

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

Name of NGO (code) : Baptist Oi Kwan Social Service (052)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

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

- (a) Number of staff 2 (the former CEO retired in mid 2017)
- (b) Comparable rank in civil service SSWO
- (c) Post Chief Executive Officer
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$ 1,272,752
[I(d) should be equal to or greater than I(e)] (round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions \$ 806,239
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] (round up to the nearest dollar)
- (f) Please specify the months covered if (1)(e) was not incurred for the full year:
Former CEO (around 4 months), Current CEO (around 9 months)
- (g) Breakdown of (1)(e)
- (i) Salary ^[3] \$ 700,836
- (ii) Provident fund \$ 105,403
- (iii) Cash allowance ^[4] (please specify if any:) \$ 0
- (iv) Non-cash based benefits ^[5] (please specify if any:) \$ 0

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

(a) Number of staff	<u>3</u>	
(b) Comparable rank in civil service	<u>SSWO</u>	
(c) Post	<u>Deputy CEO, Senior Service Coordinator</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$ 2,642,960</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>\$ 2,546,389</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		<u>\$ 2,247,145</u>
(ii) Provident fund		<u>\$ 299,244</u>
(iii) Cash allowance ^[4] (please specify if any:)		<u>\$ 0</u>
(iv) Non-cash based benefits ^[5] (please specify if any:)		<u>\$ 0</u>

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

(a) Number of staff	<u>4</u>	
(b) Comparable rank in civil service	<u>ASWO ~ SWO / Nursing Officer</u>	
(c) Post	<u>Service Coordinator</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$ 3,118,666</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>\$ 3,036,319</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[3]		\$ 2,709,433
(ii) Provident fund		\$ 326,886
(iii) Cash allowance ^[4] (please specify if any:)	\$ 0
(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 [(1)(e)+(2)(e)+(3)(e)]	\$ 7,189,407	\$ 6,388,947

(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.)

Our deputy CEO had taken up the vacant after our former CEO retired. The agency

would like to employ a new service coordinator to replace deputy CEO, however, the

new service coordinator was employed in late 2017.

(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	SSWO	ASWO ~ SWO	
(c) Post	CEO	Service Coordinator	
(d) Total annual staff costs ^[2]	\$ 960,606	\$ 280,222	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$ 632,880	\$ 225,475	\$
(f) Please specify the months covered if (e) was not incurred for the full year	Around 9 months	Around 6 months	
(g) (i) Salary	\$ 550,330	\$ 214,738	\$
(g) (ii) Provident fund	\$ 82,550	\$ 10,737	\$
(g) (iii) Cash allowance (please specify if any)	\$ 0	\$ 0	\$
(g) (iv) Non-cash based benefits (please specify if any)	\$ 0	\$ 0	\$