

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

Review Report for the Reporting Year of 2016-17

(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

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code): YUEN LONG TOWN HALL MANAGEMENT (844)
COMMITTEE LIMITED

Part A: Remuneration Packages

Information of my staff in the top three tiers -

- (1) Staff of 1st Tier¹
- (a) Number of staff 1
- (b) Comparable rank in civil service CSWO
- (c) Post Executive Secretary
- (d) Total annual staff costs² (including those not under SWD subventions, if applicable)
[1(d) should be equal to or greater than 1(e)] \$ 1,719,004.-
(round up to dollar)
- (e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] \$ 1,373,827.-
(round up to dollar)
- (f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months
- (g) Breakdown of (1)(e)
- (i) Salary³ \$ 1,305,133.-
- (ii) Provident Fund \$ 68,691.-
- (iii) Cash Allowance⁴ (please specify if any:) \$ /
- (iv) Non-cash based Benefits⁵ (please specify if any:) \$ /

(2) Staff of 2nd Tier¹

(a) Number of staff 2

(b) Comparable rank in civil service SWO

(c) Post Service Coordinator

(d) Total annual staff costs² (including those not under SWD subventions, if applicable)
[2(d) should be equal to or greater than 2(e)] \$ 2,956,324.-
(round up to dollar)

(e) Total annual staff costs under SWD subventions
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] \$ 2,778,064.-
(round up to dollar)

(f) Breakdown of (2)(e)

(i) Salary³ \$ 2,415,708.-

(ii) Provident Fund \$ 362,356.-

(iii) Cash Allowance⁴ (please specify if any:) \$ _____

(iv) Non-cash based Benefits⁵ (please specify if any:) \$ _____

(3) Staff of 3rd Tier¹

(a) Number of staff 8

(b) Comparable rank in civil service ASWO, AOII, FOII

(c) Post Service Coordinator, Center in Charge, Accounting Officer, Executive Officer.

(d) Total annual staff costs² (including those not under SWD subventions, if applicable)
[3(d) should be equal to or greater than 3(e)] \$ 5,001,531.-
(round up to dollar)

(e) Total annual staff costs under SWD subventions
[3e=3(f)(i)+(ii)+(iii)+(iv)] \$ 3,295,473.-
(round up to dollar)

(f) Breakdown of (3)(e)

(i) Salary³ \$ 2,957,034.-

(ii) Provident Fund \$ 338,439.-

(iii) Cash Allowance⁴ (please specify if any:) \$ _____

(iv) Non-cash based Benefits⁵ (please specify if any:) \$ _____

Review for changes

| | <u>2015-16</u> (the year before) | <u>2016-17</u> (the reporting year) |
|--|-------------------------------------|--|
| (1) Total annual staff costs under SWD subventions in respect of the top three tiers | \$ <u>7,196,027-</u> | \$ <u>7,447,361-</u> |

(2) 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.)
