

**Remuneration Packages for Staff in the Top Three Tiers
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

Self assessment Report for the Reporting Year of 2022-23

The Government has promulgated a set of guidelines concerning the effective control and monitoring of the structure, ranking and remuneration for the top three tiers executives in subvented bodies, and set out the arrangements for the public disclosure of such information. As stated in paragraph 4.16 of the Lump Sum Grant Manual, "to ensure proper use of public funds, NGOs are required to return their Self-assessment Report (SAR) on Remuneration Packages for Staff in the Top Three Tiers by 31 October of the financial year." For the avoidance of doubt, all subvented NGOs are required to submit the SARs regardless of whether they are exempt from submitting their Review Reports.

[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2023.]

Name of NGO (code) : Chung Sing Benevolent Society (168)

1. The average recurrent subventions (Note 1) which this organisation received from SWD during the past four years from 2018-19 to 2021-22 (excluding the reporting year) amount to \$46,153,696 which represents 85% of this organisation's average operating income pertaining to welfare services/programmes (Note 3) within the same period. The details are listed as follows -

Year (Note 2) (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 (Note 3) (round up to the nearest dollar) \$
2018-19	41,451,024 (a)	49,895,528 (aa)
2019-20	46,964,593 (b)	55,311,570 (bb)
2020-21	47,679,522 (c)	55,152,501 (cc)
2021-22	48,519,646 (d)	55,676,287 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	46,153,696 (e)	54,008,971 (f)
Average annual recurrent subventions / Average annual operating income [(e) / (f) x 100%] = (g)		85.45% (g)

2. I confirm that the following condition applies to this organisation -

Submission of Review Report

(Please select as appropriate.)

<input checked="" type="radio"/>	This organisation is required to conduct an annual review of staff in the top three tiers and submit the Review Report in accordance with the Lump Sum Grant Manual.
<input type="radio"/>	This organisation is not required to conduct an annual review but the Review Report is voluntarily submitted to enhance public accountability and promote the public's understanding of this organisation's financial position.
<input type="radio"/>	This organisation is exempt from the requirement of submitting the Review Report.

Contact Person: CHAN Kit-man, Melinda

Signature of Chairperson: 

Post Title: Chief Executive Officer

Name: YIP Wing-kee, Ricky

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Date: 20 OCT 2023

Explanatory Notes

Calculation of the Income Threshold

Recurrent subventions provided by SWD
to the NGO (e)

x 100% = (g)

Operating income of the NGO
pertaining to welfare services/programmes
(within the policy purview of SWD) (f)

List of all types of payment to be included and excluded in the calculation of the 50% income threshold for the Reporting Year of 2022-23

1. Recurrent subventions provided by SWD refer to all payments from SWD to a subvented NGO for services / programmes within the welfare purview **including** -

- ✓ **Recurrent subventions** under the Lump Sum Grant / conventional subvention mode;
- ✓ Central Items, Rent and Rates Subvention, Subsidy under the Child Care Centres Subsidy Scheme;
- ✓ Contract sum of contract services, e.g. Contract Homes and Nursing Home Place Purchase Scheme;

but **excluding** the following marked with an "X" -

- ✗ **Non-recurrent subvention** (such as matching grants, one-off funding for 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);

Form B**Remuneration Packages for Staff in the Top Three Tiers
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services****Review Report for the Reporting Year of 2022-23**

According to the Lump Sum Grant Manual, NGOs receiving recurrent subventions of not less than \$10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the "Review Report on Remuneration Packages for Staff in the Top Three Tiers" (Review Report), and regularly review the number, rank and remuneration packages of their senior executives in the top three tiers.

NGOs currently exempted from completing and disclosing their Review Report are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public's understanding of NGOs' financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO's income from sources other than the Government, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO's particular circumstances such as its organisational structure.

[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2023.]

Name of NGO (code) : **Chung Sing Benevolent Society (168)**

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2022-23 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2022-23 for which **Part (B)** is completed.

Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)

Information of staff in the top three tiers serving the second or further contract. (Note 2)

(1) Staff of First Tier (Note 3)

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Chief Executive Officer	12

Total number of month(s): 12

Add Post title and Month(s)

- (c) Total annual staff costs (Note 7) under SWD subventions \$ 885,666
 $[I(c) = I(d)(i)+(ii)+(iii)+(iv)]$
- (d) Breakdown of (1)(c) under SWD subventions
- (i) Salary (Note 8) \$ 773,475
- (ii) Provident fund \$ 18,000
- (iii) Cash allowance (Note 9) (please specify if any:)
 Good attendance allowance, Bonus, Hardship allowance \$ 91,950
- (iv) Non-cash based benefits (Note 10) (please specify if any:)
 Medical Insurance \$ 2,241
- (e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

