

**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 2020.**

**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 2020 and have issued an unqualified auditors' report thereon dated. 28 OCT 2020

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Agency for the year ended 31 March 2020 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 2020.

- (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 2020.

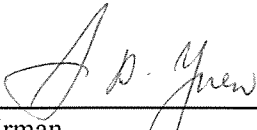
This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.


Simon Y.P. Chan & Co.  
Certified Public Accountants (Practising)  
Practising Certificate number 1350  
Hong Kong, 28 OCT 2020

**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 2019 TO 31 MARCH 2020**

|                                              | <u>Notes</u> | Total<br>2019-20<br><u>HKS</u> | Total<br>2018-19<br><u>HKS</u> | <u>Remarks</u> |
|----------------------------------------------|--------------|--------------------------------|--------------------------------|----------------|
| <b>A. INCOME</b>                             |              |                                |                                |                |
| 1. Lump Sum Grant                            |              |                                |                                |                |
| a. Lump Sum Grant (excluding provident fund) | 1b           | 24,892,144.00                  | 21,939,953.00                  |                |
| b. Provident fund                            | 1c           | 2,246,819.00                   | 1,950,842.00                   |                |
| 2. Fee income                                | 2            | 0.00                           | 0.00                           |                |
| 3. Central items                             | 3            | 1,167,019.00                   | 753,215.00                     |                |
| 4. Rent and rates                            | 4            | 137,740.00                     | 108,690.00                     |                |
| 5. Other income                              | 5            | 238,244.70                     | 146,381.90                     |                |
| 6. Interest received                         |              | 167,561.26                     | 134,979.28                     |                |
| TOTAL INCOME                                 |              | <u>28,849,527.96</u>           | <u>25,034,061.18</u>           |                |
| <b>B. EXPENDITURE</b>                        |              |                                |                                |                |
| 1. Personal emoluments                       |              |                                |                                |                |
| a. Salaries                                  |              | 17,416,075.75                  | 15,902,532.77                  |                |
| b. Provide fund                              | 1c           | 1,877,157.10                   | 1,667,416.78                   |                |
| c. Allowances                                |              |                                |                                |                |
| Sub Total                                    | 6            | <u>19,293,232.85</u>           | <u>17,569,949.55</u>           |                |
| 2. Other charges                             | 7            | 7,051,483.07                   | 6,309,994.47                   |                |
| 3. Central items                             | 3            | 1,075,131.70                   | 753,215.00                     |                |
| 4. Rent and rates                            | 4            | 148,606.00                     | 134,952.88                     |                |
| TOTAL EXPENDITURE                            |              | <u>27,568,453.62</u>           | <u>24,768,111.90</u>           |                |
| <b>C. SURPLUS/(DEFICIT) FOR THE YEAR</b>     | 8            | <u>1,281,074.34</u>            | <u>265,949.28</u>              |                |

The Annual Financial Report from pages 2 to 8 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual

  
 \_\_\_\_\_  
 Chairman  
 28 OCT 2020

  
 \_\_\_\_\_  
 Executive  
 28 OCT 2020

**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 2019 TO 31 MARCH 2020**

**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 Note 3.

Details are analysed below : -

| <u>Provident fund<br/>contribution</u>              | <u>Snapshot Staff<br/>HK\$</u> | <u>6.8% and<br/>Other Posts<br/>HK\$</u> | <u>Total<br/>HK\$</u> |
|-----------------------------------------------------|--------------------------------|------------------------------------------|-----------------------|
| Subvention received                                 | 1,191,110.00                   | 1,055,709.00                             | 2,246,819.00          |
| Provident fund contribution paid during the year    | 1,040,942.70                   | 836,214.40                               | 1,877,157.10          |
| Surplus for the year                                | 150,167.30                     | 219,494.60                               | 369,661.90            |
| Add : Surplus b/f                                   | 32,111.03                      | 2,812,496.48                             | 2,844,607.51          |
| Additional subvention received for previous year(s) | -                              | -                                        | -                     |
| Less : Refund to Government                         | 3,317.00                       | -                                        | 3,317.00              |
| Surplus c/f                                         | 178,961.33                     | 3,031,991.08                             | 3,210,952.41          |

