

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG  
THE AGENCY SUBSIDIZED BY SOCIAL WELFARE DEPARTMENT**

**REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2017**

**SIMON Y. P. CHAN & CO.**

Certified Public Accountants

陳以波會計師事務所

HONG KONG



# SIMON Y. P. CHAN & CO.

Certified Public Accountants

陳以波會計師事務所

## REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT

### TO THE MANAGEMENT COMMITTEE OF

### THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF

### CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG

### ("THE AGENCY")

We have audited the financial statements of the Agency for the year ended 31 March 2017 and have issued an unqualified auditors' report thereon dated. **30 OCT 2017**

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Agency for the year ended 31 March 2017 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organizations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the Agency, on which the above audited financial statements of the Agency are based.

#### Review Conclusions

On the basis of the results of our review and having regard to the audit procedures performed by us in relation to the audit of the financial statements of the Agency for the year ended 31 March 2017.

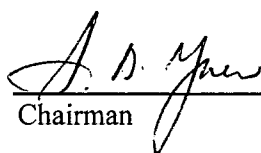
- (a) in our opinion the Annual Financial Report has been properly prepared from the books and records of the Agency; and
- (b) no matters have come to our attention during the course of our review, which cause us to believe that the Agency has not-
  - (i) properly accounted for the receipt of Lump Sum Grant, Provident Fund and other social welfare subventions and expenditure in respect of Funding and Services Agreement activities and support services;
  - (ii) kept separate Operating Income and Expenditure Account for each subvented service unit as required by the Lump Sum Grant Manual (LSG Manual) published by the Social Welfare Department of the Government of the HKSAR.
  - (iii) prepared the Annual Financial Report in accordance with the format and requirements set out in the LSG Manual; and
  - (iv) employed the staff quoted in the Provident Fund arrangements during the year ended 31 March 2017.

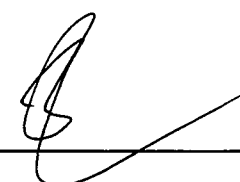
This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.

Simon Y.P. Chan & Co.  
Certified Public Accountants (Practising)  
Practising Certificate number 1350  
Hong Kong, **30 OCT 2017**

**ANNUAL FINANCIAL REPORT**  
**NGO: THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF**  
**CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG**  
**CONSOLIDATED INCOME & EXPENDITURE ACCOUNT**  
**FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

		<u>Total</u> 2016-17 <u>HK\$</u>	<u>Total</u> 2015-16 <u>HK\$</u>	<u>Remarks</u>
<b>A. INCOME</b>				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding provident fund)	1b	19,206,265.00	18,371,227.00	
b. Provident fund	1c	1,753,177.00	1,716,150.00	
2. Special One-off Grant		0.00	0.00	
3. Fee income	2	0.00	0.00	
4. Central items	3	709,553.00	704,997.00	
5. Rent and rates	4	131,470.00	100,884.00	
6. Other income	5	161,502.40	218,289.80	
7. Interest received		42,161.60	47,155.12	
TOTAL INCOME		<u>22,004,129.00</u>	<u>21,158,702.92</u>	
<b>B. EXPENDITURE</b>				
1. Personal emoluments				
a. Salaries		13,945,334.98	12,757,047.46	
b. Provide fund	1c	1,499,454.13	1,898,876.64	
c. Allowances				
Sub Total	6	<u>15,444,789.11</u>	<u>14,655,924.10</u>	
2. Other charges	7	5,740,257.09	5,308,426.67	
3. Central items	3	709,553.00	704,997.00	
4. Rent and rates	4	136,477.84	127,875.28	
5. Special One-off Grant payment	7a	0.00	0.00	
TOTAL EXPENDITURE		<u>22,031,077.04</u>	<u>20,797,223.05</u>	
<b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>	8	<u>(26,948.04)</u>	<u>361,479.87</u>	

  
 \_\_\_\_\_  
 Chairman

  
 \_\_\_\_\_  
 Executive

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG  
NOTES TO THE ANNUAL FINANCIAL REPORT  
FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

**1. LUMP SUM GRANT**

**a. Basis of preparation** (i) The Annual Financial Report (AFR) is prepared on cash basis, that is, income is recognised upon receipt of cash and expenditure is recognised when expenses are paid. Non-Cash Items like depreciation, provisions and accruals should not be included in the AFR.

**b. Lump sum grant (excluding provident fund)** This represents lump sum grant (excluding provident fund) received for the year.

