

**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)
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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 2021.]

Name of NGO (code) : The Hong Kong Down Syndrome Association (315)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

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

- (a) Number of staff 1 post (2 persons due to turnover)
- (b) Comparable rank in civil service ^[2] SWO
- (c) Post Director
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,015,655
[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 \$ 912,306
[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: _____ months
- (g) Breakdown of (1)(e)
- (i) Salary ^[4] \$ 893,676
- (ii) Provident fund \$ 14,850
- (iii) Cash allowance ^[5] (please specify if any: Travel Allowance) \$ 3,780
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$ _____

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

(a) Number of staff	3 post (4 persons due to turnover)	
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(b) Comparable rank in civil service ^[2]	ASWO (upper range) and EOII	
<hr/>		
(c) Post	Service Manager and Finance Manager	
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(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)]		\$ 1,959,373 <hr/> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 1,900,048 <hr/> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		\$ 1,812,988 <hr/>
(ii) Provident fund		\$ 76,771 <hr/>
(iii) Cash allowance ^[5] (please specify if any: Travel Allowance)		\$ 4,200 <hr/>
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins)		\$ 6,090 <hr/>

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

(a) Number of staff	5 posts	
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(b) Comparable rank in civil service ^[2]	ASWO (lower range till mid-point)	
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(c) Post	Centre-in-charge	
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(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)]		\$ 1,618,349 <hr/> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 1,150,119 <hr/> <i>(round up to the nearest dollar)</i>

- (f) Breakdown of (3)(e)
- | | |
|---|--------------|
| (i) Salary ¹⁴ | \$ 1,079,043 |
| (ii) Provident fund | \$ 65,033 |
| (iii) Cash allowance ¹⁵ (please specify if any:) | \$ |
| (iv) Non-cash based benefits ¹⁶ (please specify if any: Medical Ins) | \$ 6,043 |

(4) Review for changes ¹⁷

	<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)]	\$ 4,013,079	\$ 3,962,473

(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):

- 1st Tier
-The post of Director was vacant for one month and as from January 2021, the post was changed to fractional 0.8
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- 2nd Tier
-The Assistant Director post was vacant since September 2019. The post was then deleted and restructured as Service Manager and was filled up since March 2020
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- 3rd Tier
-One Centre-in-charge post was vacant since July 2020 and was not filled up until January 2021

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]	SWO		ASWO
(c) Post	Acting Director		Centre-in-charge
(d) Total annual staff costs ^[3]	\$	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$ 191,855	\$	\$ 105,099
(f) Please specify the months covered if (e) was not incurred for the full year	3 months		3 months
(g) (i) Salary ^[4]	\$ 187,805	\$	\$ 100,599
(ii) Provident fund	\$ 4,050	\$	\$ 4,500
(iii) Cash allowance ^[5] (please specify if any)	\$	\$	\$
(iv) Non-cash based benefits ^[6] (please specify if any)	\$	\$	\$