

# Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 1994-1996

一九九四至一九九六年年報

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## **C**HAIRMAN'S REMARKS

During the years from 1994, our services continued to grow and prosper. Our technical aids and computer aids services for the disabled continued to deliver tailor made rehabilitation aids and software for use by disabled persons. Despite the immense demand for our services, we manage to deliver most of our services within our performance target.

With the generous donation from the Hong Kong Jockey Club Charities Trust, our desktop publishing service moves on to a new era. The business now has a dedicated office of its own and is primarily managed and run by disabled workers themselves. The desktop publishing service not only provides vocational training for disabled persons but also offers opportunities for gainful employment in an open and competitive environment. The business operates under a profit sharing workshop whereby our operation is very much commercially oriented and survival is achieved through service quality and value for money.

Our supported employment scheme, under the subvention of the Social Welfare Department, has about 10 handicapped trained and job placed with about 85% success rate. So far, the majority of disabled persons who were placed with a job under the scheme have managed to do well and stayed on with their employers. Because of the high success rate, demand for our service has been immense. As a result, we have a long waiting list. In view of the very positive results, we are exploring with the Social Welfare Department to see if we can increase the capacity in the near future.

Our Independent Living Fund is a wonder. The scheme provides an interest free loan to disabled persons for the purpose of purchasing essential rehabilitation aids to enhance their quality of living. Since the establishment of the Fund in 1990, so far we have not encountered even a single case of

bad debt. With the injection of HK\$1.05 millions by the Hong Kong Jockey Club Charities Trust, we are now in a better position to serve more needy disabled.

We are grateful for the continual and generous support given by the Community Chest, the Hong Kong Jockey Club Charities Trust, the Social Welfare Department and the Commissioner for Rehabilitation. We are also indebted to our patron, advisors and donors who have been giving us guidance, encouragement and support with which we are able to deliver needed services to the elderly, the disabled persons and all those who are in need of our services.

With the advent of 1997 and the return of Hong Kong to Chinese Sovereignty, there might well be some changes somewhere but not our commitment to serve the community.



# **P** **ATRON**

**Dr. CHIANG Chun**

# **H** **ONORARY ADVISORS**

**Mr. Chris BALE**

**Professor T. C. CHEN**

**Professor Nelson W. S. CHOW**

**Dr. York CHOW**

**Dr. Marion FANG M.B.E., J.P.**

**Professor Sir 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**

## **H**ONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Anthony T. Y. WU  
Ernst & Young

## **E**XECUTIVE COMMITTEE MEMBERS (1994-1996)

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

# **S**

## **TAFF LIST (1994-96)**

<b>Executive Director</b>	Ms. LUK Yim-ling, Lisa
<b>Executive Secretary</b>	Ms. AU Mei-chi, Venus
<b>Project Officer</b>	Mr. CHAN Fuk-keung, Stanley
<b>Electronic Technician</b>	Mr. TSANG Tit-hung, Zenegger
<b>Computer Operator</b>	Mr. WONG Tak-shing, William
<b>Placement Officer</b>	Ms. LAM Suet-fun, Jackie
<b>Mechanic</b>	Mr. LEUNG Hon-ming
<b>Carpenter</b>	Mr. YUEN Wai-chung
	Mr. CHUI Lin-biu
<b>Administrative Assistant</b>	Ms. TSANG Tze-luen, Lilac

## **S**ERVICES REPORT

### **Technical Aids Services for the Disabled (TASD)**

In 1994-1996, the Technical Aids Services for the Disabled continued to concentrate on the design and fabrication of technical devices which were inexpensive and suited local needs. In addition to the production of aids, there were steady requests for repair and maintenance of electronic speech aids and electric wheelchairs. The repair and maintenance service was welcome by the disabled users as many technical problems could be detected and handled at an early stage. Moreover, priority was given to the handling of these requests. This would minimise the inconvenience caused to the users who were totally dependent on these devices for carrying out their daily living activities.

During this period, some developmental projects were completed. Two assembly kits were also developed, assembled and supplied on requests to the users. Stainless steel handrail assembly kits with various length and diameter were packed and the users could install these rails within their home environment so as to provide safe support for the users. Another kit is a battery operated alarm bell and alarm lamp with press switch or rope switch installed at convenient places inside the house. The user could activate the alarm system which was installed outside the house so as to alert his/her neighbours that help and assistance was needed. This alarm system was battery operated so it was safe and easy to install.

With the availability of these kits, the waiting time for fabrication would be greatly shortened. These kits were highly welcome by therapists who recommended them to their elderly clients who were living alone. In view of the encouraging response, more kits would be developed in the coming future.

Two developmental projects namely “Queue Up Indicator for the Blind” and “Computer Aided Grips Strengthening Device” participated in the Employment Aids Open Competition '95 organised by the Employaid Fund. Both projects were selected for Award of Merit. This honour was a great encouragement to the Association as well as the volunteers participated in the development of these devices.

In addition to the provision of tailor made aids, batch production for some products was launched. Fifty foldable bed-side commode chairs which were modified from ordinary folding chairs were fabricated. The project was sponsored by Oriental Daily News Charitable Trust and all these chairs were delivered to elderly referred by Estate Liaison Officers of the Housing Authority. This product could prevent elderly from fall injury when going to toilet in the dark.



- Electronic page turner can assist disabled person with poor hand function to enjoy reading without the help of others.

To collect feedback from the users on the devices and services provided, Users' Satisfaction Form were sent to all service users. The information collected served as guidelines for further improvement of the service.

In the past years, over 20 new design of technical aids were completed. Information on these new devices would be compiled in the coming issue of Project Catalogue for distribution to rehabilitation professionals.

## Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
Design and fabricate technical aids	14,067	12,328
Repair technical aids	2,120	4,325
Provide clinical assessment for disabled persons & elderly	16,187	16,653
Follow up and advise on the application of technical aids	13,364	13,655
Recommend appropriate aids to disabled persons & elderly	13,364	13,655

## **Computer Aids Services for the Disabled (CASD)**

The service aimed at designing, modifying and developing computer aids for disabled persons so as to enhance their independence in all aspects of their living. In the past two years, the service continued to serve its objective in coordinating professional volunteers in the development of computer aids for disabled persons for medical and rehabilitative treatment, training, education, employment and daily living.

During the past years, the requests were mainly focus on computer hardware. The requests were mainly from rehabilitation agencies such as special schools and training centres etc. as well as individual disabled persons. They were mostly applications for computer access aids such as keyboard modification, interface box, scanning board and keyboard guard. These were designed to help disabled person to have access to computer despite of their disabilities.

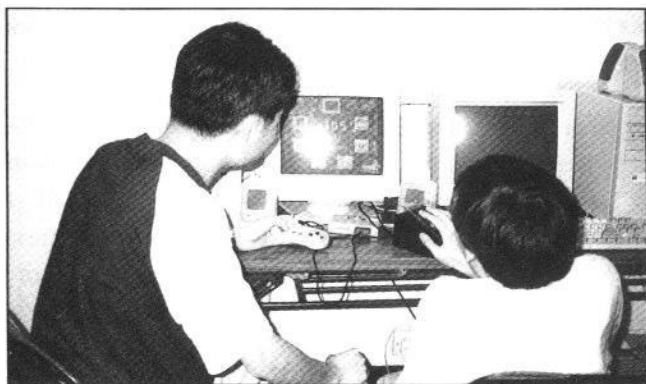
In addition to the existing Computer Consultation and Computer Maintenance Service which started from December 94, the 'Home-Based Computer Maintenance Service' was established in late 1995. The service was mainly provided for the home-bound disabled persons who had great difficulty to transport the computer to our Association. Our computer technician would carry out the repair service at their home. The service was welcome by most disabled persons who found it efficient and convenient. In view of the great demand for the service, the computer consultation and maintenance service would continue to operate as a long-term project.