**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** 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:

**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 2019 TO 31 MARCH 2020**

|                                                                                                                                            | <u>Total</u><br><u>2019-20</u><br><u>HKS</u> | <u>Total</u><br><u>2018-19</u><br><u>HKS</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <b>a. Income</b>                                                                                                                           |                                              |                                              |
| 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<br>Rehabilitation Services                                                        |                                              |                                              |
| Short-term Rental Assistance                                                                                                               | 0.00                                         | 0.00                                         |
| Allowances for Specific Services Arising from the<br>Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call<br>Allowance) | 0.00<br>813,331.00                           | 0.00<br>753,215.00                           |
| Special Allowance for Staff of Subvented Residential Service Units in respect of<br>COVID-19                                               | 353,688.00                                   | 0.00                                         |
| <b>Total</b>                                                                                                                               | <u>1,167,019.00</u>                          | <u>753,215.00</u>                            |
| <b>b. Expenditure</b>                                                                                                                      |                                              |                                              |
| 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<br>Rehabilitation Services                                                        | 0.00<br>0.00                                 | 0.00<br>0.00                                 |
| Short-term Rental Assistance                                                                                                               |                                              |                                              |
| Allowances for Specific Services Arising from the<br>Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call<br>Allowance) | 813,331.00                                   | 753,215.00                                   |
| Special Allowance for Staff of Subvented Residential Service Units in respect of<br>COVID-19                                               | 261,800.70                                   | 0.00                                         |
| <b>Total</b>                                                                                                                               | <u>1,075,131.70</u>                          | <u>753,215.00</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 2019 TO 31 MARCH 2020**

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 have not been 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 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:

|                                                                                     | <b>Total<br/>2019-20<br/>HK\$</b> | <b>Total<br/>2018-19<br/>HK\$</b> |
|-------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------|
| (a) Fees and charges for services incidental to the operation of subvented services | 238,244.70                        | 146,381.90                        |
| (b) Other                                                                           |                                   |                                   |
| Total                                                                               | <u>238,244.70</u>                 | <u>146,381.90</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:

| <b><u>Analysis of personal emoluments</u></b> | <b><u>No. of posts</u></b> | <b><u>HK\$</u></b> |
|-----------------------------------------------|----------------------------|--------------------|
| HK\$700,001 - HK\$800,000 p.a.                | 2                          | 1,479,495.61       |
| HK\$800,001 - HK\$900,000 p.a.                |                            |                    |
| HK\$900,001 - HK\$1,000,000 p.a.              | 2                          | 1,878,584.32       |
| HK\$1,000,001 - HK\$1,100,000 p.a.            |                            |                    |
| HK\$1,100,001 - HK\$1,200,000 p.a.            | 1                          | 1,118,333.08       |
| >HK\$1,200,000 p.a.                           |                            |                    |

7. **OTHER CHARGES**

|                                               | <b>Total<br/>2019-20<br/>HK\$</b> | <b>Total<br/>2018-19<br/>HK\$</b> |
|-----------------------------------------------|-----------------------------------|-----------------------------------|
| The breakdown on Other Charges is as follows: |                                   |                                   |
| <b><u>Other Charges</u></b>                   |                                   |                                   |
| (a) Utilities                                 | 484,030.36                        | 459,467.62                        |
| (b) Food                                      | 964,711.17                        | 809,373.37                        |
| (c) Administrative expenses                   | 531,535.90                        | 444,874.20                        |
| (d) Stores and equipment                      | 1,336,776.65                      | 996,116.19                        |
| (e) Repair and maintenance                    | 2,462,645.40                      | 2,720,189.10                      |
| (f) Special Allowances                        | 0.00                              | 0.00                              |
| (g) Programme expenses                        | 1,043,287.32                      | 660,743.41                        |
| (h) Transportation and travelling             | 67,209.85                         | 68,774.57                         |
| (i) Insurance                                 | 150,122.52                        | 131,727.61                        |
| (j) Miscellaneous                             | 11,163.90                         | 18,728.40                         |
|                                               | <u>7,051,483.07</u>               | <u>6,309,994.47</u>               |

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

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

|                                      | <b>2019-20<br/>HK\$</b> | <b>2018-19<br/>HK\$</b> |
|--------------------------------------|-------------------------|-------------------------|
| <b>Special One-Off Grant Payment</b> |                         |                         |
| (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 2019 TO 31 MARCH 2020**