**c. Provident fund** This is Provident Fund received and contributed during the year.  
Snapshot staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000.  
6.8% and other posts represent those staff that are employed after 1 April 2000.  
Please note that the PF received and contributed for staff under the Central Items should be shown under 3. In other words, such PF should not be included here (LSG Circular No. 1/2001)

Details are analysed below : -

<u>Provident fund contribution</u>	<u>Snapshot Staff HK\$</u>	<u>6.8% and Other Posts HK\$</u>	<u>Total HK\$</u>
Subvention received	999,825.00	753,352.00	1,753,177.00
Provident fund contribution paid during the year	991,285.76	508,168.37	1,499,454.13
Surplus for the year	8,539.24	245,183.63	253,722.87
<u>Add</u> : Surplus b/f	217,038.50	2,222,307.77	2,439,346.27
From Government	-	29,837.00	29,837.00
<u>Less</u> : Refund to Government	122,542.00	-	122,542.00
Surplus c/f	103,035.74	2,497,328.40	2,600,364.14

**2. FEE INCOME** This represents social welfare fee income received for the year in respect of the fees and charges recognised for the purpose of subvention as set out in the Lump Sum Grant Manual.

**3. CENTRAL ITEMS** These are subvented service activities which are not included in Lump Sum Grant and are subject to their own procedures as set out in other SWD 's papers and correspondence with the NGO's. The PF received and contributed for staff under the Central Items should be separately included as part of the income and expenditure of the relevant items (LSG Circular No.1/2001). The income and expenditure of each of the Central Items are as follows:

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG**  
**NOTES TO THE ANNUAL FINANCIAL REPORT**  
**FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

	<b>Total 2016-17 HK\$</b>	<b>Total 2015-16 HK\$</b>
<b><u>a. Income</u></b>		
Dementia supplement for elderly with disabilities	0.00	0.00
Infirmiry care supplement for the aged blind person	0.00	0.00
Dementia supplement for residential elderly services	0.00	0.00
Infirmiry care supplement for residential elderly services	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme	0.00	0.00
Programme Assistants/Care Assistants (Permanent)for Elderly Services and Rehabilitation Medical and Social Services	0.00	0.00
Temporary financial Aid	0.00	0.00
Emergency Fund	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Child Care Services	0.00	0.00
Visiting Medical Practitioner Scheme	0.00	0.00
Training Subsidy Scheme for Standalone Child Care Centre KG-cum-CCC and Residential CCC	0.00	0.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-School Rehabilitation Services	0.00	0.00
Programme Assistant (PA)/Care Assistants (CA) allocated vide management letter ref.(17) in SWD/S/203/1 Pt. 8 dated 17 Mar 07	0.00	0.00
Subsidy under the Home Environment Improvement Scheme for the Elderly	0.00	0.00
Short-term Rental Assistance to Newly Discharged Prisoners	0.00	0.00
Overnight On-site-on-call Allowance	709,553.00	704,997.00
<b>Total</b>	<b>709,553.00</b>	<b>704,997.00</b>
<b><u>b. Expenditure</u></b>		
Dementia supplement for elderly with disabilities	0.00	0.00
Infirmiry care supplement for the aged blind person	0.00	0.00
Dementia supplement for residential elderly services	0.00	0.00
Infirmiry care supplement for residential elderly services	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme	0.00	0.00
Programme Assistants/Care Assistants (Permanent)for Elderly Services and Rehabilitation Medical and Social Services	0.00	0.00
Temporary financial Aid	0.00	0.00
Emergency Fund	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Child Care Services	0.00	0.00
Visiting Medical Practitioner Scheme	0.00	0.00
Training Subsidy Scheme for Standalone Child Care Centre KG-cum-CCC and Residential CCC	0.00	0.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-School Rehabilitation Services	0.00	0.00
Programme Assistant (PA)/Care Assistants (CA) allocated vide management letter ref.(17) in SWD/S/203/1 Pt. 8 dated 17 Mar 07	0.00	0.00
Subsidy under the Home Environment Improvement Scheme for the Elderly	0.00	0.00
Short-term Rental Assistance to Newly Discharged Prisoners	0.00	0.00
Overnight On-site-on-call Allowance	709,553.00	704,997.00
<b>Total</b>	<b>709,553.00</b>	<b>704,997.00</b>

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG**  
**NOTES TO THE ANNUAL FINANCIAL REPORT**  
**FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

4. **RENT AND RATES** This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditure on rent and rates in respect of premises not recognised by SWD should not be included in AFR.
5. **OTHER INCOME** This includes programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subventions and donations received need not be included. As Other Income in AFR. However, treatment of fees and charges as specified under para.2.29 to 2.30 of the Manual remains unchanged (LSG Circular No.1/2001)

6. **PERSONAL EMOLUMENTS** Personal emoluments include salary, provident fund, salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over \$700,000 each is appended below:

<u>Analysis of personal emoluments</u>	<u>No. of posts</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	1	722,089.31
HK\$800,001 - HK\$900,000 p.a.	3	2,627,121.68
HK\$900,001 - HK\$1,000,000 p.a.		
>HK\$1,000,000.00 p.a		

