ANNUAL FINANCIAL REPORT

NGO : HONG CHI ASSOCIATION

1 APRIL 2024 TO 31 MARCH 2025

	Notes	2024-25 $	2023-24 $
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	556,242,954.00	522,666,144.00
b. Provident Fund	1c	36,049,136.00	34,476,131.00
2. Special One-off Grant		-	-
3. Fee Income	2	20,422,212.55	20,211,879.61
4. Central Items	3	2,843,672.00	6,000,157.00
5. Rent and Rates	4	18,166,968.00	16,920,970.00
6. Other Income	5	21,217,974.34	15,962,178.39
7. Interest Received		5,943,866.31	6,048,054.07
TOTAL INCOME		660,886,783.20	622,285,514.07
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		427,212,201.42	397,602,713.43
b. Provident Fund	1c	31,264,825.61	30,760,577.95
c. Allowances		20,173,717.97	38,328,440.03
Sub-total	6	478,650,745.00	466,691,731.41
2. Other Charges	7	110,256,038.20	109,747,275.95
3. Central Items	3	3,268,978.21	4,274,720.20
4. Rent and Rates	4	17,770,855.64	17,462,520.39
		-	-
TOTAL EXPENDITURE		609,946,617.05	598,176,247.95
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	50,940,166.15	24,109,266.12

The Annual Financial Report from pages 1 to 13 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Authorised Signature		Authorised Signature	
Name	Mr. T. W. Yau	Name	Ms. Zuie C. C. Lin
Title	Chairman	Title	General Secretary
Date	16 OCT 2025	Date	16 OCT 2025

NOTES ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant (LSG)

a. Basis of preparation

The Annual Financial Report (AFR) is prepared in respect of all Service defined in Funding and Service Agreement (FSA) (including support services to FSA services) funded by the Social Welfare Department (SWD) under the Lump Sum Grant Subventions System and also FSA services/FSA-related activities funded by Other Funds or Donations for Designated Purposes. AFR is prepared **on cash basis**, that is, income is recongnised 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 LSG (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.
Other posts represent those staff that are employed after 1 April 2000.
The Provident Fund received and contributed for staff under the Central Items and Other Funds or Donations for Designated Purposes which are separately included as part of the income and expenditure of the relevant disclosures have been shown under **Note 3 and 8**.

Details are analysed below :

Provident Fund Contribution	**Snapshot Staff**	**Other Posts**	**Total**
	$	**$**	**$**
Subvention Received	3,106,406.00	32,942,730.00	36,049,136.00
Provident Fund Contribution Paid during the Year	(2,435,133.47)	(28,829,692.14)	(31,264,825.61)
Surplus / (Deficit) for the Year	671,272.53	4,113,037.86	4,784,310.39
Add : Surplus / (Deficit) b/f	947,224.21	22,434,864.26	23,382,088.47
Additional subvention received for previous year(s)	-	164,138.00	164,138.00
Less : Refund to Government	(925,198.00)	-	(925,198.00)
Surplus / (Deficit) c/f	693,298.74	26,712,040.12	27,405,338.86

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 Subvention Manual.

NOTES ON THE ANNUAL FINANCIAL REPORT

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 5.5.4(c) of the LSG Subvention Manual). The income and expenditure of each of the Central Items are as follows:

	2024-25 $	2023-24 $
a. Income		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	1,403,672.00	1,396,353.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Training Sponsorship Scheme for Master in OT and PT	990,000.00	4,490,000.00
Subsidy for Enhanced Support for Ethnic Minority Children in SCCC and EETC	200,000.00	-
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	-	93,804.00
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	50,000.00	20,000.00
Transition Subsidy for School Leavers (CITSL)	200,000.00	-
Total	2,843,672.00	6,000,157.00

