

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

**Self assessment Report for the Reporting Year of 2023-24**

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 the Lump Sum Grant Subvention Manual, Non-governmental Organisations (NGOs) receiving Government subventions are accountable for the use of public funds and are required to submit Self-assessment Report (SAR) on Remuneration Packages for Staff in the Top Three Tiers. For the avoidance of doubt, all NGOs are required to submit the SARs regardless of whether they are required to submit the Review Report on Remuneration Packages for Staff in the Top Three Tiers (Review Report).

*[Please read the explanatory notes before completing this form. The completed SAR should reach the Social Welfare Department (SWD) through the SPMIS by 31 October 2024.]*

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

1. The average recurrent subventions (Note 1) which this organisation received from SWD during the past four years from 2019-20 to 2022-23 (Note 2) (excluding the reporting year) amount to \$18,288,272 which represents 94.31% 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) \$
2019-20	18,370,213 (a)	19,721,109 (aa)
2020-21	18,311,319 (b)	19,725,277 (bb)
2021-22	18,126,805 (c)	18,827,400 (cc)
2022-23	18,344,750 (d)	19,291,541 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	18,288,272 (e)	19,391,332 (f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) x 100% ] = (g)		94.31% (g)

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

## Submission of Review Report

(Please select as appropriate.)

- 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 Subvention Manual.
- 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.
- This organisation is **not required** to submit the Review Report.

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Signature of Chairperson:

Name:

Tel. No.:

Date:



Sr. Au Yi Man Agnes

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31.10.2024

### 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 2023-24

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 -

- ✗ **Non-recurrent subventions** (such as matching grants, one-off funding for supporting a particular activity [e.g. Lotteries Fund, Social Welfare Development Fund, etc.]);
- ✗ **Capital works subventions** (such as financial assistance for construction and renovation projects);

- × **Capital non-works subventions** (such as funding for computer system development).
  - × **Service fees** from the Lotteries Fund to service operators of the Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly.
2. For a subvented NGO receiving SWD's subventions for less than four years before the reporting year, reference should be made to all of the preceding years concerned.
3. **Operating income of the NGO** should take into account only the portion of income pertaining to services / programmes **under welfare purview**. It **includes** the following :
- ✓ **Recurrent subventions** provided by SWD to NGOs for services / programmes within the welfare purview as mentioned at Note 1 above;
  - ✓ **Fees and charges** collected by the NGO for services / programmes within welfare purview, including self-financing services; Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly (excluding the seed money for purchasing capital items); and contract services such as Contract Homes and Nursing Home Place Purchase Scheme;
  - ✓ **Designated / non-designated donations / sponsorships** # received by an NGO and **spent** on services / programmes within welfare purview;
  - ✓ **Investment / interest income** of the NGO **spent** on services / programmes within welfare purview; and
  - ✓ **Rental and / or other recurrent incomes** of the NGO **spent** on services / programmes within welfare purview;

but ***excluding*** the following -

- × **Capital and / or non-recurrent subventions;**
- × **Donations / sponsorships for capital projects**, e.g. construction, renovation, purchasing furniture and equipment, Social Welfare Development Fund for the purpose of staff training, business system upgrading and service studies; and
- × **Direct cash assistance or benefits in kind to service users.**

# **Designated / non-designated donations / sponsorships** received by the NGO and **spent** on **services / programmes under welfare purview** may include the following examples :

- ✧ Lotteries Fund;
- ✧ Community Care Fund;
- ✧ Child Development Fund;
- ✧ Enhancing Employment of People with Disabilities through Small Enterprise Project;
- ✧ Partnership Fund for the Disadvantaged;
- ✧ Hong Kong Paralympians Fund;
- ✧ Beat Drugs Fund;
- ✧ Community Inclusion Investment Fund;
- ✧ Enhancing Self-Reliance Through District Partnership Programme;
- ✧ The Hong Kong Jockey Club Charities Trust;
- ✧ The Community Chest; and
- ✧ Funds provided by District Councils.

