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

## **Review Report for the Reporting Year of 2019-20**

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

		•							
To:	Director of Soc (Attn: Subven 38/F, Sunlight 248 Queen's R Wan Chai, Hor	tions Section) Tower, oad East							
Fax	x No.: 2575 6537 o	or email at suenq@swd.gov.hk							
	-	unatory notes before completing this form. tment (SWD) <b>by <u>11 December 2020</u>.</b> ]	The completed form should reach						
Naı	me of NGO (code)	: Chuk Lam Ming Tong Limited (162	<u>2 )</u>						
<u>Par</u>	rt (A): Remunera	tion Packages							
Info	ormation of my staf	ff in the top three tiers -							
(1)	Staff of 1st Tier [1]								
(a)	Number of staff	1							
(b)	Comparable rank in civil service [2] Social Work Officer								
(c)	Post	<b>Services Director</b>							
(d)	subventions, if ap	Costs [3] (including those not under SWD pplicable) qual to or greater than $l(e)$ ]	\$ 993,488 (round up to the nearest dollar)						
(e)	Total annual staff costs under SWD subventions $[I(e)=I(g)(i)+(ii)+(iii)+(iv)] \\ \underline{\$ 993,488} \\ \hline (round up to the dollar)$								
(f)	Please specify the months covered if (1)(e) was not incurred for the full year: months								
(g) Breakdown of (1)(e)									
	(i) Salary <sup>[4]</sup>		\$ 865,205						
	(ii) Provident fur	nd	\$ 18,000						

(iii) Cash allowance <sup>[5]</sup> (please specify if any: Contract-end Gratuity \$56,973, Responsibility Allowance \$32,725, Travel

\$ 107,898

**Allowance \$10,200, COVID-19 Allowance \$8,000**)

	(iv) Non-cash based Insurance \$1,88	sl \$ 2,385				
(2)	Staff of 2 <sup>nd</sup> Tier [1]					
(a)	Number of staff	1				
(b)	Comparable rank in civil service [2]	Assistant Social Work Officer				
(c)	Post	Superintendent				
(d) (e)	Total annual staff cossubventions, if applications [2(d) should be equal to the cost of t	\$ 606,662 (round up to the nearest dollar)  \$ 606,662 (round up to the nearest dollar)				
(f)	Breakdown of (2)(e)					
	(i) Salary [4]		\$ 496,762.86			
	(ii) Provident fund		\$ 38,474.56			
	(iii) Cash allowance	[5] (please specify if any:	\$ 69,039.42			
		benefits [6] (please specify if any: <b>Medica 85, Coupon \$500</b> )	si			
(3)	Staff of 3 <sup>rd</sup> Tier [1]					
(a)	Number of staff	3				
(b)	Comparable rank in civil service [2]	Nursing Officer, Assistant Social Work Officer, Accounting Officer I				
(c)	Post	Nursing Officer, Social Work in-charge, Accounting Officer				
(d)	Total annual staff cos subventions, if applic [3(d) should be equal	\$1,858,277 (round up to the nearest dollar)				
(e)	Total annual staff cos $[3(e)=3(f)(i)+(ii)+(ii)$	sts under SWD subventions $i)+(iv)$ ]	\$1,858,277 (round up to the nearest dollar)			

(f)	Breakdown of (3)(e)						
	(i)	Salary [	[4]		\$ 1,598,882.07		
	(ii)	Provide	ent fund		\$ 53,435.56		
	(iii) Cash allowance <sup>[5]</sup> (please specify if any: Contract-end Gratuity \$46,194.57, Perfect Attendance Bonus \$12,274.19, Responsibility Allowance \$ 88,957.67, Travelling Allowance \$28,546.75, COVID-19 Allowance \$23,286.37 )			\$ 199,259.55			
	(iv)		ash based benefits <sup>[6]</sup> (pleas ance \$5,200, Coupon \$1,50	\$ 6,700			
(4)	Rev	iew for	changes <sup>[7]</sup>	2018-19 (the year before)	2019-20 (the reporting year)		
(a)	sub	ventions	It staff costs under SWD in respect of the top three $(e)+(3)(e)$	tiers \$3,706,656	\$3,458,427		
(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 change</b> in their remunerations as compared with the preceding year.						
	v	I have reviewed the remuneration packages of the staff in the top three tiers and <b>found change(s)</b> 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 (details are	y adjustment in accordance given at the bottom).	with Civil Service Pay		
		$\overline{\checkmark}$	Upward/downward pay (details are given at the	adjustment other than Civil bottom).	Service Pay Adjustment		
		$\overline{\checkmark}$	Incremental creep (detain	ils are given at the bottom).			
			Organisational restructu (details are given at the	uring or upgrading/downgradi bottom).	ng of top three tier posts		
			Increase/decrease of nu the bottom).	imber of staff of the top three	tiers (details are given at		
			Other circumstances (de	etails are given at the bottom).			
			uils (please use additional se change in staff costs for se	sheet as necessary): taff of Top 3 tiers was mainly o	due to:		
		(1)	8.5 months' cost for a Sup	perintendent			
		(2)	4.5 months' cost for a part	t-time Social Work in-charge			
		(3)	Civil service pay adjustme	ent and annual salary incremen	t		

(4) One-off COVID-19 special allowance as a token of recognition of employees' contributions toward maintaining services as normal and performing extra duties in relation to the stepping up of infection control measures.