

**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 2019

SIMON Y. P. CHAN & CO.

Certified Public Accountants

陳以波會計師事務所

HONG KONG



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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 2019 and have issued an unqualified auditors' report thereon dated. 30/03/19

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Agency for the year ended 31 March 2019 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 2019.

- (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 2019.

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.

Simon Y.P. Chan & Co.

Certified Public Accountants (Practising)

Practising Certificate number 1350

Hong Kong

Unit D 1/F Wing Cheong Commercial Building

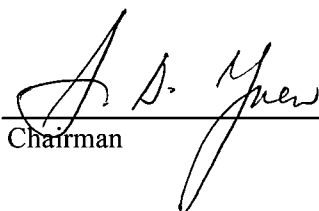
19-25 Jervois Street, Hong Kong

Tel : 2877 7710

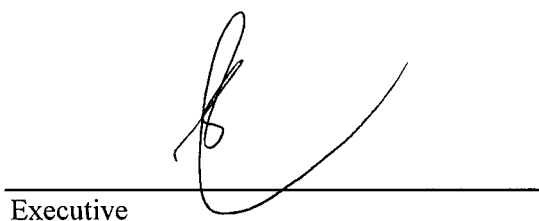
Fax: 2877 7719

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 2018 TO 31 MARCH 2019

	<u>Notes</u>	<u>Total</u> <u>2018-19</u> <u>HK\$</u>	<u>Total</u> <u>2017-18</u> <u>HK\$</u>	<u>Remarks</u>
A. INCOME				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding provident fund)	1b	21,939,953.00	20,032,255.00	
b. Provident fund	1c	1,950,842.00	1,796,911.00	
2. Special One-off Grant		0.00	0.00	
3. Fee income	2	0.00	0.00	
4. Central items	3	753,215.00	749,578.00	
5. Rent and rates	4	108,690.00	107,226.00	
6. Other income	5	146,381.90	86,216.50	
7. Interest received		134,979.28	65,994.65	
TOTAL INCOME		<u>25,034,061.18</u>	<u>22,838,181.15</u>	
B. EXPENDITURE				
1. Personal emoluments				
a. Salaries		15,902,532.77	14,928,385.90	
b. Provide fund	1c	1,667,416.78	1,583,239.53	
c. Allowances				
Sub Total	6	<u>17,569,949.55</u>	<u>16,511,625.43</u>	
2. Other charges	7	6,309,994.47	5,147,697.53	
3. Central items	3	753,215.00	749,578.00	
4. Rent and rates	4	134,952.88	136,477.84	
5. Special One-off Grant payment	7a	0.00	0.00	
TOTAL EXPENDITURE		<u>24,768,111.90</u>	<u>22,545,378.80</u>	
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	<u>265,949.28</u>	<u>292,802.35</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 2018 TO 31 MARCH 2019**

1. LUMP SUM GRANT

- a. Basis of preparation** The Annual Financial Report (AFR) is prepared in respect of all Funding and Service Agreement (FSA) activities (including support services to FSA activities) funded by the Social Welfare Department under the Lump Sum Grant Subvention System. 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 such as depreciation, provisions and accruals have not been 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. The Provident Fund received and contributed for staff under the Central Items have been shown under 3. 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	1,068,210.00	882,632.00	1,950,842.00
Provident fund contribution paid during the year	1,039,415.51	628,001.27	1,667,416.78
Surplus for the year	28,794.49	254,630.73	283,425.22
<u>Add</u> : Surplus b/f	11,855.54	2,557,865.75	2,569,721.29
Additional subvention received for previous year(s)	-	-	-
<u>Less</u> : Refund to Government	8,539.00	-	8,539.00
Surplus c/f	32,111.03	2,812,496.48	2,844,607.51

- 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 LSG Manual.

