

**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)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at suenq@swd.gov.hk

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

Name of NGO (code) : Yan Oi Ting Limited (824)

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 Senior Social Work Officer
- (c) Post Controller (Social Service)
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$1,157,815
[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 \$1,157,815
[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 ^[3] \$1,005,024
- (ii) Provident fund \$150,762
- (iii) Cash allowance ^[4] (please specify if any: _____) \$0
- (iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance) \$2,029

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

(a) Number of staff	<u>3</u>	
(b) Comparable rank in civil service	<u>Social Work Officer</u>	
(c) Post	<u>Manager (Social Service)</u>	
(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)]		<u>\$2,738,352</u> (round up to the nearest dollar)
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$2,738,352</u> (round up to the nearest dollar)
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		<u>\$2,512,727</u>
(ii) Provident fund		<u>\$219,538</u>
(iii) Cash allowance ^[4] (please specify if any:)		<u>\$0</u>
(iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance)		<u>\$6,087</u>

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

(a) Number of staff	<u>8</u>	
(b) Comparable rank in civil service	<u>Assistant Social Work Officer</u>	
(c) Post	<u>Chief Supervisor</u>	
(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)]		<u>\$4,752,376</u> (round up to the nearest dollar)
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$4,752,376</u> (round up to the nearest dollar)

(f) Breakdown of (3)(e)

(i) Salary ^[3]	\$4,278,856
(ii) Provident fund	\$457,288
(iii) Cash allowance ^[4] (please specify if any:)	\$0
(iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance)	\$16,232

(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)]	\$9,309,160	\$8,648,543

(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.)

1. 2 staff left the 3rd Tier on 20/4/2017 and 1/8/2017 respectively.

2. 1 staff joined the 3rd Tier on 9/10/2017.

(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	Assistant Social Work Officer		
(c) Post	Chief Supervisor		
(d) Total annual staff costs ^[2]	\$376,044	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$376,044	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year	6		
(g) (i) Salary	\$356,202	\$	\$
(g) (ii) Provident fund	\$17,813	\$	\$
(g) (iii) Cash allowance (please specify if any)	\$0	\$	\$
(g) (iv) Non-cash based benefits (please specify if any)	\$2,029	\$	\$