

**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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[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 Boys' and Girls' Clubs Association of Hong Kong (056)

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] _____ CSWO _____

(c) Post _____ Executive Director _____

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) _____ \$ 1,585,816
[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 _____ \$ 1,585,816
[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] _____ \$ 1,510,101 _____

(ii) Provident fund _____ \$ 75,505 _____

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

(iv) Non-cash based benefits ^[6] (please specify if any:) \$ 210 _____

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

(a) Number of staff	4	
(b) Comparable rank in civil service ^[2]	SSWO	
(c) Post	Deputy Executive Director/Assistant Director/Senior Service Consultant	
(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)]		\$ 4,368,410 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 3,994,422 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$ 3,474,655
(ii) Provident fund		\$ 518,932
(iii) Cash allowance ^[5] (please specify if any:))	\$ _____
(iv) Non-cash based benefits ^[6] (please specify if any:))	\$ 835

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

(a) Number of staff	27	
(b) Comparable rank in civil service ^[2]	SWO/HOA/HOF/HOHR	
(c) Post	SUPERVISOR/HEAD OF ADMINISTRATION/HEAD OF FINANCE/HEAD OF HUMAN RESOURCES	
(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)]		\$ 24,082,613 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 21,212,418 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ¹⁴		\$ 18,651,313
(ii) Provident fund		\$ 2,536,084
(iii) Cash allowance ¹⁵ (please specify if any:)	\$ _____
(iv) Non-cash based benefits ¹⁶ (please specify if any:)	\$ 25,021

(4) Review for changes ¹⁷

	<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)]	\$ 20,253,458	\$ 26,792,656

(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):

Compared with last year, the major changes are :

1 additional SSWO was appointed internally (2nd Tier)

8 additional SWO were appointed internally (3rd Tier)