

**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) : KWUN TONG METHODIST SOCIAL SERVICE (444)

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] SWO

(c) Post General Secretary

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,197,693.-
[1(d) should be equal to or greater than 1(e)]
(round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \$1,197,693.-
[1(e)=1(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 ^[4] \$1,140,660.-

(ii) Provident fund \$57,033.-

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

(iv) Non-cash based benefits ^[6] (please specify if any:) \$ _____

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	ASWO & SSWA	
(c) Post	Assistant General Secretary & Service Supervisors	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		\$2,309,852.- <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>		\$1,703,477.- <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$1,481,285.-
(ii) Provident fund		\$222,192.-
(iii) Cash allowance ^[5] (please specify if any:)	\$
(iv) Non-cash based benefits ^[6] (please specify if any:)	\$

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	ASWO	
(c) Post	Service Supervisors & Assistant Supervisor	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		\$2,012,419.- <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>		\$2,012,419.- <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]		\$1,838,474.-
(ii) Provident fund		\$173,945.-
(iii) Cash allowance ^[5] (please specify if any:)	\$ _____
(iv) Non-cash based benefits ^[6] (please specify if any:)	\$ _____

(4) Review for changes ^[7]

	<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)]	\$4,427,303.-	\$4,913,589.-

(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):
