

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations
Self Assessment Report
for the Reporting Year of 2016-17**

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

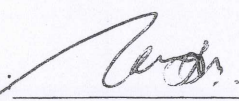
(code): HONG KONG PLAYGROUND ASSOCIATION (352)

1. The average subventions¹ which my organisation received from Social Welfare Department (SWD) during the past four years from 2012-13 to 2015-16 (excluding the reporting year) amount to \$88,410,602 which represents 55.27% 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 Organisation² (round up to dollar) \$
2012-13	86,851,790(a)	135,498,226(aa)
2013-14	89,813,259(b)	155,234,049(bb)
2014-15	86,468,062(c)	169,432,375(cc)
2015-16	90,509,295(d)	179,644,926(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	88,410,602(e)	159,952,394(f)
Average annual subventions / Average annual operating income [(e) / (f) × 100%]		55.27%

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 : Ms Joey Szeto
Title : Accounting Officer
Tel. : 25733849

Signature of Chairperson : 
Name : Mr Pang Sung Yuen
Tel. : 25733849
Date : 27 October, 2017

**Delete as appropriate*

- ¹ "Subventions" broadly cover all payments from SWD to a subvented NGO including recurrent subventions under Lump Sum Grant / 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.

(iv) Non-cash based Benefits ⁵ (please specify if any: Provision of Staff Quarters)	\$	0
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(2) Staff of 2nd Tier ¹

- a) Number of staff 3
- b) Comparable rank in civil service SWO
- c) Post Head
- d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$2,725,633
[2(d) should be equal to or greater than 2(e)] (round up to dollar)
- e) Total annual staff costs under SWD subventions \$1,624,711
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] (round up to dollar)
- f) Breakdown of (2)(e)
- (i) Salary ³ \$1,411,140
- (ii) Provident Fund \$ 211,671
- (iii) Cash Allowance ⁴ (please specify if any: Mobile Phone Allowance) \$ 1,900
- (iv) Non-cash based Benefits ⁵ (please specify if any:) \$

(3) Staff of 3rd Tier ¹

- a) Number of staff 8
- b) Comparable rank in civil service SWO
- c) Post Supervisor
- d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$8,698,391
[3(d) should be equal to or greater than 3(e)] (round up to dollar)
- e) Total annual staff costs under SWD subventions \$8,483,699
[3e=3(f)(i)+(ii)+(iii)+(iv)] (round up to dollar)
- f) Breakdown of (3)(e)
- (i) Salary ³ \$7,368,990
- (ii) Provident Fund \$1,105,349
- (iii) Cash Allowance ⁴ (please specify if any: Mobile Phone Allowance) \$ 9,360
- (iv) Non-cash based Benefits ⁵ (please specify if any:) \$

Review for changes

	<u>2015-16</u> (the year before)	<u>2016-17</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	\$18,404,895	\$11,660,520

(2) 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 changes in their remuneration as compared with the preceding year.
- ☒ I have reviewed the remuneration packages of the staff in the top three tiers and found changes in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

Management restructuring had been undertaken in 2015, in which we created 3 Service

Heads above the Supervisors. The new management structure was effective from

1st September, 2015. This resulted a change in the annual staff cost under SWD

Subventions in respect of the top 3-tiers from \$18,404,895 (2015/16) to

\$11,660,520 (2016/17)

Part B: Public Disclosure of the Review Report

Our organisation *has disclosed / will disclose (please specify the commencement date: 1 November 2017) 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.)

Channel of Disclosure	
(Please tick as appropriate.)	
<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	:	Ms Joey Szeto	Signature of Chairperson	:	
		Accounting Officer			Mr Pang Sung Yuen
Title	:		Name	:	
		25733849			25733849
Tel.	:		Tel.	:	
		joey.szeto@hkpa.hk			27 October, 2017
Email	:		Date	:	

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

- (1) The 1st tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2nd tier staff as senior staff directly responsible to the executive head of the NGO, and the 3rd tier staff as senior staff directly responsible to the 2nd 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 -