## 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)

То:	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										
-	•	fory notes before completing this form. The cant (SWD) <b>by 31 October 2019.</b> ]	ompleted form should reach							
Nar	ne of NGO (code) : _	STEWARDS	( 684 )							
Part (A): Remuneration Packages										
Information of my staff in the top three tiers -										
2-1	C. as a set mt. [1]									
(1)	Staff of 1st Tier [1]									
(a)	Number of staff	0								
(b)	Comparable rank in civil service [2]	n Chief Social Work Officer								
(c)	Post	Chief Executive								
(d)	subventions, if applic	nual staff costs $^{[3]}$ (including those not under SWD ons, if applicable)  solution of the equal to or greater than $^{[3]}$ (one does not under SWD ould be equal to or greater than $^{[3]}$ (round up to the nearest dollar)								
(e)	Total annual staff co $[I(e)=I(g)(i)+(ii)+(ii)]$	\$0 (round up to the nearest dollar)								
(f)	Please specify the months covered if (1)(e) was not incurred for the full year: 0 months									
(g)	Breakdown of (1)(e)									
	(i) Salary <sup>[4]</sup>		\$0							
	(ii) Provident fund	\$0								

\$0

\$0

(iii) Cash allowance [5] (please specify if any:

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

<i>(2)</i>	Staff of 2 <sup>nd</sup> Tier [1]					
(a)	Number of staff	1				
(b)	Comparable rank in civil service [2]	n Senior Social Work Officer				
(c)	Post	Service Director (Social Service)				
(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)]			\$1,674,745 (round up to the nearest dollar)		
(e)	Total annual staff $\cos [2(e)=2(f)(i)+(ii)+(ii)$	ts under SWD subventions $(i)+(iv)$		\$1,635,855 (round up to the nearest dollar)		
(f)	Breakdown of (2)(e)					
	(i) Salary <sup>[4]</sup>			\$1,266,073		
	(ii) Provident fund			\$208,296		
	(iii) Cash allowance <sup>[5]</sup> (please specify if any: Acting allowance fo Chief Executive post for 1 year)			r \$161,486		
	(iv) Non-cash based	benefits [6] (please specify if any:	)	\$0		
(3)	Staff of 3 <sup>rd</sup> Tier [1]					
(a)	Number of staff	5				
(b)	Comparable rank in civil service [2]					
(c)	Post	Youth Manager/Rehab. Managers/Financial Manager/HR & Admin Manager				
(d)	Total annual staff cos subventions, if applic [3(d) should be equal	\$3,947,277 (round up to the nearest dollar)				
(e)	Total annual staff costs under SWD subventions $[3(e)=3(f)(i)+(ii)+(iii)+(iv)]$			\$3,947,277 (round up to the nearest dollar)		

(f)	Breakdow	n of (3)(e)					
	(i) Salar	y [4]			\$3,583,300		
	(ii) Provi	dent fund			\$363,977		
	(iii) Cash	allowance [5] (please specify if any:		)	\$0		
	(iv) Non-	cash based benefits <sup>[6]</sup> (please specify	y if any:	)	\$0		
(4)	Review fo	or changes <sup>[7]</sup>	2017-18 (the year before)	١	2018-19 (the reporting year)		
(a)	subvention	that staff costs under SWD as in respect of the top three tiers $\frac{1}{2}(e)+\frac{3}{2}(e)$	\$5,322,238		\$5,583,132		
(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 change</b> in their remunerations as compared with the preceding year.						
	I have reviewed the remuneration packages of the staff in the top three tiers and <b>found change(s)</b> 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 P Adjustment (details are given at the bottom).						
	Upward/downward pay adjustment other than Civil Service Pay Adjustm (details are given at the bottom).				Service Pay Adjustment		
	Incremental creep (details are given at the bottom).						
	Organisational restructuring or upgrading/downgrading of top three tier post (details are given at the bottom).						
	Increase/decrease of number of staff of the top three tiers (details are given a the bottom).						
	Other circumstances (details are given at the bottom).						
	Details (please use additional sheet as necessary):  Apart from the upward pay adjustment in accordance with Civil Service Pay  adjustment, a staff from the fourth tier was promoted to Rehab. Manager from						
	1 Dec 2018.						
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