

**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) : Scout Association of Hong Kong – The Friends of Scouting (596)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------|
| (a) Number of staff | 4 | _____ |
| (b) Comparable rank in civil service ^[2] | Social Work Officer and Executive Officer II | _____ |
| (c) Post | Supervisor and Executive Officer | _____ |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) | | \$4,249,428 |
| | <i>[1(d) should be equal to or greater than 1(e)]</i> | <i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions | | \$4,249,428 |
| | <i>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]</i> | <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] | | \$3,688,740.32 |
| (ii) Provident fund | | \$534,362.00 |
| (iii) Cash allowance ^[5] (please specify if any: Medical Allowance and Acting Allowance) | | \$17,123.00 |
| (iv) Non-cash based benefits ^[6] (please specify if any: Group Personal Accident Insurance and Group Medical Insurance) | | \$9,202.64 |

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

(a) Number of staff	20	
(b) Comparable rank in civil service ^[2]	Assistant Social Work Officer	
(c) Post	Assistant Social Work Officer	
(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)]		\$18,571,571 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$17,111,514 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$15,388,709.68
(ii) Provident fund		\$1,655,010.00
(iii) Cash allowance ^[5] (please specify if any: Medical Allowance)		\$24,081.10
(iv) Non-cash based benefits ^[6] (please specify if any: Group Personal Accident Insurance and Group medical Insurance)		\$43,712.54

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

(a) Number of staff	25	
(b) Comparable rank in civil service ^[2]	Senior Social Work Assistant and Social Work Assistant	
(c) Post	Senior Social Work Assistant and Social Work Assistant	
(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)]		\$16,277,452 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$10,077,454 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)	
(i) Salary ¹⁴	<u>\$9,257,607.67</u>
(ii) Provident fund	<u>\$698,130.38</u>
(iii) Cash allowance ¹⁵ (please specify if any: Medical Allowance and Acting Allowance)	<u>\$68,800.50</u>
(iv) Non-cash based benefits ¹⁶ (please specify if any: Group Personal Accident Insurance and Group medical Insurance)	<u>\$52,915.18</u>

(4) Review for changes ¹⁷

	<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)]	<u>\$28,875,688.69</u>	<u>\$31,438,395.01</u>

(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):