The Computer Consultation Service continued to operate. It aimed to assist disabled persons on computer related problems through the provision of free consultation. Telephone consultation was provided by our volunteers. The service was much welcome by the users as the procedures were simple and the service was readily available.

Besides the handling of incoming requests, volunteers were also engaged in the development of new projects such as the Grip Strengthening Device and the Environmental Control Unit (ECU). The ECU facilitated disabled persons to remotely control almost anything within their immediate home environment such as lamp, sound equipment and other home appliances.

## Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
Design, fabricate and install computer hardware	1,191	1,264
Design and fabricate computer software	392	412
To provide consultation service on computers for disabled users	277	316
To provide repair and maintenance service for computer aids	12	32



- The combined use of programmable keypad and special switch-disabled persons can apply the keypad in training and learning.



## **Rehabilitation Software Library**

Rehabilitation Software Library had a collection of rehabilitation hardware and software which served as reference for rehabilitation professionals in the planning of their training and education programmes for their clients. The availability of these resources could facilitate the application of computer in rehabilitation. In the past years, more hardware and software were collected to enrich the content of the library. Majority of these materials were obtained through Internet. In addition, some software were designed and fabricated by our volunteers.

Due to the growing popularity of multi-media environment and the availability of these facilities in rehabilitation settings, some multi-media software were designed to meet this trend. Through the application of multi-media means, a vivid and repetitive learning environment was provided which could facilitate the training of disabled users of various aspects of the daily living. These newly designed software was much welcome by rehabilitation professionals. In the coming future, the library would concentrate on the development and collection of suitable and updated hardware and software. Hopefully, this could bring new stimulation to the application of computer in rehabilitation field.

## **Electronic Communication for the Disabled**

The service was started in July 1990 with the sponsorship from Keswick Foundation. It aimed at encouraging disabled persons to communicate with others and retrieve information independently beyond the confines of their disabilities and enhance their interest in learning and utilize the computer.

In the past years, several new items were added to enrich the content of the project. A new Pen-Pal Service and Letter to Big Brother were introduced. These new items aimed to enhance the users' interest to communicate with others via the use of the computer. Moreover, the content of the database was also improved. Information collected from Internet was put up in the database. With this arrangement, the users could now have access to a larger scope and variety of information which were useful and interesting to them. More graphics were also transferred to the users. The content of the service would continue to be upgraded in order to meet the needs of the users.

During this period, the number of users had increased steadily. There were totally 13 agency members and the total number of participants was increased to more than 150. The number of individual users also increased to 16.

To collect feedback from the users and to help them to solve the technical problems encountered in using the system, the users' meeting was held on a quarterly basis. Besides, a social gathering was held annually. It provided an opportunity for the users to get acquainted with each other and enhance their interest to communicate with others.

## Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
To provide local electronic mail service	160	156
To provide bulletin board service	160	156
To provide information in database system	160	156
To organize orientation & training for the users	20	28



■ A social gathering organised for the users.

## DOMICILIARY OCCUPATIONAL THERAPY

This service aimed to provide:

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

Majority of the clients served were referred by the Estate Liaison Officers of the Housing Authority. Advice on home adaptation, prescription of appropriate aids and training on daily living activities were rendered to these clients. With the extension of the "Estate Social Service for the Elderly" to over 20 housing estates, it was foreseeable that the demand for this service would increase greatly in the coming years.

In addition to these elderly clients, requests from individual disabled persons and referrals from other agencies were also received. Majority of these cases requested for advice on home or workplace adaptation and prescription of suitable aids. The service was valued by the users as it could enhance independent living and home safety of disabled persons as well as the elderly.

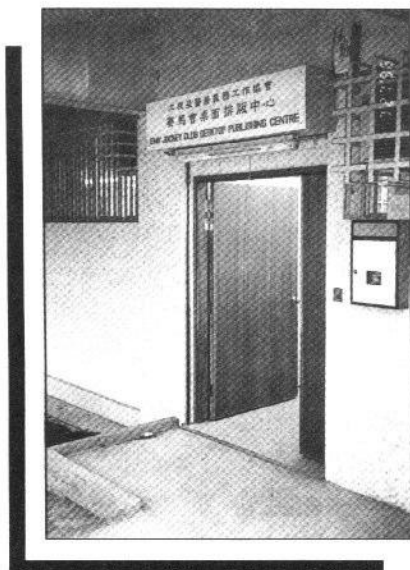
### Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
Provide assessment on activities of daily living	101	132
Provide training on activities of daily living	101	132
Recommend & provide appropriate daily living aids	85	92

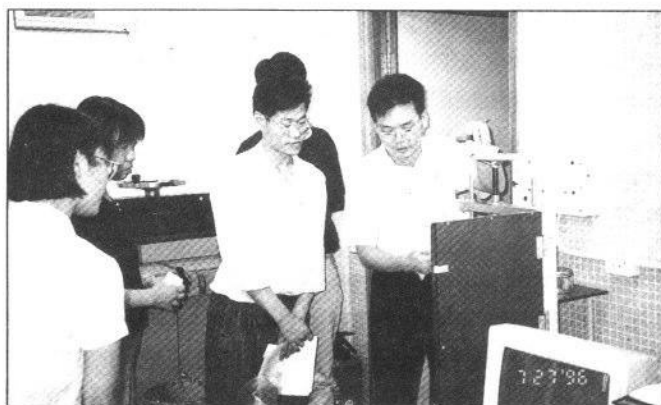
## JOCKEY CLUB DESKTOP PUBLISHING CENTRE

The centre had made significant progress in the past years. The Hong Kong Jockey Club Charitable Trust had approved our funding application for the establishment of a full scale workshop. The fitting out work had already started and the centre would commence operation in around June 96.

Business of the centre was booming during the past years. Several large scale data input and desktop publishing orders were received. With the growth in the no. of workers, large scale jobs could be taken up. Some workers had attended training courses on graphic design which could further enhance their ability to take up complicated and high cost jobs. The centre had also extended its scope of work in providing data input service for



■ The outlook of the new Desktop Publishing Centre.



■ Visit paid by our volunteers.

questionnaires. A contract for the provision of mailing service for the Urban Services Department was taken. The contract would last for 2 years until December 96. Binding for relevant government contracts would be submitted in the future.

With the expansion of the scope of work, the income of the workers had increased steadily. For 1995-1996, the average monthly income of the workers was around \$3,000. Hopefully, the level of income could be raised with the availability of a full time manager who would be responsible for marketing and sales of the centre service to potential customers. All these served to prove that the workshop could achieve its goals in the provision of training and employment opportunities for disabled persons.

To meet the needs for more skilled workers with the commencement of operation of the new centre, several computer training courses were organised with the support from the Employees Retraining Board. Some trainees would join the new centre while open employment in related fields would be sought for others.

## **INDEPENDENT LIVING FUND**

The Fund, established in 1990, aimed at providing financial support to disabled persons in the form of interest free loan for the purchase of rehabilitation aids which can assist them to achieve independent living as well as to enhance their quality of life.

With the generous donation of HK\$1.05 million from the Hong Kong Jockey Club Charities Trust in August 1995, the upper limit of the Fund was revised from HK\$35,000 to \$50,000 and the repayment period was extended from 36 to 48 months. This increase in the loan limit was in particular good news for those who wanted to purchase some expensive but useful aids such as electric wheelchair, power braille and motor car etc.. In order to enhance the independence and quality of life of disabled persons, applications for home adaptation were also considered. The applicant could repay the loan in the form of monthly instalment.



