**Form A**

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

**Self-assessment Report for the Reporting Year of 2024-25**

The Government has promulgated a set of guidelines concerning the effective control and monitoring of the structure, ranking and remuneration for the top three tiers executives in subvented bodies, and set out the arrangements for the public disclosure of such information. As stated in the Lump Sum Grant (LSG) Subvention Manual, Non-governmental Organisations (NGOs) receiving Government subvention are accountable for the use of public funds and are required to submit Self-assessment Report (SAR) on Remuneration Packages for Staff in the Top Three Tiers. For the avoidance of doubt, all NGOs are required to submit the SARs regardless of whether they are required to submit the Review Report on Remuneration Packages for Staff in the Top Three Tiers (Review Report).

*[Please read the explanatory notes before completing this form. The completed SAR should reach the Social Welfare Department (SWD) through the SPMIS by **31 October 2025**.]*

**Name of NGO (code) :** **Evangelical Free Church of China - Evangel Children's Home (200)**

1. The average recurrent subvention (Note 1) which this organisation received from SWD during the past four years from 2020-21 to 2023-24 (Note 2) (excluding the reporting year) amount to $16,068,738 which represents 96.95% of this organisation's average operating income pertaining to welfare services/programmes (Note 3) within the same period. The details are listed as follows -

| **Year (Note 2)** (the four years before the reporting year) | **Recurrent Subvention** *(round up to the nearest dollar)* **$** | | **Operating Income (Note 3)** *(round up to the nearest dollar)* **$** | |
|---|---|---|---|---|
| 2020-21 | 15,509,030 | (a) | 16,026,782 | (aa) |
| 2021-22 | 15,447,999 | (b) | 16,055,079 | (bb) |
| 2022-23 | 16,136,036 | (c) | 16,949,747 | (cc) |
| 2023-24 | 17,181,884 | (d) | 17,267,084 | (dd) |
| Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4 | 16,068,738 | (e) | 16,574,673 | (f) |
| Average annual recurrent subvention / Average annual operating income [ (e) / (f) x 100%] = (g) | | | 96.95% | (g) |

2. I confirm that the following condition applies to this organisation -

| Submission of Review Report | |
|---|---|
| *(Please select as appropriate.)* | |
| ◉ | This organisation is **required** to conduct an annual review of staff in the top three tiers and submit the Review Report in accordance with the LSG Subvention Manual. |
| ○ | This organisation is not required to conduct an annual review but the Review Report is **voluntarily submitted** to enhance public accountability and promote the public's understanding of this organisation's financial position. |
| ○ | This organisation is **not required** to submit the Review Report. |

| | | | |
|---|---|---|---|
| Contact Person: | Ms Vivian Law Mei Chun | Signature of Chairperson*: | |
| Post Title. | Superintendent | Name: | Mr Lau Kwok Wa |
| Tel. No.. | 23238224 (112) | Tel. No.: | 23238224 |
| Email Address: | vivian@ech.org.hk | Date | 22.10.2025 |

* In exceptional circumstances, if this report is signed by a delegated staff member, written authorisation from the Chairperson should be submitted to the SWD.

**Calculation of the Income Threshold**

$$\frac{\text{Recurrent subvention provided by SWD to the NGO } \mathbf{(e)}}{\text{Operating income of the NGO pertaining to welfare services/programmes (within the policy purview of SWD) } \mathbf{(f)}} \times 100\% = \mathbf{(g)}$$

List of all types of payment to be included and excluded in the calculation of the 50% income threshold for the Reporting Year of 2024-25

**Explanatory Notes**

1. **Recurrent subvention provided by SWD** refers to SWD payments to an NGO for operating welfare services / programmes **including** -
   - ✓ **Recurrent subvention** under the LSG / conventional subvention mode;
   - ✓ Central Items, Rent and Rates Subvention, Subsidy under the Child Care Centres Subsidy Scheme;
   - ✓ Contract sum of contract services, e.g. Contract Homes and Nursing Home Place Purchase Scheme;

   but ***excluding*** the following -

- ✕ **Non-recurrent subvention** (such as matching grants, one-off funding for supporting a particular activity [e.g. Lotteries Fund, Social Welfare Development Fund, etc.]);
- ✕ **Capital works subvention** (such as financial assistance for construction and renovation projects);
- ✕ **Capital non-works subvention** (such as funding for computer system development).
- ✕ **Service fees** from the Lotteries Fund to service operators of the Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly.

**2.** For an NGO receiving SWD subvention for less than four years before the reporting year, reference should be made to all of the preceding years concerned.

