

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

**Self-assessment Report
for the Reporting Year of 2016-2017**

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, 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]

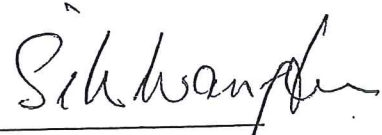
Name of NGO: CHI LIN NUNNERY

- 1 The average subventions¹ which my organisation received from Social Welfare Department (SWD) during the past four years period from 2012-13 to 2015-16 (excluding the reporting year) amount to \$ 50,008,901 which represents 85.22%

Year	Annual Subventions Received from SWD (\$)	Total Annual Operating Income of the Organisation (\$)
2012-13	43,109,084 (a)	51,695,643 (aa)
2013-14	43,315,449 (b)	51,922,942 (bb)
2014-15	53,261,303 (c)	61,973,044 (cc)
2015-16	60,349,768 (d)	69,146,994 (dd)
Average annual: (e) = [(a)+(b)+(c)+(d)]/4 (f) = [(aa)+(bb)+(cc)+(dd)]/4	50,008,901 (e)	58,684,655.70 (f)
Average annual subvention / Average annual operating income (%) = [(e) / (f) x 100]		85.22%

- 2 I declare that for this reporting year, my organisation-is- /is not *exempted from conducting annual review of my staff in the top three tiers according to the Guidelines for Monitoring of Remuneration of Senior Executives in Subvented Bodies.

Contact Person : YIU YUEN MEI
Title : Finance Manager
Tel : 2354-1851

Signature of Chairperson : 
Name : Ven. SIK WANG FUN
Tel : 2354-1771
Date : 23 OCT 2017

**Delete as appropriate*

¹ "Subventions" broadly cover all payments from SWD to a subvented NGO including recurrent subventions under LSG/conventional subvention mode, Lotteries Fund, Social Welfare Development Fund, other project funds and payments from SWD to the NGO, but excl

² Operating income of the organisation should tally with the corresponding figure in the audited financial statements of the organisation as a whole.

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

Review Report for the Reporting Year of 2016-17
(to be completed if not exempted from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, 248 Queen's Road East
Wan Chai, Hong Kong

Fax No.: 2575 6537

[Please read the explanatory notes before completing this pro forma. The completed proforma should reach SWD by 31 October of each reporting year]

(A) Remuneration Packages

Information of my staff in the top three tiers -

- (1) Staff of 1st Tier¹
- (a) Number of staff : 1
- (b) Rank : Acting Superintendent
- (c) Post : Acting Superintendent
- (d) Total annual staff cost² (including those not under SWD subventions, if applicable)
- [1(d) should be equal to or greater than 1(e)]*
- | | |
|---|-----------------|
| | HK\$ 804,712.50 |
| (e) Total annual staff cost under SWD subventions | HK\$ 804,712.50 |
| <i>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]</i> | |
- (f) Please specify the months covered if (1) (e) was not incurred for the full year 12 months
- (g) Breakdown of (1)(e)
- | | |
|--|-----------------|
| (i) Salary ³ | HK\$ 699,750.00 |
| (ii) Provident Fund | HK\$ 104,962.50 |
| (iii) Cash Allowance ⁴ | - |
| (iv) Non-cash based Allowance ⁵ | - |

(2) <u>Staff of 2nd Tier¹</u>	
(a) Number of staff	4
(b) Rank	Managers
(c) Post	Managers
(d) Total annual staff cost ² (including those not under SWD subventions, if applicable)	<u>HK\$ 2,347,736.82</u>
<i>(2(d) should be equal to or greater than 2(e))</i>	
(e) Total annual staff cost under SWD subventions	<u>HK\$ 2,347,736.82</u>
<i>(2(e)=2(f)(i)+(ii)+(iii)+(iv))</i>	
(f) Breakdown of (2)(e)	
(i) Salary ³	<u>HK\$ 2,235,939.83</u>
(ii) Provident Fund	<u>HK\$ 111,796.99</u>
(iii) Cash Allowance ⁴	<u>-</u>
(iv) Non-cash based Allowance ⁵	<u>-</u>

(3) <u>Staff of 3rd Tier¹</u>	
(a) Number of staff	13
(b) Rank	Supervisors
(c) Post	Supervisors
(d) Total annual staff cost ² (including those not under SWD subventions, if applicable)	<u>HK\$ 5,447,004.58</u>
<i>(3(d) should be equal to or greater than 3(e))</i>	
(e) Total annual staff cost under SWD subventions	<u>HK\$ 5,447,004.58</u>
<i>(3(d)=3(f)(i)+(ii)+(iii)+(iv))</i>	
(f) Breakdown of (3)(e)	
(i) Salary ³	<u>HK\$ 5,000,286.26</u>
(ii) Provident Fund	<u>HK\$ 446,718.32</u>
(iii) Cash Allowance ⁴	<u>-</u>
(iv) Non-cash based Allowance ⁵	<u>-</u>

(B) Review for changes

	2015-16 (the year before)	2016-17 (the reporting year)
(1) Total annual staff cost under SWD subventions in respect of the top three tiers	HK\$ 7,957,212	HK\$ 8,599,454

(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:

1. 2016-2017 Salary increment 4.68%
2. Staff turnover
3. Service Enhancement

(3) Public disclosure of the Review Report

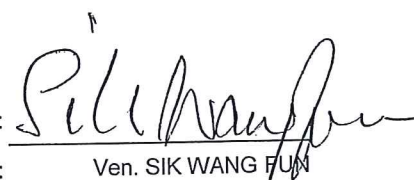
Our organisation ~~has disclosed~~ / will disclose (please specify the commencement date: December 2016) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

Channel of Disclosure	
(Please tick the appropriate box(es).)	
<input checked="" type="checkbox"/>	Posting up the information on our notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information on to the website
<input type="checkbox"/>	Placing the information in the Annual Report
<input type="checkbox"/>	Issuing special circular, newsletter or other publication to provide the information
<input type="checkbox"/>	Other, please specify: _____

(C) Declaration by Chairperson

I declare that the information as provided in above (A), (B) and (C) are correct.

Contact Person : Mr Patrick Lau
 Title : HR Manager
 Tel : 2354-1812

Signature of Chairperson : 
 Name : Ven. SIK WANG FUN
 Tel. : 2354-1753
 Date : 23 OCT 2017