



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*

(2015-2016)

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations
Self-assessment Report
for the Reporting Year of 2015 - 2016**

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 return this completed Form to SWD by 31 October of each reporting year]

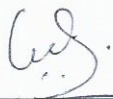
Name of NGO: Christian Family Service Centre

1. The average subventions¹ which my organisation received from Social Welfare Department (SWD) during the past four years from 2011-12 to 2014-15 amount to \$238,254,173 which represents 66 % of the average operating income of my organisation within the same period. The details are listed as follows -

| Year (the four years before the reporting year) | Subventions Received from SWD (\$) | Operating Income of the Organisation ² (\$) |
|--|--|--|
| 2011 - 2012 | 203,219,921 (a) | 304,611,337 (aa) |
| 2012 - 2013 | 234,541,130 (b) | 359,920,714 (bb) |
| 2013 - 2014 | 242,496,610 (c) | 365,743,834 (cc) |
| 2014 - 2015 | 272,759,030 (d) | 409,681,506 (dd) |
| Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4 | 238,254,173 (e) | 359,989,348 (f) |
| Average annual subventions / Average annual operating income (%) = [(e) / (f) x 100] | 66% | |

2. I declare that for this reporting year, my organisation ~~is~~ / **is not*** exempted from conducting an annual review of my staff in the top three tiers according to the Guidelines for Monitoring of Remunerations of Senior Executives in Subvented Bodies.

Contact Person : Miss Cindy Cheung
Title : Finance Director
Tel. : 28610283

Signature of Chairperson : 
Name : Mr. Chiu Sai Chuen
Tel. : 28610283
Date : 14th September, 2016

*Delete as appropriate

¹ "Subventions" broadly cover all payments from SWD to a subvented NGO including recurrent subventions under LSG / conventional subvention mode, Lotteries Fund, Social Welfare Development Fund, other project funds and payments from SWD to the NGO, but exclude other payment from welfare services (formerly known as "hire of services").

2. Operating income of the organisation should tally with the corresponding figure in the audited financial statements of the organisation as a whole.

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

Review Report for the Reporting Year of -2015-16

(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.]

Part A: Remuneration Packages

Information of my staff in the top three tiers -

| | |
|---|-----------------|
| (1) <u>Staff of 1st Tier</u> ¹ | |
| (a) Number of staff | 1 |
| (b) Rank | Chief Executive |
| (c) Post | Chief Executive |
| (d) Total annual staff cost ² (including those not under SWD subventions, if applicable) | \$1,596,735 |
| <i>[1(d) should be equal to or greater than 1(e)]</i> | |
| (e) Total annual staff cost under SWD subventions | \$1,596,735 |
| <i>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]</i> | |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year | - months |
| (g) Breakdown of (1)(e) | |
| (i) Salary ³ | \$ 1,520,700 |
| (ii) Provident Fund | \$ 76,035 |
| (iii) Cash Allowance ⁴ (please specify if any: One-off special allowance) | \$ 0 |
| (iv) Non-cash based Benefits ⁵ (please specify if any:) | \$ 0 |

| | | |
|---|---|---------------------|
| (2) <u>Staff of 2nd Tier</u> | | |
| (a) Number of staff | 4 | |
| (b) Rank | Senior Executive | |
| (c) Post | Assistant Chief Executive and Senior Programme Director | |
| (d) Total annual staff cost ² (including those not under SWD subventions, if applicable) | | <u>\$ 4,821,359</u> |
| | <i>[2(d) should be equal to or greater than 2(e)]</i> | |
| (e) Total annual staff cost under SWD subventions | | <u>\$ 4,821,359</u> |
| | <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i> | |
| (f) Breakdown of (2)(e) | | |
| (i) Salary ³ | | <u>\$ 4,268,500</u> |
| (ii) Provident Fund | | <u>\$ 552,859</u> |
| (iii) Cash Allowance ⁴ (please specify if any: One-off special allowance) | | <u>\$ 0</u> |
| (iv) Non-cash based Benefits ⁵ (please specify if any:) | | <u>\$ 0</u> |
| <hr/> | | |
| (3) <u>Staff of 3rd Tier</u> ¹ | | |
| (a) Number of staff | 9 | |
| (b) Rank | Executive | |
| (c) Post | Director | |
| (d) Total annual staff cost ² (including those not under SWD subventions, if applicable) | | <u>\$ 8,364,660</u> |
| | <i>[3(d) should be equal to or greater than 3(e)]</i> | |
| (e) Total annual staff cost under SWD subventions | | <u>\$ 8,364,660</u> |
| | <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i> | |
| (f) Breakdown of (3)(e) | | |
| (i) Salary ³ | | <u>\$ 7,792,148</u> |
| (ii) Provident Fund | | <u>\$ 572,512</u> |
| (iii) Cash Allowance ⁴ (please specify if any: One-off special allowance) | | <u>\$ 0</u> |
| (iv) Non-cash based Benefits ⁵ (please specify if any:) | | <u>\$ 0</u> |
| <hr/> | | |

Review for changes

| | <u>2014 - 15</u> (the year before) | <u>2015 - 16</u> (the reporting year) |
|--|---------------------------------------|--|
|--|---------------------------------------|--|

| | | |
|--|----------------------|----------------------|
| (1) Total annual staff costs under SWD subventions in respect of the top three tiers | \$ <u>13,141,945</u> | \$ <u>14,782,754</u> |
|--|----------------------|----------------------|

(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.)

The increase in the remuneration is 12% as compared with the preceding year. The reasons are:

1. A new post has been added in the 3rd Tier since June 2015.
2. Two posts in the 3rd Tier have been upgraded to the 2nd Tier since June 2015.

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed / will disclose~~ (please specify the commencement date: 9/2016) 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.)

| Channel of Disclosure | |
|---------------------------------------|---|
| <i>(Please tick the appropriate.)</i> | |
| <input checked="" type="checkbox"/> | Posting the information prominently on our notice board(s) at the Central Administration Unit / Head Office |
| <input type="checkbox"/> | Uploading the information to our website |
| <input type="checkbox"/> | Placing the information in our Annual Report |
| <input type="checkbox"/> | Issuing special circular(s), newsletter(s) or other publication(s) to provide the information |
| <input type="checkbox"/> | Others, please specify: _____ |
| | _____ |

Part C: Declaration by Chairperson

I declare that the information as provided in Part A, Part B and Part C 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> |
| | | Date | : <u>14th September, 2016</u> |

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

- (1) The 1st tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2nd tier staff as senior staff directly responsible to the executive head of the NGO, and the 3rd tier staff as senior staff directly responsible to the 2nd 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 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-