

**Kindergartens joining the Kindergarten Education Scheme**  
**(2017/18 school year)**  
**Remuneration packages for key personnel**

Name of school : ABC Kindergarten

School No: ( 536004 )

**To: Education Bureau**

(Attention: \* ~~JOKC~~ / ( Tsuen Wan ) District School Development Section)

*[Please read the explanatory notes before completing this proforma and only report key personnel who are wholly or partly paid by government subsidy]*

**Part A: 2017/18 Remuneration Packages**

(1) Information of the staff in the top three tiers <sup>Note 1&2</sup> –

Annual staff costs (\$)	<b>1<sup>st</sup> Tier: Principal</b> (Salary range applied: * <del>Vice-principal</del> / Principal I / <del>Principal II</del> )		
	Paid by Government Subsidy	Paid by School Fund	Total
(a) Salary <sup>Note 3</sup>	734,040	12,000	746,040
(b) Mandatory Provident Fund / Provident fund	36,702	600	37,302
(c) Cash Allowance <sup>Note 4</sup>	-	-	-
(Please specify if any: )	-	-	-
(d) Fringe benefits <sup>Note 5</sup>		3000	3000
(Please specify if any: )		Medical insurance	Medical insurance
Total annual staff costs <sup>Note 6</sup>	770,742	15,600	786,342

Please specify the months covered if the total annual staff costs or any of the staff covered was not incurred for the full year (i.e. 12 months)

NA

Please specify if the staff is concurrently serving more than one KG under the same Operator or School Sponsoring Body \*(Yes/~~No~~). If yes, please name the KGs below:

DEF Kindergarten

\* delete as appropriate

# SAMPLE

## Proforma

<b>2<sup>nd</sup> Tier: Vice Principal (if any)</b>			
	Paid by Government Subsidy	Paid by School Fund	Total
<b>Annual staff costs (\$)</b>			
(a) Salary <sup>Note 3</sup>	415,440	-	415,440
(b) Mandatory Provident Fund /Provident fund	18,000	-	18,000
(c) Cash Allowance <sup>Note 4</sup>	2,000	-	2,000
(Please specify if any: )	Bonus	-	Bonus
(d) Fringe benefits <sup>Note 5</sup>		3,000	3,000
(Please specify if any: )		Medical insurance	Medical insurance
<b>Total annual staff costs <sup>Note 6</sup></b>	<b>435,440</b>	<b>3,000</b>	<b>438,440</b>

Please specify the months covered if the total annual staff costs or any of the staff covered was not incurred for the full year (i.e. 12 months)

NA

<b>3<sup>rd</sup> Tier: Senior Teachers (if any)</b>			
<b>No of Staff: <u>3</u></b>			
	Paid by Government Subsidy	Paid by School Fund	Total
<b>Annual staff costs (\$)</b>			
(a) Salary <sup>Note 3</sup>	1,020,000	-	1,020,000
(b) Mandatory Provident Fund /Provident fund	51,000	-	51,000
(c) Cash Allowance <sup>Note 4</sup>	-	-	-
(Please specify if any: )	-	-	-
(d) Fringe benefits <sup>Note 5</sup>		9,000	9,000
(Please specify if any: )		Medical insurance	Medical insurance
<b>Total annual staff costs <sup>Note 6</sup></b>	<b>1,071,000</b>	<b>9000</b>	<b>1,080,000</b>
Average staff cost for all senior teachers			360,000
Highest staff cost among the senior teachers			381,000

# SAMPLE

## Proforma

Please specify the months covered if the total annual staff costs or any of the staff covered was not incurred for the full year

1 Senior Teacher for 10 months

	<u>2016/17</u>	<u>2017/18</u>
	\$	\$
(2) Total annual staff costs for the school (per Income and Expenditure Statement)	<u>5,645,230</u>	<u>6,492,014</u>

(3) Please put “✓” for “yes”, and “X” for “no” in the box, and complete the following as appropriate -

- The school has observed EDBC No.7/2016 in determining the remuneration packages for staff. (Please provide further information below if necessary. Schools are required to provide explanations below if the answer is “no”.)

*(Please use additional sheet as necessary.)*

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### **Part B: School Management Committee (SMC) / Operating Body Endorsement**

Please tick as appropriate –

- The remuneration packages have been endorsed by the SMC / Operating Body and properly documented. Records will be made available for inspection of EDB upon request.

### **Part C: Certification**

I hereby certify that the information provided in Parts A and B is true and correct.

Signed: : \_\_\_\_\_  
(Supervisor)

School chop :

Name: : \_\_\_\_\_

Date: : \_\_\_\_\_

\_\_\_\_\_

### Notes for Completing the Proforma

1. 1<sup>st</sup> tier staff is generally defined as the principal.  
2<sup>nd</sup> tier staff is generally referred to the vice-principal, who is directly responsible to the principal.  
3<sup>rd</sup> tier staff generally includes staff directly responsible to the 2<sup>nd</sup> tier staff, i.e. senior teachers. If your school does not have a vice-principal, 3<sup>rd</sup> tier staff is generally directly responsible to the principal.
- 2(a) If the arrangement of your school is different from the above, please specify the post titles for the respective tiers.
- 2(b) Please indicate “NA” if there is no vice principal and/or senior teacher in the kindergarten.
3. Salary refers to the annual salary of respective staff for the school year, or the total salary of the employment period if the staff member is not employed for the whole school year.
4. Cash Allowances including responsibility allowance, bonus, gratuity and overtime allowance, etc. may be charged to government subsidy.
5. Fringe benefits such as medical/dental insurance, transportation and professional indemnity insurance, etc. cannot be charged to government subsidy.
6. Total annual staff costs for a tier of staff are the total remuneration costs covering salary, mandatory provident fund/provident fund, cash allowances and fringe benefits of all staff members of the tier incurred in the school year (i.e. 12 months from August/September to July/August as appropriate).

### Personal Information Collection Statement

1. The personal data collected by this proforma will be used by EDB for the purposes of assessing whether the remuneration packages of the top three tiers of your school are fair and justifiable. The data may also be used for auditing and statistic purposes.
2. The personal data collected by this proforma may be disclosed to other government bureaux/departments/agencies authorized to process such information for the purposes mentioned above.
3. Data subject has a right of access and correction with respect to the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, including the right to obtain a copy of the personal data provided in this proforma. This is however subject to payment of a fee.
4. Requests for access to personal data should be handled in accordance with Personal Data (Privacy) Ordinance. Please refer to the “Privacy Policy” of the EDB website at <http://www.edb.gov.hk/en/privacy-policy.html> for details.

– End –