

**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 Social Welfare  
(Attn: Subventions Section)  
38/F, Sunlight Tower,  
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 **11 December 2020.**]

**Name of NGO (code) : The ABM Hong Kong Swatow Baptist Church Community Service Association ( 024 )**

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>[1]</sup>

(a) Number of staff 1

(b) Comparable rank in civil service <sup>[2]</sup> SWO

(c) Post Chief Executive

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 1,360,750.00  
[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 \$ 1,175,875.00  
[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: \_\_\_\_\_ months

(g) Breakdown of (1)(e)

(i) Salary <sup>[4]</sup> \$ 1,022,500.00

(ii) Provident fund \$ 153,375.00

\_\_\_\_\_ (iii) Cash allowance <sup>[5]</sup> (please specify if any: \_\_\_\_\_) \$ \_\_\_\_\_

(iv) Non-cash based benefits <sup>[6]</sup>(please specify if any: ) \$ \_\_\_\_\_

**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

(a) Number of staff 1.75

(b) Comparable rank in civil service <sup>[2]</sup> ASWO , CP

(c) Executive Secretary , Part-time Executive Secretary

Post Part-time Clinical Psychologist

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 2,711,062.25  
*[2(d) should be equal to or greater than 2(e)]* *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$ 2,007,278.75  
*[2(e)=2(f)(i)+(ii)+(iii)+(iv)]* *(round up to the nearest dollar)*

(f) Breakdown of (2)(e)

(i) Salary <sup>[4]</sup> \$ 1,555,415.00

(ii) Provident fund \$ 175,043.75

(iii) Cash allowance <sup>[5]</sup>(please specify if any: ) \$ 276,820.00

(iv) Non-cash based benefits <sup>[6]</sup>(please specify if any: ) \$ \_\_\_\_\_

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

(a) Number of staff 1.7

(b) Comparable rank in civil service <sup>[2]</sup> ASWO

(c) Post Service-in-Charge , Team Leader

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 1,453,115.50  
*[3(d) should be equal to or greater than 3(e)]* *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$ 1,205,966.50  
*[3(e)=3(f)(i)+(ii)+(iii)+(iv)]*

*(round up to the nearest dollar)*

- (f) Breakdown of (3)(e)
- (i) Salary <sup>[4]</sup> \$ 992,130.00
  - (ii) Provident fund \$ 105,376.50
  - (iii) Cash allowance <sup>[5]</sup> (please specify if any: ) \$ 108,460.00
  - (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \$ \_\_\_\_\_

**(4) Review for changes <sup>[7]</sup>**

	<u>2018-19</u> (the year before)	<u>2019-20</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)]	\$ 3,494,452.25	\$ 4,389,120.25

(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):*

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