- 3. CENTRAL ITEMS** 2. These are subvented service activities which are not included in LSG and are subject to their own procedures as set out in other SWD's papers and correspondence with the NGOs. The Provident Fund received and contributed for staff under the Central Items have been separately included as part of the income and expenditure of the relevant items (paragraph 3.14 of the LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

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FOR THE PERIOD FROM 1 APRIL 2018 TO 31 MARCH 2019

	<u>Total</u> <u>2018-19</u> <u>HK\$</u>	<u>Total</u> <u>2017-18</u> <u>HK\$</u>
<u>a. Income</u>		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmary Care Supplement for the Aged Blind Persons	0.00	0.00
Infirmary Care Supplement for Residential Elderly Services	0.00	0.00
Dementia Supplement for Day Care Centres/units for the Elderly	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme – Fee Waiving Subsidy Scheme	0.00	0.00
Temporary financial Aid	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users		
Visiting Medical Practitioner Scheme	0.00	0.00
Training Subsidy under Training Scheme for Child Care	0.00	0.00
Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance	0.00	0.00
Allowances for Specific Services Arising from the	0.00	0.00
Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	753,215.00	749,578.00
Total	753,215.00	749,578.00
<u>b. Expenditure</u>		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmary Care Supplement for the Aged Blind Persons	0.00	0.00
Infirmary Care Supplement for Residential Elderly Services	0.00	0.00
Dementia Supplement for Day Care Centres/units for the Elderly	0.00	0.00
Foster Care Allowance/Emergency Foster Care Allowance	0.00	0.00
After School Care Programme – Fee Waiving Subsidy Scheme	0.00	0.00
Temporary financial Aid	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users		
Visiting Medical Practitioner Scheme	0.00	0.00
Training Subsidy under Training Scheme for Child Care	0.00	0.00
Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	0.00	0.00
Short-term Rental Assistance		0.00
Allowances for Specific Services Arising from the		
Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	753,215.00	749,578.00
Total	753,215.00	749,578.00

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF
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NOTES TO THE ANNUAL FINANCIAL REPORT
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4. **RENT AND RATES** 3. 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 have not been included in AFR.
5. **OTHER INCOME** 4. This includes programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subventions and donations received have not been included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure reflected in the AFR.

The breakdown on Other Income (paragraph 2.29 of LSG Manual (October 2016)) is as follows:

	Total 2018-19 HK\$	Total 2017-18 HK\$
(a) Fees and charges for services incidental to the operation of subvented services	146,381.90	86,216.50
(b) Other		
Total	<u>146,381.90</u>	<u>86,216.50</u>

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 paid under LSG 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	736,333.50
HK\$800,001 - HK\$900,000 p.a.	2	1,781,938.80
HK\$900,001 - HK\$1,000,000 p.a.		
HK\$1,000,001 - HK\$1,100,000 p.a.	1	1,050,591.60
HK\$1,100,001 - HK\$1,200,000 p.a.		
>HK\$1,200,000 p.a.		

7. **OTHER CHARGES**

The breakdown on Other Charges is as follows:

	Total 2018-19 HK\$	Total 2017-18 HK\$
<u>Other Charges</u>		
(a) Utilities	459,467.62	486,460.36
(b) Food	809,373.37	947,395.57
(c) Administrative expenses	444,874.20	433,108.60
(d) Stores and equipment	996,116.19	726,914.34
(e) Repair and maintenance	2,720,189.10	1,881,492.90
(f) Special Allowances	0.00	0.00
(g) Programme expenses	660,743.41	483,672.30
(h) Transportation and travelling	68,774.57	64,777.15
(i) Insurance	131,727.61	103,317.61
(j) Miscellaneous	18,728.40	20,558.70
	<u>6,309,994.47</u>	<u>5,147,697.53</u>

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

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

	2018-19 HK\$	2017-18 HK\$
Special One-Off Grant Payment		
(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>

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**NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2018 TO 31 MARCH 2019**

