

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) 38/F, Sunlight Tower, 248 Queen's Road East Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at suenq@swd.gov.hk

[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 Hong Kong Student Aid Society Limited (384)

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) \$1,415,117 [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 \$1,415,117 [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 [4] \$1,223,580

(ii) Provident fund \$183,537

(iii) Cash allowance [5] (please specify if any:) \$8,000

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

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

(a) Number of staff	<u>5 (Apr & May 19), 2 (Jun 19 ~ Mar 20)</u>	
(b) Comparable rank in civil service ^[2]	<u>SWO / EOII / EOI</u>	
(c) Post	<u>Assistant Chief Executive Officer (Service) and Assistant Chief Executive Officer (Finance and Administration), Information Technology Officer/ Accounting Manager/ Human Resources & Administration Manager/ Publicity & Fundraising Officer</u>	
(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)]		<u>\$ 2,365,723</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$ 2,365,723</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$2,175,340</u>
(ii) Provident fund		<u>\$174,383</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$16,000</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>Subvention: 6 (Apr & May 19), 9 (Jun 19 ~ Mar 20)</u>	
(b) Comparable rank in civil service ^[2]	<u>SWO/ ASWO/ CP/ CO/ AOI / EOII</u>	
(c) Post	<u>Superintendents/ Service Supervisor/ Clinical Psychologist/ Information Technology Officer/ Accounting Manager/ Human Resources & Administration Manager/ Publicity & Fundraising Officer</u>	
(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)]		<u>\$ 7,071,847</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$ 7,071,847</u>

(round up to the nearest dollar)

(f) Breakdown of (3)(e)

(i) Salary ^[4]		\$ 6,391,361
(ii) Provident fund		\$ 554,409
(iii) Cash allowance ^[5] (please specify if any:)		\$ 126,077
(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)]	\$10,231,867	\$ 10,852,687

(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):
