

**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**

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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

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REVIEW 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 2022 and have issued an unqualified auditors' report thereon dated 24 OCT 2022 .

We conducted our review of the attached Annual Financial Report on pages 2 to 8 of the Agency for the year ended 31 March 2022 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 2022.

- (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 2022.

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, 24 OCT 2022

ANNUAL FINANCIAL REPORT

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

FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022

| | <u>Notes</u> | <u>2021-22 HK\$</u> | <u>2020-21 HK\$</u> |
|--|--------------|-------------------------|-------------------------|
| A. INCOME | | | |
| 1. Lump Sum Grant | | | |
| a. Lump Sum Grant (excluding Provident Fund) | 1b | 24,992,012.00 | 24,963,282.00 |
| b. Provident Fund | 1c | 2,079,993.00 | 2,134,977.00 |
| 2. Fee Income | 2 | 0.00 | 0.00 |
| 3. Central Items | 3 | 818,795.00 | 1,172,483.00 |
| 4. Rent and Rates | 4 | 115,030.00 | 115,030.00 |
| 5. Other Income | 5 | 287,007.88 | 52,012.22 |
| 6. Interest Received | | 22,559.93 | 79,757.47 |
| TOTAL INCOME | | <u>28,315,397.81</u> | <u>28,517,541.69</u> |
| B. EXPENDITURE | | | |
| 1. Personal Emoluments | | | |
| a. Salaries | | 18,910,402.47 | 17,493,301.73 |
| b. Provide Fund | 1c | 1,751,956.53 | 1,730,477.31 |
| c. Allowances | | 0.00 | 0.00 |
| Sub-total | 6 | <u>20,662,359.00</u> | <u>19,223,779.04</u> |
| 2. Other Charges | 7 | 6,367,968.69 | 6,894,648.05 |
| 3. Central Items | 3 | 818,795.00 | 1,103,350.91 |
| 4. Rent and Rates | 4 | 141,432.40 | 148,427.44 |
| TOTAL EXPENDITURE | | <u>27,990,555.09</u> | <u>27,370,205.44</u> |
| C. SURPLUS / (DEFICIT) FOR THE YEAR | 8 | <u>324,842.72</u> | <u>1,147,336.25</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
Date: 24 OCT 2022


Executive
Date: 24 OCT 2022

**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 2021 TO 31 MARCH 2022

1. Lump Sum Grant (LSG)

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 contribution</u> | <u>Snapshot Staff HK\$</u> | <u>6.8% and Other Posts HK\$</u> | <u>Total HK\$</u> |
|--|------------------------------------|--|-----------------------|
| Subvention Received | 956,052.00 | 1,123,941.00 | 2,079,993.00 |
| Provident Fund Contribution Paid during the Year | 877,297.75 | 874,658.78 | 1,751,956.53 |
| Surplus for the Year | <u>78,754.25</u> | <u>249,282.22</u> | <u>328,036.47</u> |
| <u>Add</u> : Surplus b/f | 218,165.81 | 3,376,998.29 | 3,595,164.10 |
| Additional subvention received for previous year(s) | - | 27,078.00 | 27,078.00 |
| <u>Less</u> : Refund to Government | 150,167.00 | - | 150,167.00 |
| Surplus c/f | <u>146,753.06</u> | <u>3,653,358.51</u> | <u>3,800,111.57</u> |

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:

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FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022**

| | <u>2021-22</u> | <u>2020-21</u> |
|---|-------------------|---------------------|
| | <u>HKS</u> | <u>HKS</u> |
| <u>a. Income</u> | | |
| Dementia Supplement for Elderly with Disabilities | 0.00 | 0.00 |
| Infirmiry Care Supplement for the Aged Blind Persons | 0.00 | 0.00 |
| Infirmiry 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) | 818,795.00 | 818,795.00 |
| Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19 | 0.00 | 353,688.00 |
| Total | <u>818,795.00</u> | <u>1,172,483.00</u> |
| <u>b. Expenditure</u> | | |
| Dementia Supplement for Elderly with Disabilities | 0.00 | 0.00 |
| Infirmiry Care Supplement for the Aged Blind Persons | 0.00 | 0.00 |
| Infirmiry 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 | 0.00 | 0.00 |
| Rehabilitation Services | 0.00 | 0.00 |
| Short-term Rental Assistance | | |
| Allowances for Specific Services Arising from the | | |
| Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance) | 818,795.00 | 818,795.00 |
| Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19 | 0.00 | 284,555.91 |
| Total | <u>818,795.00</u> | <u>1,103,350.91</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 2021 TO 31 MARCH 2022