**3.** **Operating income of the NGO** should take into account only the portion of income pertaining to services / programmes **under welfare purview**. It **includes** the following :

- ✓ **Recurrent subvention** provided by SWD to NGOs for operating welfare services / programmes as mentioned at Note 1 above;
- ✓ **Fees and charges** collected by the NGO for services / programmes within welfare purview, including self-financing services Pilot Scheme on Community Care Service Voucher (CCSV) for the Elderly and Pilot Scheme on Residential Care Service Voucher (RCSV) for the Elderly (excluding the seed money for purchasing capital items)^; and contract services such as Contract Homes, Nursing Home Place Purchase Scheme;
- ✓ **Designated / non-designated donations / sponsorships** # received by an NGO and **spent** on services / programmes within welfare purview;
- ✓ **Investment / interest income** of the NGO **spent** on services / programmes within welfare purview; and
- ✓ **Rental and / or other recurrent incomes** of the NGO **spent** on services / programmes within welfare purview;

but ***excluding*** the following -

- ✕ **Capital and / or non-recurrent subvention**;
- ✕ **Donations / sponsorships for capital projects**, e.g. construction, renovation, purchasing furniture and equipment, Social Welfare Development Fund for the purpose of staff training, business system upgrading and service studies; and
- ✕ **Direct cash assistance or benefits in kind to service users.**

^ After regularisation of the Pilot Scheme on CCSV for the Elderly on 1.9.2023 and Pilot Scheme on RCSV for the Elderly on 1.4.2023, the fees and charges collected by the NGOs under these two programmes should also be included as operating income.

# **Designated / non-designated donations / sponsorships** received by the NGO and **spent** on services / programmes **under welfare purview** may include the following examples :

- ✧ Lotteries Fund;
- ✧ Community Care Fund;
- ✧ Child Development Fund;
- ✧ Enhancing Employment of People with Disabilities through Small Enterprise Project;
- ✧ Partnership Fund for the Disadvantaged;
- ✧ Hong Kong Paralympians Fund;
- ✧ Beat Drugs Fund;

- Community Inclusion Investment Fund;
- Enhancing Self-Reliance Through District Partnership Programme;
- The Hong Kong Jockey Club Charities Trust;
- The Community Chest; and
- Funds provided by District Councils.

Form B

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

**Review Report for the Reporting Year of 2024-25**

According to the Lump Sum Grant Subvention Manual, Non-governmental Organisations (NGOs) receiving recurrent subvention and subsidies from the Social Welfare Department (SWD) 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 staff in the top three tiers. For NGOs that are not subject to the disclosure requirement as mentioned above, they 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 SWD, 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 Review Report should reach the SWD through the SPMIS by **31 October 2025**.]*

**Name of NGO (code) :** Evangelical Free Church of China - Evangel Children's Home (200)

Please tick as appropriate (may tick both)

- [x] We have a staff member serving his/her second or further contract in 2024-25 for which **Part (A)** is completed.
- [ ] We have a staff member serving his/her first contract in 2024-25 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 title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Superintendent | 12 |

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 1,230,546

[*1(c) = 1(d)(i)+(ii)+(iii)+(iv)*]

(d) Breakdown of (1)(c) under SWD subvention

(i) Salary (Note 8) $ 1,070,040

(ii) Provident fund $ 160,506

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

$

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

$

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

(2) ***Staff of Second Tier (Note 3)***

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Deputy Superintendent | 12 |

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 1,002,950
*[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]*

(d) Breakdown of (2)(c) under SWD subvention

(i) Salary (Note 8) $ 872,130

(ii) Provident fund $ 130,820

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

$

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

$

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

**(3) *Staff of Third Tier* (Note 3)**

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Supervisor | 12 |

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 744,924

*[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]*

(d) Breakdown of (3)(c) under SWD subvention

(i) Salary (Note 8) $ 647,760

(ii) Provident fund $ 97,164

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

$

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

$

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

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

Information of ***newly employed*** 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 2024-25.

**(1)** ***Staff of First Tier (Note 3)***

(a) Number of post (Note 4)

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | | |

Total number of month(s):

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 0
*[1(c) = 1(d)(i)+(ii)+(iii)+(iv)]*

(d) Breakdown of (1)(c) under SWD subvention

(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:)

$

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

(2) ***Staff of Second Tier (Note 3)***

(a) Number of post (Note 4)

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | | |

Total number of month(s):

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 0

*[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]*

(d) Breakdown of (2)(c) under SWD subvention

(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:)

$

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

(3) ***Staff of Third Tier (Note 3)***

(a) Number of post (Note 4) 0

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | | |

Total number of month(s):

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 0

[*3(c) = 3(d)(i)+(ii)+(iii)+(iv)*]

(d) Breakdown of (3)(c) under SWD subvention

(i) Salary (Note 8) $ 0

(ii) Provident fund $ 0

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

$ 0

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

$ 0

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

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

| | 2023-24 (the year before) | 2024-25 (the reporting year) |
|---|---|---|
| (a) Total annual staff costs under SWD subvention in respect of the top three tiers *[Part (A)(1)(c)+(2)(c)+(3)(c)+ Part (B)(1)(c)+(2)(c)+(3)(c)]* | $ 2,843,774 | $2,978,420 |

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

- [x] 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.
  - [ ] Upward/downward pay adjustment other than Civil Service Pay Adjustment.
  - [ ] Incremental creep.
  - [ ] Organisational restructuring or upgrading/downgrading of top three tier posts.
  - [ ] Increase/decrease in the number of staff of the top three tiers.
  - [ ] Other circumstances (please provide details in the box below).