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

## Review Report for the Reporting Year of 2017-18

(to be completed if not exempt from the Government Guidelines)

Director of Social Welfare

To:

Fax	(Attn: Subventions Section) 38/F, Sunlight Tower, 248 Queen's Road East Wan Chai, Hong Kong 5 No.: 2575 6537 or email at suenq@swd.gov.hk		
-	ease read the explanatory notes before completing this form. The D by 28 February 2019.]	con	apleted form should <b>reach</b>
Naı	me of NGO (code) : Christian Family Service Centre		(152)
<u>Par</u>	t A: Remuneration Packages		
	Information of my staff in the top three tiers -		
(1)	Staff of 1st Tier [1]		
(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) [ $I(d)$ should be equal to or greater than $I(e)$ ]		\$1,838,787 (round up to the nearest dollar)
(e)	Total annual staff costs under SWD subventions $[I(e)=I(g)(i)+(ii)+(iii)+(iv)]                                    $		
(f)	Please specify the months covered if (1)(e) was not incurred for the	he fi	all year: months
(g)	Breakdown of (1)(e)		
	(i) Salary [3]		\$1,491,360
	(ii) Provident fund		\$ 176,253
	(iii) Cash allowance [4] (please specify if any:	)	\$ 0
	(iv) Non-cash based benefits [5] (please specify if any:	)	\$ 0

(2)	Staff of 2 <sup>nd</sup> Tier [1]					
(a)	Number of staff	3				
(b)	Comparable rank in civil service	le rank in No comparable rank				
(c)	Post	Assistant Chief Executive and Senior Programme Director				
(d)	Total annual staff cos subventions, if applic [2(d) should be equal	\$4,380,419 (round up to the nearest dollar)				
(e)	[2(e)=2(f)(i)+(ii)+(iii)+(iv)] \$4,174,449				d up to the nearest	
(f)	Breakdown of (2)(e)					
	(i) Salary [3]			\$3,652,791		
	(ii) Provident fund			\$ 52	1,658	
	(iii) Cash allowance	[4] (please specify if any:	)	\$	0	
	(iv) Non-cash based	benefits [5] (please specify if any:	)	\$	0	
	Staff of 3 <sup>rd</sup> Tier [1]					
(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 $^{[2]}$ (including those not under SWD subventions, if applicable)  [3(d) should be equal to or greater than 3(e)]  (round up to the nearest dollar)					
(e)	Total annual staff $\cos [3(e)=3(f)(i)+(ii)+(ii)$	its under SWD subventions $(i)+(iv)$		\$9,22 (roundollar	d up to the nearest	

(f)	Breakdown of (3)(e)						
	(i) Salary [3]			\$8,32	\$8,326,533		
	(ii) Pro	ovident fund			\$ 89	95,617	
	(iii) Ca	sh allowance [4] (please specify if any:		)	\$	0	
	(iv) No	on-cash based benefits [5] (please specif	y if any:	)	\$	0	
		ff in the top three tiers serving their as appropriate.	first contract <sup>[6]</sup> in	20	17-18?		
	<b>/</b> *	Yes (Please provide supplementary sheet as necessary)	information on the	nes	xt page	and use additional	
	*	No					
(5)	Review	for changes [7]	2016-17 (the year before	)	(tl	2017-18 ne reporting year)	
(a)	subvent	innual staff costs under SWD tions in respect of the top three tiers $+(2)(e)+(3)(e)$	\$15,452,016		\$1	5,064,212	
(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 <b>found no changes</b> in their remuneration as compared with the preceding year.						
	I have reviewed the remuneration packages of the staff in the top three tiers and <b>found changes</b> 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.)						
						7-10 - 15 - 15 - 1	
	-						

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

	our o	rganisation *has disclosed / will disclose (please specify the commencement				
date:_	late: 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.)						
	Channel of Disclosure					
	(Please tick as appropriate.)					
		Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office				
	V	Uploading the information onto our website				
		Reporting the information in our Annual Report				
		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.

### 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.