	2024-25 $	2023-24 $
b. Expenditure		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	1,379,920.67	1,371,153.74
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Training Sponsorship Scheme for Master in OT and PT	1,610,000.00	2,880,000.00
One-off Subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care Homes for the Elderly and Visiting Medical Practitioner Scheme for Residential Care Homes for Persons with Disabilities	-	-
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	71,437.54	22,366.46
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	7,620.00	1,200.00
Transition Subsidy for School Leavers (CITSL)	200,000.00	-
Total	3,268,978.21	4,274,720.20

NOTES ON THE ANNUAL FINANCIAL REPORT

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 Other Funds or Donations for Designated Purposes may be included in AFR if they are used to finance expenditure of the FSA services/ FSA-related activities as reflected in the AFR.

The breakdown on Other Income is as follows:

Other Income	2024-25 $	2023-24 $
(a) Programme income	1,630,706.75	1,132,220.90
(b) Production income	10,573,364.40	8,766,033.78
(c) Other Funds or Donations for Designated Purposes	-	-
(d) Utilised allocation under Central Items	-	-
(e) Reimbursement of Maternity Leave Pay from Labour Department	-	-
(g) Miscellaneous income (e.g. general donations, photocopying charges, etc.)	9,013,903.19	6,063,923.71
Total	21,217,974.34	15,962,178.39

6. Personal Emoluments

Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over $1,000,000 each paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No. of Posts	$
HK$1,000,001 - HK$1,100,000 p.a.	9.00	9,544,685.88
HK$1,100,001 - HK$1,200,000 p.a.	5.00	5,687,663.30
HK$1,200,001 - HK$1,300,000 p.a.	1.00	1,226,330.00
HK$1,300,001 - HK$1,400,000 p.a.	1.00	1,378,937.61
HK$1,400,001 - HK$1,500,000 p.a.	-	-
> HK$1,500,000 p.a.	1.00	1,739,955.00

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	2024-25 $	2023-24 $
(a) Utilities	12,428,848.21	13,037,927.80
(b) Food (including food for service users)	20,187,460.29	18,976,705.13
(c) Administrative Expenses	17,194,084.17	18,658,487.23
(d) Stores and Equipment	10,868,667.91	12,002,587.93
(e) Minor Repair and Maintenance	8,810,897.19	9,610,157.63
(f) Special Allowances	13,747,156.93	12,719,412.50
(g) Programme Expenses	6,307,549.87	4,611,066.10
(h) Transportation and Travelling	4,908,921.30	4,667,328.90
(i) Insurance	7,233,444.06	7,058,151.12
(j) Miscellaneous	8,569,008.27	8,405,451.61
Total	110,256,038.20	109,747,275.95

8. <u>Analysis of Lump Sum Grant Reserve and balances of other SWD subventions</u>

