

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 1992-1994

一九九二至一九九四年年報

CONTENT

CHAIRMAN'S REMARKS	1
PATRON & HONORARY ADVISORS	4
EXECUTIVE COMMITTEE (1992-94)	5
STAFF LIST (1992-94)	6
SERVICES REPORT	7
Technical Aids Services to the Disabled (TASD)	7
Local Production Reserve	9
Computer Aids Services for the Disabled (CASD)	10
Rehabilitation Software Library	11
Electronic Communication for the Disabled	12
Engineering & Medical Service	14
Occupational Therapy/Physiotherapy Service	17
Independent Living Fund	18
Care for the Elderly Living Alone	19
Desktop Publishing Workshop	20
NEW PROJECT	21
Domiciliary Occupational Therapy	21
MEMBERS AND VOLUNTEERS MANAGEMENT	22
PUBLICATION	24
PROMOTION	25
Visits Paid	25
Visits Received	25
Interviews	27
Promotional Activities	27
STAFF TRAINING	28
FINANCE	29
Financial Secretary's Report	29
Auditor's Report	59
ACKNOWLEDGEMENT	31



CHAIRMAN'S REMARKS

Experiencing the financial difficulty in 91 as a result of the disastrous annual fund raising via flag selling, the Association explored the chance of being admitted to the Community Chest and was funded for the first time in 93. The Chest support accounts for roughly 50% of the annual expenses. The Royal Hong Kong Jockey Club following its initial tie-over financial gift in 92, continues to be the Association's major donor in the succeeding years. The Association continues exploring other sources of financial income such as private and personal appeal. It is envisaged that this search for additional financial resources will continue until subvention is possible.

On production aspect, Technical Aids Services to the Disabled continued to meet the target production while serving an increasing number of clients. Service has also been extended to repair and maintenance of aids. Jobs had been mostly production of simple devices. Several development projects were either completed or underway. Quality assurance has been further improved via distribution of and discussion on Users' Satisfaction Form. Users' participation is also being further promoted via organisation of sharing sessions, questionnaires and distribution of our product catalogues.

Computer Aids Services for the Disabled continued to maintain a steady client pool. Requests had been mainly hardware-oriented. Of the several on-going development projects, the highly demanded Mini Braille Input Device presently being further developed, will incorporate additional functional features. It is a good example of successful teamwork, consisting of our own registered volunteers and students recruited from the Hong Kong City Polytechnic.

With the ending of sponsorship from Keswick Foundation in March 93, Electronic Communication for the Disabled is presently partially supported by the Community Chest and partially via annual subscription. The service

pool sees an increase and the service content in response to users' need, is being enriched in the Chinese-based information.

Rehabilitation Software Library continues to expand its collection partly via access to relevant public domain softwares and partly via our volunteers' effort of development. Apple II software can now be run under IBMPC. Two batches of catalogue had been issued during this period.

Our Desktop Publishing by the Disabled continued to grow over the period in both facility and business activity. Training courses had been organised under the sponsorship of the Employees' Retraining Board. Government subvention is also being sought via Social Welfare Department.

Service coverage from our Occupational Therapy/Physiotherapy Service has been extended for elderly in aged homes and hostels to severe grade mentally handicapped adults. Domiciliary Occupational Therapy, in view of the growing demand, has now been separated from Technical Aids Services to the Disabled and becomes an independent service. Both services continued to provide assessment, education and training and aids recommendation. This service is expected to continue to grow as the Housing Authority extends its Estate Social Service for the Elderly Project to other estates.

Care for the Elderly Living Alone referred mostly by home help teams continued with the on-site provision of medical check-up and consultation by our volunteers nurses and recommendation on home adaptation and daily living aids and referrals, whenever necessary, to other social service agencies. This service helps to extend such appropriate services to the physically weak and home-bound elderly living alone.

Independent Living Fund had grown during this period via donations of \$100,000 from the Hong Kong Bank Foundation and \$50,000 from the Marden Foundation Ltd. The upper loan limit and longest repayment period had been increased to \$25,000 and 30 months respectively in order to benefit a larger population.

The Association had successfully recruited 67 new volunteers over the last 2 years. Hopefully active service participation amongst the volunteers could be promoted through increased effort in promotion and orientation. Also a total of 27 incoming organisational visits had been received, 8 outgoing organisational visits made, 6 newspapers and TV interviews conducted, 5 promotional activities carried out and 4 staff training of different forms provided.

The Engineering and Medical Services had provided 6 consultations by our volunteer engineers on civil and structural enquiries and 26 health talks, medical check-ups and consultations by our volunteer doctors and nurses to elderly centres.

As an interesting statistics, the total client-service number (i.e. summing the estimated number of clients served by each of our services) has greatly increased over the years and stands at 46,282 and 66,273 for the year 92/93 and 93/94 respectively. With all our devoted effort, we can be sure this figure can continue to grow in the years to come.

PATRON

Mrs. Nigel Rich

HONORARY ADVISORS

Mr. Chris BALE

Professor T. C. CHEN

Professor Nelson W. S. CHOW

Dr. York CHOW

Ms. Marion FANG M.B.E., J.P.

Professor Harry S. Y. FANG C.B.E., LL.D., J.P.

Professor P. C. W. FUNG

Professor R. M. KENNEDI

Professor S. Y. KING

Mr. M. B. LEE J.P.

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Anthony T. Y. WU
Ernst & Young

EXECUTIVE COMMITTEE MEMBERS (1992-1994)

Chairman	Mr. CHOY Tak-cheung, Thomas
Vice Chairman	Mr. CHAN Fan
Financial Secretary	Mr. LAW Chit-wai, Jeffrey
Committee Members	Mr. CHAN Fuk-keung, Stanley
	Dr. CHAN Hok-sum
	Mr. CHAN Yuk-keung, Simon
	Ms. CHAN Mei-wah, Alice
	Mr. CHEUNG Kin-man, Wilson
	Mr. LI Wing-ming

STAFF LIST (1992-94)

Executive Director	Ms. LUK Yim-ling, Lisa
Executive Secretary	Ms. LOONG Lai-ching, Eve
Project Officer	Mr. LEE Koon-wang, Tom
Electronics Technician	Mr. TSANG Tit-hung, Zenegger
Computer Operator	Mr. WONG Tak-shing, William
Mechanic	Mr. LEUNG Hon-ming
Carpenter	Mr. YUEN Wai-chung
	Mr. CHUI Lin-biu
Administrative Assistant	Ms. TSANG Tze-luen, Lilac

SERVICES REPORT

Technical Aids Services for the Disabled (TASD)

In the year 1992-1994, the Technical Aids Services for the Disabled continued its work on the design and fabrication of technical aids that were inexpensive and suitable for local needs. In addition to the production of technical devices, the service was extended to provide repair and maintenance services for electric wheelchair and electronic speech aid users. Under these maintenance schemes, routine checking and repair work were provided for the participants of the schemes.

Several developmental projects were completed in the past two years. The prototype of the new version of automatic feeding device, the lighting training system and the queue up indicator were completed. Users would be invited to try out these new devices and modifications would be made accordingly.

To monitor the quality of the technical aids we produced, a Users' Satisfaction Form was distributed to every service user to collect their feedbacks on the aids. The data collected was discussed during the Technical Service Team meeting and follow up actions were taken whenever negative feedback from the users was received.

To facilitate development of new devices that were useful to the disabled, four sharing sessions, participated by rehabilitation workers were held to solicit their ideas for the development of new technical aids. A questionnaire which aimed to identify problems the workers encountered in their work was designed and distributed to rehabilitation agencies. With the availability of these information, the aids designed could be ensured to meet the needs of the users.

Two issues of Project Catalogue were produced and distributed in the past 2 years. A total of 40 technical aids were presented in these two batches. The catalogues were well received by users and rehabilitation professionals as an useful reference.