- An interview to assess the eligibility of a disabled applicant applying for the fund.

Throughout the past 2 years, majority of the applicants were physically handicapped, visually impaired and chronically ill. Besides rehabilitation aids, other popular aids they applied to purchase were computers and motor cars. To ensure that the Fund was used to help the most deserving, the applicant had to attend an interview to examine the eligibility of their application. An assessment team which consisted of social worker, occupational therapist, computer specialist and disabled person was formed to examine every application. The team also provided expert advice on the selection of aids so that the applicant could make the most effective use of the Fund. Each application had to be endorsed by the Executive Committee of the Association. Up till now, the operation of the Fund remained very smooth and no bad debt had been incurred so far.

## Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
Inquiries	27	27
To provide interest free loan	22	20
To give advice on the selection of appropriate devices	22	20
To assess the social and financial condition of the applicant	27	22



## **CARE FOR THE ELDERLY LIVING ALONE**

In view of the growing size of the elderly population, the service was started at 1990 as a pilot project which aimed at providing preventive measure to the elderly living alone in the problem of health and home safety. Majority of the elderly served was refereed by home help teams as most of their service recipients were physically weak and home bound. They lacked social support and knowledge on health care and community resources. Home visits were paid by our nurse volunteers and social worker. The nurse volunteers would provide medical check up and consultation while the social worker would pay attention to the social condition and living environment of the elderly.

In the year 94-95 and 95-96, a total of 46 & 54 elderly were visited respectively. Besides the provision of medical check up and consultation, home adaptation and suitable aids were also recommended. Referrals to other social service agencies were also made. 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.

In addition to the provision of individual service, other supportive services such as health talk and seminar on medication and caring skills were also organized for the personal care workers of the home help teams. The service was highly welcomed by the home help teams as well as the service recipients. There were already some agencies waiting for this service.

## Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
Home visit	46	74
Medical check-up	46	74
Home adaptation	6	6
Health talk	465	490

## OCCUPATIONAL THERAPY/PHYSIOTHERAPY SERVICES

The target clients for this service were severe grade mentally handicapped adults who did not receive any service. These clients were initially assessed by our occupational therapist and simple training programmes were subsequently designed for each client. The programmes were implemented by our volunteers under the supervision of our therapist.

Another group of clients served was care givers of home help teams. Educational talks and training such as transfer techniques, simple exercise for stroke patients and wheelchair handling etc. were delivered to the care givers. The service aimed to better equip the care givers with appropriate knowledge and skills so as to enhance the quality of the services rendered to their clients.

## **Engineering & Medical Services**

### **Engineering Service**

Engineering Services aimed at providing professional advice on engineering problems. The volunteers engaged were mostly civil and structural engineers. The incoming requests were mostly from Community Development Teams and Resident's Committees. Their major inquiries were concentrated on dangerous slopes and structural conditions of buildings.

The following agencies were served:

- Adventure-Ship Ltd.
- SKH Lady MacLehose Centre  
Tsuen Wan West Six Villages  
CDP
- Tsuen Wan Ecumenical  
Social Service Centre Valley  
Road Estate NLCDP
- Tsuen Wan Ecumenical  
Social Service Centre Kwai  
Chung Estate NLCDP
- Tsuen Wan Ecumenical  
Social Service Centre Tsing  
Lung Tau Community Deve-  
lopment Project
- The Salvation Army Sam  
Mun Tsai Community Deve-  
lopment Project
- Lei Yue Mun Resident's  
Association
- Caritas HK Hung Shui Kiu  
Community Development  
Project
- Hung Shui Kiu Resident's  
Association
- Wong Chuk Hang Road Woo  
Yuen Village Resident's  
Association
- ELCSS Mui Lee Community  
Development Project
- SKH Lady MacLehose Centre  
Lo Wai NLCDP
- Christian Family Service  
Centre Lee Yue Mun Com-  
munity Development Project

## **Medical Service**

Medical Services aimed at providing medical consultation, body check up and health talks to the general public especially for the elderly and women. The volunteers involved were largely registered and enrolled nurses. As the demand of medical services expanded enormously, recruitment for the nurse volunteers were made periodically. Promotion were made through newspapers and Nurse Association.

- Sik Sik Yuen Ho Kin Multi-Service Centre for the Elderly
- Hong Kong Baptist Hospital Au Shue Hung Health Centre
- Hong Kong Hong Fuk Social Centre for the Elderly
- SKH Kei Oi Elderly Centre
- Caritas Tsuen Wan Community Centre
- Caritas Social Centre for the Elderly - Lei Muk Shue
- YWCA Cheung Ching Social Centre for the Elderly
- YWCA Shek Yam Community Work Office
- The Salvation Army Sam Mun Tsai Community Development Project
- Caritas Community Centre - Kowloon
- Buddhist Foo Wong Hop Social Centre for the Elderly
- YMCA Tze Wan Shan Centre
- Caritas - Hon Man / Hing Shing Community Development Project
- Methodist Centre
- Jordan Valley Kai Fong Welfare Associate Choi Ha Social Centre for the Elderly
- SKH Wong Tai Sin Multi-Service Centre for the Elderly
- Methodist Centre - Elderly Outreaching Team

- Group Work Unit - Social Welfare Department Cheung Sha Wan Community Centre
  - Caritas Social Centre for the Elderly - Shatin
  - The Salvation Army Ngau Tam Mei Community Development Project
  - The Neighborhood Advice-Action Council Hing Tin Centre
  - Caritas - Mongkok South Community Development Project
- SKH Lok man Alice Kwok Integrated Services Centre
  - The Salvation Army Lei Yue Mun Road East. Community Development Project
  - Buddhist Ching Hang Social Centre for the Elderly
  - YWCA Cheung Ching Social Service Centre
  - Hong Kong Christian Service So Uk Social Centre for the Elderly
  - SAGE Hin Keng Social Centre for the Elderly

## Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>94-95</u>	<u>95-96</u>
Medical check-up	2,810	3,000
Health talk	865	880
Consultation & advice	160	240

## **N**EW PROJECT

### **SUPPORTED EMPLOYMENT SERVICE**

Supported employment was defined as a form of employment for disabled persons which allows them to work in an integrated open setting with ongoing support. It allowed disabled workers to enjoy all the usual benefits of having a job such as income at market rates, job security and job prospects.

With the subvention from the Social Welfare Department, our Association started to operate Supported Employment Service from March 1995. The capacity of the service was 10. The service provided pre-job assessment, skills training, job counselling, on-the-job support and follow up services for disabled persons. One-to-one coaching service was offered.



- A spastic girl was employed to distribute promotional leaflet through the assistance of the supported employment service.

The clientele served included physically handicapped, mentally handicapped and ex-mentally ill persons. In the past one year, job placement was arranged for 17 disabled persons. Over 14 of them had successfully retained at their jobs. The jobs secured ranged from clerical to cleansing work. Their average monthly salary was \$4,200. Close liaison was established with some employers who had confidence in hiring our workers.

The demand for the service was great and there was a waiting list. In view of the encouraging response, application to expand the capacity of the service would be made. The placement officer would also explore various varieties of jobs so as to fit the ability and interest of different clientele.

# M

## EMBERS AND VOLUNTEERS MANAGEMENT

Volunteers were the most important asset for the Association. Recruitment activities were held periodically so as to recruit more new blood to participate in voluntary work. Recruitment exercise included posting notice in newspapers, sending recruitment letters and pamphlets to related professional organisations. The results of these effort were encouraging and quite a number of volunteers from the nursing profession and computer technology field were recruited. During this period, 37 new volunteers joined the Association. As at 31 March 1996, the Association had a total of 335 members and volunteers.