	Analysis of Reserve Fund						
	Lump Sum Grant (LSG)	Holding Account (HA)	Other Funds or Donations for Designated Purposes	Adjustment for Utilised allocation under ASCP/ Enhanced ASCP-FWSS	Rent and Rates	Central Items	Total
	$	$	$	$	$	$	$
Income							
Lump Sum Grant	592,292,090.00	-	-	-	-	-	**592,292,090.00**
Fee Income	20,422,212.55	-	-	-	-	-	**20,422,212.55**
Other Income	21,217,974.34	-	-	-	-	-	**21,217,974.34**
Interest Received (Note(1))	5,943,866.31	-	-	-	-	-	**5,943,866.31**
Rent and Rates	-	-	-	-	18,166,968.00	-	**18,166,968.00**
Central Items	-	-	-	-	-	2,843,672.00	**2,843,672.00**
Total Income (a)	639,876,143.20	-	-	-	18,166,968.00	2,843,672.00	**660,886,783.20**
Expenditure							
Personal Emoluments	478,650,745.00	-	-	-	-	-	**478,650,745.00**
Other Charges	110,256,038.20	-	-	-	-	-	**110,256,038.20**
Rent and Rates	-	-	-	-	17,770,855.64	-	**17,770,855.64**
Central Items	-	-	-	-	-	3,268,978.21	**3,268,978.21**
	-	-	-	-	-	-	**-**
Total Expenditure (b)	588,906,783.20	-	-	-	17,770,855.64	3,268,978.21	**609,946,617.05**
Surplus / (Deficit) for the Year (a) - (b)	50,969,360.00	-	-	-	396,112.36	(425,306.21)	**50,940,166.15**
Less: Surplus/(Deficit) of Provident Fund	4,784,310.39	-	-	-	-	-	**4,784,310.39**
	46,185,049.61	-	-	-	396,112.36	(425,306.21)	**46,155,855.76**
Surplus/(Deficit) b/f (Note (2))	134,884,813.00	40,275,151.30	-	-	(524,835.03)	2,633,528.40	**177,268,657.67**
	181,069,862.61	40,275,151.30	-	-	(128,722.67)	2,208,222.19	**223,424,513.43**
Add: Refund from Government	-	-	-	-	-	-	**-**
Back payment of rent & rates	-	-	-	-	465,447.39	-	**465,447.39**
Less: Refund to Government							
a) Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3))	-	-	-	-	-	-	-
b) Surplus on Rent & Rates	-	-	-	-	(1,073,867.00)	-	**(1,073,867.00)**
c) Surplus on Central Items-Overnight on-site-on-call Allowance	-	-	-	-	-	(25,199.26)	**(25,199.26)**
d) Surplus on Pilot Scheme on Training to Foreign Domestic	-	-	-	-	-	(18,800.00)	**(18,800.00)**
e) Transfer from LSG Reserve to cover the operational expenses of the Hong Chi Lodge	(123,817.28)	-	-	-	-	-	**(123,817.28)**
Transfer from Other Funds / (to) LSG Reserve^	-	-	-	-	-	-	-
Surplus / (Deficit) c/f (Note (4))	**180,946,045.33**	**40,275,151.30**	-	-	**(737,142.28)**	**2,164,222.93**	**222,648,277.28**

<u>Notes</u>:

\# Including an amount $Z being the utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) – FWSS*

* For those programmes which are regarded as FSA services only

^ Balance generated from those completed FSA services/ FSA-related activities which are funded by Other Funds or Donations for Designated Purposes

(1) Interest received on LSG (including HA) and Provident Fund reserves, Rent and Rates, Central Items are included as one item under LSG; and the item is considered as part of LSG reserve.

(2) Accumulated balance of LSG Surplus b/f from previous years (including all interest received in previous years (see (1) above), the balance of HA and balance of Other Funds or Donations for Designated Purposes should be separately reported.

(3) Amount of LSG Reserve used to cover the salary adjustment for Infirmary Care Supplement, if any, as per Schedule for Central Items.

(4) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K1)) for the year.
For NGOs with HA, with effect from 2022-23, the calculation of the annual claw-back is as follows:
(i) With Snapshot Staff (SS) [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year was greater than zero]
The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K1)) for the year.
(ii) Without SS [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year (which is regarded as Year 0) was zero]
For the next three years (Year 1 to Year 3), the level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K1)) for the year. From the fourth financial year (Year 4) onwards, the level of LSG cumulative reserve and HA reserve will be counted altogether and the combined reserve amount (i.e. S1+S2) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K1)) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.
[For details of (4)(i) and (4)(ii) above, please also refer to SWD's letter under reference (11) in SWD/S/109/1/10 of 4 April 2022.]

(5) As a facilitating measure for the implementation of the Productivity Enhancement Programme, the claw-back arrangement of LSG cumulative reserve amount exceeding 25% of the NGO's operating expenditure would be suspended from 2023-24 (for NGOs with 2024-25 provisional subvention allocation of $50M or more) / 2024-25 (for NGOs with 2024-25 provisional subvention allocation of less than $50M) until 2028-29 as stipulated in SWD's letter under reference (1) / (2) / (3) / (4) in SWD 0075-0010-0060-0080-0040 of 3 March 2025.