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 is as follows:

| | <u>2021-22</u> | <u>2020-21</u> |
|---|-------------------|------------------|
| | <u>HK\$</u> | <u>HK\$</u> |
| (a) Fees and charges for services incidental to the operation of subvented services | 3,982.20 | 4,414.70 |
| (b) Other | 283,025.68 | 47,597.52 |
| Total | <u>287,007.88</u> | <u>52,012.22</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 | 1,423,093.98 |
| HK\$800,001 - HK\$900,000 p.a. | | |
| HK\$900,001 - HK\$1,000,000 p.a. | 2 | 1,885,111.79 |
| HK\$1,000,001 - HK\$1,100,000 p.a. | | |
| HK\$1,100,001 - HK\$1,200,000 p.a. | 1 | 1,102,603.20 |
| >HK\$1,200,000 p.a. | | |

7. **OTHER CHARGES**

The breakdown on Other Charges is as follows:

| | <u>2021-22</u> | <u>2020-21</u> |
|-----------------------------------|---------------------|---------------------|
| <u>Other Charges</u> | <u>HK\$</u> | <u>HK\$</u> |
| (a) Utilities | 614,954.20 | 472,237.15 |
| (b) Food | 1,300,811.27 | 990,202.09 |
| (c) Administrative expenses | 595,982.10 | 585,671.68 |
| (d) Stores and equipment | 1,614,227.57 | 1,570,265.53 |
| (e) Repair and maintenance | 1,678,884.50 | 2,202,676.20 |
| (f) Special Allowances | 0.00 | 0.00 |
| (g) Programme expenses | 272,848.18 | 805,954.95 |
| (h) Transportation and travelling | 63,391.18 | 74,620.16 |
| (i) Insurance | 186,677.89 | 178,900.59 |
| (j) Miscellaneous | 40,191.80 | 14,119.70 |
| | <u>6,367,968.69</u> | <u>6,894,648.05</u> |

**THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF
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NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2021 TO 31 MARCH 2022**

8. Analysis of Lump Sum Grant Reserve and balances of other SWD subventions

| | Lump Sum Grant | Adjustment for utilised allocation under ASCP / Enhanced ASCP- FWSS | Rent and Rates | Central Items | Total |
|---|----------------------|--|--------------------|--------------------|----------------------|
| Income | | | | | |
| Lump Sum Grant | 27,072,005.00 | 0.00 | 0.00 | 0.00 | 27,072,005.00 |
| Fee Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Income | 287,007.88 | 0.00 | 0.00 | 0.00 | 287,007.88 |
| Interest Received (Note 1) | 22,559.93 | 0.00 | 0.00 | 0.00 | 22,559.93 |
| Rent and Rates | 0.00 | 0.00 | 115,030.00 | 0.00 | 115,030.00 |
| Central Items | 0.00 | 0.00 | 0.00 | 818,795.00 | 818,795.00 |
| Total Income (a) | 27,381,572.81 | 0.00 | 115,030.00 | 818,795.00 | 28,315,397.81 |
| Expenditure | | | | | |
| Personal Emoluments | 20,662,359.00 | 0.00 | 0.00 | 0.00 | 20,662,359.00 |
| Other Charges | 6,367,968.69 | 0.00 | 0.00 | 0.00 | 6,367,968.69 |
| Rent and Rates | 0.00 | 0.00 | 141,432.40 | 0.00 | 141,432.40 |
| Central Items | 0.00 | 0.00 | 0.00 | 818,795.00 | 818,795.00 |
| Total Expenditure (b) | 27,030,327.69 | 0.00 | 141,432.40 | 818,795.00 | 27,990,555.09 |
| Surplus / (Deficit) for the Year (a)-(b) | 351,245.12 | 0.00 | (26,402.40) | 0.00 | 324,842.72 |
| Less : Surplus of Provident Fund | 328,036.47 | 0.00 | 0.00 | 0.00 | 328,036.47 |
| | 23,208.65 | 0.00 | (26,402.40) | 0.00 | (3,193.75) |
| Surplus / (Deficit) b/f | 11,195,186.44 | 0.00 | (33,386.24) | 69,132.09 | 11,230,932.29 |
| | 11,218,395.09 | 0.00 | (59,788.64) | 69,132.09 | 11,227,738.54 |
| Add : Refund from Government | 0.00 | 0.00 | 33,398.00 | 0.00 | 33,398.00 |
| Less : Refund to Government | 0.00 | 0.00 | 0.00 | (69,132.09) | (69,132.09) |
| Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplementary | | 0.00 | 0.00 | 0.00 | 0.00 |
| Surplus / (Deficit) c/f | 11,218,395.09 | 0.00 | (26,390.64) | 0.00 | 11,192,004.45 |