■ Our Technical Service Team members

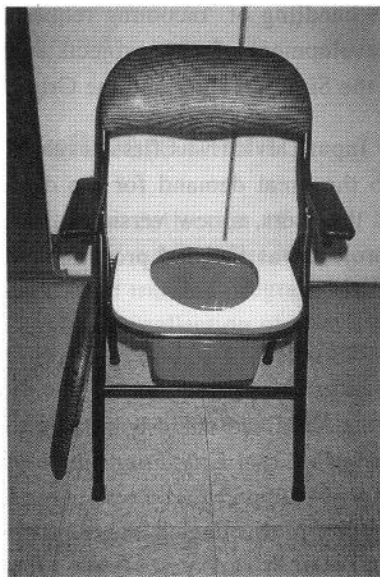
Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
To design and fabricate technical aids	9,950	13,792
To repair technical aids	1,230	2,078
To provide clinical assessment for the disabled	11,180	15,870
To follow up and advise on the application of technical aids	9,453	13,102
To recommend appropriate rehabilitation aids to the disabled	9,453	13,102

Local Production Reserve

Two new products were developed for batch production during this period. These products were found suitable for local needs for a large group of users and were readily available. Camera stand was modified into adjustable walking stick for the blind and a small batch was produced. A foldable chair was modified into a bed side commode chair and the prototype was demonstrated to potential users. Batch production would start once when the actual demand for the aids was confirmed.

Development of the new version of Mini Braille Input Device was in its final stage. The prototype of the device would be ready for trial by the users shortly. Batch production would be launched after the demand for the device was finalised.



■ Foldable Bed-side Commode Chair

Computer Aids Services for the Disabled (CASD)

In the past two years, the service continued to serve its objective in co-ordinating professional volunteers in the development of computer aids for disabled for their medical and rehabilitative treatment, training, education, employment and daily living. Services provided included the design, fabrication and repair of computer aids.

Requests in the past two years were mainly on computer hardware. They were mostly applications for computer access aids such as keyboard guard, interface box and scanning keyboard. These were designed to help the disabled to have access to computer inspite of their disabilities. Regarding the software design, the requests were either for educational or rehabilitative purposes.

In addition to the handling of incoming requests, the volunteers were also engaged in the development of new projects such as the Mini Braille Input Device (MBID), the Simple Talker and the Grip Strengthening Device.

The Mini Braille Input Device was first developed to help the blind to use computer. Due to the great demand for the device and the functional problems identified by the users, a new version of the device was designed and fabricated. The project was in good progress and would be completed within 1994.

The new MBID consisted of a braille keyboard for input, a voice synthesizer for output and software programs. The device functioned as an electronic notepad for the blind and could help them to utilize the computer. This project was taken up by two City Polytechnic students Mr. Alex Yip and Mr. Stephen Chau with support given by our volunteers and the MBID users. With the availability of this device, the blind could have direct access to computer.

Besides the MBID, the Simple Talker was designed to help those with speech problems to communicate with others. Some commonly used phrases were recorded and the users could select the appropriate phrase by simple switches.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
Design, fabricate and install computer hardware	1,127	1,160
Design and fabricate of computer software	351	380
To provide repair and maintenance service for computer aids	5	7

Rehabilitation Software Library

The Library had now a collection of over 250 softwares and 20 hardwares. These materials served as reference for rehabilitation workers in their planning of education and training programmes for their clients. In the past years, effort was put on the collection of relevant softwares from public domain so as to enrich the content of the library. Our volunteers continued to develop relevant software for inclusion into the library. Moreover, Apple II software could now be run under IBM PC through the emulation software in the personal computers. This could open more opportunities for the library members to use the enormous amount of Apple II base software. During this period, two batches of software catalogue were issued. The catalogue could be used as a reference for library members to identify their needed software. Catalogue would be updated and distributed to library members when sufficient software had been collected.

Electronic Communication for the Disabled

The service was started in July 1990 with the sponsorship from Keswick Foundation. It aimed at encouraging the disabled to communicate with others independently beyond the confines of their disabilities and providing opportunities for them to utilize the computer.

The sponsorship from Keswick Foundation ended in March, 1993. Since then, the project was partly supported by the Community Chest while the participating agencies and individual members also paid an annual fee \$200 and \$100 respectively for the service. To ease the financial burden of the participating agencies, support from the Hongkong Telecom and the Trailwalker was solicited to sponsor the datel line fee.



- Christmas gathering participated by members of the Electronic Communication for the disabled.

During this period, the Association of the Blind had withdrawn from the service as they had set up their own computer communication network. A new agency, Hong Kong Red Cross Shun Lee Hostel joined the service making the total number of participating agencies to 10. The number of individual users increased was 27.

The content of the service had changed in response to the needs of the users. International mailing was terminated as the usage rate was unsatisfactory. More Chinese information was collected in the database and news program. The information included computer glossary, Chinese data input method, computer technology and some interesting games. South China Morning Post was still available. To enrich the content, scanner was used to transfer information with graphics to the users. A manual on using this function was prepared for users' reference.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
To provide local electronic mail service	130	150
To provide bulletin board service	130	150
To provide information in database system	130	150

Engineering & Medical Services

Engineering service concentrated on the provision of consultation by our volunteers. It aimed at giving professional advice on engineering problems. The volunteers involved were largely civil engineers. The incoming requests were mainly inquiries on dangerous slopes and structural conditions of buildings etc..

Engineering Service

The following agencies were served :

- Tsuen Wan Ecumenical Service Centre Sham Tseng & Ching Lung
Tau NLCDP
- Christian Family Service Centre Ko Chiu Road Estat, Ling Nam Sun
Chuen Community Development Office
- S.K.H. Lady MacLehose Centre – Lo Wai NLCDP
- The Incorporated Owners of No. 157 & 159 Tai Wan Street and No.2
Wong Chuk Street
- The Incorporated Owners of Yan Shun House
- Lei Yue Mun Residents' Association

Medical Service

Medical services were provided by our volunteers who were doctors or nurses. They helped to deliver health talks, medical check-up and consultation for the needy.

- Shek Kip Mei Family Service Centre, Social Welfare Department
- Lok Sin Tong Chu Ting Cheong Home for the Aged
- Caritas Social Centre for the Elderly – Lei Muk Shue
- YWCA Cheung Ching Social Centre for the Elderly
- Lok Sin Tong Chan Lai Jeung Kiu Social Centre for the Elderly
- Sik Sik Yuen Ho Kin Multi-service Centre for the Elderly
- Sik Sik Yuen Ho Ping Social Centre for the Elderly
- S.K.H. Wong Tai Sin Multi-service Centre for the Elderly
- Lok Sin Tong Wan Lap Keung Social Centre for the Elderly
- Caritas Community Centre – Tsuen Wan
- Caritas – Hon Man & Hing Shing Community Development Project
- HK Christian Service Pak Tin Tsuen/Shatin Tau Community Development Project
- Rotaract Club of Hong Kong Island East
- Caritas Community Centre – Kennedy Town
- Yam Pak Charitable Foundation King Lam Home for the Elderly

- Christian Family Service Centre
- Housing Department
- The Neighbourhood Advice-Action Council
- S.K.H. Kei Oi Elderly Centre
- Caritas Community Centre – Tsuen Wan
- YWCA Lei Muk Shue NLCDP
- YWCA Shek Yam Community Work Office
- Group Work Unit, Kwun Tong Community Centre, Social Welfare Department
- Mongkok Kai Fong Association Chan Hing Community Centre
- Association of Evangelical Free Churches of Hong Kong, Hong Fok Tong Social Centre for the Elderly
- Caritas Community Centre – Caine Road
- Salvation Army – Hong Kong & Taiwan Command Headquarters
- Fung Tak Community Development Association

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
Medical check-up	1,080	1,200
Health talk	510	450
Consultation & advice	300	300

Occupational Therapy / Physiotherapy Services

The target clients of this service was extended from elderly residents of aged homes / hostels to severe grade mentally handicapped adults. These mentally handicapped adults were firstly assessed by our Occupational Therapist. Simple training programme was subsequently designed for each client and implemented by the volunteers under the guidance of our therapist. During the past two years twenty one clients were served.

