

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

Revised

**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](mailto:suenq@swd.gov.hk)**

*[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by **31 October 2021**.]*

**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 <sup>[2]</sup>  | D1              |  |
| (c) Post   | Chief Executive |  |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[I(d) should be equal to or greater than I(e)] |                 | \$2,003,492<br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[I(e)=I(g)(i)+(ii)+(iii)+(iv)]   |                 | \$1,816,866<br><i>(round up to the nearest dollar)</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 <sup>[4]</sup>  |                 | \$1,625,640  |
| (ii) Provident fund  |                 | \$ 191,226   |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )  |                 | \$ 0   |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )  |                 | \$ 0   |

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

(a) Number of staff	<u>2</u>	
(b) Comparable rank in civil service <sup>[2]</sup>	<u>SSWO</u>	
(c) Post	<u>Assistant Chief Executive</u>	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$2,961,629</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>\$2,727,065</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		<u>\$2,386,472</u>
(ii) Provident fund		<u>\$ 340,593</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any:	)	<u>\$ 0</u>
(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	<u>11</u>	
(b) Comparable rank in civil service <sup>[2]</sup>	<u>SWO</u>	
(c) Post	<u>Programme Director / HR Director / Finance Director / Corporate Affairs Director</u>	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$12,551,710</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>\$11,945,879</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>		<u>\$10,907,814</u>
(ii) Provident fund		<u>\$ 1,038,065</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any:	)	<u>\$ 0</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any:	)	<u>\$ 0</u>

**(4) Review for changes <sup>[7]</sup>**

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	<u>\$16,651,659</u>	<u>\$16,489,810</u>

(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):*

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