To enhance their sense of belonging to the Association and as a token of appreciation to their contribution, various visits and recreational activities were arranged for them. It provided an opportunity for the volunteers to get acquaint with each other and share their precious volunteer experience. It also served as an effective way for us to communicate with them. To have effective management of the larger number of volunteers and members, computerization of their information had been made and was update periodically. New bulletins were sent to members and volunteers so as to keep them informed of the development

### Statistics

<i>Services provided</i>	<i>No. of volunteers</i>	
	<u>94-95</u>	<u>95-96</u>
Visit & activities	21	23
Recruitment of volunteers	14	25
Orientation for new volunteers	23	25



# **P**

## **PROMOTION**

### **Visits Paid**

- Kowloon Hospital
- Kowloon Rehabilitation Centre
- Rehabaid
- Hong Kong Joint Council of Parents of the Mentally Handicapped
- Caritas Lok Jun School
- Wanchai Special Child Care Centre, Heep Hong Society for Handicapped Children
- Central Paramedical Service, Social Welfare Department
- Nam Shan Health Centre for the Elderly
- Sik Sik Yuen Ho Shing Care & Attention Home
- Sik Sik Yuen Ho On Home for the Elderly
- Sik Sik Yuen Ho Cheung Care & Attention Home

### **Visits Received**

- Members of the American Women Association
- Occupational Therapists of Society for Homes of the Handicapped
- Students of Robert Black College of Education
- Members of Leo Club of Bayview
- Staff of Motorola Semiconductor Hong Kong Ltd
- Medical students of Chinese University of Hong Kong
- Members of the Community Rehabilitation Network, Hong Kong Society for Rehabilitation
- Staff of Pak Tin & Shek Kip Mei Home Help Team, Hong Kong Christian Service
- Researcher of the Institute of Developing Economies, Japan

- Occupational Therapist of Wai Ji Training Centre
- Members of HK Round Table No. 9
- Staff of Employees Retraining Board
- Members of the Community Chest
- Labour Officers of the Selective Placement Division, Labour Department
- Members of the Australian Association
- Social work students of City University of Hong Kong
- Staff of Mental Retardation Division, Tuen Mun Hospital
- Students of the Department of Social Work and Social Administration, University of Hong Kong
- Students of the Manufacturing Engineering Department of Kwai Chung Technical Institute
- Students of Swire School of Design, Hong Kong Polytechnic University
- Hong Kong PHAB Association - Shamshuipo PHAB Centre

## Interviews

- Tin Tin Daily News
- Metropolitan Weekly
- Oriental Daily News
- Apple Daily
- Hong Kong Standard
- British Broadcasting Corporation
- Chinese Television Network

## Promotional Activities

- Delivered talk on Supported Employment Service to students of John F. Kennedy Centre
- Participated in the BME Exhibition
- Organised exhibition in Tai Wai, Fanling and Tai Po

**Railway Stations and City  
University of Hong Kong**

- Participated in RETAP'94 Exhibition
- Delivered talk on services of the Association to members

**of Rotary Club TST East**

- Delivered a talk on Training & Employment for Disabled Persons at the Symposium on IT and Employment for Persons with Disabilities

## **S**TAFF TRAINING

- Attended the Package Implementation Seminar organised by the Community Chest
- Attended the Diploma Course in Social Service Management organised by the Hong Kong Council of Social Service
- Attended the Seminar on Open Employment for People with Disability '95 organised by Labour Department
- Attended Japan-Hong Kong Conference on Employment of People with Disabilities organised by Hong Kong Council of Social Service

- Attended workshop on Computer Solutions for People with Learning Disabilities organised by Rehabaid
- Attended the Seminar on Skills Centres Services organised by Hong Kong Council of Social Service
- Attended the Training and Employment for the Disabled Conference organised by IT Week
- Attended the briefing session on Supported Employment Services organised by Hong Kong Council of Social Service



## **Financial Secretary's Report**

Expenditure of the Association for the financial year 1995-1996 was HK\$2,733,629. This represented a 13.6% increase over that of the financial year 1994-1995.

Staff emolument continued to represent the majority of the Association's expenditure at 60.7% total. The expenditure of this item increased by 17.9% from HK\$1,407,121 in the financial year 1994-1995 to HK\$1,658,521 in 1995-1996.

The second and the third largest item of expenditure were related to EMV Jockey Club Desktop Publishing Centre which amounted to HK\$1,232,110 and the Supported Employment Service which amounted to HK\$129,131.

We are greatly indebted to the Community Chest and the Hong Kong Jockey Club Charities Trust. They are our two main sources of support for recurrent expenditures. In addition, the Hong Kong Jockey Club Charities Trust has generously made 2 one-off donations for injection into the capital of the Independent Living Fund and for the establishment of the EMV Jockey Club Desktop Publishing Centre.

For the financial year 1996-1997, it is anticipated that the Association still has to cover a portion of our annual expenditure through our own means provided that the Community Chest and the Hong Kong Jockey Club Charities Trust continue to render its present level of support to the Association.

The Executive Committee is not contented with the financial situation of the Association. Efforts to obtain long term government subvention will be made. Actually, the Executive Committee had discussed this matter with the Commissioner for Rehabilitation who expressed appreciation and support for our services. The Association will continue its dialogue with the government over this matter. For the mean time, the Executive Committee will continue to exercise careful control over the level of expenditure and to improve its income.

## **A**CKNOWLEDGEMENT

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 our patrons, advisors, volunteers and donors for their efforts and continuous support during the year under review.

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## 主席報告

在一九九四至一九九六年度，本會的服務不斷擴展。「弱能人士輔助儀器製作服務」及「弱能人士電腦輔助儀器製作服務」繼續為傷殘人士提供復康用具及軟件。雖然服務的需求多了，但我們仍可以達到所訂的服務目標。

由於得到香港賽馬會慈善信託基金的慷慨捐助，使本會電腦排版中心的發展進入了一個新紀元，除了有自設的工場外，更開始初步由傷殘人士自行管理。電腦排版中心不但為傷殘人士提供訓練，更為他們提供一個公開的就業環境。電腦排版中心有別於一般的庇護工場，它是用分帳的形式運作，員工並可分享中心的盈利。這種運作形式使各員工更加投入工作。此外，由於電腦排版中心需要與其他的公司作生意上的競爭才得以生存，服務質素自然越趨專業化。

由於得到社會福利署的資助，本會的輔助就業服務在一九九五至九六年度提供了訓練及就業機會給二十位傷殘人士，成功率達至八十五巴仙，大部份傷殘人士在工作上均表現良好及可以留在工作崗位上。鑑於傷殘人士對此服務有殷切的需求，本會在不久的將來會與社會福利署商討增加名額的事宜。

展能基金提供免息貸款與傷殘人士購買輔助儀器，藉此提高他們的生活質素。基金由一九九零年成立至今，運作暢順，從未有壞帳。由於得到香港賽馬會慈善信託基金捐贈港幣一百零五萬元，使基金有更雄厚的資金去幫助更多有需要的傷殘人士。

本會非常感激香港公益金、香港賽馬會慈善信託基金、社會福利署及復康專員的支持；而對於一直給與本會指導、鼓勵及支持的贊助人、顧問及捐款者亦表示謝意。事實上，由於得到各方的支持，本會才得以為各長者及傷殘人士提供服務。