In addition to the provision of direct service, educational talks were also rendered to care givers of aged homes and multi-service centres for the elderly. These talks aimed to enrich the knowledge of the care givers so as to enhance the quality of the services rendered to their clients.

Independent Living Fund

The Fund aimed at providing financial support to the disabled in the form of interest free loans for the purchase of rehabilitation aids. The upper limit of the loan was \$25,000 and the maximum repayment period was 30 months. The applicant had to repay the loan in form of monthly installments.

In the past years, the applicants of the Fund included physically handicapped, visually impaired, chronically ill and mentally handicapped. Besides rehabilitation aids, computer was a very popular item amongst these applications. The applicants were required to attend an assessment and an interview to examine the eligibility of their applications. Up till now, the operation of the Fund remained very smooth and no bad debt had been incurred.

The Fund continued to receive financial support from funding bodies. A sum of \$100,000 from The Hong Kong Bank Foundation and a sum of \$50,000 from The Marden Foundation Limited were received during this period. More funding sources would be explored so as to maximize the number of disabled benefited from the Fund.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
Inquiries service	29	25
To provide interest free loan	18	18
To give advice on the selection of appropriate devices	18	18
To assess the social and financial condition of the applicants	18	18

Care for Elderly Living Alone

In view of the growing elderly population, this service which started in 1990 aimed at providing preventive measure to the elderly living alone on the problem of health and home safety. Majority of the elderly served was referred by home help teams as this group of elderly was largely physically weak and home bound. They lacked knowledge on health care and community resources. Home visits were paid by our volunteer nurses who provided medical check up and consultation to these elderly. In addition, recommendation and provision of daily living aids were also given whenever necessary. Referrals to other social service agencies were also made.

In the past two years, a total of 53 elderly were served. Besides the provision of medical check up and consultation, home adaptations and aids were also recommended. With the availability of this service, health and home safety problems of some elderly were identified at an early stage and remedial measures could be taken as soon as possible. This service was welcomed by the home help teams and co-operation with these teams would be continued in the coming year. In addition to individual service, other supportive service such as health talk and seminar on personal care, medication and the application of aids were also organised for the care givers.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
Home visit	25	28
Medical check-up	25	28
Home adaptation	5	6
Health talk	360	360

Desktop Publishing by the Disabled

Significant progress was made by the workshop throughout the past two years. The workshop proved to be a success in the provision of training and employment opportunities for the disabled. After two years' operation, the no. of customers and the business volume had grown enormously. The availability of a set of printing machine and the associated accessories partly accounted for the expansion of the business. The workshop could now take up the printing of name cards, booklets and pamphlets etc.. Our network of customers had extended from the social service sector to the commercial sector and religious organisations. The nature of the job orders also varied.

With the growth in the business volume, there came the need for recruitment of more workers. In the past year, there were some turnover among the workers as a few of them are able to secure open employment. To cope with the work of the printing section, a part time worker was employed to handle the paper sorting, packing and mailing jobs.

To enable more disabled to participate in this workshop, training courses were organised. With the sponsorship of the Employees Retraining Board, training courses on Basic Chinese Computing and Desktop Publishing were organised in March 93. The courses were very intensive and practical. The organisation of additional courses would be considered whenever there was the need.

Another significant development of the workshop was the possibility of obtaining government subvention for this service. This project was submitted to the Social Welfare Department who expressed great interest in this service. The feasibility of subventing the service was now under consideration. The progress of the application would be closely monitored.

NEW PROJECT

Domiciliary Occupational Therapy

This service was previously put under our Technical Aids Services for the Disabled but due to the large number of referrals received, a separate service was established. This service aimed to provide :

- (1) assessment on daily living activities;
- (2) recommendation on home modification and self care equipment;
- (3) education of care givers.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
To provide assessment on activities of daily living	123	129
To provide training on activities of daily living	123	129
To recommend and provide appropriate daily living aids	95	99

Majority of these clients were elderly referred by the Estate Social Service for the Elderly Project launched by the Housing Authority. Home adaptation, advice and training on daily living activities were rendered. Technical aids, mostly mobility aids and daily living aids were prescribed and provided. As the Housing Authority would extend the project to other housing estates, it is foreseeable that there would be gradual increase in referrals in the coming year.

MEMBERS AND VOLUNTEERS MANAGEMENT

Recruitment of volunteers needs to be done periodically to add new blood to our voluntary service team. Recruitment program included posting notice in newspapers, sending recruitment letters and pamphlets to related companies or organizations. Overall speaking, the results of these effort were encouraging and quite a no. of volunteers from the nursing profession and computer technology field were recruited.

During this period, 67 new volunteers joined the Association. As at March 31, 1994, the Association had a total of 26 members and 321 volunteers. Three orientation sessions for new volunteers were held throughout this period. Orientation was held prior to their participation in our service. A thorough introduction of our services is essential to prepare the new volunteers for participation in the voluntary work. Sharing amongst the volunteers of their



■ Orientation for new volunteers.

past volunteer experience and their aims of joining the service was emphasized in the orientation session. It also served as an effective way of communication with the volunteers and to establish their sense of belonging to the Association.

To have effective management of the large number of volunteers and members, computerization of their information was necessary. This would be implemented with the help from the volunteers. Besides, the feedback of the service was collected from those volunteers who had involved in our services during and after the delivery of service. Their opinion was important to facilitate the future planning and development of each service.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>92-93</u>	<u>93-94</u>
Orientation	32	22
Update information of members & volunteers	325	347
Recruitment of volunteers	45	22

PUBLICATION

The publications of the Association which included the Newsletter and News Bulletin served as a media to keep our members, volunteers, interested parties and related organisations informed of the progress and development of the Association.

The Newsletter was a monthly publication mainly for members and volunteers. The News Bulletin which was published quarterly was distributed to other rehabilitation agencies, organizations of related fields as well as our members and volunteers.

In order to enrich the content of our publication and to avoid repetition of information, some re-arrangement was made. The content of the Newsletter was now included in the News Bulletin and new items were also added. The layout of the Bulletin was improved as it was produced by our desktop publishing workshop starting from 1993. All the design and paste-up work were done in the computer and the style and content of the Bulletin would be revised periodically in response to the feedback from the readers.

P **PROMOTION**

Visits Paid

- Hong Kong Workers' Health Centre
- Tuen Mun Skill Training Centre for the Disabled
- Hong Kong Association for the Blind Resource Centre
- Hong Kong Society for the Blind
- Sik Sik Yuen Nam-Cheong Multi-service Centre for the Elderly
- Industrial Centre of the University of Hong Kong
- New Voice Club of Hong Kong
- Sha Tin Infirmary and Convalescent Hospital

Visits Received

- Staff of Hong Kong Workers' Health Centre
- Staff of St. John Ambulance Association
- Members of the Parents' Association of Pre-school Handicapped Children
- Staff of the Outreach Elderly At Risk Service of the Neighbour Advice
 - Action Council

- Staff of Sunny Side School
- Staff of the Chain of Charity Movement
- Staff of the Rotary Club of Hong Kong Island West Morning Hope School
- Occupational Therapists of Caritas Medical Centre
- Occupational Therapists from Malaysia
- SWO (R&E) Sham Shui Po, Social Welfare Department
- Staff of the Salvation Army Yaumatei Multi-service Centre for the Elderly
- Staff of the Electrical & Mechanical Department, Hong Kong Government
- Staff of the Spastic Association Shek Kip Mei Pre-school Centre
- Staff of Pamela Youde Child Assessment Centre
- Trainees of the Sir Robert Black College of Education
- Labour Officers of the Selective Placement Unit, Labour Department
- Occupational Therapists of Kwai Chung Hospital
- Members of the American Women's Association
- Students of the Department of Electronic Engineering of the Chinese University of Hong Kong
- Students of the Hong Kong Technical Teachers' College

