

**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)
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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 2021.**]

Name of NGO (code) : Baptist Oi Kwan Social Service (052)

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] SSWO

(c) Post Chief Executive Officer

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,689,383
[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 \$ 1,199,781
[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: N/A months

(g) Breakdown of (1)(e)

(i) Salary ^[4] \$ 1,043,288

(ii) Provident fund \$ 156,493

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

(iv) Non-cash based benefits ^[6] (please specify if any:) \$ 0

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

(a) Number of staff	<u>1</u>	
(b) Comparable rank in civil service ^[2]	<u>SSWO</u>	
(c) Post	<u>Assistant Chief Executive Officer</u>	
(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>		<u>\$ 1,359,307</u> <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>		<u>\$ 1,359,307</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$ 1,182,006</u>
(ii) Provident fund		<u>\$ 177,301</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$ 0</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$ 0</u>

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

(a) Number of staff	<u>4</u>	
(b) Comparable rank in civil service ^[2]	<u>SWO</u>	
(c) Post	<u>Service Head</u>	
(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>		<u>\$ 4,458,810</u> <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>		<u>\$ 4,431,210</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^{l4l}		\$ 3,997,407
(ii) Provident fund		\$ 433,803
(iii) Cash allowance ^{l5l} (please specify if any:)	\$ 0
(iv) Non-cash based benefits ^{l6l} (please specify if any:)	\$ 0

(4) Review for changes ^{l7l}

	<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)]	\$ 7,349,233	\$ 6,990,298

(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):

One of the staff in 2nd tier was retired during 2019-20 and one of our staff was promoted to the 3rd tier during 2019-20. Although the agency has increased the salary of staff by 2.80% to 4.20% in April 2020, the total payout was decreased in 2020-21.