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

**Review Report for the Reporting Year of 2023-24**

According to the Lump Sum Grant Subvention Manual, Non-governmental Organisations (NGOs) receiving recurrent subventions and subsidies from the Social Welfare Department (SWD) 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 staff in the top three tiers. For NGOs that are not subject to the disclosure requirement as mentioned above, they 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 SWD, 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 Review Report should reach the SWD through the SPMIS by 31 October 2024.]*

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

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2023-24 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2023-24 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) 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)	Superintendent	12
(ii)	Service Supervisor	12

Total number of month(s): 24

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 1,441,632

[1(c) = 1(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (1)(c) under SWD subventions

(i) Salary (Note 8) \$ 1,310,575

(ii) Provident fund \$ 131,057

(iii) Cash allowance (Note 9) (please specify if any:) \$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$ 0

(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)	Dormitory Supervisor	12
(ii)	Dormitory Supervisor	12

Total number of month(s): 24

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 1,352,919

[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (2)(c) under SWD subventions

(i) Salary (Note 8) \$ 1,229,927

(ii) Provident fund \$ 122,992

(iii) Cash allowance (Note 9) (please specify if any:)  
\$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
\$ 0

(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) 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)	Warden	12

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 607,350

[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (3)(c) under SWD subventions

(i) Salary (Note 8) \$ 552,137

(ii) Provident fund \$ 55,213

(iii) Cash allowance (Note 9) (please specify if any:)  
\$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
\$ 0

(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) 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)	Dormitory Supervisor	8
(ii)	Dormitory Supervisor	11
(iii)	Dormitory Supervisor	5
(iv)	Dormitory Supervisor	4
(v)	Administrative Assistant	8
(vi)	Administrative Assistant	4

Total number of month(s): 40

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 1,850,956

[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (2)(c) under SWD subventions

(i) Salary (Note 8) \$ 1,682,688

(ii) Provident fund \$ 168,268

(iii) Cash allowance (Note 9) (please specify if any:)  
\$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
\$ 0

(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) 0

(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)		0

Total number of month(s): 0

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 0

[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (3)(c) under SWD subventions

(i) Salary (Note 8) \$ 0

(ii) Provident fund \$ 0

(iii) Cash allowance (Note 9) (please specify if any:)  
\$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
\$ 0

(e) Comparable rank in civil service as assessed by SWD (Note 11)

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

	<u>2022-23</u> (the year before)	<u>2023-24</u> (the reporting year)
(a) Total annual staff costs under SWD		
subventions in respect of the top three tiers	\$ 3,783,433	\$5,252,857
<i>[Part (A)(1)(c)+(2)(c)+(3)(c)+ Part (B)(1)(c)+(2)(c)+(3)(c)]</i>		

(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.
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment.
  - Incremental creep.
  - Organisational restructuring or upgrading/downgrading of top three tier posts.
  - Increase/decrease in the number of staff of the top three tiers.
  - Other circumstances (please provide details in the box below).

**Part (D): Public Disclosure of the Review Report (Note 13)**

This organisation has disclosed / will disclose (please specify the commencement date: 11.12.2024

) the Review Report for 2023-24 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -

### Means of Disclosure

*(Please tick as appropriate.)*

<input checked="" type="checkbox"/>	Uploading the information to the website of this organisation The relevant hyperlink is: www.pbcv.org.hk <i>(Please provide a hyperlink to facilitate direct and easy access to the report by the public.)</i>
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Reporting the information in the Annual Report of this organisation
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference)

### Part (E): Public Disclosure of the Review Report on the SWD's Website

This organisation has opted for the following arrangement:

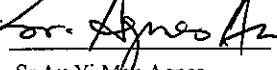
*(Please tick as appropriate.)*

<input type="checkbox"/>	SWD posts a copy of <b>Part (A) to (C)</b> of the Review Report on the SWD's website
<input checked="" type="checkbox"/>	<b>Part (A) to (C)</b> of the Review Report has been / will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above. The hyperlink should be direct to facilitate the public's easy access to the report.

### Part (F): Declaration by Chairperson

I declare that the information as provided in Parts (A) to (E) is correct.

Contact Person: Mr Karson Cheung  
Post Title: Administrative Officer  
Tel. No.: 2669 2266 (Ext 102)  
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Signature of Chairperson:   
Name: Sr Au Yi Man Agnes  
Tel. No.: 2677 4044  
Date: 30.10.2024