

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

Review Report for the Reporting Year of 2020-21

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

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Dah Sing Financial Centre,
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 2021.**]

Name of NGO (code) : Methodist Epworth Village Community Centre, Social Welfare (0504)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

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

- (a) Number of staff 2 (The first staff retired on 30 Sept 2020 and the successor was employed on 21 Sept 2020)
- (b) Comparable rank in civil service ^[2] SSWO
- (c) Post GENERAL SECRETARY
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,376,781
[1(d) should be equal to or greater than 1(e)] (round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions \$ 1,376,781
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] (round up to the nearest dollar)
- (f) Please specify the months covered if (1)(e) was not incurred for the full year: 6 & 6.3 months
- (g) Breakdown of (1)(e)
- | | |
|--|---------------------|
| (i) Salary ^[4] (Included payment in lieu of leave HK\$67,426) | <u>\$ 1,272,713</u> |
| (ii) Provident fund | <u>\$ 102,269</u> |
| (iii) Cash allowance ^[5] (please specify if any:) | <u>\$ -</u> |
| (iv) Non-cash based benefits ^[6] (medical insurance) | <u>\$ 1,799</u> |

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

(a) Number of staff	5	
(b) Comparable rank in civil service ^[2]	SWO	
(c) Post	Supervisor	
(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)]		<u>\$ 5,249,199</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$ 5,151,840</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$ 4,542,427</u>
(ii) Provident fund		<u>\$ 598,139</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$ -</u>
(iv) Non-cash based benefits ^[6] (medical insurance)		<u>\$ 11,274</u>

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

(a) Number of staff	6	
(b) Comparable rank in civil service ^[2]	ASWO	
(c) Post	Supervisor(2)	
(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)]		<u>\$ 2,682,503</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$ 2,682,503</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]		\$ 2,498,657
(ii) Provident fund		\$ 173,756
(iii) Cash allowance ^[5] (please specify if any:)		\$ -
(iv) Non-cash based benefits ^[6] (please specify if any:)		\$ 10,090

(4) Review for changes ^[7]

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$ 8,133,318	\$9,211,124

(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):

1) Because of the retirement of the former General Secretary, the new General

Secretary is employed in 2020-2021.

2) There is organizational restructuring in 2020-2021 with increased number of

service coordinators at ASWO rank.

Part (B): Information on Staff Serving Their First Contract ^{[8] [9]}

Please add column(s) where necessary.

*Please delete as appropriate.

- There is no staff member serving his/her first contract in 2020-21.
- The following staff member(s) served his/her/their first contract in 2020-21. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service ^[2]	SSWO	ASWO	ASWO
(c) Post	General Secretary	Supervisor (2)	Supervisor (2)
(d) Total annual staff costs ^[3]	\$ 604,653	\$ 273,694	\$ 171,427
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$ 604,653	\$ 273,694	\$ 171,427
(f) Please specify the months covered if (e) was not incurred for the full year	6.3 months	6.8 months	4.3 months
(g) (i) Salary ^[4]	\$ 593,497	\$ 262,446	\$ 164,672
(ii) Provident fund	\$ 10,500	\$ 10,500	\$ 6,514
(iii) Cash allowance ^[5] (please specify if any)	\$ -	\$ -	\$ -
(iv) Non-cash based benefits ^[6] (medical insurance)	\$ 656	\$ 748	\$ 241

Part (C): Public Disclosure of the Review Report ^[9]

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 31 October 2021) the Review Report for 2020-21 (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.)

Channel(s) of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input 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 : Wing Tse (Mr)

Signature of Chairperson : 

Title : Accounting Officer

Name : WONG Chak Tong

Tel. No. : 2558 0108 (Ext 711)

Tel. No. : 2558 0108

Email Address : wing.tse@mevcc.org.hk

Date : 27-10-2021