8. ANALYSIS OF LUMP SUM GRANT RESERVE AND BALANCES OF OTHER SWD SUBVENTIONS

	Lump Sum Grant	Special One- off Grant	Rent and Rates	Central Items	Total
Income					
Lump sum grant	23,890,795.00	0.00	0.00	0.00	23,890,795.00
Special One-off Grant	0.00	0.00	0.00	0.00	0.00
Other income	146,381.90	0.00	0.00	0.00	146,381.90
Interest received	134,979.28	0.00	0.00	0.00	134,979.28
Rent and rates	0.00	0.00	108,690.00	0.00	108,690.00
Rent and rates-Backpayment	0.00	0.00	0.00	0.00	0.00
Central items	0.00	0.00	0.00	753,215.00	753,215.00
Total income (a)	24,172,156.18	0.00	108,690.00	753,215.00	25,034,061.18
Expenditure					
Personal emoluments	17,569,949.55	0.00	0.00	0.00	17,569,949.55
Other charges	6,309,994.47	0.00	0.00	0.00	6,309,994.47
Rent and rates	0.00	0.00	134,952.88	0.00	134,952.88
Central items	0.00	0.00	0.00	753,215.00	753,215.00
Total expenditure (b)	23,879,944.02	0.00	134,952.88	753,215.00	24,768,111.90
Surplus/(Deficit) for the year (a)-(b)	292,212.16	0.00	(26,262.88)	0.00	265,949.28
Less : Surplus of provident fund	283,425.22	0.00	0.00	0.00	283,425.22
Surplus/(Deficit) for the year	8,786.94	0.00	(26,262.88)	0.00	(17,475.94)
Refund to the Government	0.00	0.00	0.00	0.00	0.00
Received from the Government	0.00	0.00	61,252.00	0.00	61,252.00
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary		0.00	0.00	0.00	0.00
Surplus b/f	9,648,906.45	0.00	(61,241.72)	0.00	9,587,664.73
Surplus/(Deficit) c/f	9,657,693.39	0.00	(26,252.60)	0.00	9,631,440.79

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF
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SCHEDULE FOR RENT AND RATES

10. Analysis of subvention and Expenditure for the period from 1 April 2018 to 31 March 2019

UNIT code and name	Subvented element	Rent & rates backpay/ (recovery)	Subvention released (Note 1)	Actual expenditure	Surplus (Note 2)	Deficit (Note 2)
Unit 2405 - Choi Wan Hostel	Rent (Note 3)	864.00	HK\$ 1,093.00	HK\$ (1,540.08)	HK\$ 0.00	HK\$ (447.08)
	Rates	526.00	1,781.00	(1,326.80)	454.20	0.00
	Total	1,390.00	2,874.00	(2,866.88)	454.20	(447.08)
Unit 2410 - Marycove Centre	Rent (Note 3)	0.00	2,686.00	(2,686.00)	0.00	0.00
	Rates	59,862.00	103,130.00	(129,400.00)	0.00	(26,270.00)
	Total	59,862.00	105,816.00	(132,086.00)	0.00	(26,270.00)
Grand Total		61,252.00	108,690.00	(134,952.88)	454.20	(26,717.08)

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.

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FOR THE PERIOD FROM 1 APRIL 2018 TO 31 MARCH 2019**

SCHEDULE FOR CENTRAL ITEMS

9. Analysis of Subvention and Expenditure

Unit Code and Name	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 (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infirmity Care Supplement for the Aged Blind Persons (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dementia Supplement for Residential Elderly Services (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services (Note 8)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dementia Supplement for Day Care Centres/Units for the Elderly	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 - Fee Waiving Subsidy Scheme	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 Service Users	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
Short-term Rental Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NSCCP - Subsidy for Fee Reduction/Waiving	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NSCCP - Rent and Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Subsidy for Integrated Support Service for Persons with Severe Physical Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-defined Subsidy Scheme for Occasional Child Care Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Training Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
One-off Subsidy for Enhanced Provision of Visiting Medical Practitioner Scheme for Residential Care Homes for the Persons with Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overnight On-site-on-call Allowance	753,215.00	753,215.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	753,215.00	753,215.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Review Report for the Reporting Year of 2018-19

(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 or email at suenq@swd.gov.hk

[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 31 October 2019.]

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

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

(a) Number of staff 1

(b) Comparable rank in civil service ^[2] NA

(c) Post AGENCY HEAD

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$604
[1(d) should be equal to or greater than 1(e)] (round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \$604
[1(e) = 1(g)(i) + (ii) + (iii) + (iv)] (round up to the nearest 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 ^[4] \$0

(ii) Provident fund \$0

(iii) Cash allowance ^[5] (please specify if any: _____) \$0

(iv) Non-cash based benefits ^[6] (1 Staff Quarter & 2 Association Liability Insurance) \$604

(2) Staff of 2nd Tier ^[1]

(a) Number of staff	1	
(b) Comparable rank in civil service ^[2]	SWO	
(c) Post	Superintendent	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$1,050,591</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$1,050,591</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$940,560</u>
(ii) Provident fund		<u>\$66,891</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$43,140</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$</u>

(3) Staff of 3rd Tier ^[1]

(a) Number of staff	4	
(b) Comparable rank in civil service ^[2]	ASWO	
(c) Post	Case Worker, Pro. & Development Officer, Hostel Supervisor	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$2,969,208</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$2,969,208</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]		<u>\$2,359,915</u>
(ii) Provident fund		<u>\$308,021</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$301,272</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$</u>

(4) Review for changes ^[7]

	<u>2017-18</u> (the year before)	<u>2018-19</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	<u>\$3,801,157</u>	<u>\$4,020,403</u>

(b) 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 change** in their remunerations as compared with the preceding year.