Schedule for rent and ratesAnalysis of Subvention and Expenditure for the period from 1 April 2021 to 31 March 2022

Name of Agency: THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF CHARITY OF
THE GOOD SHEPHERD OF ANGERS AT HONG KONG

| Unit Code and Name | Subvented Element | Subvention Released (Note 1) | Actual Expenditure | Back payment on Rent & Rate for 2020-2021 | Surplus (Note 2) | Deficit (Note 2) |
|-----------------------------|--------------------|---------------------------------|---------------------|---|---------------------|---------------------|
| | | HK\$ | HK\$ | | HK\$ | HK\$ |
| Unit 2405 - Choi Wan Hostel | Rent (Note 3) | 1,158.00 | (1,562.40) | 449.00 | 0.00 | (404.40) |
| | Rates | 1,887.00 | (1,984.00) | 48.00 | 0.00 | (97.00) |
| | Total | 3,045.00 | (3,546.40) | 497.00 | 0.00 | (501.40) |
| Unit 2410 - Marycove Centre | Rent (Note 3) | 2,686.00 | (2,686.00) | 0.00 | 0.00 | 0.00 |
| | Rates | 109,299.00 | (135,200.00) | 32,901.00 | 0.00 | (25,901.00) |
| | Total | 111,985.00 | (137,886.00) | 32,901.00 | 0.00 | (25,901.00) |
| | Grand Total | 115,030.00 | (141,432.40) | 33,398.00 | 0.00 | (26,402.40) |

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.

Schedule for Central Items
Analysis of Subvention and Expenditure for the period from 1 April 2021 to 31 March 2022

Name of Agency: THE MOTHER SUPERIOR OF THE CONGREGATION OF OUR LADY OF CHARITY OF THE GOOD SHEPHERD OF ANGERS AT HONG KONG

| Unit Code and Name | Subvented Element | Subvention Released (Note 1) | Actual Expenditure (Note 2) | Surplus (Note 3) | Deficit for the Year | | | Surplus b/f (Note 5) | Refund to Government (Note 5) | Surplus c/f (Note 6) |
|---|---|---------------------------------|--------------------------------|---------------------|----------------------|--|------------------|-------------------------|----------------------------------|-------------------------|
| | | | | | Deficit (Note 3) | Deficit transferred to LSG (Note 4) | Adjusted Deficit | | | |
| | | | | (a) | (b) | (c) | (d)=(b)-(c) | (e) | (g) | (f)=(e)+(a)-(d)+(g) |
| | Dementia Supplement for Elderly with Disabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Infirmity Care Supplement for the Aged Blind Persons | 0.00 | 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 | 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 | 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 | 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 | 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 | 0.00 |
| | Temporary Financial Aid | 0.00 | 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 | 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 | 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 | 0.00 |
| | Short-term Rental Assistance | 0.00 | 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 | 0.00 |
| | NSCCP - Subsidy for Fee Reduction/Waiving | 0.00 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 0.00 |
| Unit 224 - Sisters of the Good Shepherd | Overnight On-site-on-call Allowance | 818,795.00 | 818,795.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unit 224 - Sisters of the Good Shepherd | Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 69,132.09 | 69,132.09 | 0.00 |
| Total | | 818,795.00 | 818,795.00 | 0.00 | 0.00 | 0.00 | 0.00 | 69,132.09 | 69,132.09 | 0.00 |

**Remuneration Packages for Staff in the Top Three Tiers
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

Review Report for the Reporting Year of 2021-22

According to the Lump Sum Grant Manual, NGOs receiving recurrent subventions of not less than \$10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the "Review Report on Remuneration Packages for Staff in the Top Three Tiers" (Review Report), and regularly review the number, rank and remuneration packages of their senior executives in the top three tiers.

NGOs currently exempted from completing and disclosing their Review Report are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public's understanding of NGOs' financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO's income from sources other than the Government, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO's particular circumstances such as its organisational structure.

[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2022.]

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)**

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2021-22 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2021-22 for which **Part (B)** is completed.


Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)

Information of staff in the top three tiers serving the second or further contract. (Note 2)

(1) Staff of First Tier (Note 3)

(a) Number of post (Note 4) 1


(b) Post or rank (Note 5) [*Please add row if necessary*]

| Post or rank | |
|---|-------------|
|  | Agency Head |

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

| Post or rank | | Month(s) |
|---|-------------|----------|
|  | Agency Head | 12 |

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 655

[*1(d) should be equal to or greater than 1(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 655

[*1(e) = 1(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (1)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:)

1 Staff Quarter & 2 Association Liability Insurance \$ 655


(g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below

Remarks by NGO, if any:

(2) Staff of Second Tier (Note 3)

(a) Number of post (Note 4) 1

(b) Post or rank (Note 5) [Please add row if necessary]

| Post or rank | |
|---|-----|
|  | SWO |

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

| Post or rank | | Month(s) |
|---|----------------|----------|
|  | Superintendent | 12 |

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 1,102,603

[2(d) should be equal to or greater than 2(e)]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 1,102,603
[2(e) = 2(f)(i)+(ii)+(iii)+(iv)]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$ 1,032,400

(ii) Provident fund \$ 70,203

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$

(g) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

Remarks by NGO, if any:

(3) Staff of Third Tier (Note 3)

(a) Number of post (Note 4) 4

(b) Post or rank (Note 5) [*Please add row if necessary*]

| Post or rank | |
|--------------------------|------|
| <input type="checkbox"/> | ASWO |
| <input type="checkbox"/> | ASWO |
| <input type="checkbox"/> | ASWO |
| <input type="checkbox"/> | ASWO |

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

| Post or rank | | Month(s) |
|--------------------------|----------------------------|----------|
| <input type="checkbox"/> | CASW WORKER | 12 |
| <input type="checkbox"/> | CASW WORKER | 12 |
| <input type="checkbox"/> | PRO. & DEVELOPMENT OFFICER | 12 |
| <input type="checkbox"/> | HOSTEL SUPERVISOR | 12 |

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 3,221,594

[*3(d) should be equal to or greater than 3(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 3,221,594

[*3(e) = 3(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (3)(e) under SWD subventions

(i) Salary (Note 8) \$ 2,617,783

(ii) Provident fund \$ 330,978

(iii) Cash allowance (Note 9) (please specify if any:)

Snapshot staff allowance \$ 272,833

(iv) Non-cash based benefits (Note 10) (please specify if any:)

\$

(g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below

Remarks by NGO, if any:

Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)


Information of staff in the top three tiers serving the first contract. (Note 2)

Please skip this part if there is no staff member serving his/her first contract in 2021-22.

(1) Staff of First Tier (Note 3)

(a) Number of post (Note 4)


(b) Post or rank (Note 5) [*Please add row if necessary*]

| Post or rank | |
|---|--|
|  | |

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

| | Post or rank | Month(s) |
|---|--------------|----------|
|  | | |

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*1(d) should be equal to or greater than 1(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*1(e) = 1(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

(2) Staff of Second Tier (Note 3)

(a) Number of post (Note 4)


(b) Post or rank (Note 5) [*Please add row if necessary*]

| Post or rank | |
|---|--|
|  | |

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

| Post or rank | | Month(s) |
|---|--|----------|
|  | | |

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*2(d) should be equal to or greater than 2(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*2(e) = 2(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

(3) Staff of Third Tier (Note 3)

(a) Number of post (Note 4)

(b) Post or rank (Note 5) [*Please add row if necessary*]

| Post or rank | |
|---|--|
|  | |

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

| Post or rank | | Month(s) |
|---|--|----------|
|  | | |

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*3(d) should be equal to or greater than 3(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*3(e) = 3(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$

(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

Part (C): Review for changes (Note 12)

| | <u>2020-21</u> (the year before) | <u>2021-22</u> (the reporting year) |
|---|-------------------------------------|--|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers [Part (A)(1)(e)+(2)(e)+(3)(e)+ Part (B)(1)(e)+(2)(e)+(3)(e)] | \$ 4,299,576 | \$4,324,852 |

(b) Please select and complete the following as appropriate to state the result of this review -

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found 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, if any).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).
 - Incremental creep (details are given at the bottom, if any).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).
 - Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).
 - Other circumstances (please provide details in the box below).

Part (D): Public Disclosure of the Review Report (Note 13)

This organisation **has disclosed** / **will disclose** (please specify the commencement date:

) the Review Report for 2021-22 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -

Means 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 the website of this organisation The relevant hyperlink is: http://www.example.com |
| <input type="checkbox"/> | Reporting the information in the Annual Report of this organisation |
| <input type="checkbox"/> | Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference) |

Part (E): Public Disclosure of the Review Report on the SWD's Website

This organisation has opted for the following arrangement:

(Please tick as appropriate.)

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | SWD posts a copy of Part (A) to (C) of the Review Report on the SWD's website |
| <input checked="" type="checkbox"/> | Part (A) to (C) of the Review Report will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above |

Part (F): Declaration by Chairperson

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

Contact Person: Eliza Poon

Signature of Chairperson: 

Post Title: Superintendent

Name: Mr Chan Yee Hon Joseph

Tel. No.: 25540167

Tel. No.: 25540167

Email Address: mcsupt@goodshepherd.org.hk

Date: 24 OCT 2022