隨著一九九七年的來臨，香港回歸祖國，社會的轉變是不能避免，但是，本會以『專業技能』，來『服務人群』的承諾將不會改變。



## 贊助人

蔣震博士

## 名譽顧問

費桂思先生

陳天機教授

周永新教授

周一嶽醫生

方心淑博士

方心讓爵士

馮馥雲教授

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  
安永會計師事務所

## 執行委員會（一九九四至九六年度）

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（一九九四至九六年度）

總幹事	陸艷玲小姐
執行幹事	區美智小姐
程序幹事	陳福強先生
電子技術員	曾鐵雄先生
電腦操作員	黃德成先生
輔助就業主任	林雪芬小姐
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

在九四至九六年間，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。此項服務深受用者的歡迎，因為透過此服務，一些技術性的問題就可以及早被發現及處理，減少用者的不便。

過去兩年，數項發展性計劃亦已完成：揭書器的改良型號已經完成，本會將會邀請傷殘人士試用。兩套輔助用具亦因應需求而產生：第一套是有不同長度及直徑的不銹鋼扶手，使用者可以在家中安裝這些扶手，減低跌倒的可能性。另一套是警報系統，當有意外發生時，使用者可以按動設於家中的按掣去啟動安裝於門外的警鐘，讓鄰居知道他正需要援助。這兩套輔助用具深受治療師的歡迎，他們通常將之介紹給獨居的長者。由於反應熱烈，在不久的將來，本會發展多些這類輔助用具。

此外，兩項發展性計劃：「失明人士的排隊指示器」及「電腦握力計」獲得由復康職業用具基金舉辦的「傷殘人士職業輔助儀器公開設計比賽」的優異獎，這榮譽對於本會及各義工無疑是莫大的鼓勵。

此外，在東方報業慈善基金的贊助下，本會製造了五十張可以摺合的床邊便椅，送與由房屋署屋村聯絡主任所轉介的長者，這些便椅可以防止老人因為於夜間去洗手間而跌傷。

爲了收集使用者對各種輔助儀器的意見，各使用者都會被邀填寫一份「使用者意見調查表」，這些資料可作爲本會改善服務的指標。在過去數年，本會完成了超過二十種輔助儀器，有關這些新儀器的資料，會在即將出版的輔助儀器目錄中刊載。

### 統計數字

所提供服務	接受服務人數	
	<u>94-95</u>	<u>95-96</u>
設計及製造輔助儀器	14,067	12,328
維修輔助儀器	2,120	4,325
爲傷殘人士及長者 提供臨床評估	16,187	16,653
對輔助儀器的使用 提供意見及跟進	13,364	13,655
爲傷殘人士及長者推薦 合適的輔助儀器	13,364	13,655

## 弱能人士電腦輔助儀器製作服務

在過去兩年，此服務的範圍仍是為傷殘人士設計、製造及維修在醫療、復康、訓練、就業及日常生活各方面所需用的電腦輔助儀器為主。近年申請的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。這些輔助儀器有助傷殘人士克服各種不同類型的障礙，使他們能控制及使用電腦。

除了由一九九四年十二月開始提供的「傷殘人士電腦諮詢及維修服務」外，本會於一九九五年尾更開辦了「傷殘人士電腦上門維修服務」，主要是為一些不便運送電腦往返本會的傷殘人士服務，由本會的電子技術員直接上門為他們維修電腦。由於上門維修電腦服務省卻了傷殘人士的許多不便，所以非常受歡迎。至於「電腦諮詢服務」則仍然繼續，主要是由本會的義工，透過電話免費為傷殘人士解決有關電腦的各項問題。

除了提供電話諮詢服務外，本會義工亦開展了另外一些新設計，例如電腦手握力訓練器及環境控制器，其中環境控制器可以幫助傷殘人士遙遠控制家居的電器，例如電燈、錄音機等。希望藉著這些設計使傷殘人士更能獨立生活。



■ 一群義工在每月的例會中，討論如何為傷殘人士設計電腦輔助儀器。

## 統計數字

### 所提供服務

### 接受服務人數

	<u>94-95</u>	<u>95-96</u>
設計、製造及安裝電腦硬件	1,191	1,264
設計及製造電腦軟件	392	412
為傷殘人士提供電腦諮詢服務	277	316
為電腦輔助儀器提供保養及維修	12	32

## 復康軟件圖書館

復康軟件圖書館主要工作是搜集具復康用途的電腦軟件及硬件資料，供使用者作參考之用，從而幫助更多機構發展及應用電腦於復康工作中。在過去兩年，圖書館內的軟硬件儲存量，均有所增加。其中，大部份是透過國際網絡搜集得來；此外，一些軟件更是由本會義工所設計。

近年因應多媒體軟硬體環境的發展日益成熟，其次普遍復康機構、特殊學校或日間訓練中心亦多設有多媒體電腦的設備，有見及此，本會嘗試替一些復康機構編寫切合本地市場需要之多媒體復康軟件，以切合機構的需要。透過多媒體的應用，藉圖文結合聲音的交談式多媒體科技，可為使用者提供一個生動的學習環境，並可作為反覆練習的工具，用以協助使用者適應日常生活，此類軟件深受康復工作者歡迎。在可見將來，本會仍將繼續致力發展及搜集更多有關復康的軟、硬件，以豐富圖書館之藏量，希望藉此為電腦應用在康復服務上帶來新的刺激。

## 展能通訊

得到凱瑟克基金的贊助，展能通訊於一九九零年正式成立，旨在鼓勵傷殘人士透過電腦多與外界接觸，並藉此增強其使用電腦的技能及興趣。

在此期間，使用者的數目持續增長，展能通訊現有十三名機構會員及十六名個人會員，而使用者的總人數更增至一百五十多人。通訊內容亦按會員需求，而有所改變。在過去幾年，展能通訊加入了幾個新項目，例如筆友通訊及大哥哥信箱等，以提高使用者利用電腦與外界溝通的興趣。此外，由於加入了國際電腦網絡的資料，資料庫的內容比前更加豐富，各使用者可以透過電腦接觸到更多不同種類的資料及圖象。

爲了收集會員的意見及幫助他們解決使用展能通訊上的一些技術性問題，本會每季均會舉辦會議。另外，每年又會舉行聚會，目的是讓各會員有多些接觸及互相認識的機會，藉此提高他們與別人溝通的興趣。

### 統計數字

#### 所提供服務

#### 接受服務人數

94-95                      95-96

提供本地電子通訊服務	160	156
提供告示板服務	160	156
提供資料庫系統	160	156
舉行導向及訓練	20	28



## 家居職業治療

家居職業治療的主要目標是為傷殘人士提供下列服務：

- (一) 評估及訓練家居活動；
- (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。

服務的主要對象是由房屋署的屋村聯絡主任所轉介的長者，他們所需的服務主要與改善家居環境、推薦合適的輔助儀器及家居活動訓練有關。由於房屋署將「屋村老人服務計劃」擴展至超過二十個屋村，預計家居職業治療服務的需求會日漸增多。

除了由房屋署轉介的老人外，本服務亦接受由其他機構所轉介的及個別的傷殘人士。他們所需的服務亦主要與推薦合適的輔助儀器、改裝家居及工作環境有關。家居職業治療深受使用者的歡迎，因為他們可以藉著此服務提高個人的獨立生活能力及家居安全。