I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** 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 (details are given at the bottom).

Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).

Incremental creep (details are given at the bottom).

Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).

Increase/decrease of number of staff of the top three tiers (details are given at the bottom).

Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):

Part (B): Information on Staff Serving Their First Contract ^[8] ^[9]

Please add column(s) where necessary.

**Please delete as appropriate.*

There is no staff member serving his/her first contract in 2018-19.

The following staff member(s) served his/her/their first contract in 2018-19. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service ^[2]			
(c) Post			
(d) Total annual staff costs ^[3]	\$	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year			
(g) (i) Salary ^[4]	\$	\$	\$
(ii) Provident fund	\$	\$	\$
(iii) Cash allowance ^[5] (please specify if any)	\$	\$	\$
(iv) Non-cash based benefits ^[6] (please specify if any)	\$	\$	\$

Part (C): Public Disclosure of the Review Report ^[9]

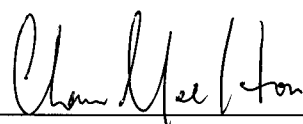
Our organisation *has disclosed / will—disclose (please specify the commencement date: _____) the Review Report for 2018-19 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel(s) of Disclosure	
<i>(Please tick as appropriate.)</i>	
<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 SWD's reference)

Part (D): Declaration by Chairperson

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

Contact Person : Eliza Poon Signature of Chairperson : 

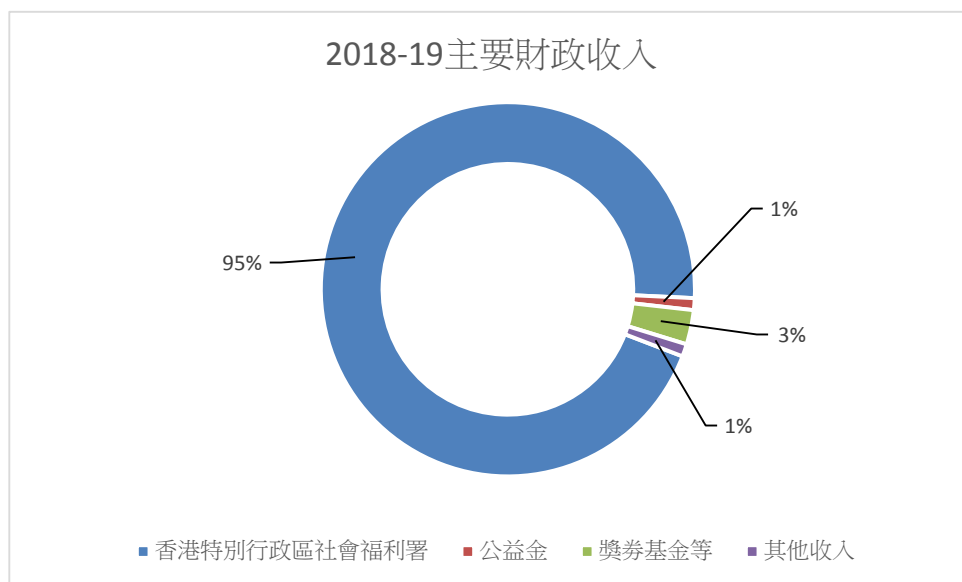
Title : Superintendent Name : Mr Chan Yee Hon Joseph

Tel. No. : 25540167 Tel. No. : 25540167

Email Address : mcsupt@goodshepherd.org.hk Date : 25 OCT 2019

2018-19 主要財政收入

■ 香港特別行政區社會福利署	95%
■ 公益金	1%
■ 獎券基金等	3%
■ 其他收入	1%



截至2019年3月31日止社會福利署資助之儲備如下

	HKD	用途
整筆撥款儲備	9,657,693.39	用作定影員工及非定影員工薪酬補貼(74.51%)，緊急維修(20.85%)，日常使用等(4.64%)
公積金/強積金儲備	2,844,607.51	用作支付員工公積金/強積金等

18-19 主要財政支出

資助服務員工薪酬及其他費用	97%
非資助服務員工薪酬及活動費等	1%
獎券基金資助維修項目	2%