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         |
|-------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|----------------|---------------|---------------|
| <b>Income</b>                                                                                                     |                |                       |                |               |               |
| Lump sum grant                                                                                                    | 27,138,963.00  | 0.00                  | 0.00           | 0.00          | 27,138,963.00 |
| Special One-off Grant                                                                                             | 0.00           | 0.00                  | 0.00           | 0.00          | 0.00          |
| Other income                                                                                                      | 238,244.70     | 0.00                  | 0.00           | 0.00          | 238,244.70    |
| Interest received                                                                                                 | 167,561.26     | 0.00                  | 0.00           | 0.00          | 167,561.26    |
| Rent and rates                                                                                                    | 0.00           | 0.00                  | 137,740.00     | 0.00          | 137,740.00    |
| Rent and rates-Backpayment                                                                                        | 0.00           | 0.00                  | 0.00           | 0.00          | 0.00          |
| Central items                                                                                                     | 0.00           | 0.00                  | 0.00           | 1,167,019.00  | 1,167,019.00  |
| Total income (a)                                                                                                  | 27,544,768.96  | 0.00                  | 137,740.00     | 1,167,019.00  | 28,849,527.96 |
| <b>Expenditure</b>                                                                                                |                |                       |                |               |               |
| Personal emoluments                                                                                               | 19,293,232.85  | 0.00                  | 0.00           | 0.00          | 19,293,232.85 |
| Other charges                                                                                                     | 7,051,483.07   | 0.00                  | 0.00           | 0.00          | 7,051,483.07  |
| Rent and rates                                                                                                    | 0.00           | 0.00                  | 148,606.00     | 0.00          | 148,606.00    |
| Central items                                                                                                     | 0.00           | 0.00                  | 0.00           | 1,075,131.70  | 1,075,131.70  |
| Total expenditure (b)                                                                                             | 26,344,715.92  | 0.00                  | 148,606.00     | 1,075,131.70  | 27,568,453.62 |
| Surplus/(Deficit) for the year (a)-(b)                                                                            | 1,200,053.04   | 0.00                  | (10,866.00)    | 91,887.30     | 1,281,074.34  |
| <u>Less</u> : Surplus of provident fund                                                                           | 369,661.90     | 0.00                  | 0.00           | 0.00          | 369,661.90    |
| Surplus/(Deficit) for the year                                                                                    | 830,391.14     | 0.00                  | (10,866.00)    | 91,887.30     | 911,412.44    |
| <u>Add</u> : Refund from the Government                                                                           | 0.00           | 0.00                  | 0.00           | 0.00          | 0.00          |
| <u>Less</u> : Refund to the Government                                                                            | 0.00           | 0.00                  | (454.20)       | 0.00          | (454.20)      |
| 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                                                                                                       | 9,657,693.39   | 0.00                  | (26,252.60)    | 0.00          | 9,631,440.79  |
| Surplus/(Deficit) c/f                                                                                             | 10,488,084.53  | 0.00                  | (37,572.80)    | 91,887.30     | 10,542,399.03 |

**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 2019 to 31 March 2020**

| UNIT code and name             | Subvented element  | Rent & rates<br>backpay/<br>(recovery ) | Subvention<br>released<br>(Note 1) | Actual<br>expenditure | Surplus<br>(Note 2) | Deficit<br>(Note 2) |
|--------------------------------|--------------------|-----------------------------------------|------------------------------------|-----------------------|---------------------|---------------------|
|                                |                    |                                         | HK\$                               | HK\$                  | HK\$                | HK\$                |
| Unit 2405 -<br>Choi Wan Hostel | Rent (Note 3)      | 448.00                                  | 1,117.00                           | (1,674.00)            | 0.00                | (557.00)            |
|                                | Rates              | (454.20)                                | 1,820.00                           | (2,046.00)            | 0.00                | (226.00)            |
|                                | <b>Total</b>       | <b>(6.20)</b>                           | <b>2,937.00</b>                    | <b>(3,720.00)</b>     | <b>0.00</b>         | <b>(783.00)</b>     |
| Unit 2410 -<br>Marycove Centre | Rent (Note 3)      | 0.00                                    | 2,686.00                           | (2,686.00)            | 0.00                | 0.00                |
|                                | Rates              | 26,270.00                               | 105,399.00                         | (142,200.00)          | 0.00                | (36,801.00)         |
|                                | <b>Total</b>       | <b>26,270.00</b>                        | <b>108,085.00</b>                  | <b>(144,886.00)</b>   | <b>0.00</b>         | <b>(36,801.00)</b>  |
|                                | <b>Grand Total</b> | <b>26,263.80</b>                        | <b>111,022.00</b>                  | <b>(148,606.00)</b>   | <b>0.00</b>         | <b>(37,584.00)</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 2019 TO 31 MARCH 2020**

