

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

Review Report for the Reporting Year of 2019-20

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
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248 Queen's Road East
Wan Chai, Hong Kong

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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by **11 December 2020.**]

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) \$4,158,095
[1(d) should be equal to or greater than 1(e)] *(round up to the nearest
dollar)*

Total annual staff costs under SWD subventions
(e) [1(e)=1(g)(i)+(ii)+(iii)+(iv)] \$4,158,095
*(round up to the nearest
dollar)*

(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] \$3,684,850.00

(ii) Provident fund \$436,972.00

Cash allowance ^[5] (please specify if any: Medical Allowance &
(iii) Acting Allowance) \$29,060.00

Non-cash based benefits ^[6] (please specify if any: Group Personal
(iv) Accident Insurance and Group Medical Insurance) \$7,213.12

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

(a) Number of staff	36	
(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)]		\$24,113,206 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$23,069,636 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$20,946,182.00
(ii) Provident fund		\$2,025,771.75
(iii) Cash allowance ^[5] (please specify if any: Medical Allowance)		\$32,764.40
(iv) Non-cash based benefits ^[6] (please specify if any: Group Personal Accident Insurance and Group medical Insurance)		\$64,918.08

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

(a) Number of staff	21	
(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)]		\$14,580,635 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$8,716,085 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)	
(i) Salary ^{14]}	\$8,066,555.00
(ii) Provident fund	\$551,186.75
(iii) Cash allowance ^{15]} (please specify if any: Medical Allowance and Acting Allowance)	\$60,474.50
(iv) Non-cash based benefits ^{16]} (please specify if any: Group Personal Accident Insurance and Group medical Insurance)	\$37,868.88

(4) Review for changes ^{17]}

	<u>2018-19</u> (the year before)	<u>2019-20</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)]	\$31,438,395	\$35,943,816

(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):

Increase in staff number of 2nd tier for the implementation of “Two School Social Workers for Each School” policy.