- Staff of the Bradbury Care & Attention Home for the Aged Blind
- Members of the Australian Association of Hong Kong Limited
- Members of the Taiwan Eden Group
- Members of the Guang Zhou Federation of Handicapped Youth
- Staff of the Shek Kong Refugee Camp

Interviews

- Sing Tao Daily News
- Oriental Daily News
- Sheung Pao
- Press Conference on fund raising film premiere
- ATV "時事追擊"
- Hong Kong Economic Times

Promotional Activities

- sharing session held with staff of TWGHS Tai Tung Pui Day Activity Centre, Heep Hong Society for Handicapped Children and Po Leung Kuk Y. C. Cheng Centre

- participated in the Exhibition on "Elderly Aids Design Competition" organised by Rehabaid
- participated in the Exhibition organised by the St. James Settlement
- delivered a talk to the Labour Officers of the Selective Placement Unit, Labour Department
- participated in the study tour organised by HKCSS to the United States on Open Employment and Supported Employment for Disabled Persons

STAFF TRAINING

- attending the Report-back Seminar organised by HKCSS on RESNA International '92
- attending the Workshop on the Principles of Accounting organised by the Community Chest
- participated in the Report-back Seminar on the Study Tour to the United States on Open Employment and Supported Employment for Disabled Persons
- attending the Diploma Course in Social Service Management organised by HKCSS

Financial Secretary's Report

Expenditure of the Association for the financial year 1993-1994 was HK\$2,486,250. This represented a 45% increase over that of the financial year 1992-1993.

Staff emolument was still the largest expenditure item which increased 17.4% from HK\$1,080,252 in the financial year 1992-1993 to 1,268,039 in the financial year 1993-1994.

The second and the third largest item of expenditure were related to the operation of the Desktop Publishing Workshop which amounted to HK\$700,669 and the establishment of the vocational training courses which amounted to HK\$325,772.

The Community Chest granted HK\$723,000 to the Association in the financial year 1993-1994 to support the following services :

- Technical Aids Services for the Disabled
- Computer Aids Services for the Disabled
- Electronic Communication for the Disabled
- Care for the Elderly Living Alone
- Desktop Publication by the Disabled
- Occupational Therapy/Physiotherapy Service

- Domiciliary Occupational Therapy Service
- Members & Volunteers Management

Community Chest's allocation was the largest single item of income of the Association. Apart from this, the Association had received subvention from the Hong Kong Jockey Club Charities Trust which amounted to HK\$100,000 while HK\$370,331 donations were also received from the general public.

As the Association will be receiving annual allocation from the Chest and the Jockey Club, the financial condition becomes less critical. However, the Association still has a shortfall of about HK\$250,000 in 1994-1995 when compared with the budget expenditure of the year. According to the current plan of the Executive Committee, this shortfall has to be largely covered by donations.

As seen from the above, the Association is still financially unstable and if the Association has to maintain its present level of service, government subvention should be the long term solution.

ACKNOWLEDGEMENT

The Association would like to express its deepest gratitude to all sectors of the community for their co-operation in supporting our services in various aspects. We heartedly thank all volunteers and donors for their efforts and continuous support during the year under review.

目錄

主席報告	33
贊助人及名譽顧問	36
執行委員會（一九九二至九四年度）	37
職員名單（一九九二至九四年度）	38
服務報告	39
弱能人士輔助儀器製作服務	39
輔助儀器生產計劃	41
弱能人士電腦輔助儀器製作服務	41
復康軟件圖書館	42
展能通訊	43
工程及醫療服務	44
職業治療／物理治療服務	46
展能基金	47
關懷獨居老人計劃	48
電腦排版中心	49
新計劃	50
家居職業治療	50
會員及義工	51
刊物	52
推廣	52
探訪	52
曾接待過的探訪者	53
專訪	54
推廣活動	55
職員培訓	55
財政	56
財政秘書報告	56
核數師報告	59
鳴謝	58

主席報告

在經歷過九一年因售旗籌款的結果未如理想而引致的財政困難後，本會尋求加入公益金成為會員的機會，並於九三年首次獲得資助，公益金的資助大概佔支出的五成。此外，賽馬會慈善基金除撥款解決燃眉之急外，更繼續捐助，成為本會其中一個主要的財政來源。本會仍會繼續通過私人募捐籌募經費。在可見將來，協會仍需積極尋找其他財政來源，直至獲得政府資助。

在生產方面，弱能人士輔助儀器製作服務仍然本著一貫的生產目標為不斷增長的使用者提供服務。服務範圍亦擴展至為輔助儀器提供維修及保養服務。大部份的申請仍為製作一些較簡單的儀器。在發展性計劃當中，數個已經完成，其他的亦正處於研究及製作階段。為提高產品的質素，所有用者均被邀請填寫「使用者意見調查表」，他們的意見都會作個別討論及跟進。此外，透過與其他機構的分享，收集他們的意見及派發儀器目錄，用者的參與會大為增強。

弱能人士電腦輔助儀器製作服務持續有穩定的申請，申請以硬件為主。在數個發展性計劃當中，需求量大的微型點字輸入器正進行改良，以增加其功能。這是一個隊際工作成功的例子，隊員包括協會的義工及從城市理工學院招募的學生。

凱瑟克基金給予展能通訊的贊助已於九三年三月結束，現時該服務的經費，部份由公益金資助。此外，參加者的年費亦為收入之一，在過去兩年，參加人數亦有增加，服務內容亦因應用者的需要而改進，尤其是在中文資料庫方面。

為增加復康軟件圖書館的藏量，圖書館繼續搜集適合的公用軟件及由義工所設計的軟件，其次，大部份APPLE II軟件現以可在IBM個人電腦下使用。在過去兩年共出版了兩期的軟件目錄供使用者參考。

電腦排版中心的業務在過去兩年，有持續的增長。並在僱員再培訓局的贊助下，開辦有關的電腦課程。同時，排版中心亦積極尋找社會福利署的資助。

職業治療／物理治療服務已將其服務對象由老人院舍的老人推廣至嚴重弱智的成人。同時，由於對家居職業治療服務的需求日增，故將該項服務與弱能人士輔助儀器製作服務分開作獨立處理。上述兩項服務均為有需要人士提供評估教育／訓練及推薦合適的輔助儀器，由於房屋署將會擴展「屋邨老人社會服務計劃」，故預計這些服務的需求，將會大大增加。

關懷獨居老人計劃的服務對象主要由家務助理隊所轉介，由協會的護士義工為他們提供上門的健康檢查及諮詢。此外，協會的職業治療師並會就選擇輔助儀器及家居改裝提供意見，如有需要亦會將個案轉介至其他社會服務機構。

在過去兩年，展能基金獲滙豐銀行信託基金及馬登基金分別捐助十萬元及五萬元，基金的最高貸款額亦增至二萬五千元，而最長還款則期為三十個月。這些改動目的是希望更多傷殘人士受惠。

在九二至九四年度，共有六十七位新的義工加入本會，透過加強推廣及迎新活動，希望這些生力軍能夠積極參與協會的服務。同時，在這段期間，共有二十七個機構曾到本會參觀，本會職員亦曾參觀過八間機構，接受過六次報章及電視訪問，同時參加了五次推廣活動及四次職員培訓課程。

工程／醫療服務共提供六次有關土木工程結構方面的諮詢服務。此外，亦包括二十六次的健康講座、身體檢查及健康諮詢服務，這些服務均由協會的醫生及護士義工所提供。

上述資料反映了一個有趣的現象，接受協會服務的用者總人數有大幅增長，由九二至九三年的四萬六千二百八十二增至九三至九四年度的六萬六千二百七十三人。在我們不斷的努力下，我們深信這些數字將會不斷增加。

