

**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)

To: Director of Social Welfare
(Attn: Subventions Section)
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Wan Chai, Hong Kong

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[Please read the explanatory notes before completing this form. The completed form should reach SWD by 28 February 2019.]

Name of NGO (code) : The Hong Kong Student Aid Society Limited (384)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

- | | |
|--|---|
| (a) Number of staff | <u>1</u> |
| (b) Comparable rank in civil service | <u>SWO</u> |
| (c) Post | <u>Chief Executive Officer</u> |
| (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable)
[1(d) should be equal to or greater than 1(e)] | <u>\$ 1,271,060</u>
(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] | <u>\$ 1,271,060</u>
(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 ^[3] | <u>\$ 989,100</u> |
| (ii) Provident fund | <u>\$ 148,580</u> |
| (iii) Cash allowance ^[4] (please specify if any: responsibility allowance) | <u>\$ 133,380</u> |
| (iv) Non-cash based benefits ^[5] (please specify if any: _____) | <u>\$ 0</u> |

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

(a) Number of staff	4	
(b) Comparable rank in civil service	SWO / AOI / EOI / CO	
(c) Post	Assistant Chief Executive Officer (Service) / Head of Accounts / Human Resources & Administration Manager / Publicity & Fundraising Officer	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$2,644,680 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 2,644,680 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		\$ 2,477,595
(ii) Provident fund		\$ 167,085
(iii) Cash allowance ^[4] (please specify if any:)		\$ 0
(iv) Non-cash based benefits ^[5] (please specify if any:)		\$ 0

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

(a) Number of staff	8	
(b) Comparable rank in civil service	SWO / ASWO / CP / AOI / CO / EOII	
(c) Post	Superintendent / Service Supervisor / Clinical Psychologist / Accounting Manager / Information Technology Officer / Human Resources & Administration Officer	
(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)]		\$ 5,717,720 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 5,717,720 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[3]	\$ 5,174,534
(ii) Provident fund	\$ 508,313
(iii) Cash allowance ^[4] (please specify if any: geographical gratuity)	\$ 34,873
(iv) Non-cash based benefits ^[5] (please specify if any:)	\$ 0

(4) Any staff in the top three tiers serving their first contract ^[6] in 2017-18?

**Please tick as appropriate.*

* Yes (*Please provide supplementary information on the next page and use additional sheet as necessary*)

* No

(5) Review for changes ^[7]

	<u>2016-17</u> (the year before)	<u>2017-18</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers <i>[(1)(e)+(2)(e)+(3)(e)]</i>	\$ 4,947,851	\$ 9,633,460

(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 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 changes as compared with preceding year

In preceding years, only social worker posts in top three tiers had been reported. We have rectified and included in this year other posts in accordance with the “Notes for Completing the Review Report on Remuneration Packages for Staff in the Top Three Tiers of Subvented Non-governmental Organisations”.

Why Responsibility Allowance to the CEO?

The allowance given to the CEO has nothing to do with the implementation of Lump Sum Grant in 2001.

The responsibility allowance given to the Director of the Society (now known as CEO) originated from 1988 when he was then the Superintendent of Mark Memorial Home. At that time, both the Superintendent and Assistant Superintendent was at the rank of ASWO (Assistant Social Work Officer). To recognize the heavier duties and responsibilities of the Superintendent and not to deviate from the Government’s Master Pay Scale, the Executive Committee granted him a responsibility allowance, which was equivalent to 2 incremental points.

In 1993, both the Director and the Superintendent of our large homes were at the rank of SWO (Social Work Officer). Again, to recognize the heavier duties and responsibilities of the Director, the Executive Committee granted him a responsibility allowance, which was equivalent to 3 incremental points. The amount of responsibility allowance is not entitled to contributions to provident fund.

At present, the CEO, the Assistant CEO and Superintendents are still at the same rank (SWO).

(6) For Staff Serving Their First Contract

Please add column(s) where necessary.

**Please delete as appropriate.*

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service			
(c) Post			
(d) Total annual staff costs ^[2]	\$	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year			
(g) (i) Salary	\$	\$	\$
(g) (ii) Provident fund	\$	\$	\$
(g) (iii) Cash allowance (please specify if any)	\$	\$	\$
(g) (iv) Non-cash based benefits (please specify if any)	\$	\$	\$