**SCHEDULE FOR CENTRAL ITEMS**

**9. Analysis of Subvention and Expenditure**

| Unit Code and Name                                                                                                                             | Subvention Released<br>(Note 1) | Actual Expenditure<br>(Note 2) | Surplus<br>(Note 3)<br>(a) | Deficit for the Year       |                                               |                                    | Surplus/b/f<br>(Note 5)<br>(e) | Surplus/c/f<br>(Note 6)<br>(f)=(e)+(a)-(d) |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|----------------------------|----------------------------|-----------------------------------------------|------------------------------------|--------------------------------|--------------------------------------------|
|                                                                                                                                                |                                 |                                |                            | Deficit<br>(Note 3)<br>(b) | Deficit transferred<br>to LSG (Note 4)<br>(c) | Adjusted<br>Deficit<br>(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                                       |
| Infirmary 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                                       |
| Infirmary 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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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                                                                                                            | 813,331.00                      | 813,331.00                     | 0.00                       | 0.00                       | 0.00                                          | 0.00                               | 0.00                           | 0.00                                       |
| Unit 224 Sisters of the<br>Good Shepherd                                                                                                       |                                 |                                |                            |                            |                                               |                                    |                                |                                            |
| Unit 224 Sisters of the<br>Good Shepherd                                                                                                       | 353,688.00                      | 261,800.70                     | 91,887.30                  | 0.00                       | 0.00                                          | 0.00                               | 0.00                           | 91,887.30                                  |
| <b>Total</b>                                                                                                                                   | <b>1,167,019.00</b>             | <b>1,075,131.70</b>            | <b>91,887.30</b>           | <b>0.00</b>                | <b>0.00</b>                                   | <b>0.00</b>                        | <b>0.00</b>                    | <b>91,887.30</b>                           |

**Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations  
Review Report for the Reporting Year of 2019-20**  
(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](mailto: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 2020.]*

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 1<sup>st</sup> Tier** <sup>[1]</sup>

(a) Number of staff      1 \_\_\_\_\_

(b) Comparable rank in  
civil service <sup>[2]</sup>      NA \_\_\_\_\_

(c) Post      AGENCY HEAD \_\_\_\_\_

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD  
subventions, if applicable)      \$605  
*[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  
*[1(e)=1(g)(i)+(ii)+(iii)+(iv)]*      \$605  
(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 <sup>[4]</sup>      \$0 \_\_\_\_\_

(ii) Provident fund      \$0 \_\_\_\_\_

(iii) Cash allowance <sup>[5]</sup> (please specify if any: )      \$0 \_\_\_\_\_

(iv) Non-cash based benefits <sup>[6]</sup> (1 Staff Quarter & 2 Association Liability Insurance)      \$605 \_\_\_\_\_

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

|                                                                                                                                                          |                |                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------|
| (a) Number of staff                                                                                                                                      | 1              |                                                               |
| (b) Comparable rank in civil service <sup>[2]</sup>                                                                                                      | SWO            |                                                               |
| (c) Post                                                                                                                                                 | Superintendent |                                                               |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[2(d) should be equal to or greater than 2(e)] |                | <u>\$1,118,333</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]                                                                     |                | <u>\$1,118,333</u><br><i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e)                                                                                                                                  |                |                                                               |
| (i) Salary <sup>[4]</sup>                                                                                                                                |                | <u>\$986,217</u>                                              |
| (ii) Provident fund                                                                                                                                      |                | <u>\$81,643</u>                                               |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )                                                                                            |                | <u>\$50,473</u>                                               |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )                                                                                    |                | <u>\$</u>                                                     |

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

|                                                                                                                                                          |                                                            |                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------|
| (a) Number of staff                                                                                                                                      | 4                                                          |                                                               |
| (b) Comparable rank in civil service <sup>[2]</sup>                                                                                                      | ASWO                                                       |                                                               |
| (c) Post                                                                                                                                                 | Case Worker, Pro. & Development Officer, Hostel Supervisor |                                                               |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[3(d) should be equal to or greater than 3(e)] |                                                            | <u>\$3,182,603</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]                                                                     |                                                            | <u>\$3,182,603</u><br><i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (3)(e)                                                                                                                                  |                                                            |                                                               |

- |                                                                       |  |             |
|-----------------------------------------------------------------------|--|-------------|
| (i) Salary <sup>[4]</sup>                                             |  | \$2,510,751 |
| (ii) Provident fund                                                   |  | \$339,981   |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )         |  | \$331,871   |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) |  | \$          |

**(4) Review for changes <sup>[7]</sup>**

|                                                                                                                    | <u>2018-19</u><br>(the year before) | <u>2019-20</u><br>(the reporting year) |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers <i>[(1)(e)+(2)(e)+(3)(e)]</i> | \$4,020,403                         | \$4,301,541                            |

(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** <sup>[8] [9]</sup>

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

- There is no staff member serving his/her first contract in 2019-20.
- The following staff member(s) served his/her/their first contract in 2019-20. Details are as follows:

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

**Part (C): Public Disclosure of the Review Report** <sup>[9]</sup>

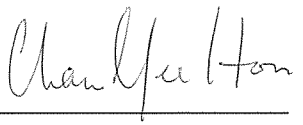
Our organisation \*has disclosed / will—disclose (please specify the commencement date: \_\_\_\_\_) the Review Report for 2019-20 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

| <b>Channel(s) of Disclosure</b>      |                                                                                                                                              |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <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 : 29 MAR 2020