(2) Staff of Second Tier (Note 3)

(a) Number of post (Note 4) 8

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Service Manager 2 (Registered Social Worker)	12
(ii)	Superintendent (Assistant Social Work Officer)	12
(iii)	Center-in-charge (Registered Nurse)	4.66
(iv)	Center-in-charge (Registered Nurse)	12
(v)	Center-in-charge (Registered Social Worker)	12
(vi)	Center-in-charge (Assistant Social Work Officer)	12
(vii)	Center-in-charge (Assistant Social Work Officer)	12
(viii)	Center-in-charge (Assistant Social Work Officer)	12

Total number of month(s): 88.66

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions	\$ 4,337,825
[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]	
(d) Breakdown of (2)(c) under SWD subventions	
(i) Salary (Note 8)	\$ 3,741,107
(ii) Provident fund	\$ 370,527
(iii) Cash allowance (Note 9) (please specify if any:)	
Good attendance allowance, Bonus, Hardship allowance	\$ 208,263
(iv) Non-cash based benefits (Note 10) (please specify if any:)	
Medical Insurance	\$ 17,928
(e) Comparable rank in civil service as assessed by SWD (Note 11)	Assistant Social Work Officer or below

(3) Staff of Third Tier (Note 3)

(a) Number of post (Note 4) 5

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Deputy Superintendent (Registered Nurse)	12
(ii)	Enrolled Nurse	4
(iii)	Registered Social Worker	12
(iv)	Registered Social Worker	12
(v)	Registered Social Worker	12

Total number of month(s): 52

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions [3(c) = 3(d)(i)+(ii)+(iii)+(iv)]	\$ 2,317,313
(d) Breakdown of (3)(c) under SWD subventions	
(i) Salary (Note 8)	\$ 2,012,366
(ii) Provident fund	\$ 159,847
(iii) Cash allowance (Note 9) (please specify if any:) Good attendance allowance, Bonus, Hardship allowance	\$ 133,895
(iv) Non-cash based benefits (Note 10) (please specify if any:) Medical Insurance	\$ 11,205
(e) Comparable rank in civil service as assessed by SWD (Note 11)	Assistant Social Work Officer or below

(2) Staff of Second Tier (Note 3)

(a) Number of post (Note 4) 2

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Service Manager 1 (Assistant Social Work Officer)	11
(ii)	Center-in-charge (Assistant Social Work Officer)	8

Total number of month(s): 19

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions	\$ 914,918
[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]	
(d) Breakdown of (2)(c) under SWD subventions	
(i) Salary (Note 8)	\$ 813,952
(ii) Provident fund	\$ 28,732
(iii) Cash allowance (Note 9) (please specify if any:)	
Good attendance allowance, Bonus, Hardship allowance	\$ 67,752
(iv) Non-cash based benefits (Note 10) (please specify if any:)	
Medical Insurance	\$ 4,482
(e) Comparable rank in civil service as assessed by SWD (Note 11)	Between Social Work Officer and Assistant Social Work Officer

(3) Staff of Third Tier (Note 3)

(a) Number of post (Note 4) 6

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Registered Nurse	6.5
(ii)	Assistant Social Work Officer	7
(iii)	Assistant Social Work Officer	6
(iv)	Assistant Social Work Officer	7
(v)	Assistant Social Work Officer	7
(vi)		
(vii)		
(viii)		
(ix)		
(x)		
(xi)		

Total number of month(s): 33.5

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions [3(c) = 3(d)(i)+(ii)+(iii)+(iv)]	\$ 1,295,211
(d) Breakdown of (3)(c) under SWD subventions	
(i) Salary (Note 8)	\$ 1,219,903
(ii) Provident fund	\$ 50,862
(iii) Cash allowance (Note 9) (please specify if any:) Good attendance allowance	\$ 11,000
(iv) Non-cash based benefits (Note 10) (please specify if any:) Medical Insurance	\$ 13,446
(e) Comparable rank in civil service as assessed by SWD (Note 11)	Between Social Work Officer and Assistant Social Work Officer

Part (C): Review for changes (Note 12)

	<u>2021-22</u> (the year before)	<u>2022-23</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [Part (A)(1)(c)+(2)(c)+(3)(c)+ Part (B)(1)(c)+(2)(c)+(3)(c)]	\$ 8,424,310	\$9,750,933

(b) Please select and complete the following as appropriate to state the result of this review -

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found 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, if any).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).
 - Incremental creep (details are given at the bottom, if any).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).
 - Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).
 - Other circumstances (please provide details in the box below).