

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations****Review Report for the Reporting Year of 2019-20**

(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 **11 December 2020.**]*

Name of NGO (code) : The Tsung Tsin Mission of Hong Kong Social Service (736)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

- | | |
|---|--|
| (a) Number of staff | <u>1</u> |
| (b) Comparable rank in civil service ^[2] | <u>Senior Social Work Officer / Social Work Officer</u> |
| (c) Post | <u>General Secretary</u> |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
<i>[I(d) should be equal to or greater than I(e)]</i> | <u>\$1,306,767.58</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
<i>[I(e)=I(g)(i)+(ii)+(iii)+(iv)]</i> | <u>\$1,306,767.58</u>
<i>(round up to the nearest dollar)</i> |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months | |
| (g) Breakdown of (1)(e) | |
| (i) Salary ^[4] | <u>\$ 1,223,565.15</u> |
| (ii) Provident fund | <u>\$83,202.43</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> |

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

(a) Number of staff	7	
(b) Comparable rank in civil service ^[2]	Assistant Social Work Officer, Clinical Psychologist, Accounting Officer II, Executive Officer II	
(c) Post	Service Supervisor, Clinical Psychologist, Accounting Officer I, Executive Officer I	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$5,763,646.30 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$4,528,802.02 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$4,267,983.35
(ii) Provident fund		\$260,818.67
(iii) Cash allowance ^[5] (please specify if any:)		\$0
(iv) Non-cash based benefits ^[6] (please specify if any:)		\$0

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

(a) Number of staff	6	
(b) Comparable rank in civil service ^[2]	Assistant Social Work Officer, Accounting Officer II, Executive Officer II	
(c) Post	Superintendent, Centre-In-Charge, Accounting Officer II, Executive Officer II	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$3,343,000.28 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$3,343,000.28

(round up to the nearest dollar)

(f)	Breakdown of (3)(e)	
	(i) Salary ^[4]	\$3,096,559.68
	(ii) Provident fund	\$238,440.60
	(iii) Cash allowance ^[5] (please specify if any:)	\$8,000
	(iv) Non-cash based benefits ^[6] (please specify if any:)	\$0

(4) Review for changes ^[7]

		<u>2018-19</u> (the year before)	<u>2019-20</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)]	N/A	\$9,178,569.88

(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):