7. **OTHER CHARGES**

	<u>Total</u>	<u>Total</u>
	<u>2016-17</u>	<u>2015-16</u>
<u>Other Charges</u>	<u>HK\$</u>	<u>HK\$</u>
The breakdown on Other Charges is as follows:		
(a) Utilities	536,330.69	518,161.89
(b) Food	1,041,129.12	927,422.41
(c) Administrative expenses	363,791.85	398,485.50
(d) Stores and equipment	1,110,064.43	1,092,176.73
(e) Repair and maintenance	2,009,650.90	1,895,851.50
(f) Special Allowances	0.00	0.00
(g) Programme expenses	489,912.11	296,077.98
(h) Transportation and travelling	47,819.11	49,321.83
(i) Insurance	95,408.18	82,584.33
(j) Miscellaneous	46,150.70	48,344.50
	<u>5,740,257.09</u>	<u>5,308,426.67</u>

7a. **Special One-Off Grant Payment**

Details of Special One-Off Grant Payments are as follows:

	<u>2016-17</u>	<u>2015-16</u>
<u>Special One-Off Grant Payment</u>	<u>HK\$</u>	<u>HK\$</u>
(a) Voluntary Retirement Scheme	0.00	0.00
(b) Compensation Scheme	0.00	0.00
(c) Staff Training and Development	0.00	0.00
(d) Other Staff-related Initiatives	0.00	0.00
	<u>0.00</u>	<u>0.00</u>

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG**  
**NOTES TO THE ANNUAL FINANCIAL REPORT**  
**FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

**8. ANALYSIS OF RESERVE FUND**

	Analysis of reserve fund				
	Lump Sum Grant	Special One- off Grant	Rent and rates	Central items	Total
<b>Income</b>					
Lump sum grant	20,959,442.00	0.00	0.00	0.00	20,959,442.00
Special One-off Grant	0.00	0.00	0.00	0.00	0.00
Other income	161,502.40	0.00	0.00	0.00	161,502.40
Interest received	42,161.60	0.00	0.00	0.00	42,161.60
Rent and rates	0.00	0.00	131,470.00	0.00	131,470.00
Rent and rates-Backpayment	0.00	0.00	0.00	0.00	0.00
Central items	0.00		0.00	709,553.00	709,553.00
Total income (a)	21,163,106.00	0.00	131,470.00	709,553.00	22,004,129.00
<b>Expenditure</b>					
Personal emoluments	15,444,789.11	0.00	0.00	0.00	15,444,789.11
Other charges	5,740,257.09	0.00	0.00	0.00	5,740,257.09
Rent and rates	0.00	0.00	136,477.84	0.00	136,477.84
Less: Rent and rates- Recovery	0.00	0.00	0.00	0.00	0.00
Central items	0.00	0.00	0.00	709,553.00	709,553.00
Total expenditure (b)	21,185,046.20	0.00	136,477.84	709,553.00	22,031,077.04
Surplus for the year (a)-(b)	(21,940.20)	0.00	(5,007.84)	0.00	(26,948.04)
Less : Surplus of provident fund	253,722.87	0.00	0.00	0.00	253,722.87
Surplus/(Deficit) for the year	(275,663.07)	0.00	(5,007.84)	0.00	(280,670.91)
From the Government	0.00	0.00	28,677.00	0.00	28,677.00
To the Government	0.00	0.00	0.00	0.00	0.00
Surplus b/f	9,886,617.33	0.00	(55,659.04)	0.00	9,830,958.29
Surplus/(Deficit) c/f	9,610,954.26	0.00	(31,989.88)	0.00	9,578,964.38

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG**

**SCHEDULE FOR RENT AND RATES**

**10. Analysis of subvention and Expenditure for the period from 1 April 2016 to 31 March 2017**

UNIT code and name	Subvented element	Rent & rates backpay/ (recovery )	Subvention released (Note 1)	Actual expenditure	Surplus (Note 2)	Deficit (Note 2)
			HK\$	HK\$	HK\$	HK\$
Unit 2405 - Choi Wan Hostel	Rent (Note 3)	312.00	1,429.00	(1,495.44)	0.00	(66.44)
	Rates	315.00	1,822.00	(1,996.40)	0.00	(174.40)
	<b>Total</b>	<b>627.00</b>	<b>3,251.00</b>	<b>(3,491.84)</b>	<b>0.00</b>	<b>(240.84)</b>
Unit 2410 - Marycove Centre	Rent (Note 3)	0.00	2,686.00	(2,686.00)	0.00	0.00
	Rates	28,050.00	125,533.00	(130,300.00)	-	(4,767.00)
	<b>Total</b>	<b>28,050.00</b>	<b>128,219.00</b>	<b>(132,986.00)</b>	<b>0.00</b>	<b>(4,767.00)</b>
<b>Grand Total</b>		<b>28,677.00</b>	<b>131,470.00</b>	<b>(136,477.84)</b>	<b>0.00</b>	<b>(5,007.84)</b>

**Notes:**

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.
2. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
3. Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.



