

**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)  
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 SWD by 28 February 2019.]

Name of NGO (code) : Methodist Epworth Village Community Centre, Social Welfare (0504)

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>11)</sup>

- |  |                   |   |
|--|-------------------|---|
| (a) Number of staff  | 1                 | _____   |
| (b) Comparable rank in civil service   | SSWO              | _____   |
| (c) Post   | General Secretary | _____   |
| (d) Total annual staff costs <sup>12)</sup> (including those not under SWD subventions, if applicable)<br>[1(d) should be equal to or greater than 1(e)] |                   | <u>\$1,293,041.00</u><br>(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions<br>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]   |                   | <u>\$1,293,041.00</u><br>(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>13)</sup>  |                   | <u>\$1,122,480.00</u>                                     |
| (ii) Provident fund  |                   | <u>\$168,372.00</u>                                       |
| (iii) Cash allowance <sup>14)</sup> (please specify if any: _____)   | )                 | <u>\$ -</u>   |
| (iv) Non-cash based benefits <sup>15)</sup> (please specify if any: _____)   | )                 | <u>\$2,189.00</u>   |

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

- (a) Number of staff 3
- (b) Comparable rank in civil service SWO
- (c) Post Supervisor
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) \$2,966,360.00  
*[2(d) should be equal to or greater than 2(e)]*  
*(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$2,966,360.00  
*[2(e)=2(f)(i)+(ii)+(iii)+(iv)]*  
*(round up to the nearest dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary <sup>[3]</sup> \$2,615,759.00
- (ii) Provident fund \$344,034.00
- (iii) Cash allowance <sup>[4]</sup> (please specify if any: ) \$ -
- (iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: ) \$ 6,567.00

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

- (a) Number of staff 1
- (b) Comparable rank in civil service ASWO
- (c) Post Supervisor (2) Service Co-ordinator
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) \$927,686.00  
*[3(d) should be equal to or greater than 3(e)]*  
*(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$927,686.00  
*[3(e)=3(f)(i)+(ii)+(iii)+(iv)]*  
*(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary <sup>[3]</sup>	\$804,780.00
(ii) Provident fund	\$120,717.00
(iii) Cash allowance <sup>[4]</sup> (please specify if any: )	\$ -
(iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: )	\$2,189.00

**(4) Any staff in the top three tiers serving their first contract <sup>[6]</sup> 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 <sup>[7]</sup>**

	<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)]	\$4,965,589.00	\$5,187,087.00

(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.)

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**(6) For Staff Serving Their First Contract**

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

	<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>			
<b>(c) Post</b>			
<b>(d) Total annual staff costs</b> <sup>[2]</sup>	\$	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>			
<b>(g) (i) Salary</b>	\$	\$	\$
<b>(g) (ii) Provident fund</b>	\$	\$	\$
<b>(g) (iii) Cash allowance</b> (please specify if any)	\$	\$	\$
<b>(g) (iv) Non-cash based benefits</b> (please specify if any)	\$	\$	\$

**Part B: Public Disclosure of the Review Report**

Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 28 Feb 2019) the Review Report for 2017-18 (only Part A) through one or more of the following channels and will make it available to the public upon request -

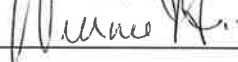
(\*Please delete as appropriate.)

<b>Channel of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information onto our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

**Part C: Declaration by Chairperson**

I declare that the information as provided in Part A and Part B is correct.

Contact Person : Olivia LING (Ms)

Signature of Chairperson : 

Title : Accounting Officer

Name : HO Wai-ye, Winnie (The Rev.)

Tel. No. : 2558 0108 (Ext. 711)

Tel. No. : 2558 0108

Email Address : olivia.ling@mevcc.org.hk

Date : 28 Feb 2019