## 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								
_	ease read the explana D by 28 February 20	ory notes before completing this form	n. The com	pleted form should <b>reach</b>				
Nar	ne of NGO (code) : _	STEWARDS		( 684 )				
Par	t A: Remuneration	<u>Packages</u>						
	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	n Chief Social Work Officer						
(c)	Post	Chief Executive						
(d)	Total annual staff costs $[2]$ (including those not under SWD subventions, if applicable) $[1(d)$ should be equal to or greater than $1(e)$		\$713,117 (round up to the nearest dollar)					
(e)	Total annual staff costs under SWD subventions $[1(e)=1(g)(i)+(ii)+(iii)+(iv)]$			\$606,149 (round up to the nearest dollar)				
(f)	Please specify the months covered if (1)(e) was not incurred for the full year: 5.7 months							
(g)	Breakdown of (1)(e)							
	(i) Salary [3]			\$577,285				
	(ii) Provident fund			\$28,864				
	(iii) Cash allowance [4] (please specify if any:			\$0				
	(iv) Non-cash based	benefits [5] (please specify if any:	)	\$0				

(2)	Staff of 2 <sup>nd</sup> Tier [1]					
(a)	Number of staff	1				
(b)	Comparable rank in civil service	ank in Senior Social Work Officer				
(c)	Post	Service Director (Social Service)				
(d)	Total annual staff cos subventions, if applic [2(d) should be equal	\$1,432,131 (round up to the nearest dollar)				
(e)	Total annual staff $\cos [2(e)=2(f)(i)+(ii)+(ii)$	\$1,409,964 (round up to the nearest dollar)				
(f)	Breakdown of (2)(e)					
	(i) Salary <sup>[3]</sup>		\$1,213,945			
	(ii) Provident fund		\$77,295			
	(iii) Cash allowance Chief Executive	r \$118,724				
	(iv) Non-cash based	benefits [5] (please specify if any:	\$0			
(3)	Staff of 3 <sup>rd</sup> Tier [1]					
(a)	Number of staff	4				
(b)	Comparable rank in civil service	Social Work Officer/Assistant Social Work Officer				
(c)	Post	Rehab. Managers/Financial Manager/HR & Admin Manager				
(d)	subventions, if applic	tal annual staff costs $^{[2]}$ (including those not under SWD by				
(e)	Total annual staff costs under SWD subventions $[3(e)=3(f)(i)+(ii)+(iii)+(iv)]$		\$3,306,124 (round up to the nearest dollar)			

(f)	Breakdown of (3)(e)							
	(i) Salary [3]			\$3,124,510				
	(ii) Provident fund			\$181,614				
	(iii) Cash allowance [4] (please specify in	f any:	)	\$0				
	(iv) Non-cash based benefits [5] (please	specify if any:	)	\$0				
(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							
	Review for changes [7]	<u>2016-17</u> (the year before	e)	2017-18 (the reporting year)				
(a)	Total annual staff costs under SWD subventions in respect of the top three ti $[(1)(e)+(2)(e)+(3)(e)]$	ers \$5,494,792		\$5,322,237				
(b)	(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 <b>found no changes</b> in their remuneration as compared with the preceding year.							
	I have reviewed the remuneration packages of the staff in the top three tiers and <b>found changes</b> 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.)							
	The decrease in remuneration in 2017-18 as compared with 2016-17 mainly due to the							
	resignation of Chief Executive on 21 Sept 2017 and our Service Director (Social Service)							
	acting for this post with an acting allowance.							