

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

**Self Assessment Report for the Reporting Year of 2018-19**

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Sunlight Tower,  
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 31 October 2019.]


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

1. The average recurrent subventions<sup>(Note 1)</sup> which my organisation received from SWD during the past four years from 2014-15 to 2017-18 (excluding the reporting year) amount to \$26,561,580- which represents 60.56% % of my organisation's average operating income pertaining to welfare services/programmes<sup>(Note 3)</sup> within the same period. The details are listed as follows -

Year <sup>(Note 2)</sup> (the four years before the reporting year)	Recurrent Subventions Received from SWD (round up to the nearest dollar) \$	Operating Income Pertaining to Welfare Services/Programmes <sup>(Note 3)</sup> (round up to the nearest dollar) \$
2014-15	23,725,745-(a)	38,935,569-(aa)
2015-16	26,579,214-(b)	42,060,502-(bb)
2016-17	27,589,588-(c)	43,320,839-(cc)
2017-18	28,351,772-(d)	51,122,258-(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	26,561,580-(e)	43,859,792-(f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) × 100%]		60.56%

2. I declare that for this reporting year, my organisation is not exempt from conducting an annual review of my staff in the top three tiers according to the Guidelines for the Control and Monitoring of Remuneration Practices in Respect of Senior Staff in Subvented Organisations issued in 2018.

Contact Person : Mr LAM SHING FUNG  
Title : ACCOUNTING OFFICER  
Tel. : 2476 7771  
Email Address : ADMIN@YLTH.ORG.HK

Signature of Chairperson :   
Name : Mr TANG TIM FUK  
Tel. : 2476 7771  
Date : 30 OCT 2019

\*Delete as appropriate

**Notes for Completing the Self Assessment Report on Remuneration Packages**

(Revised September 2019)

**for Staff in the Top Three Tiers of Subvented Non-government Organisations**

1. **Recurrent Subventions** refer to all payments from SWD to a subvented NGO for services / programmes within the welfare purview **including** -
  - ✓ **Recurrent subventions** under Lump Sum Grant / conventional subvention mode, Central Items, Rent and Rates Subvention, Subsidy under Child Care Centre Subsidy Scheme;but **excluding** the following marked with an “x” -
  - × **Non-recurrent subvention** (such as matching grants, one-off funding from supporting a particular activity [e.g. Lotteries Fund, Social Welfare Development Fund, etc.]);
  - × **Capital works subvention** (such as financial assistance for construction and renovation projects);
  - × **Capital non-works subvention** (such as funding for computer system development); and
  - × **Other Payment for Welfare Services** (also known as “hire of services”, e.g. payment by SWD to NGOs for provision of Contract Residential Care Service for the Elderly, Enhanced Home and Community Care Services and Nursing Home Place Purchase Scheme);
  - × **Service fee** from Lotteries Fund to operators of Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly.
  
2. For a subvented NGO receiving SWD’s subvention for less than four years before the reporting year, reference should be made to all of the preceding years concerned.
  
3. **Operating income** should take into account only the portion of income pertaining to services / programmes **under welfare purview**. It **includes** the following –
  - ✓ **Recurrent subventions** provided by SWD to NGOs for services / programmes within the welfare purview as mentioned at Note 1;
  - ✓ **Fees and charges** collected by the NGO for services / programmes within welfare purview, including self-financing services; Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly (excluding the seed money for purchase of capital items); and those hire of services such as Contract Residential Care Service for the Elderly, Enhanced Home and Community Care Services and Nursing Home Place Purchase Scheme;
  - ✓ **Designated / non-designated donations / sponsorships** # received by an NGO and **spent** on services / programmes within welfare purview;
  - ✓ **Investment / interest income** of the NGO **spent** on services / programmes within welfare purview; and
  - ✓ **Rental and / or other recurrent incomes** of the NGO **spent** on services / programmes within welfare purview;but **excluding** the following marked with an “x” -
  - × **Capital and / or non-recurrent subventions**;
  - × **Donations / sponsorships for capital projects**, e.g. construction, renovation, purchasing furniture and equipment, Social Welfare Development Fund for the purpose of staff training (scope A), business system upgrading (scope B) and studies (scope C);
  - × **Direct cash assistance or benefits in kind to service users**.

# **Designated / non-designated donations / sponsorships** received by the NGO and **spent** on **services / programmes under welfare purview** may include the following examples –

- ◇ Lotteries Fund;
- ◇ Community Care Fund;
- ◇ Child Development Fund;
- ◇ Enhancing Employment of People with Disabilities through Small Enterprise Project;
- ◇ Partnership Fund for the Disadvantaged;
- ◇ Hong Kong Paralympians Fund;
- ◇ Beat Drugs Fund;
- ◇ Community Inclusion Investment Fund;
- ◇ Enhancing Self-Reliance Through District Partnership Programme;
- ◇ Hong Kong Jockey Club Charitable Trust;
- ◇ Community Chest; and
- ◇ Funding from District Council.