贊助人

Mrs. Nigel Rich

名譽顧問

費桂思先生

陳天機教授

周永新教授

周一嶽醫生

方心淑女士

方心讓教授

馮戩雲教授

簡樂彬教授

金新宇教授

李文彬太平紳士

梁秉中教授

譚惠珠女士

名譽核數師及財務顧問

胡定旭

安永會計師事務

執行委員會（一九九二至九四年度）

主席

蔡德祥先生

副主席

陳 帆先生

財務秘書

羅哲偉先生

委員

陳福強先生

陳學深醫生

陳玉強先生

陳美華小姐

張健民先生

李永明先生

職員名單（一九九二至九四年度）

總幹事	陸艷玲小姐
執行幹事	龍麗貞小姐
程序幹事	李冠宏先生
電子技術員	曾鐵雄先生
電腦操作員	黃德成先生
機械員	梁康明先生
木工	袁惠忠先生
	崔練標先生
行政助理	曾紫鸞小姐

服務報告

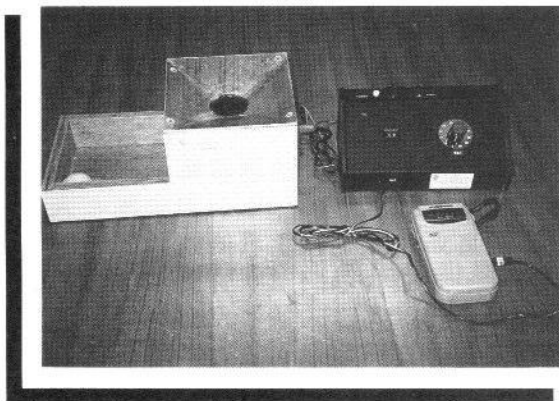
弱能人士輔助儀器製作服務

在九二至九四年間，弱能人士輔助儀器製作服務除繼續為傷殘人士設計及製造價廉及適合本港人士需要的輔助儀器外，更把服務範圍推展至為電動輪椅及電子發聲器提供維修保養，服務內容包括為參與者的儀器提供定期檢查及修理服務。

過去一年，下列各項發展性計劃亦已完成：自動餵食器新型號的試用模型，及排隊顯示器。本會將會邀請傷殘人士試用這些儀器，並按他們的建議，改善各儀器的操作。

為確保本會製造的各種儀器的質素，每位使用者都會被邀請填寫一份意見書，所收集的意見都會在技術服務小組中提出討論；若接到反面的意見，小組便會作出適當的跟進行動。

本會曾與復康工作者舉行了四次討論會，以聽取他們對傷殘人士所需的輔助儀器的意見；在會上，與會者更被邀填寫一份問



■ 數數目遊戲——為訓練嚴重弱智人士數數的概念。

卷，以反映他們在工作上所遇到的種種問題。這些資料有助於確保我們所設計及製造的儀器的實用性。

過去兩年內，我們出版了兩輯的輔助儀器目錄，合共介紹了四十種輔助儀器，供使用者參考。



■ 由相機腳架改裝的失明人手杖。

統計數字

所提供服務	接受服務人數	
	<u>92-93</u>	<u>93-94</u>
設計及製造輔助儀器	9,950	13,792
維修輔助儀器	1,230	2,078
為傷殘人士提供臨床評估	11,180	15,870
對輔助儀器的使用提供 意見及跟進	9,453	13,102
為傷殘人士推薦合適的 復康輔助儀器	9,453	13,102

輔助儀器生產計劃

九二至九四年間，本會揀選了兩種新的輔助儀器作限量生產。這兩種儀器，能滿足本港某類別傷殘人士的普遍需要。第一種是由相機腳架改裝的失明人手杖，已有小量存貨。另一種是床邊可摺疊便椅。試用模型已經設計及製造完成，並已向有關人士作出介紹，一俟需求量確定後，生產程序便即開始。

同時，微型點字輸入器新型號的試用模型亦已進入完成階段，短期內模型便可試用。確定需求量後，產品亦會即時投產。

弱能人士電腦輔助儀器製作服務

在過去兩年，服務範圍仍為傷殘人士提供在醫療、復康治療、訓練、就業及日常生活各方面設計、製造及維修電腦輔助儀器等服務為主。近年的申請個案多與電腦硬件的控制裝置有關，如鍵盤導引板、鍵盤介面器及掃描式鍵盤等。這些輔助儀器有助弱能人士克服各種不同類型的障礙，以便能控制及使用電腦。至於軟件設計方面申請個案則多涉及教育與復康用途。

本會義工不單因應外來要求而設計軟件及／或硬件裝置，他們更會開展一些發展性的計劃，例如微型點字輸入器、語言發聲器、電腦握力計等。

微型點字輸入器是專為幫助失明人士使用電腦而設計，現有使用者約五十人。本會將於本年內推出輸入器的新型號，新的設計主要就用者指出的一些操作毛病，加以改良而製成。輸入器由點字鍵盤、聲音合成器及有關軟件組合而成，只要把訊息以點字輸入，資料便能以聲音輸出。輸入器的設計及製作由城市理工的兩位同學葉天仁及鄒世錦負責。透過與其他義工及使用者的緊密合作，整個計劃料可於一九九四年底完成。

此外，義工亦致力研究語言發聲器，它的主要功用在於幫助有言語障礙的傷殘人士，與他人溝通。它先把一些常用短語儲藏，使用者透過簡單的按鈕，便可選擇適用的語句來傳情達意。

統計數字

所提供服務	接受服務人數	
	92-93	93-94
設計、製造及安裝電腦硬件	1,127	1,160
設計及製造電腦軟件	351	380
為電腦輔助儀器提供 保養及維修	5	7

復康軟件圖書館

圖書館現藏有超過二百五十種軟件及二十種硬件，當復康工作者為其服務對象安排教育及訓練計劃時，圖書館內的資料，便可供參考及使用。為充實圖書館的內容，本會除不斷採納一些公用軟件外，我們的義工並會設計不同的軟件，以豐富圖書館的存量。

圖書館存有一批以早期蘋果系統操作的軟件，為使使用 IBM 個人電腦的機構及個人，都可以使用該批軟件，經轉換格式後，這批軟件已可應用於 IBM 個人電腦，圖書館的會員將有更多的選擇。

過去兩年內，圖書館共出版了兩期軟件目錄；新的目錄將會寄付各圖書館會員，以協助他們使用圖書館的資源。

展能通訊

展能通訊於一九九〇年七月正式成立，旨在鼓勵傷殘人士透過電腦多與外界接觸，並藉此增進其使用電腦的技能。

凱瑟克基金自九一年三月為此項服務提供為期兩年的贊助，但自凱瑟克基金的贊助於九三年三月終結後，服務的經費主要來自公益金及會員繳交的服務年費（機構會員年費為二百元，個人會員則為一百元）。為減輕會員的財政負擔，本會現已取得香港電訊及毅行者的贊助，支付資料電話線的租用費。

在此期間，香港失明人協進會由於已自行成立了自己的通訊網絡，而退出展能通訊，同時香港紅十字會順利宿舍則加入成為新機構會員。

展能通訊現有十名機構會員及二十七名個人會員。通訊內容亦按會員需求，而有所改變。國際通訊服務由於使用率偏低，已經終止。代之，資料庫儲存了更多的中文資訊及新聞項目。中文資訊有電腦字彙、中文輸入法、電腦科技及一些有趣的遊戲。而新聞方面，為了使現有的南華早報的資料更加豐富多姿，我們使用了掃描器，輸入圖表資料，並已編寫了一本使用手冊，供使用參考。

統計數字

所提供服務	接受服務人數	
	92-93	93-94
提供本地電子通訊服務	130	150
提供告示板服務	130	150
提供資料庫系統	130	150

工程及醫療服務

這項服務的義工主要來自土木工程界別，服務範圍在於為服務對象提供有關工程方面的諮詢。在過去兩年內，我們處理的服務要求，多與危險斜坡及樓宇結構等問題有關。

工程服務

- 荃灣合一社會服務中心
- 基督教家庭服務中心
- 聖公會麥理浩夫人中心 - 老圍社區發展計劃
- 深水埗黃竹街大南街業主立案法團
- 仁順大廈業主立案法團
- 鯉魚門居民協進會

