsc.org.</u>	Tel. No.	: <u>28610283</u>
Email Address	: <u>hk</u>	Date	: <u>26 February 2019</u>

**Notes for Completing the Review Report on  
Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

- [1] The 1<sup>st</sup> tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2<sup>nd</sup> tier staff as senior staff directly responsible to the executive head of the NGO, and the 3<sup>rd</sup> tier staff as senior staff directly responsible to the 2<sup>nd</sup> tier staff.
- [2] Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- [3] Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- [4] Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- [5] Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.
- [6] For staff serving their first contract, please give details of each of the concerned staff member in Part (6).
- [7] For Part 5(b), changes in remuneration packages may include significant upward / downward change at 10% or more in total staff costs as compared with last reporting year, and/ or changes in the remuneration components. In explaining the reason for changes, please elaborate on uncommon factors other than Civil Service Pay Adjustment and incremental creep.

**- End -**