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 be compre	The state of the s				
To:	Director of Social Welf (Attn: Subventions Sec 38/F, Dah Sing Financi 248 Queen's Road East Wan Chai, Hong Kong	ction) al Centre,				
Fax	No. : 2575 6537 or email	at suenq@swd.gov.hk				
_	ease read the explanatory r ial Welfare Department (SV	notes before completing this form. WD) by 31 October 2021.]	The co	mpleted form should reach		
Naı	ne of NGO (code) : The S	Samaritan Befrienders Hong Kons	<u>g</u>	(720)		
<u>Par</u>	t (A): Remuneration Pac	kages				
Info	ormation of my staff in the t	op three tiers -				
(1)	Staff of 1st Tier [1]					
(a)	Number of staff 1					
(b)	Comparable rank in civil service [2] Assistant Social Work Officer					
(c)	Post <u>Exe</u>	cutive Director				
(d)	Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [1(d) should be equal to or greater than 1(e)]		\$1,070,419 (round up to the nearest dollar)			
(e)	Total annual staff costs under SWD subventions $[1(e)=1(g)(i)+(ii)+(iii)+(iv)]$		\$801,851 (round up to the nearest dollar)			
(f)	Please specify the months	covered if (1)(e) was not incurred f	or the f	full year:months		
(g)	Breakdown of (1)(e)					
	(i) Salary [4]			\$742,455		
	(ii) Provident fund			\$59,396		
	(iii) Cash allowance [5] (pl	ease specify if any:)	\$ -		

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

(2)	Staff of 2 nd Tier [1]						
(a)	Number of staff	7					
(b)	Comparable rank in civil service [2]	SWO/SWA/ASWO/EOII/ACO					
(c)	Post	Centre-in-charge/PR Manager/Central Administration Officer/IT Officer					
(d)	Total annual staff cossubventions, if applications [2(d) should be equal	\$3,524,418 (round up to the nearest dollar)					
(e)	Total annual staff cos $[2(e)=2(f)(i)+(ii)+(ii)$	\$2,198,364 (round up to the nearest dollar)					
(f)	Breakdown of (2)(e)						
	(i) Salary [4]	\$1,913,889					
	(ii) Provident fund	\$122,919					
	(iii) Cash allowance	\$160,272					
	(iv) Non-cash based benefits [6] (please specify if any: medical insurance) \$1,284						
(3)	Staff of 3 rd Tier [1]						
(a)	Number of staff	10					
(b)	Comparable rank in civil service [2]	CSWA/SSWA/SWA/EOII/ACO/CA					
(c)	Post	Vice Centre-in-charge/Social Worker/ASWO/Assistant Manager-PR/HR & Admin Clerk/Account & Admin Clerk/Assistant Training Officer					
(d)	Total annual staff cos subventions, if applic [3(d) should be equal	\$2,895,018 (round up to the nearest dollar)					
(e)	Total annual staff cos $[3(e)=3(f)(i)+(ii)+(ii)$	\$1,679,390					

Annex B
(Cont'd)

(round up to the nearest dollar)

(f)	Bre	akdown o	f (3)(e)				
	(i)	Salary [4]			\$1,480,932		
	(ii) Provident fund				\$93,422		
	(iii) Cash allowance [5] (please specify if any: On-duty allowance)				\$103,752		
	(iv)	Non-cas	h based benefits ^[6] (please specif	y if any:	\$1,284		
(4)	Rev	view for c	hanges ^[7]				
(-)				2019-20 (the year before)	2020-21 (the reporting year)		
(a)	Tota	al annual	staff costs under SWD	, ,	, ,		
` ′		ventions i (e)+(2)(e,	n respect of the top three tiers $(1+(3)(e)]$	\$4,202,753	\$4,679,605		
(b) Please tick and complete the following as appropriate to state the result of your re							
	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 the bottom).	f staff of the top three	e tiers (details are given at		
	Other circumstances (details are given at the bottom).						
	Details (please use additional sheet as necessary): 1. Due to staff turnover on 3 rd tiers in the year 2020/21, the number of staff have						
	been increased; and						
	2. Salary increment for whose salary has not reached max salary.						