

**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) : **Hong Kong and Macau Lutheran Church Social Service Limited (260)**

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 \$22,312,062 which represents 90.84% 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	22,208,018 (a)	24,842,501 (aa)
2020-21	21,979,704 (b)	24,143,262 (bb)
2021-22	22,192,122 (c)	24,378,238 (cc)
2022-23	22,868,401 (d)	24,877,303 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	22,312,062 (e)	24,560,326 (f)
Average annual recurrent subventions / Average annual operating income [(e) / (f) x 100%] = (g)		90.84% (g)

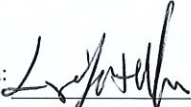
2. I confirm that the following condition applies to this organisation -

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 Subvention 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 not required to submit the Review Report.

Contact Person: Tang Lai Yin
Post Title: Accounting Officer
Tel. No.: 21559717
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Signature of Chairperson: 
Name: Leung Yat Man
Tel. No.: 23251265
Date: 08.10.2024

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) : **Hong Kong and Macau Lutheran Church Social Service Limited (260)**

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) 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)	Service Director	12

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 1,094,263

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

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

(i) Salary (Note 8) \$ 949,620

(ii) Provident fund \$ 142,443

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

Medical and Cash Allowance \$ 2,200

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

Nil \$ 0

(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) 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)	Financial Director	5

Total number of month(s): 5

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 98,269

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

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

(i) Salary (Note 8) \$ 91,840

(ii) Provident fund \$ 6,429

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

(iv) Non-cash based benefits (Note 10) (please specify if any:)
Nil \$ 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) 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)	Centre-in-Charge	1.71

Total number of month(s): 13.71

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 919,120

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

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

(i) Salary (Note 8) \$ 870,950

(ii) Provident fund \$ 46,360

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

Medical and Cash Allowance \$ 1,810

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

Nil \$ 0

(e) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below

Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)

Information of *newly employed* staff in the top three tiers serving the *first contract*. (Note 2)

Please skip this part if there is no staff member serving his/her first contract in 2023-24.

(1) Staff of First Tier (Note 3)

(a) Number of post (Note 4)

(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)		

Total number of month(s):

Add Post title and Month(s)

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

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

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

(i) Salary (Note 8) \$

(ii) Provident fund \$

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

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

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

(2) *Staff of Second Tier (Note 3)*

(a) Number of post (Note 4)

(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)		

Total number of month(s):

Add Post title and Month(s)

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

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

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

(i) Salary (Note 8) \$

(ii) Provident fund \$

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

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

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

(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)	Centre-in-Charge	8.42

Total number of month(s): 8.42

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 382,928

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

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

(i) Salary (Note 8) \$ 364,503

(ii) Provident fund \$ 18,225

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

Cash Allowance \$ 200

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

Nil \$ 0

(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>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 [Part (A)(1)(c)+(2)(c)+(3)(c)+ Part (B)(1)(c)+(2)(c)+(3)(c)]	\$ 2,515,281	\$2,494,580

(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: 01.11.2024

) 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	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Uploading the information to the website of this organisation The relevant hyperlink is: http://www.hkmlc.org/service.htm <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:

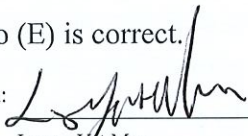
(Please tick as appropriate.)

<input type="checkbox"/>	SWD posts a copy of Part (A) to (C) of the Review Report on the SWD's website
<input checked="" type="checkbox"/>	Part (A) to (C) 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: Tang Lai Yin

Signature of Chairperson: 

