

**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)  
38/F, Sunlight Tower,  
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 2019.]

Name of NGO (code) : Yan Oi Tong Limited ( 824 )

**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> Senior Social Work Officer

(c) Post Controller (Social Service)

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$1,208,947  
[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 \$1,208,947  
[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: \_\_\_\_\_ months

(g) Breakdown of (1)(e)

(i) Salary <sup>[4]</sup> \$1,050,042

(ii) Provident fund \$156,876

(iii) Cash allowance <sup>[5]</sup> (please specify if any: ) \$0

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance ) \$2,029

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

|  |                                 |   |
|--|---------------------------------|---|
| (a) Number of staff  | <u>3</u>                        |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | <u>Social Work Officer</u>      |   |
| (c) Post   | <u>Manager (Social Service)</u> |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[2(d) should be equal to or greater than 2(e)] |                                 | <u>\$2,853,115</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]   |                                 | <u>\$2,853,115</u><br><i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e)  |                                 |   |
| (i) Salary <sup>[4]</sup>  |                                 | <u>\$2,619,878</u>  |
| (ii) Provident fund  |                                 | <u>\$227,150</u>  |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )  |                                 | <u>\$0</u>  |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance )  |                                 | <u>\$6,087</u>  |

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

|  |                                      |   |
|--|--------------------------------------|---|
| (a) Number of staff  | <u>9</u>                             |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | <u>Assistant Social Work Officer</u> |   |
| (c) Post   | <u>Chief Supervisor</u>              |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[3(d) should be equal to or greater than 3(e)] |                                      | <u>\$5,914,762</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]   |                                      | <u>\$4,223,336</u><br><i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

|   |             |
|---|-------------|
| (i) Salary <sup>[4]</sup>   | \$3,871,285 |
| (ii) Provident fund   | \$337,848   |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )                           | \$0         |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance ) | \$14,203    |

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

|   | <u>2017-18</u><br>(the year before) | <u>2018-19</u><br>(the reporting year) |
|---|-------------------------------------|--|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)] | \$8,648,543                         | \$8,285,398                            |

(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):*

(i) 1 staff left 3<sup>rd</sup> Tier on 18/01/2019.

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(ii) 1 staff joined 3<sup>rd</sup> Tier on 08/01/2019.

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(iii) 1 staff promoted to 3<sup>rd</sup> Tier on 01/03/2019.

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**Part (B): Information on Staff Serving Their First Contract** <sup>[8]</sup><sup>[9]</sup>

Please add column(s) where necessary.

\*Please delete as appropriate.

There is no staff member serving his/her first contract in 2018-19.

The following staff member(s) served his/her/their first contract in 2018-19. Details are as follows:

|  | <b>Staff no. 1</b>            | <b>Staff no. 2</b>            | <b>Staff no. 3</b> |
|--|-------------------------------|-------------------------------|--------------------|
| <b>(a) Tier</b> <sup>[1]</sup>   | 1st/ 2nd/ 3rd*                | 1st/ 2nd/ 3rd*                | 1st/ 2nd/ 3rd*     |
| <b>(b) Comparable rank in civil service</b> <sup>[2]</sup>                             | Assistant Social Work Officer | Assistant Social Work Officer |                    |
| <b>(c) Post</b>  | Chief Supervisor              | Chief Supervisor              |                    |
| <b>(d) Total annual staff costs</b> <sup>[3]</sup>                                     | \$165,025                     | \$63,904                      | \$                 |
| <b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b> | \$165,025                     | \$63,904                      | \$                 |
| <b>(f) Please specify the months covered if (e) was not incurred for the full year</b> | 3                             | 1                             |                    |
| <b>(g) (i) Salary</b> <sup>[4]</sup>   | \$155,233                     | \$53,804                      | \$                 |
| <b>(ii) Provident fund</b>   | \$7,763                       | \$8,071                       | \$                 |
| <b>(iii) Cash allowance</b> <sup>[5]</sup><br>(please specify if any)                  | \$0                           | \$0                           | \$                 |
| <b>(iv) Non-cash based benefits</b> <sup>[6]</sup><br>(please specify if any)          |                               |                               |                    |
| - Medical Insurance  | \$2,029                       | \$2,029                       | \$                 |