

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

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)
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248 Queen's Road East
Wan Chai, Hong Kong

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[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) : Sheng Kung Hui St. Christopher's Home Limited (668)

Part (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 ^[2] CSWO
- (c) Post Chief Executive
- (d) Total annual staff costs ^[3] (including those not under SWD
subventions, if applicable) \$1,474,631
[1(d) should be equal to or greater than 1(e)] *(round up to the nearest
dollar)*
- (e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] \$1,474,631
*(round up to the nearest
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 ^[4] \$1,380,000
- (ii) Provident fund \$93,840
- (iii) Cash allowance ^[5] (please specify if any:) \$--
- (iv) Non-cash based benefits ^[6] (please specify if any: #3) \$790.17

(2) Staff of 2nd Tier ^[1]

(a) Number of staff	<u>6</u>	
(b) Comparable rank in civil service ^[2]	<u>SWO, ASWO</u>	
(c) Post	<u>Assistant Chief Executive, Service Director</u>	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$4,508,200</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$3,604,259</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$3,370,746.25</u>
(ii) Provident fund		<u>\$228,128.62</u>
(iii) Cash allowance ^[5] (please specify if any: #5, adj.for Mar 2020)		<u>\$(363.60)</u>
(iv) Non-cash based benefits ^[6] (please specify if any: #4, #5)		<u>\$5,747.49</u>

(3) Staff of 3rd Tier ^[1]

(a) Number of staff	<u>25</u>	
(b) Comparable rank in civil service ^[2]	<u>AOII, EOII, ASWO, CP, CCS</u>	
(c) Post	<u>Accounting Officer, Administration Secretary, Human Resource Manager, Unit-in-charge, Social Worker, Clinical Psychologist</u>	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$15,451,940</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$11,241,883</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^{l4}	\$10,213,509.67
(ii) Provident fund	\$934,945.09
(iii) Cash allowance ^{l5} (please specify if any: #1, #2, #6)	\$73,280.70
(iv) Non-cash based benefits ^{l6} (please specify if any: #3, #4)	\$20,146.75

#1 Hardship Allowance; #2 Emergency SGH service allowance;
#3 Premium of indemnity insurance; #4 Medical insurance; #5 Special Allowance in respect of COVID-19

(4) Review for changes ^{l7}

	<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)]	\$15,466,856	\$16,320,773

(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):

- 1) There are 11 staffs under the 1st year contract during 2019-20, while only 1 staff under the same situation in 2020-21. Staff cost in 2019-20 was not paid for full year.
- 2) Salary increase for several staff in 2nd Tier and 3rd Tier after annual performance appraisal.
- 3) Due to staff turnover, final payment has been paid for those resigned staffs.