Post Title: Accounting Officer

Name: Leung Yat Man

Tel. No.: 21559717

Tel. No.: 23251265

Email Address: socialservice@hkmlc.org

Date: 08.10.2024

**Notes for Completing the Review Report on
Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations (NGOs)**

- [1] For Part (A), please input information of both serving and departed staff but exclude those staff serving their first contract, i.e. staff newly employed by the Non-governmental Organisation (NGO) in the reporting year. The information on staff newly employed by the NGO serving their first contract in the reporting year should be separately entered in Part (B) of the Review Report. For staff having internal promotion or transfer that brings about change in tier within the reporting year, please input the relevant remuneration information in the respective tier accordingly. For example, if a third-tier staff was promoted to a second-tier post with effect from 1 July 2023, the remuneration for the period from April to June 2023 should be reported under the third tier while the remuneration for the period from July 2023 to March 2024 should be reported under the second tier.
- [2] All monetary figures should be rounded up to the nearest dollar.
- [3] The first-tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the second-tier staff as senior staff directly responsible to the executive head of the NGO, and the third-tier staff as senior staff directly responsible to the second-tier staff. Only staff members whose remunerations are partly or fully covered by SWD subventions should be included.
- [4] Number of posts refers to post(s) occupied by remunerated staff during the reporting period. Post(s) without staff cost such as consultant on voluntary basis or vacant post(s) should not be counted where there is no expenditure on staff remunerations for the whole reporting year. Fractional posts should be indicated with figures up to two decimal places. Please note that number of post(s) may be different from number of headcount. For example, if the number of staff turnover is twice for a post within the reporting year, the number of post(s) to be reported should be one instead of three.
- [5] Please list all post title(s) (e.g. Chief Executive Officer, Senior Social Work Officer). If there is one post in a tier reported in "(a) Number of Post" and the number of staff turnover is twice for the post within the reporting year (i.e. total three headcount of staff), there should be one row of information added to "(b) Post Title" and the number of months is equal to total number of months served by the three staff. In another example, if there are three posts of Social Work Officer in the same tier, please input three rows of 'Social Work Officer', rather than input 'Social Work Officer x 3'.
- [6] The number of month(s) should be rounded to two decimal places (e.g. 0.50 or 0.33 month).
- [7] "Total annual staff costs" refer to 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 in the reporting year). For staff working for both SWD subvented services and non-SWD subvented services, the portion of staff costs funded by non-SWD subventions should not be included.
- [8] Salary refers to the annual expenditure on annual salary of the respective staff for the whole reporting year.
- [9] Cash allowances such as responsibility allowance, housing allowance, hardship allowance, gratuity, overtime allowance, travelling expenses, etc. Please specify the type of allowance in bracket.

- [10] Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc. Please specify the type of non-cash based benefits in bracket.
- [11] In evaluating the appropriateness of remuneration packages that have comparable civil service ranks, the SWD compares the average total cost of the remuneration for a tier of staff with that of civil servants at comparable ranks with reference to the annual average staff cost (including basic salaries, fringe benefits such as retirement benefits, contract gratuities, housing benefits, education allowance, medical and dental benefits, etc.) but not job-related allowances (e.g. overtime, acting, hardship and shift duty allowances) as indicated in the **Staff Cost Ready Reckoner** or the relevant recruitment benchmarks (currently **Recruitment Benchmarks**) compiled annually by the Government. In this Review Report, the annual average staff cost under SWD subventions is taken for comparison with that of civil service at comparable ranks of the social work officer grade in SWD. The comparable ranks are listed below -
- ✧ Assistant Director of Social Welfare or above;
 - ✧ between Assistant Director of Social Welfare and Principal Social Work Officer;
 - ✧ between Principal Social Work Officer and Chief Social Work Officer;
 - ✧ between Chief Social Work Officer and Senior Social Work Officer;
 - ✧ between Senior Social Work Officer and Social Work Officer;
 - ✧ between Social Work Officer and Assistant Social Work Officer; or
 - ✧ Assistant Social Work Officer or below.

It should be noted that the above-mentioned comparable ranks are assessed based on the subventions received by the NGO from SWD which may constitute only part of the income of an NGO in a year.

- [12] For Part (C), changes in remuneration amount may include significant upward / downward changes at 10% or more in total annual staff costs under SWD subventions as compared with the last reporting year, and / or changes in the remuneration components.
- [13] For public disclosure of the Review Report, only information in Part (A) to (C) will be disclosed.