

**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

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 2019.]

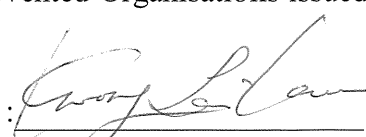
**The Superioress of the Sisters of
the Precious Blood (564)**

1. The average recurrent subventions^(Note 1) which my organisation received from SWD during the past four years from 2014-15 to 2017-18 (excluding the reporting year) amount to \$ 13,846,815 which represents 90.32 % of my 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) \$
2014-15	12,953,731(a)	14,293,303(aa)
2015-16	13,551,121(b)	15,235,639(bb)
2016-17	14,116,063(c)	15,901,703(cc)
2017-18	14,766,347(d)	15,892,967(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	13,846,815(e)	15,330,903(f)
Average annual recurrent subventions / Average annual operating income [(e) / (f) × 100%]		90.32%

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 the Control and Monitoring of Remuneration Practices in Respect of Senior Staff in Subvented Organisations issued in 2018.

Contact Person : Lorraine Lau
Title : Accounting Clerk
Tel. : 2669-2266 (Ext 110)
Email Address : gs@pbcv.org.hk

Signature of Chairperson : 
Name : Sr. Kwong Lai Kuen
Tel. : 2677-4044
Date : 24.10.2019

*Delete as appropriate

(Revised September 2019)

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

Review Report for the Reporting Year of 2018-19

(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 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 2019**.]

Name of NGO (code) : The Superioress of the Sisters of the Precious Blood (564)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

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

- | | | |
|--|-----------------------|--|
| (a) Number of staff | <u>1</u> | |
| (b) Comparable rank in civil service ^[2] | <u>ASWO</u> | |
| (c) Post | <u>Superintendent</u> | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[I(d) should be equal to or greater than I(e)] | | <u>\$807,622</u>
(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] | | <u>\$807,622</u>
(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] | | <u>\$769,164</u> |
| (ii) Provident fund | | <u>\$38,458</u> |
| (iii) Cash allowance ^[5] (please specify if any:) | | <u>\$0</u> |
| (iv) Non-cash based benefits ^[6] (please specify if any:) | | <u>\$0</u> |

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	EOII, ASWO	
(c) Post	Administrative Assistant, Service 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>\$ 1,347,747</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>\$ 1,347,747</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$1,283,569</u>
(ii) Provident fund		<u>\$64,178</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$0</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$0</u>

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

(a) Number of staff	1	
(b) Comparable rank in civil service ^[2]	SWW	
(c) Post	House Warden	
(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>\$532,924</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>\$532,924</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ¹⁴		\$484,477
(ii) Provident fund		\$48,447
(iii) Cash allowance ¹⁵ (please specify if any:)		\$0
(iv) Non-cash based benefits ¹⁶ (please specify if any:)		\$0

(4) Review for changes ¹⁷

	<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)]	\$2,450,117	\$2,688,293

(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):

4.51% upward pay adjustment in accordance with Civil Service Pay Adjustment

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 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
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service ^[2]	ASWO		
(c) Post	Service Supervisor		
(d) Total annual staff costs ^[3]	\$167,890	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$167,890	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year	Nov 2018 to Mar 2019		
(g) (i) Salary ^[4]	\$159,895	\$	\$
(ii) Provident fund	\$7,995	\$	\$
(iii) Cash allowance ^[5] (please specify if any)	\$0	\$	\$
(iv) Non-cash based benefits ^[6] (please specify if any)	\$0	\$	\$

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

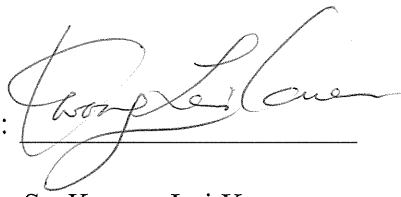
Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 1-11-2019) the Review Report for 2018-19 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel(s) of Disclosure	
<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 : <u>Mr/ Ms Emily Mak</u>	Signature of Chairperson : 
Title : <u>Administrative Assistant</u>	Name : <u>Sr. Kwong Lai Kuen</u>
Tel. No. : <u>2669 2266</u>	Tel. No. : <u>2677 4044</u>
Email Address : <u>aa@pbcv.org.hk</u>	Date : <u>24.10.2019</u>