(A) Total Expenditure excluding PF Expenditure		
Total Expenditure of LSG	588,906,783.20	
Less: Total Expenditure of PF	(31,264,825.61)	
	557,641,957.59	139,410,489.40
	T	25% of T
(B) Total Surplus of LSG		221,221,196.63
Less: Holding Account as at 31 March 2020 (As per SWD letter Ref.:SF/SAS/4-35/ 1/59(268) dated 21 Feb 2024)		(40,275,151.30)
		180,946,045.33
Under / (Over) CAP compared to Holding Account		- 41,535,555.93

Schedule for Central Items

Analysis of Subvention and Expenditure for the period from 1 Apr 2024 to 31 Mar 2025

Name of Agency : HONG CHI ASSOCIATION

Unit Code and Name / Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1a) (a1)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b)#	Actual Expenditure (Note 2a) (a2)	Actual Expenditure incurred under RMLP Scheme (Note 2b)#	Surplus (Note 3) (a) = (a1) - (a2)	Deficit for the Year: Deficit (Note 3) (b) = (a1) - (a2)	Deficit for the Year: Deficit transferred to LSG (Note 4) (c)	Deficit for the Year: Adjusted Deficit (d)=(b) - (c)	Surplus b/f (Note 5) (e)	Refund from (to) Government (f)	Adjustment (Note 9) (g)	Surplus c/f (Note 6) (h)= (e)+(a)-(d)-(f)+/-(g)
		$		$		$	$	$	$	$	$	$	$
	Training Subsidy under Training Scheme for Child Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-		-		-	-	N.A.	-	15,000.00	-	-	15,000.00
	Overnight On-site-on-call Allowance												
2975	Hong Chi Children Home	1,122,945.00		1,102,288.98		20,656.02	-	N.A.	-	24,427.25	24,427.25	-	20,656.02
2977	Hong Chi Shui Chuen O Children Home	280,727.00		277,631.69		3,095.31	-	N.A.	-	772.01	772.01	-	3,095.31
	FIS for Mentors of Employees with Disabilities	-		-		-	-	N.A.	-	564,958.00	-	-	564,958.00
6453	On the Job Training Programme												
	Sunnyway-on the Job Training Programme												
2512	Job Training & Supported Employment												
2864	Hong Chi Pinehill Integrated Vocational Training Centre												
6558	**Training Sponsorship Scheme for Master in OT, PT and BOT**	990,000.00		1,610,000.00		(620,000.00)	-	N.A.	-	1,610,000.00	-	-	990,000.00
	Subsidy for Enhanced Support for Ethnic Minority Children in SCCC and EETC	200,000.00		-		200,000.00	-	N.A.	-	328,133.60	-	-	528,133.60
	One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	-		71,437.54		(71,437.54)	-	N.A.	-	71,437.54	-	-	-
	Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	50,000.00		7,620.00		42,380.00	-	N.A.	-	18,800.00	18,800.00	-	42,380.00
	Transition Subsidy for School Leavers (CITSL)	200,000.00		200,000.00		-	-	N.A.	-	-	-	-	-
Total		**2,843,672.00**		**3,268,978.21**		**(425,306.21)**	-	-	-	**2,633,528.40**	**43,999.26**	-	**2,164,222.93**

\# Any difference arising from the RMLP Scheme reimbursement received (see Note 1(b) below) and the corresponding expenditure under RMLP Scheme (see Note 2(b) below) will be assessed separately.
^ Please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention.

