

**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)
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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) : Yan Oi Tong 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 ^[2] Chief Social Work Officer

(c) Post Deputy Chief Executive Officer

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,138,814
[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 \$947,748
[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: 9 months

(g) Breakdown of (1)(e)

(i) Salary ^[4] \$821,628

(ii) Provident fund \$123,246

(iii) Cash allowance ^[5] (please specify if any: NIL) \$0

(iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance) \$2,874

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

(a) Number of staff	2	
(b) Comparable rank in civil service ^[2]	Senior Social Work Officer	
(c) Post	Controller (Social Services)	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$956,707 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$956,707 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$879,081
(ii) Provident fund		\$74,323
(iii) Cash allowance ^[5] (please specify if any: NIL)		\$0
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance)		\$3,303

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

(a) Number of staff	4	
(b) Comparable rank in civil service ^[2]	Social Work Officer	
(c) Post	Manager (Social Services)	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$2,902,482 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$2,902,482 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^{l4l}		<u>\$2,654,345</u>
(ii) Provident fund		<u>\$237,207</u>
(iii) Cash allowance ^{l5l} (please specify if any:)		<u>\$0</u>
(iv) Non-cash based benefits ^{l6l} (please specify if any:)		<u>\$10,930</u>

(4) Review for changes ^{l7l}

	<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)]	<u>\$8,285,398</u>	<u>\$4,806,937</u>

(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):

(i) 1st Tier: Changed from 1 * Controller to 1 * Deputy Chief Executive Officer

(ii) 2nd Tier: Changed from 3 * Managers to 1 * Controller

(iii) 3rd Tier: Changed from 9 * Chief Supervisors to 4 * Managers

Part (B): Information on Staff Serving Their First Contract ^[8] ^[9]

Please add column(s) where necessary.

**Please delete as appropriate.*

There is no staff member serving his/her first contract in 2019-20.

The following staff member(s) served his/her/their first contract in 2019-20. Details are as follows:

	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 ^[2]	Chief Social Work Officer	Senior Social Work Officer	Social Work Officer
(c) Post	Deputy Chief Executive Officer	Controller (Social Service)	Manager (Social Services)
(d) Total annual staff costs ^[3]	\$1,138,814	\$616,968	\$457,193
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$947,748	\$616,968	\$457,193
(f) Please specify the months covered if (e) was not incurred for the full year	9	8	6
(g) (i) Salary ^[4]	\$821,628	\$581,376	\$429,375
(ii) Provident fund	\$123,246	\$33,241	\$25,983
(iii) Cash allowance ^[5] (please specify if any)	\$0	\$0	\$0
(iv) Non-cash based benefits ^[6] (please specify if any)	\$2,874	\$2,351	\$1,835