### 統計數字

#### 所提供服務

#### 接受服務人數

94-95                      95-96

提供日常生活活動評估	101	132
提供日常生活活動訓練	101	132
推薦及提供合適的日常輔助儀器	85	92

## 賽馬會電腦排版中心

電腦排版中心在過去幾年取得了長足的發展，經香港賽馬會慈善信託基金的資助，本會成立了一個新的排版中心，並將於一九九六年四月正式投入服務。

在過去幾年，中心的生意蒸蒸日上，這都有賴三方面的配合。第一：中心員工數目增加，令中心可以接一些比較大型的訂單。第二：中心曾為員工舉辦有關的培訓課程，使他們有能力應付一些比較複雜及高價錢的工作。第三：業務範圍的擴闊亦有助生意額的增長。除了一般的排版工作外，中心亦有接一些資料輸入的訂單；另外，本會與市政局簽了一個為期兩年的合約，期間本會會替該局提供郵寄「市政新聞」的服務。這些都大大提高了中心的營業額，連帶員工的薪金亦有所增長。事實上，在九五至九六年度，員工的月薪平均約為港幣三千元。另外，新工場會聘用一位經理負責工場的業務推廣，希望在不久的將來可以更有效地提高各員工的薪金水平。

此外，排版中心正式投入運作後，人手方面的需求將會逐步增多，為了配合這個需要，在得到僱員再培訓局的贊助下，本會舉辦了基本中文電腦及中文桌面排版課程，以培訓更多人材。除了參與工場的工作外，公開就業會是這批學員的另一條出路。

## 展能基金

展能基金成立於一九九零年，目的在為傷殘人士提供免息貸款用以購買輔助儀器，以協助他們提高生活水平。

由於得到香港賽馬會慈善信託基金於一九九五年八月慷慨捐助港幣一百零五萬元，使基金的本金大增，基金的管理委員會遂將最高貸款額由港幣三萬五千元調整至港幣五萬元正，而最長還款期亦由三十六個月延長至四十八個月，貸款人仍以每月供款形式償還貸款。

在過去兩年，向基金借貸的傷殘人士大部份是肢體傷殘人士、弱視人士及長期病患者。除購買輔助儀器外，電腦和汽車亦是他們的熱門選擇。為了保證基金能用得其所，每項貸款申請都必須經基金的評審小組（由社工、職業治療師、電腦界的專業人士及傷殘人士組成）仔細審核，貸款人並需接受面試，詳細解說貸款要求，最後再經過本會的執行委員會通過，申請才會被接納。基金自成立至今，運作暢順，亦從未有壞帳。

### 統計數字

#### 所提供服務

#### 接受服務人數

94-95                      95-96

查詢服務	29	27
提供免息貸款	25	18
為選擇合適的器材提供意見	25	18
評估申請者的社會及財政情況	25	18

## 關懷獨居老人計劃

鑑於老年人口不斷增長，本會於一九九零年開展了「關懷獨居老人計劃」，目的是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的長者，他們大部份缺乏社會的支持，對保健常識及社會資源亦往往欠缺瞭解。

本會提供的服務包括：安排護士義工及社工作家訪，其中前者會替長者作健康檢查、建議及提供有需要的日常生活輔助儀器；而後者則會關注老人的生活情況和居住環境。本會亦會按老人的個別需要，轉介到有關的服務機構。

在過去兩年，此服務曾協助了一百多位獨居長者，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，就可以被



■ 護士義工正為一位獨居長者作健康檢查。

及早發現及改善，以免造成更大的危險。此外，對於照顧老人的工作人員，本服務亦有舉辦座談會，向他們介紹有關個人護理，藥物常識及如何使用輔助儀器等資料，以提高他們在照顧老人方面的知識。事實上，本服務亦深受家務助理隊及獨居老人的歡迎。

## 統計數字

### 所提供服務

### 接受服務人數

94-95                      95-96

家訪	46	58
健康檢查	46	58
家居改裝	4	4
健康講座	240	260

## 職業治療／物理治療服務

此項服務的對象是嚴重弱智的成年人。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。

除為個人提供直接服務，本會義工更為家務助理隊的同工，提供講座及訓練，例如扶抱技巧、如何正確使用輪椅及訓練中風病人的簡單運動等，以協助他們為有需要人士提供更完善的服務。

## 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，諮詢申請主要來自社區發展工作隊及居民委員會，而服務要求多與危險斜坡及樓宇結構等問題有關。

### 工程服務

- |                      |                                 |
|----------------------|---------------------------------|
| — 乘風航                | — 香港明愛洪水橋社區發展計劃                 |
| — 聖公會麥理浩夫人荃灣西六村社區發展部 | — 洪水橋居民委員會                      |
| — 荃灣合一山谷道村社區發展計劃     | — 黃竹坑上馬路和圍村居民互委會                |
| — 荃灣合一葵涌村社區發展計劃      | — 信義會梅里社區發展中心                   |
| — 荃灣合一青龍頭社區工作隊       | — 聖公會麥理浩夫人中心<br>老圍／新村／芙蓉山社區發展計劃 |
| — 救世軍三門仔社區發展計劃       | — 基督教家庭服務中心<br>鯉魚門社區發展處         |
| — 鯉魚門居民協進會           |                                 |

## 醫療服務

醫療服務的主要目的是提供醫療諮詢、身體檢查及健康講座予社區人士，特別是老人及婦女。大部份參予此服務的義工都是註冊或登記護士。由於服務需求不斷擴大，我們需定期透過報紙及護士組織作出招募活動，以令更多義工能參予醫療服務的行列。

- |                      |                     |
|----------------------|---------------------|
| — 耆色園可健老人社區服務中心      | — 九龍明愛社區中心          |
| — 香港浸信會醫院區樹洪健康中心     | — 佛教傳黃合老人中心         |
| — 播道會康福老人中心          | — 香港中華基督教青年會慈雲山會所   |
| — 聖公會基愛老人中心          | — 香港明愛漢民及興盛社區發展計劃   |
| — 荃灣明愛社區中心           | — 循道衛理中心            |
| — 梨木樹明愛安老服務          | — 佐敦谷街坊福利會彩霞老人康樂中心  |
| — 香港基督教女青年會長青松柏中心    | — 聖公會黃大仙老人社區中心      |
| — 香港基督教女青年會石蔭社區工作辦事處 | — 循道衛理中心老人外展服務      |
| — 社會署東區青年事務辦事處       | — 社會福利署長沙灣社區中心小組工作部 |
| — 救世軍三門仔社區發展計劃       |                     |

- 沙田明愛安老服務
- 救世軍牛潭尾社區發展計劃
- 鄰舍輔導會興田中心
- 香港明愛旺角南社區發展計劃
- 聖公會樂民郭鳳軒綜合服務中心
- 救世軍鯉魚門村社區發展計劃
- 佛教正行老人中心
- 香港基督教女青年會長青社會服務處
- 香港基督教服務處蘇屋耆年中心
- 耆康會顯徑老人聯誼中心

## 新計劃

### 輔助就業服務

把傷殘人士安排於一個開放及可溶入社會的環境下工作，並為他們提供各項工作上所需的援助，是「輔助就業」的特色。這項服務使傷殘人士能夠與一般的就業人士享有同等的福利，如按市場價格厘定的薪酬及晉升機會等。

本會得到社會福利署的資助，在一九九五年三月開始提供此項服務。服務名額有十個，服務內容包括就業評估、技能訓練、職業輔導、在職支援及跟進服務。服務對象主要是具備公開就業



能力及求職動機的傷殘人士，包括精神病康復者、弱智人士及肢體傷殘者。

在一九九五至一九九六年度，共有十七位傷殘人士透過輔助就業服務而找到工作，工作種類有文員、清潔工人、打金學徒、打字員、傳呼員及派傳單員等，他們的平均月薪有四千二百多元。

由於此項服務的需求很大，本會考慮申請增加服務名額。本會的就業聯絡主任會發掘更多公開就業機會，務求可以配合不同服務對象的工作能力及興趣。而本會與一批僱主已建立了緊密的聯繫，這些僱主對於聘用我們的服務對象亦相當有信心。