Notes :

1(a). The figures for the whole financial year are extracted from the paylist for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department of the financial year.
1(b). This amount represents any reimbursement received from the RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvented element (see Note 2(b) below).
2(a). Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off (i) programme income and (ii) expenditure under RMLP Scheme mentioned in Note 2(b) below, if any.
2(b). This amount represents the additional four weeks' MLP (i.e. the 11th to 14th weeks) paid to the employee out of the corresponding allocation.
3. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
4. Deficit i.r.o. the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (33) in SWD/S/104/2 Pt. 18 dated 4 March 2020.
   (i) Dementia Supplement for Elderly with Disabilities
   (ii) Infirmary Care Supplement for the Aged Blind Persons
   (iii) Dementia Supplement for Residential Elderly Services
   (iv) Infirmary Care Supplement for Residential Elderly services
5. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
6. "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
7. Unit code and name / remittance advice no. are extracted from the paylist from SWD and remittance advice from the Treasury respectively.
8. The central items as listed above may not be exhaustive and any relevant details of central items released and/or expended during the year, where appropriate, should also be included.
9. For ASCP/ Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD's allocation letter(s), if any.

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) : **Hong Chi Association (268)**

Please tick as appropriate (may tick both)

- ☑ 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)	General Secretary	12

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 1,744,088

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

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

(i) Salary (Note 8) $ 1,629,196

(ii) Provident fund $ 110,760

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

$

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

Life Insurance $ 4,132

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

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

(a) Number of post (Note 4) 2

(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)	Assistant General Secretary	12
(ii)	Assistant General Secretary	12

Total number of month(s): 24

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 2,154,681

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

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

(i) Salary (Note 8) $ 2,012,758

(ii) Provident fund $ 136,850

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

$

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

Life Insurance $ 5,073

(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) 9

(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)	Chief Officer / Services Supervisor	12
(ii)	Chief Officer / Services Supervisor	12
(iii)	Chief Officer / Services Supervisor	12
(iv)	Chief Officer / Services Supervisor	12
(v)	Chief Officer / Services Supervisor	12
(vi)	Chief Officer / Services Supervisor	12
(vii)	Chief Officer / Services Supervisor	12
(viii)	Chief Officer / Services Supervisor	12
(ix)	Chief Officer / Services Supervisor	12

Total number of month(s): 108

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 9,103,394
[*3(c) = 3(d)(i)+(ii)+(iii)+(iv)*]

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

(i) Salary (Note 8) $ 8,503,777

(ii) Provident fund $ 578,207

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

$

(iv) Non-cash based benefits (Note 10) (please specify if any:)
Life Insurance $ 21,410

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

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) 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
[*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)   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)	Assistant General Secretary	11.63

Total number of month(s): 11.63

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 1,229,237

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

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

(i) Salary (Note 8) $ 1,148,249

(ii) Provident fund $ 78,081

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

$

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

Life Insurance $ 2,907

(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)	Chief Officer / Services Supervisor	1.84

Total number of month(s): 1.84

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 171,072
[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]

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

(i) Salary (Note 8) $ 170,662

(ii) Provident fund $

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

$

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

Life Insurance $ 410

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

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)]*	$	13,446,348	$14,402,472

(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.
- ☑ 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).

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

This organisation ○**has disclosed** / ◉**will disclose** (please specify the commencement date: 31.10.2025) the Review Report for 2024-25 (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.)*	
☑	Uploading the information to the website of this organisation The relevant hyperlink is https://www.hongchi.org.hk/uploads/cms/publication/33/pdf_tc/AFS_2024-25.pdf *(Please provide a hyperlink to facilitate direct and easy access to the report by the public.)*
☐	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
☐	Reporting the information in the Annual Report of this organisation
☐	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.)

☐	SWD posts a copy of **Part (A) to (C)** of the Review Report on the SWD's website
☑	**Part (A) to (C)** of the Review Report has been / will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above. The hyperlink should be direct to facilitate the public's easy access to the report.

Part (F): Declaration by Chairperson

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

Contact Person:	Ms Wing Wong	Signature of Chairperson*:	Edward Yau
Post Title:	Assistant General Secretary	Name:	Mr. T. W. Yau
Tel. No.:	2689 1151	Tel. No.:	2689 1105
Email Address:	ags_corpad@hongchi.org.hk	Date:	31.10.2025

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