**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF  
CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG  
CONSOLIDATED INCOME & EXPENDITURE ACCOUNT  
FOR THE PERIOD FROM 1 APRIL 2016 TO 31 MARCH 2017**

**SCHEDULE FOR CENTRAL ITEMS**

9. Analysis of Subvention and Expenditure

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the Year			Surplus/b/f (Note 5) (e)	Surplus/c/f (Note 6) (f)=(e)+(a)-(d)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)		
	Dementia supplement for elderly with disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Infirmity care supplement for the aged blind person	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dementia supplement for residential elderly services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Infirmity care supplement for residential elderly services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	After School Care Programme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Programme Assistants/Care Assistants (Permanent)for Elderly Services and Rehabilitation Medical and Social Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Temporary financial Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Time-defined Subsidy Scheme for Extended Hours Child Care Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Visiting Medical Practitioner Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Training Subsidy Scheme for Standalone Child Care Centre KG-cum-CCC and Residential CCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-School Rehabilitation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Programme Assistant (PA)/Care Assistants (CA) allocated vide management letter ref.(17) in SWD/S/203/1 Pt. 8 dated 17 Mar-07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subsidy under the Home Environment Improvement Scheme for the Elderly								
	Short-term Rental Assistance to Newly Discharged Prisoners	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224	Overnight On-site-on-call Allowance	709,553.00	709,553.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>709,553.00</b>	<b>709,553.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**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 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

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

Name of NGO (code) : **The Mother Superior of the gongregation of Our Lady Of  
Charity of the Good Shepher of Angers at Hong Kong (224)**

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

(1) Staff of 1<sup>st</sup> Tier<sup>1</sup>

(a) Number of staff 1

(b) Comparable rank in  
civil service NA

(c) Post AGENCY HEAD

(d) Total annual staff costs<sup>2</sup> (including those not under SWD  
subventions, if applicable) \$0  
[I(d) should be equal to or greater than I(e)] (round up to dollar)

(e) Total annual staff costs under SWD subventions  
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] \$0  
(round up to 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<sup>3</sup> \$0

(ii) Provident Fund \$0

(iii) Cash Allowance<sup>4</sup> (please specify if any: ) \$0

(iv) Non-cash based Benefits<sup>5</sup> (please specify if any: 1) Staff Quarter . &

2) Association Liability insurance \$610.61

(2) Staff of 2<sup>nd</sup> Tier <sup>1</sup>

(a) Number of staff	1		
(b) Comparable rank in civil service	SWO		
(c) Post	Superintendent		
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$947,847	(round up to dollar)
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$947,487	(round up to dollar)
(f) Breakdown of (2)(e)			
(i) Salary <sup>3</sup>		\$887,160	
(ii) Provident Fund		\$60,327	
(iii) Cash Allowance <sup>4</sup> (please specify if any:	)	\$	
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any:	)	\$	

(3) Staff of 3<sup>rd</sup> Tier <sup>1</sup>

(a) Number of staff	4		
(b) Comparable rank in civil service	ASWO		
(c) Post	<b>Social Worker, Pro. &amp; Development Officer, Hostel Supervisor</b>		
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$2,733,751	(round up to dollar)
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$2,733,751	(round up to dollar)
(f) Breakdown of (3)(e)			
(i) Salary <sup>3</sup>		\$2,447,552	
(ii) Provident Fund		\$286,199	
(iii) Cash Allowance <sup>4</sup> (please specify if any:	)	\$	
(iv) Non-cash based Benefits <sup>5</sup> (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	<u>\$4,370,535</u>	<u>\$3,681,238</u>

(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.)*

Please note that we do not have significant change on the remuneration packages of the staff in the top three tiers as compare to last year. Yet the decrease of the total annual cost results from the tier of Agency Head , who does not work as a paid staff, is included this year.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Part B: Public Disclosure of the Review Report**

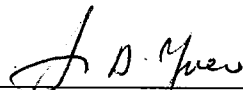
Our organisation \*has disclosed / will disclose (please specify the commencement date: \_\_\_\_\_) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

Channel of Disclosure	
(Please tick as appropriate.)	
<input 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	: Eliza Poon	Signature of Chairperson	: 
	: Superintendent	Name	: Sr. Bernadette Yuen
Title	: _____	Name	: _____
	: 25540167	Tel.	: 25540167
Tel.	: _____	Tel.	: _____
	: mcsupt@goodshepherd.org.hk	Date	: 3 OCT 2017
Email	: org.hk	Date	: _____