

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

**Review Report for the Reporting Year of 2020-21**

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Dah Sing Financial Centre,  
248 Queen's Road East  
Wan Chai, Hong Kong

**Fax No. : 2575 6537 or email at [suenq@swd.gov.hk](mailto:suenq@swd.gov.hk)**

[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by **31 October 2021.**]

**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) \_\_\_\_\_ \$ 1,581,617  
[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 \_\_\_\_\_ \$ 1,581,617  
[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> \_\_\_\_\_ \$ 1,505,780 \_\_\_\_\_

(ii) Provident fund \_\_\_\_\_ \$ 75,289 \_\_\_\_\_

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

(iv) Non-cash based benefits <sup>[6]</sup> (please specify: Medical Benefit) \_\_\_\_\_ \$ 548 \_\_\_\_\_



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

(a) Number of staff	4	
<hr/>		
(b) Comparable rank in civil service <sup>[2]</sup>	SSWO	
<hr/>		
(c) Post	<u>Deputy Executive Director/Assistant Director/Senior Service Consultant</u>	
<hr/>		
(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)]		\$ 5,447,600 <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)]		\$ 5,013,107 <i>(round up to the nearest dollar)</i>
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(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$ 4,393,010
(ii) Provident fund		\$ 618,476
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		\$ _____
(iv) Non-cash based benefits <sup>[6]</sup> (please specify : Medical Benefit)		\$ 1,621

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

(a) Number of staff	26	
<hr/>		
(b) Comparable rank in civil service <sup>[2]</sup>	SWO	
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(c) Post	Supervisor, Head of Administration, Head of Finance, Head of Human Resources & Head of Information Technology	
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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)]		\$ 28,086,285 <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)]		\$ 22,300,646  <i>(round up to the nearest dollar)</i>



(f)	Breakdown of (3)(e)	
	(i) Salary <sup>14]</sup>	\$ 19,550,207
	(ii) Provident fund	\$ 2,716,782
	(iii) Cash allowance <sup>15]</sup> (please specify if any: )	\$
	(iv) Non-cash based benefits <sup>16]</sup> (please specify : Medical Benefits)	\$ 33,657*

**(4) Review for changes <sup>17]</sup>**

		<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$ 26,792,656	\$ 28,895,370

(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 change is :

1 additional Head of Department was appointed externally (3<sup>rd</sup> Tier)

**Part (B): Information on Staff Serving Their First Contract <sup>18]</sup> <sup>19]</sup>**

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

