

**Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

**Review Report for the Reporting Year of 2018-19**

(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 31 October 2019.]*

**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 1<sup>st</sup> Tier** <sup>[1]</sup>

(a) Number of staff 1

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

(c) Post Executive Director

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$1,355,372  
*[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 \$1,355,372  
*[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 <sup>[4]</sup> \$1,290,667

(ii) Provident fund \$64,533

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

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \$172

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

(a) Number of staff	3	
<hr/>		
(b) Comparable rank in civil service <sup>[2]</sup>	SSWO	
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(c) Post	<u>Deputy Executive Director/Assistant Director/Senior Service Consultant</u>	
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(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$3,883,218 <i>(round up to the nearest dollar)</i>
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(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$3,265,944 <i>(round up to the nearest dollar)</i>
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(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$2,839,503
(ii) Provident fund		\$425,925
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		_____
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		\$516

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

(a) Number of staff	19	
<hr/>		
(b) Comparable rank in civil service <sup>[2]</sup>	SWO/HOA/HOF/HOHR	
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(c) Post	<u>SUPERVISOR/HEAD OF ADMINISTRATION/HEAD OF FINANCE/HEAD OF HUMAN RESOURCES</u>	
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(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$17,951,261 <i>(round up to the nearest dollar)</i>
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(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$15,632,142 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>		\$13,819,180
(ii) Provident fund		\$1,794,866
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		\$15,000
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		\$3,096

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

	<u>2017-18</u> (the year before)	<u>2018-19</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)]	\$20,878,030	\$20,253,458

(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. The new Executive Director, Head of Finance and HR were on board in Apr, Jul 2018 and Mar 2019 respectively
2. A SWO was appointed internally in Apr 2018.
3. Due to the change of assignment, some costs are under non-subvented