

**Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations  
Self-Assessment Report  
for the Reporting Year of 2015 - 2016**

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

[Please return this completed Form to SWD by 31 October of each reporting year]

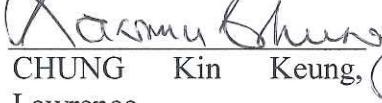
Name of NGO: Wai Ji Christian Service

1. The average subventions<sup>1</sup> which my organisation received from Social Welfare Department (SWD) during the past four years from 2011-12 to 2014-15 (excluding the reporting year) amount to \$ 134,606,206 which represents 87 % of the average operating income of my organisation within the same period. The details are listed as follows -

Year (the four years before the reporting year)	Subventions Received from SWD (round up to dollar) (\$)	Operating Income of the Organisation <sup>2</sup> (round up to dollar) (\$)
2011-12	122,278,488 (a)	143,119,013 (aa)
2012-13	128,729,795 (b)	150,091,928 (bb)
2013-14	134,991,628 (c)	155,145,312 (cc)
2014-15	152,424,915 (d)	173,514,778 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	134,606,206 (e)	155,467,758 (f)
Average annual subventions / Average annual operating income = [ (e) / (f) x 100% ]		87%

2. I declare that for this reporting year, my organisation ~~is~~ / **is not\*** exempt from conducting an annual review of my staff in the top three tiers according to the Guidelines for Monitoring of Remunerations of Senior Executives in Subvented Bodies.

Contact Person : WONG Siu Wah, Viola  
Title : Senior Administration  
Manager  
Tel. : 2776 2622 / 2784 2131

Signature of Chairman :   
Name : CHUNG Kin Keung,  
Lawrence  
Tel. : 2776 2622  
Date : 27 OCT 2016

\*Delete as appropriate

<sup>1</sup> "Subventions" broadly cover all payments from SWD to a subvented NGO including recurrent subventions under LSG / conventional subvention mode, Lotteries Fund, Social Welfare Development Fund, other project funds and payments from SWD to the NGO, but excluding other payment for welfare services (formerly known as "hire of services").

2. Operating income of the organisation should tally with the corresponding figure in the audited financial statements of the organisation as a whole.

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

**Review Report for the Reporting Year of 2015-16**

(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**

*[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]*

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

(1) Staff of 1<sup>st</sup> Tier<sup>1</sup>

(a) Number of staff 1

(b) Rank Please refer to Appendix

(c) Post - ditto -

(d) Total annual staff costs<sup>2</sup> (including those not under SWD subventions, if applicable) \$1,186,760  
*[1(d) should be equal to or greater than 1(e)]* (round up to dollar)

(e) Total annual staff costs under SWD subventions \$1,186,760  
*[1(e)=1(g)(i)+(ii)+(iii)+(iv)]* (round up to 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<sup>3</sup> \$1,102,920

(ii) Provident Fund \$83,840

(iii) Cash Allowance<sup>4</sup> (please specify if any: ) \$ -

(iv) Non-cash based Benefits<sup>5</sup> (please specify if any: ) \$ -

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

(a) Number of staff	14	
(b) Rank	Please refer to Appendix	
(c) Post	- ditto -	
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$8,409,218 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$8,409,218 <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>3</sup>		\$7,628,754
(ii) Provident Fund		\$769,686
(iii) Cash Allowance <sup>4</sup> (please specify if any:	)	\$10,778
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any:	)	\$ -

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

(a) Number of staff	18	
(b) Rank	Please refer to Appendix	
(c) Post	- ditto -	
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$9,986,122 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$9,986,122 <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary <sup>3</sup>		\$8,912,613
(ii) Provident Fund		\$1,073,509
(iii) Cash Allowance <sup>4</sup> (please specify if any:	)	\$ -
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any:	)	\$ -



**Part B: Public Disclosure of the Review Report**

Our organisation \*~~has disclosed~~ / will disclose (please specify the commencement date: 1 Nov 2016) the Review Report (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 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 reference)

**Part C: Declaration by Chairperson**

I declare that the information as provided in Part A and Part B is correct.

Contact Person : WONG Siu Wah, Viola  
Senior Administration

Title : Manager

Tel. : 2776 2622 / 2784 2131

Email : violawong@wjcs.org.hk

Signature of Chairperson :   
CHUNG Kin Keung,

Name : Lawrence

Tel. : 2776 2622

Date : 27 OCT 2016

**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) 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).
- (3) 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.
- (4) Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- (5) Non-cash based Benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.

**- End -**

## Appendix

	<u>Rank</u>	<u>Post</u>
1 <sup>st</sup> tier	Chief Social Work Officer	Chief Executive
2 <sup>nd</sup> tier	Clinical Psychologist	Clinical Psychologist
	Social Work Officer	Supervisor, Senior Administration Manager
	Nursing Officer	Health Service Manager
	Occupational Therapist I	Occupational Therapist I
	Physiotherapist I	Physiotherapist I
	Assistant Social Work Officer	Programme Co-ordinator
3 <sup>rd</sup> tier	Senior Social Work Assistant	Officers-in-charge, Manager, Service Development Officer
	Executive Officer II	Human Resource & Administration Manager, Executive Officer, Information Communication Technology Officer
	Accounting Officer II	Accounting Officer,