

A close-up photograph of two people in business attire reviewing documents. One person's hand is pointing at a document with various charts and graphs, while the other holds a pen. The background shows a laptop and more documents, suggesting a professional meeting or analysis session.

# 最高級三層人員 薪酬條件檢討報告

Review Report on  
Remuneration Packages for  
Staff in the Top Three Tiers  
(2016-2017)

**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) : Christian Family Service Centre ( 152 )

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

(1) Staff of 1<sup>st</sup> Tier<sup>1</sup>

(a) Number of staff 1

(b) Comparable rank in civil service D1

(c) Post Chief Executive

(d) Total annual staff costs<sup>2</sup> (including those not under SWD subventions, if applicable) \$1,803,923  
*[I(d) should be equal to or greater than I(e)]* (round up to dollar)

(e) Total annual staff costs under SWD subventions \$1,569,143  
*[I(e)=I(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<sup>3</sup> \$1,463,820

(ii) Provident Fund \$ 105,323

(iii) Cash Allowance<sup>4</sup> (please specify if any: ) \$ -

(iv) Non-cash based Benefits<sup>5</sup> (please specify if any: ) \$ -

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

(a) Number of staff	4	
(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)]		\$5,123,462 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$4,987,479 <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>3</sup>		\$4,397,192
(ii) Provident Fund		\$ 590,287
(iii) Cash Allowance <sup>4</sup> (please specify if any: )		\$ -
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: )		\$ -

(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	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)]		\$ 8,895,394 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$ 8,895,394 <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary <sup>3</sup>		\$8,237,510
(ii) Provident Fund		\$ 657,884
(iii) Cash Allowance <sup>4</sup> (please specify if any: )		\$ -
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: )		\$ -

**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	\$14,782,754	\$15,452,016

(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.)*

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The increase in the remuneration is 4.53% as compared with the preceding year. The Reasons are:

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1. The salary inflation adjustment is 4.19%.
2. The Agency's MPF policy has been enhanced with effect from 1 January, 2017 as below:

<u>Completion Full Years of Employment</u>	<u>Employer's Contribution Rate (%)</u>
6	6
7	7
8	8
9	9
10	10

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


Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 31/10/2017) the Review Report (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 to 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>Miss Cindy Cheung</u>	Signature of Chairperson	: 
Title	: <u>Finance Director</u>	Name	: <u>Mr. Chiu Sai Chuen</u>
Tel.	: <u>28610283</u>	Tel.	: <u>28610283</u>
Email	: <u>cindy_cheung@cfsc.org.hk</u>	Date	: <u>13<sup>th</sup> September, 2017</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 chauffeur, professional indemnity insurance, etc.

**- End -**