- End -



**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

- |  |                     |   |
|--|---------------------|---|
| (a) Number of staff  | 2                   |   |
| <hr/>  |                     |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | SWO                 |   |
| <hr/>  |                     |   |
| (c) Post   | SERVICE COORDINATOR |   |
| <hr/>  |                     |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[2(d) should be equal to or greater than 2(e)] |                     | \$3,393,713-<br><i>(round up to the nearest dollar)</i> |
| <hr/>  |                     |   |
| (e) Total annual staff costs under SWD subventions<br>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]   |                     | \$3,175,926-<br><i>(round up to the nearest dollar)</i> |
| <hr/>  |                     |   |
| (f) Breakdown of (2)(e)  |                     |   |
| (i) Salary <sup>[4]</sup>  |                     | \$2,761,724-  |
| (ii) Provident fund  |                     | \$414,202-  |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )  |                     | \$ _____  |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )  |                     | \$ _____  |

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

- |  |  |   |
|--|--|---|
| (a) Number of staff  | 8  |   |
| <hr/>  |  |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | ASWO, EOII, AOII   |   |
| <hr/>  |  |   |
| (c) Post   | SERVICE COORINATOR, CENTER IN CHARGE, EXECUTIVE OFFICER,<br>ACCOUNTING OFFICER |   |
| <hr/>  |  |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[3(d) should be equal to or greater than 3(e)] |  | \$6,469,723-<br><i>(round up to the nearest dollar)</i> |
| <hr/>  |  |   |
| (e) Total annual staff costs under SWD subventions<br>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]   |  | \$4,442,507-<br><i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>		\$4,024,927-
(ii) Provident fund		\$417,580-
(iii) Cash allowance <sup>15</sup> (please specify if any:	)	\$ _____
(iv) Non-cash based benefits <sup>16</sup> (please specify if any:	)	\$ _____

**(4) Review for changes <sup>17</sup>**

	<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)]	\$8,482,604-	\$9,074,907-

(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):*

-4 staffs incremental creep

-Annual MPS adjustment

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**Part (B): Information on Staff Serving Their First Contract** <sup>[8] [9]</sup>

Please add column(s) where necessary.

\*Please delete as appropriate.

There is no staff member serving his/her first contract in 2018-19.

The following staff member(s) served his/her/their first contract in 2018-19. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
<b>(a) Tier</b> <sup>[1]</sup>	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
<b>(b) Comparable rank in civil service</b> <sup>[2]</sup>			
<b>(c) Post</b>			
<b>(d) Total annual staff costs</b> <sup>[3]</sup>	\$	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>			
<b>(g) (i) Salary</b> <sup>[4]</sup>	\$	\$	\$
<b>(ii) Provident fund</b>	\$	\$	\$
<b>(iii) Cash allowance</b> <sup>[5]</sup> (please specify if any)	\$	\$	\$
<b>(iv) Non-cash based benefits</b> <sup>[6]</sup> (please specify if any)	\$	\$	\$

**Part (C): Public Disclosure of the Review Report <sup>191</sup>**


Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: / Nov 2019 ) the Review Report for 2018-19 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

<b>Channel(s) of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for SWD's reference)

**Part (D): Declaration by Chairperson**

I declare that the information as provided in Parts (A) to (C) is correct.

Contact Person : Mr LAM SHING FUNG      Signature of Chairperson : 

Title : ACCOUNTING OFFICER      Name : Mr TANG TIM FUK

Tel. No. : 2476 7771      Tel. No. : 2476 7771

Email Address : ADMIN@YLTH.ORG.HK      Date : 30 OCT 2019



**Notes for Completing the Review Report on  
Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

- [1] The 1<sup>st</sup> tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2<sup>nd</sup> tier staff as senior staff directly responsible to the executive head of the NGO, and the 3<sup>rd</sup> tier staff as senior staff directly responsible to the 2<sup>nd</sup> tier staff.
- [2] For the comparable rank in civil service, NGOs may make reference to the information on “Salary Scale of Common Posts in the Non-governmental Organisations w.e.f. 1.4.2018” currently available at SWD website. [https://www.swd.gov.hk/storage/asset/section/728/en/Salary\\_Scales\\_of\\_Common-Posts\\_w.e.f.\\_01.04.2018.pdf](https://www.swd.gov.hk/storage/asset/section/728/en/Salary_Scales_of_Common-Posts_w.e.f._01.04.2018.pdf)
- When there are no comparable jobs in civil service, reference should be made to market practices.
- [3] Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- [4] Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- [5] Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- [6] Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.
- [7] For Part (A)(4)(b), changes in remuneration amount may include significant upward / downward changes at 10% or more in total staff costs as compared with last reporting year, and/ or changes in the remuneration components.
- [8] For staff serving their first contracts, please give details of each of the staff member concerned in Part (B).
- [9] For public disclosure of the Review Report, only information in Part (A) will be disclosed.

**- End -**