

**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

[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) : Methodist Epworth Village Community Centre, Social Welfare (0504)

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>SSWO</u> |
| (c) Post | <u>General Secretary</u> |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
<i>[1(d) should be equal to or greater than 1(e)]</i> | <u>\$1,345,481.00</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
<i>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]</i> | <u>\$1,345,481.00</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>\$1,168,080.00</u> |
| (ii) Provident fund | <u>\$175,212.00</u> |
| (iii) Cash allowance ^[5] (please specify if any: _____) | <u>\$ -</u> |
| (iv) Non-cash based benefits ^[6] (medical insurance) | <u>\$2,189.00</u> |

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	SWO	
(c) Post	Supervisor	
(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>\$3,140,339.00</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>\$3,140,339.00</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$2,769,385.00</u>
(ii) Provident fund		<u>\$364,387.00</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$ -</u>
(iv) Non-cash based benefits ^[6] (medical insurance)		<u>\$6,567.00</u>

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

(a) Number of staff	1	
(b) Comparable rank in civil service ^[2]	ASWO	
(c) Post	Supervisor (2) Service Co-ordinator	
(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>\$969,431.00</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>\$969,431.00</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]		\$841,080.00
(ii) Provident fund		\$126,162.00
(iii) Cash allowance ^[5] (please specify if any:)		\$ -
(iv) Non-cash based benefits ^[6] (medical insurance)		\$2,189.00

(4) Review for changes ^[7]

	<u>2017-18</u> (the year before)	<u>2018-19</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)]	\$5,187,087.00	\$5,455,251.00

(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 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):

Part (B): Information on Staff Serving Their First Contract ^{[8] [9]}

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:

	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 ^[2]			
(c) Post			
(d) Total annual staff costs ^[3]	\$	\$	\$
(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 ^[4]	\$	\$	\$
(ii) Provident fund	\$	\$	\$
(iii) Cash allowance ^[5] (please specify if any)	\$	\$	\$
(iv) Non-cash based benefits ^[6] (please specify if any)	\$	\$	\$

Part (C): Public Disclosure of the Review Report ¹⁹¹


Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 31 Oct 2019) the Review Report for 2018-19 (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.)

Channel(s) of Disclosure	
<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 to 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 SWD's reference)

Part (D): Declaration by Chairperson

I declare that the information as provided in Parts (A) to (C) is correct.

Contact Person	: <u>Olivia LING (Ms)</u>	Signature of Chairperson	: 
Title	: <u>Accounting Officer</u>	Name	: <u>HO Wai-yee, Winnie</u>
Tel. No.	: <u>2558 0108 (Ext. 711)</u>	Tel. No.	: <u>2558 0108</u>
Email Address	: <u>olivia.ling@mevcc.org.hk</u>	Date	: <u>24-10-2019</u>