醫療服務

來自醫護界別的義工，如醫生，護士等，為有需要的人士提供健康講座及身體檢查等服務。

- 社會福利署石硤尾家庭服務中心
- 樂善堂朱定昌頤養院
- 梨木樹明愛安老服務
- 香港基督教女青年會長青松柏中心
- 樂善堂陳黎掌嬌敬老康樂中心
- 薈色園可健老人社區服務中心
- 薈色園可平老人康樂中心
- 聖公會黃大仙老人社區中心
- 樂善堂尹立強敬老康樂中心
- 明愛漢民及興盛社區發展計劃
- 循道衛理中心
- 香港基督教服務處白田邨 / 沙頭角社區發展計劃
- 香港東區扶輪社青年服務團
- 堅尼地城明愛社區中心
- 任白慈善基金景林安老院
- 房屋署
- 鄰舍輔導會
- 聖公會基愛老人中心

- 荃灣明愛社區中心
- 香港基督教女青年會梨木樹社區工作辦事處
- 社會福利署觀塘社區中心小組工作部
- 旺角街坊會陳慶社會服務中心
- 播道會康福堂老人中心
- 堅島明愛社區中心
- 救世軍香港及台灣區總部
- 鳳德社區發展協會

統計數字

所提供服務	接受服務人數	
	92-93	93-94
健康檢查	1,080	12,00
健康講座	510	450
健康諮詢	300	300

職業治療／物理治療服務

此項服務的對象已由居住於院舍的老人，擴展至嚴重弱智的成年人。本會的職業治療師首先對這些弱智人士作出評估，擬定一些簡單的訓練計劃，並指導義工按計劃為弱智人士提供訓練，在過去兩年內共有二十一位弱智人士接受此項服務。

除為個人提供直接服務，本會義工更為老人院及社區老人服務中心的同工，提供講座，協助他們為有需要人士提供更完善的服務。

展能基金

展能基金為傷殘人士提供購買輔助儀器的免息貸款，最高貸款額為港幣二萬五千元，貸款人以每月供款型式償還貸款，最長還款期為三十個月。

向基金借貸的傷殘人士包括肢體傷殘人士，弱視人士，弱智人士及長期病患者。除購買輔助儀器外，電腦亦是傷殘人士貸款購買的主要儀器。每項貸款申請必須經基金的評審小組仔細審核，貸款人並需接受面見，詳細解說貸款要求。基金成立至今，運作順暢，亦從未有壞賬。

過去兩年，基金會接受香港滙豐銀行的港幣十萬元及馬登基金港幣五萬元捐款。本會會繼續聯絡其他贊助機構，以期加強基金的借貸實力，為傷殘人士帶來更多的資助。

統計數字

所提供服務	接受服務人數	
	92-93	93-94
查詢服務	29	25
提供免息貸款	18	18
為選擇合適的器材 提供意見	18	18
評估申請者的社會 及財政情況	18	18

關懷獨居老人計劃

鑑於老年人口不斷增長，本會於一九九零年成立關懷獨居老人計劃，旨在為獨居老人提供有關健康及家居安全等問題的預防服務。服務對象主要是由家務助理隊所轉介的體弱或行動不便者。他們對保健常識及社會資源缺乏瞭解。本會提供的服務包括：安排護士義工家訪，為老人作健康檢查、建議及提供有需要的日常生活輔助儀器、按老人的其他需要，轉介有關的服務機構。

過去兩年，此項服務曾協助了五十三位獨居老人，除提供身體檢查服務外，更為老人提供改善家居環境及使用輔助儀器的建議。透過這項服務，一些獨居老人的健康及家居問題，便能及早發現及改善，以免造成更大的危險。家務助理隊對此項服務，極為歡迎；而在未來，此服務會繼續與家務助理隊緊密合作，轉介有需要的老人接受服務。

除上述的個人服務外，本服務亦有為照顧老人的工作人員，提供有關個人護理、藥物常識及如何使用輔助儀器等座談會，以提高他們有關照顧老人方面的知識。

統計數字

所提供服務	接受服務人數	
	92-93	93-94
家訪	25	28
健康檢查	25	28
家居改裝	5	6
健康講座	360	360

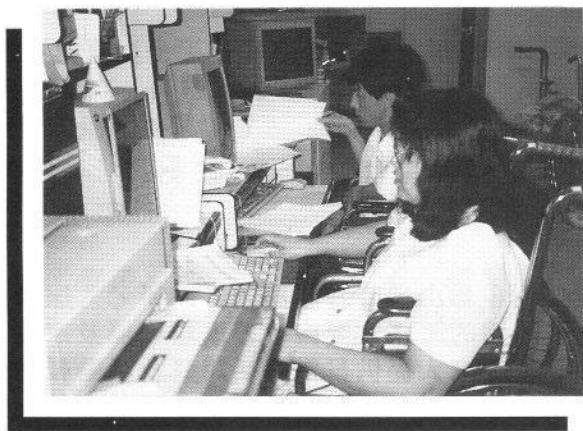
電腦排版中心

電腦排版中心在過去兩年取得了長足的發展，它成功地為傷殘人士提供訓練及就業機會。成立兩年後，中心的顧客數目及生意額，均節節上升。中心擁有印刷機及其他有關器材，對擴展業務有一定的幫助。中心現可印製的產品包括名片、單張及小冊子等；而顧客類別，亦從社會服務機構擴展至工商界及宗教團體；訂單的內容亦日趨多變。

由於營業額的增長，及一些中心員工因取得公開就業機會而轉職，中心將要招募新僱員。為應付印刷工序的需求，中心聘用了一位兼職僱員，協助做一些揀紙、包裝及郵遞等工作。

為方便更多傷殘人士參與中心的工作，在九三年三月，得僱員再培訓局贊助，本會舉辦了基本中文電腦及中文桌面排版課程，以培養更多人材，如有需要，本會將會繼續舉辦類似的課程。

中心的另一些重要發展是有取得政府資助的可能性。本會已向社會福利署遞交申請，該署現正考慮此申請，希望能於短期內能有結果。



■ 排版中心員工正在工作。

新計劃

家居職業治療

家居職業治療原來隸屬於弱能人士輔助儀器製作服務，鑑於申請個案激增，這項服務現已獨立發展，它的主要目標是為傷殘人士提供下列服務：

- (一) 評估家居活動；
- (二) 就改善家居環境及使用自我照顧儀器提供建議；
- (三) 為同工提供訓練。

統計數字

所提供服務	接受服務人數	
	92-93	93-94
提供日常生活活動評估	123	129
提供日常生活活動訓練	123	129
推薦及提供合適的日常輔助儀器	95	99

服務的主要對象為由房委會開辦的「屋邨老人服務計劃」轉介的老人；他們所需的服務主要與改善家居環境及家居活動訓練有關。本會並為屋邨老人提供日常生活用具及活動輔助器材。由於房委會正計劃把「屋邨老人服務計劃」擴展至多個屋邨，預計他們對家居職業治療服務的轉介亦會日漸增多。



會員及義工

義工是本會提供各項服務時不可或缺的資源。本會的義工招募主要對象為專業團體，如香港工程師學會，香港護士協會等。此外，透過報章廣告，郵遞招募單張等活動，向各團體會員呼籲，一貫反應良好。

