

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2017-18

(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 SWD by 28 February 2019.]

Name of NGO (code) : Caritas – Hong Kong (072)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

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

- (a) Number of staff One
- (b) Comparable rank in civil service Directorate Point 2
- (c) Post Chief Executive
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$2,049,300
[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 \$512,325
[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 ^[3] \$512,325
- (ii) Provident fund \$
- (iii) Cash allowance ^[4] (please specify if any:) \$
- (iv) Non-cash based benefits ^[5] (please specify if any:) \$

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

(a) Number of staff	One	
(b) Comparable rank in civil service	CSWO	
(c) Post	Director of Social Work Services	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$1,465,920</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>\$1,465,920</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		<u>\$1,447,920</u>
(ii) Provident fund		<u>\$18,000</u>
(iii) Cash allowance ^[4] (please specify if any:)		<u>\$</u>
(iv) Non-cash based benefits ^[5] (please specify if any:)		<u>\$</u>

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

(a) Number of staff	Four	
(b) Comparable rank in civil service	SSWO	
(c) Post	Service Head	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$5,272,186</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>\$5,272,186</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[3]	\$4,685,218
(ii) Provident fund	\$586,968
(iii) Cash allowance ^[4] (please specify if any:)	\$ _____
(iv) Non-cash based benefits ^[5] (please specify if any:)	\$ _____

(4) Any staff in the top three tiers serving their first contract ^[6] in 2017-18?

**Please tick as appropriate.*

* Yes (*Please provide supplementary information on the next page and use additional sheet as necessary*)

* No

(5) Review for changes ^[7]

	<u>2016-17</u> (the year before)	<u>2017-18</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)]	<u>\$7,655,261</u>	<u>\$7,250,431</u>

(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 changes** in their remuneration as compared with the preceding year.

I have reviewed the remuneration packages of the staff in the top three tiers and **found changes** in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

(6) For Staff Serving Their First Contract

Please add column(s) where necessary.

**Please delete as appropriate.*

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service			
(c) Post			
(d) Total annual staff costs ^[2]	\$	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year			
(g) (i) Salary	\$	\$	\$
(g) (ii) Provident fund	\$	\$	\$
(g) (iii) Cash allowance (please specify if any)	\$	\$	\$
(g) (iv) Non-cash based benefits (please specify if any)	\$	\$	\$