## 會員及義工

義工是為本會提供各項服務時不可缺少的資源。本會有定期舉辦義工招募活動以吸納新血，招募活動包括透過報章廣告及郵遞招募單張，向各有關的專業團體呼籲，一貫反應良好，本會亦因此吸納了不少從事護士及電腦行業的專業人才為義工。

在九四及九六年兩年間，有三十七位新義工加入了本會。截至九六年三月三十一日，本會共有三百三十五位會員及義工。為提高義工們對本會的歸屬感及回饋他們所作出的貢獻，本會在過去亦為他們舉辦了各類型的探訪和戶外活動，例如燒烤同樂日及探訪復康機構等，這些聚會一方面可以讓義工之間作更深入的了解及經驗分享，另一方面亦可作為本會與義工們溝通的橋樑。

為保持與會員及義工之間的聯絡，本會會定期更新他們的聯絡電話、地址及個人資料；另外，本會亦會郵寄季刊給會員及義工，使他們可以了解本會的新發展及動向。

### 統計數字

#### 所提供服務

#### 接受服務人數

94-95                  95-96

探訪及活動	21	23
招募義工	14	25
迎新活動	23	25

# 推廣

## 探訪

- 九龍醫院
- 九龍醫院康復中心
- 復康用具資源中心
- 香港弱智人士家長聯會
- 明愛樂進學校
- 協康會灣仔特殊幼兒中心
- 社會福利署中央輔助醫療服務
- 南山老人健康中心
- 耆色園可誠護理安老院
- 耆色園可安老人宿舍
- 耆色園可祥護理安老院

## 曾接待過的探訪者

- 美國婦女會會員
- 扶康會職業治療師
- 柏立基師範學院學生
- 香島青獅會會員
- 摩托羅拉半導體職員
- 香港中文大學醫學院學生
- 香港復康會社區復康網絡會員
- 香港基督教服務處白田／石硤尾家務助理隊職員
- 亞洲經濟研究所地域研究部研究員
- 懷智中心職業治療師
- 香港圓桌會第九席會員
- 僱員再培訓局職員
- 香港公益金會員

—勞工署展能就業組  
勞工事務主任

—Australian Association of  
Hong Kong Limited

—香港城市大學社會  
工作學系學生

—屯門醫院弱智科職員

—香港大學社會工作及  
社會行政學系學生

—葵涌工業學院製造工程  
學系學生

—香港傷健協會深水埗  
傷健中心

## 專訪

—天天日報

—東方日報

—城市週刊

—蘋果日報

—香港虎報

—英國廣播公司

—傳訊電視

## 推廣活動

—向甘迺迪中心學生講解有  
關輔助就業服務

—參與 BME 展覽

—在大圍、粉嶺、大埔火車  
站及香港城市大學舉辦有  
關本會服務的展覽

—參與 RETAP '94 展覽

—在「資訊科技與就業研討  
會」中作專題演講

## 職員培訓

- 參與由香港公益金舉辦的「Package Implementation Seminar」
- 參與由香港社會服務聯會舉辦的「社會服務管理文憑課程」
- 參與由勞工署舉辦的「展能就業研討會95」
- 參與由香港社會服務聯會舉辦的「日本—香港傷殘人士就業會議」
- 參與由香港社會服務聯會舉辦的「技能訓練中心服務研討會」
- 參與由復康用具資源中心舉辦的「應用電腦協助學習困難人士」工作坊
- 參與由資訊科技週所舉辦的「傷殘人士訓練及就業研討會」
- 參與由香港社會服務聯會所舉辦的「輔助就業簡報會」

# 財 政

## 財務秘書報告

本會於一九九五至一九九六年度的開支為港幣貳佰柒拾叁萬叁仟陸佰貳拾玖圓，較一九九四至一九九五年度的開支增長了百份之十三點六。

職員的工資仍為支出中最大的一項，佔總支出的百份之六十點七，一九九四至一九九五年度的支出為港幣壹佰捌拾萬柒仟壹佰貳拾壹圓，而一九九五至一九九六年度則增加至港幣壹佰陸拾伍萬捌仟伍佰貳拾壹圓，增長比率為百分之十七點九。

第二及第三大的支出項目分別為賽馬會桌面排版中心，共壹佰貳拾叁萬貳仟壹佰壹拾圓，與及輔助就業服務，共壹拾貳萬玖仟壹佰叁拾壹圓。

現時，公益金的撥款及香港賽馬會慈善信託基金的資助乃本會兩個主要的收入來源，其中香港賽馬會慈善信託基金更作了兩次的捐款，分別用以增加展能基金的本金及成立賽馬會桌面排版中心。

不過，在公益金及賽馬會慈善信託基金的繼續支持的情況下，本會預計在一九九六至一九九七年度，仍需自行籌募一部份的經費，以補不足之數。因此，長遠而言，本會仍需爭取政府的長期資助，而本會亦會繼續就此問題與政府磋商。就現況而言，本會的執行委員會仍會繼續致力控制本會的支出及增加收入，以便能維持一貫的服務水平。

## 鳴謝

本會在一九九四年至一九九六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，同時更藉此向本會贊助人、各名譽顧問、義工及善長致以萬分感謝。

## 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 5371  
Fax: 852 868 4432  
852 845 9208

### REPORT OF THE HONORARY AUDITORS

To the members

Association for Engineering and Medical Volunteer Services  
(Incorporated in Hong Kong with limited liability)

We have audited the financial statements on pages 3 to 9 which have been prepared in accordance with accounting principles generally accepted in Hong Kong.

#### Respective responsibilities of directors and auditors

The Association's directors are responsible for the preparation of financial statements which give a true and fair view. In preparing financial statements which give a true and fair view it is fundamental that appropriate accounting policies are selected and applied consistently. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with Statements of Auditing Standards issued by the Hong Kong Society of Accountants. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements. We believe that our audit provides a reasonable basis for our opinion.

#### Opinion

In our opinion the financial statements give a true and fair view, in all material respects, of the state of affairs of the Association as at 31 March 1996 and of its income and expenditure for the year then ended.



Hong Kong

15 August 1996



**ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES**  
**STATEMENT OF INCOME AND EXPENDITURE**

For the year ended 31 March 1996

	Note	1996 HK\$	1995 HK\$
<b>INCOME</b>			
Donations:			
Designated donations		58,325	81,350
The Hong Kong Jockey Club Charities Trust		539,980	300,000
Social Welfare Department, Hong Kong Government		68,904	53,694
Community Chest		964,000	795,000
Sir Robert Ho Tung Fund		-	7,300
Membership annual subscriptions		6,050	5,735
Interest income		27,907	14,049
Service income		613,082	545,801
Other income		-	750
		<u>2,278,248</u>	<u>1,803,679</u>
<b>EXPENDITURE</b>			
Salaries		1,658,521	1,407,121
Provident fund contributions		50,138	23,900
Programme expenses		554,772	500,274
Repair and maintenance		55,513	49,728
Printing, postage and stationery		27,507	25,520
Travelling		2,161	3,456
Telephone and fax		8,094	7,748
Electricity and water		15,271	17,852
Insurance		19,050	18,133
Rent and rates		68,904	53,694
Management fees and cleaning		7,514	7,032
Advertising		2,844	3,114
Consumables		-	3,790
General expenses		3,431	3,050
Annual general meeting and dinner		2,283	3,100
Foreign exchange losses, net		-	627
		<u>2,476,003</u>	<u>2,128,139</u>
<b>DEFICIT FOR THE YEAR</b>		(197,755)	(324,460)
Transfers to Service Foundation Fund	5	<u>197,755</u>	<u>324,460</u>
<b>ACCUMULATED BALANCE AT END OF YEAR</b>		-	-
		=====	=====

# ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## BALANCE SHEET

31 March 1996

	Notes	1996 HK\$	1995 HK\$
LOANS TO DISABLED	3	168,517	110,938
<b>CURRENT ASSETS</b>			
Cash on hand and in banks		2,631,804	596,117
Prepayments and other receivables		95,941	30,167
Rental and utility deposits		10,150	10,150
Current portion of loans to disabled	3	<u>233,715</u>	<u>174,648</u>
		<u>2,971,610</u>	<u>811,082</u>
<b>CURRENT LIABILITIES</b>			
Accounts payable		892,731	-
Employees Retraining Board	4	<u>73,516</u>	<u>89,731</u>
		<u>966,247</u>	<u>89,731</u>
<b>NET CURRENT ASSETS</b>		<u>2,005,363</u>	<u>721,351</u>
		<u>2,173,880</u>	<u>832,289</u>
<b>Represented by:</b>			
Service Foundation Fund	5	575,723	365,209
Independent Living Fund	6	1,540,208	453,000
Supported Employment Services	7	<u>57,949</u>	<u>14,080</u>
		<u>2,173,880</u>	<u>832,289</u>



Director



Director

**ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES**  
**NOTES TO FINANCIAL STATEMENTS**

31 March 1996

**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 23 members as at the balance sheet date.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Income recognition

Income is recognised when it is probable that the economic benefits will flow to the Association and when the income can be measured reliably, on the following bases:

- (i) donations and membership annual subscriptions, on actual cash receipt;
- (ii) interest income, in proportion to time, taking account of the principal outstanding and the effective interest rate applicable; and
- (iii) service income, in the period in which such services are rendered.

Operating leases

Leases where substantially all the rewards and risks of ownership of assets remain with the leasing company are accounted for as operating leases. Rental applicable to such operating leases are charged to the profit and loss account on the straight-line basis over the lease terms.

**3. LOANS TO DISABLED**

	1996 HK\$	1995 HK\$
At beginning of year	285,586	135,801
Advances during the year	407,673	325,540
Repayments during the year	<u>(291,027)</u>	<u>(175,755)</u>
	402,232	285,586
Portion classified as current assets	<u>(233,715)</u>	<u>(174,648)</u>
Long term portion	<u>168,517</u>	<u>110,938</u>

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

# ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## NOTES TO FINANCIAL STATEMENTS

31 March 1996

### 4. EMPLOYEES RETRAINING BOARD

	1996 HK\$	1995 HK\$
<b>INCOME</b>		
Donations	78,590	289,840
Interest received	<u>2,948</u>	<u>1,762</u>
	<u>81,538</u>	<u>291,602</u>
<b>EXPENDITURE</b>		
Programme expenses	89,531	243,871
Printing, postage and stationery	1,536	2,374
Travelling	<u>6,686</u>	<u>27,514</u>
	<u>97,753</u>	<u>273,759</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	(16,215)	17,843
Accumulated surplus at beginning of year	<u>89,731</u>	<u>71,888</u>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<u><u>73,516</u></u>	<u><u>89,731</u></u>

The fundings from the Employees Retraining Board ("ERB") was set up to provide vocational training for the disabled. The remaining surplus will be repayable to the ERB.

### 5. SERVICE FOUNDATION FUND

	1996 HK\$	1995 HK\$
<b>INCOME</b>		
General donations	428,491	560,739
<b>EXPENDITURE</b>		
Printing, postage and stationery	<u>(20,222)</u>	<u>(5,268)</u>
<b>SURPLUS FOR THE YEAR</b>	408,269	555,471
Transfers from Income and Expenditure account	<u>(197,755)</u>	<u>(324,460)</u>
<b>SURPLUS FOR THE YEAR</b>	210,514	231,011
Prior year adjustments to Independent Living Fund	-	(202,532)
Accumulated surplus at beginning of year	<u>365,209</u>	<u>336,730</u>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<u><u>575,723</u></u>	<u><u>365,209</u></u>

The Service Foundation Fund ("SFF") was set up to support the development of new services of the Association and the surplus balance of SFF will be used to off-set against any deficit in the Income and Expenditure account.

**ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES**  
**NOTES TO FINANCIAL STATEMENTS**

31 March 1996

**6. INDEPENDENT LIVING FUND**

	1996 HK\$	1995 HK\$
<b>INCOME</b>		
Donations		
The Hong Kong Jockey Club Charities Trust	1,050,000	-
General donations	<u>10,000</u>	<u>100,000</u>
	1,060,000	100,000
Interest received	<u>37,728</u>	<u>-</u>
	<u>1,097,728</u>	<u>100,000</u>
<b>EXPENDITURE</b>		
Postage	2,160	-
Printing and stationery	8,322	-
Travelling	<u>38</u>	<u>-</u>
	<u>10,520</u>	<u>-</u>
<b>SURPLUS FOR THE YEAR</b>	1,087,208	100,000
Prior year adjustments from Service Foundation Fund	-	202,532
Accumulated surplus at beginning of year	<u>453,000</u>	<u>150,468</u>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<u><u>1,540,208</u></u>	<u><u>453,000</u></u>

The Independent Living Fund was set up separately to provide interest-free loans to the disabled and accordingly, it cannot be used to cover any deficits which was derived from any other services or funds. Prior year adjustments were made in respect of the expenditure which were deducted from the Independent Living Fund in the previous years.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES  
NOTES TO FINANCIAL STATEMENTS

31 March 1996

7. SUPPORTED EMPLOYMENT SERVICES

	1996 HK\$	1995 HK\$
INCOME		
Social Welfare Department	173,000	14,100
EXPENDITURE		
Advertisement	1,157	-
Bank charges	17	-
Newspaper	865	-
Posting	115	-
Printing and stationery	261	20
Salary	121,817	-
Telephone	1,883	-
Travelling	3,016	-
	<u>129,131</u>	<u>20</u>
SURPLUS FOR THE YEAR	43,869	14,080
Accumulated surplus at beginning of year	<u>14,080</u>	-
ACCUMULATED SURPLUS AT END OF YEAR	<u>57,949</u>	<u>14,080</u>

The Supported Employment Services commenced in March 1995 to provide employment services to the disabled and it cannot be used to cover any deficits which was derived from any other services or funds.

8. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	1996 HK\$	1995 HK\$
INCOME		
The Hong Kong Jockey Club Charities Trust	<u>1,232,110</u>	-
EXPENDITURE		
Equipment	628,040	-
Fitting out	<u>604,070</u>	-
	<u>1,232,110</u>	-
SURPLUS AT END OF YEAR AND ACCUMULATED SURPLUS AT END OF YEAR	<u>=====</u>	<u>=====</u>

The fundings from The Hong Kong Jockey Club Charities Trust was used to set up a workshop to provide training and employment for the disabled since March 1996 and accordingly, it cannot be used to cover any deficits which was derived from any other services or funds.

**ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES**  
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**9. DIRECTORS' REMUNERATION**

None of the directors received any fees or other emoluments in respect of their services during the year (1995: NIL).

**10. 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.

**11. COMMITMENTS**

	1996	1995
	HK\$	HK\$
Commitments payable in the following year		
under non-cancellable operating lease		
in respect of land and buildings expiring:		
In the second to fifth years, inclusive	<u>57,024</u>	<u>57,024</u>

**12. APPROVAL OF FINANCIAL STATEMENTS**

The financial statements were approved by the Executive Committee on 15 August 1996.



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