在九三及九四年兩年間，本會共招募了六十七位義工。截至九四年三月三十一日，本會共有二十六名會員及三百二十一名義工。

為向新會員及義工介紹本會的服務宗旨及發展，本會攝製了一套錄像簡介，定期為新會員／義工播映。這套錄像簡介，也會用作宣傳本會服務之用。

為保持與會員及義工之間的聯絡，本會已發信邀請各會員／義工更新他們的聯絡電話及地址。這項通訊資料更新活動，將會定期舉行，以保持與會員／義工的溝通。

服務對象及提供服務的義工的意見，對確定及改善本會服務質素，深有裨益。有見及此，本會於每次提供服務後，必向各有關人士查詢意見，以供參考。

統計數字

所提供服務	接受服務人數	
	92-93	93-94
迎新	32	22
更新會員及義工資料	325	347
招募義工	45	22

刊 物

本會定期出版會訊及季刊，以便與會員、義工、各有關機構、團體及其他對本會服務有興趣人士，保持聯絡，向他們匯報本會各項服務的進展。

會訊按月出版，主要傳閱對象為會員及義工；季刊的傳閱對象，除本會會員及義工外，更遍及各復康機構與有關團體等。

為使本會刊物內容更充實，會訊於一九九三年停刊，而內容則融入季刊內。自一九九三年起，除增強內容外，季刊的排版亦有所改進。該刊物的排版及設計工作，由本會的電腦排版中心負責，季刊的內容及風格將定期按讀者要求而作出改善。

推 廣

探訪

- 香港工人健康中心
- 屯門弱能人士技能訓練中心
- 香港失明人協進會資源中心
- 香港盲人輔導會
- 薈色園南昌老人社區中心

- 香港大學工業中心
- 香港新聲會
- 沙田療養院

曾接待過的探訪者

- 香港工人健康中心
- 聖約翰救傷隊
- 學前弱能兒童家長會
- 鄰舍輔導會危機老人外展服務
- 恩光學校
- 扶康會
- 愛德循環
- 香港西區扶輪社晨輝學校
- 明愛醫院職業治療師
- 由馬來西亞到訪的職業治療師
- 社會福利署深水埗社會工作主任康復及高齡
- 救世軍油麻地老人社區中心
- 香港政府機電工程署
- 香港痲痺協會石硤尾特殊幼兒中心
- 尤德夫人兒童體能智力測驗中心

- 柏立基師範學院
- 勞工署展能就業科勞工事務主任
- 葵涌醫院職業治療師
- 美國婦女會
- 香港工商師範學院
- 香港中文大學電子工程學系學生
- 白普理失明人護理安老院
- Australian Association of Hong Kong Limited
- 台灣伊甸殘障福利基金會
- 廣州傷殘青年協會
- 石崗難民營

專訪

- 星島日報
- 東方日報
- 商報
- 電影籌款記者招待會
- 亞洲電視 ‘時事追擊’
- 經濟日報

推廣活動

- 與東華三院戴東培日間活動中心、協康會及保良局鄭翼之中心職員交流經驗
- 參與由復康用具資源中心舉辦的‘老人用具設計比賽’展覽
- 參與由聖雅各福群會舉辦有關老人服務的展覽
- 向勞工署勞工事務主任作專題演講
- 參與由香港社會服務聯會舉辦的‘美國傷殘人士公開就業及輔助就業情況’考察團

職員培訓

- 出席由香港社會服務聯會舉辦 RESNA International '92 匯佈會
- 出席由香港公益金舉辦的‘基本會計’工作坊
- 參與‘美國傷殘人士公開就業及輔助就業情況’考察團匯佈會
- 參與由香港社會服務聯會舉辦的‘社會服務管理文憑課程’

財 政

財務秘書報告

本會於一九九三至一九九四年度的開支為港幣貳佰肆拾捌萬陸仟貳佰伍拾圓，較一九九二至一九九三年度的開支增長了百份之四十五。

職員的工資仍為支出中最大的一項，一九九二年至一九九三年度的支出為港幣壹佰零捌萬零貳佰伍拾貳圓，而一九九三年至一九九四年度則增加至壹佰貳拾陸萬捌仟零叁拾玖圓，增長比率為百分之十七點四。

其次，最大的支出項目為電腦排版工場的運作費用共柒拾萬零陸佰陸拾玖圓，與及由僱員再培訓局資助舉辦的訓練課程，共叁拾貳萬伍仟柒佰柒拾貳圓。

一九九三年至一九九四年本會獲香港公益金撥款港柒拾貳萬叁仟圓，以資助下列服務的經常性開支：

- 弱能人士輔助儀器製作服務
- 弱能人士電腦輔助儀器製作服務
- 展能通訊
- 關懷獨居老人計劃
- 職業治療 / 物理治療服務
- 家居職業治療服務

— 電腦排版中心

— 會員及義工管理

公益金的撥款仍本會最大的收入來源，此外本會亦接受賽馬會慈善基金的資助，款額為拾萬圓正，而外界的捐款則有叁拾柒萬零叁佰叁拾壹圓。

由於本會已成為公益金的會員機構及接受其資助，故經濟情況有所改善，但在一九九四年至一九九五年度，本會仍需自行籌募大約港幣貳拾伍萬圓，以補不足之數。

有鑑於此，本會的財政情況仍未完全穩定，長遠而言，仍需爭取政府資助，以便能維持一貫的服務水平。

鳴謝

本會在一九九二年至一九九四年度的各項服務得以推行，實有賴社會上各界人士的合作及鼎力支持，謹此向各位表示衷心感謝，同時更藉此向各義工及善長的支持作出貢獻致以萬分感謝。

Auditors' Report

ERNST & YOUNG
安永會計師事務所

■ Certified Public Accountants
15/F Hutchison House
10 Harcourt Road
Central, Hong Kong

■ Phone: 852 846 9888
852 526 5171
Fax: 852 868 4432
852 845 9208

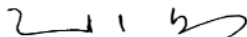
REPORT OF THE HONORARY AUDITORS

To the members

Association for Engineering and Medical Volunteer Services

We have audited the financial statements on pages 3 to 11 in accordance with Auditing Standards.

In our opinion, the financial statements give a true and fair view of the state of affairs of the Association at 31 March 1994 and of its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Ordinance.



Hong Kong

23 September 1994

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
STATEMENT OF INCOME AND EXPENDITURE - GENERAL FUND

For the year ended 31 March 1994

	Notes	1994 HK\$	1993 HK\$
INCOME			
Donations:			
General		370,331	172,240
The Hong Kong Jockey Club (Charities) Limited		100,000	500,000
Social Welfare Department, Hong Kong Government		51,945	51,946
Duty Free Shoppers Charitable Trust		-	102,819
Membership annual subscriptions		-	1,300
Interest income		9,507	25,255
Other income		11,185	-
Foreign exchange gains		-	9,550
		<u>542,968</u>	<u>863,110</u>
EXPENDITURE			
Salaries	3	171,214	1,031,412
Provident fund contributions	3	8,467	48,326
Programme expenses		19,000	-
Repairs and maintenance		1,612	2,677
Printing, postage and stationery		14,112	9,543
Travelling		191	410
Telephone and fax		5,052	4,711
Electricity and water		19,710	13,253
Insurance		9,912	9,032
Office expenses		1,694	1,421
Rent and rates		51,946	51,945
Management fees and cleaning		5,850	6,000
Advertising expenses		7,220	-
Consumables		1,140	1,036
General expenses		2,503	2,803
Annual general meeting and dinner		4,911	364
Public education and information service		-	13,284
Members and volunteers service		-	124
Fund raising expenses		-	37,200
		<u>324,534</u>	<u>1,233,541</u>
SURPLUS/(DEFICIT) FOR THE YEAR		218,434	(370,431)
Accumulated deficit at beginning of year		(2,124,224)	(1,753,793)
Transfers to other funds during the year	3	<u>114,538</u>	<u>-</u>
ACCUMULATED DEFICIT AT END OF YEAR		<u>(1,791,252)</u>	<u>(2,124,224)</u>
		=====	=====

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
BALANCE SHEET

31 March 1994

	Notes	1994 HK\$	1993 HK\$
LOANS TO DISABLED	4	35,715	33,785
CURRENT ASSETS			
Cash on hand and in banks		415,211	570,751
Prepayments and other receivables		16,772	3,347
Rental and utility deposits		10,150	10,150
Current portion of loans to disabled	4	<u>100,086</u>	<u>97,035</u>
		<u>542,219</u>	<u>681,283</u>
CURRENT LIABILITIES			
Accounts payable		8,398	22,109
Temporary receipts		<u>82,338</u>	<u>1,300</u>
		<u>90,736</u>	<u>23,409</u>
NET CURRENT ASSETS		<u>451,483</u>	<u>657,874</u>
		<u>487,198</u>	<u>691,659</u>
Represented by:			
General Fund		(1,791,252)	(2,124,224)
Computer Aids Services to the Disabled Fund	5	(14,774)	82,630
Service Foundation Fund	6	1,382,090	1,341,443
Technical Aids Services to the Disabled Fund	7	(132,388)	48,197
Independent Living Fund	8	12,055	150,468
Desktop Publishing Fund	9	(129,813)	31,865
General Reserve	10	<u>1,161,280</u>	<u>1,161,280</u>
		<u>487,198</u>	<u>691,659</u>



Director



Director

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 1994

1. INCORPORATION DETAILS

The Association was incorporated under the laws of Hong Kong on 5 June 1990. Pursuant to Section 21 of the Companies Ordinance, the Association has obtained approval from the Registrar of Companies to register the Association without incorporating the word 'Limited' to its name.

The Association is limited by guarantee and, accordingly, it is not authorised to issue share capital. The liability of members is limited to HK\$100 each.

There were 26 members as at the balance sheet date.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Income

All income is accounted for on a cash receipt basis except for service income which is on accrual basis.

3. ALLOCATION OF EXPENDITURE

Salaries and provident fund contributions were allocated to various funds based on management's estimation of time spent in specific activities during the year as follows:

<u>Fund</u>	Salaries	Provident fund
	HK\$	contributions HK\$
General Fund	171,214	8,467
Computer Aids Services to the Disabled Fund	223,670	7,475
Service Foundation Fund	230,824	7,636
Technical Aids Services to the Disabled Fund	490,497	-
Independent Living Fund	71,096	3,555
Desktop Publishing Fund	80,738	4,037
	<u>1,268,039</u>	<u>31,170</u>
	=====	=====

The salaries and provident fund contributions for the previous year have been allocated from the General Fund to various funds by means of a transfer during the year.

Included in the current year transfers between fund accounts is a transfer of donations received of HK\$200,000 from the General Fund to the Service Foundation Fund.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1994

4. LOANS TO DISABLED

These are unsecured, interest-free and are repayable by monthly instalments.

5. COMPUTER AIDS SERVICES TO THE DISABLED FUND

	1994	1993
	HK\$	HK\$
INCOME		
General donations	2,596	-
Donations from The Community Chest	181,000	-
Membership subscription fee	3,490	-
Material costs received	6,250	3,940
Donations from Keswick Foundation	-	66,825
Donations for Rehabilitation Software Library	-	21,355
	<u>193,336</u>	<u>92,120</u>
EXPENDITURE		
Salaries	223,670	-
Provident fund contributions	7,475	-
Material costs for fabrication of aids	3,784	1,902
Repairs and maintenance	1,633	-
Printing, postage and stationery	1,487	567
Travelling	13	-
Telephone and fax	2,901	-
Computer expenses	-	99,539
	<u>240,963</u>	<u>102,008</u>
DEFICIT FOR THE YEAR	(47,627)	(9,888)
Accumulated surplus at beginning of year	82,630	92,518
Transfer from General Fund during the year	<u>(49,777)</u>	<u>-</u>
ACCUMULATED SURPLUS/(DEFICIT) AT END OF YEAR	<u>(14,774)</u>	<u>82,630</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1994

6. SERVICE FOUNDATION FUND

	1994 HK\$	1993 HK\$
INCOME		
Donations from The Community Chest	126,000	-
Membership subscription fee	1,200	50
Service income	<u>10,170</u>	<u>-</u>
	<u>137,370</u>	<u>50</u>
EXPENDITURE		
Salaries	230,824	-
Provident fund contributions	7,636	-
Programme expenses	80	-
Printing, postage and stationery	6,880	692
Travelling	573	80
Insurance	1,000	-
Newspapers and periodicals	<u>190</u>	<u>-</u>
	<u>247,183</u>	<u>772</u>
DEFICIT FOR THE YEAR	(109,813)	(722)
Accumulated surplus at beginning of year	1,341,443	1,342,165
Transfer from General Fund during the year	<u>150,460</u>	<u>-</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>1,382,090</u>	<u>1,341,443</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1994

7. TECHNICAL AIDS SERVICES TO THE DISABLED FUND

	1994 HK\$	1993 HK\$
INCOME		
Donations from:		
The Community Chest	393,000	-
Australian Association of Hong Kong Limited	10,500	-
The American Women's Association of Hong Kong Limited	15,200	-
Material costs received	76,495	80,135
Vibra alarm income	-	470
Project catalogue	-	290
	<u>495,195</u>	<u>80,895</u>
EXPENDITURE		
Salaries	490,497	-
Repairs and maintenance	30,587	-
Material costs for fabrication of aids	47,617	49,362
Printing, postage and stationery	2,201	2,229
Travelling	730	1,462
Workshop expenses	-	541
	<u>571,632</u>	<u>53,594</u>
SURPLUS/(DEFICIT) FOR THE YEAR	(76,437)	27,301
Accumulated surplus at beginning of year	48,197	20,896
Transfer from General Fund during the year	<u>(104,148)</u>	<u>-</u>
ACCUMULATED SURPLUS/(DEFICIT) AT END OF YEAR	<u>(132,388)</u>	<u>48,197</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1994

8. INDEPENDENT LIVING FUND

	1994 HK\$	1993 HK\$
INCOME		
General donations	-	150,000
Service income	540	-
	<u>540</u>	<u>150,000</u>
EXPENDITURE		
Salaries	71,096	-
Provident fund contributions	3,555	-
Printing, postage and stationery	835	459
Travelling	10	235
	<u>75,496</u>	<u>694</u>
SURPLUS/(DEFICIT) FOR THE YEAR	(74,956)	149,306
Accumulated surplus at beginning of year	150,468	1,162
Transfer from General Fund during the year	<u>(63,457)</u>	<u>-</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>12,055</u>	<u>150,468</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1994

9. DESKTOP PUBLISHING FUND

	1994	1993
	HK\$	HK\$
INCOME		
General donations	-	40,000
Donations from The Community Chest	23,000	-
Service income	<u>563,607</u>	<u>315,835</u>
	<u>586,607</u>	<u>355,835</u>
EXPENDITURE		
Salaries	80,738	-
Provident fund contributions	4,037	-
Programme expenses	574,322	258,407
Repairs and maintenance	7,944	-
Printing, postage and stationery	6,325	-
Travelling	1,580	-
Insurance	5,877	-
Furniture and equipment	19,846	37,480
General expenses	<u>-</u>	<u>27,691</u>
	<u>700,669</u>	<u>323,578</u>
SURPLUS/(DEFICIT) FOR THE YEAR	(114,062)	32,257
Accumulated deficit at beginning of year	31,865	(392)
Transfer from General Fund during the year	<u>(47,616)</u>	<u>-</u>
ACCUMULATED SURPLUS/(DEFICIT) AT END OF YEAR	<u>(129,813)</u>	<u>31,865</u>

10. GENERAL RESERVE

This represents the value of net assets transferred into the Association at no consideration when it was incorporated.

11. DIRECTORS' REMUNERATION

None of the directors received any fees or other emoluments from the Association during the year.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 1994

12. TAXATION

No provision for Hong Kong taxation has been made since the Association is a charitable institution and, accordingly, is exempt from Hong Kong taxation under Section 88 of the Inland Revenue Ordinance.

13. OPERATING LEASE COMMITMENT

	1994	1993
	HK\$	HK\$
Annual commitment under an operating lease:		
Land and building expiring:		
Within one year	43,200	-
In the second to fifth years, inclusive	<u>-</u>	<u>43,200</u>
	<u>43,200</u>	<u>43,200</u>
	=====	=====

14. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved by the Executive Committee on 23 September 1994.



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