

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2018-2019

二零一八至二零一九年年報

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Mission Statement

To advocate and spearhead engineering and medical volunteering services and to integrate other social resources to enhance the independent living and quality of life of people with disabilities and elderly.

Specific Targets :

- to popularize the participation of professionals in volunteering works for the provision of services for people with disabilities, elderly and related people
- to introduce new and improve existing services in step with social and technological developments
- to develop innovative service substance and delivery means

*Social Servicing is Our Object,
Professional Volunteering is Our Way*

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C **CHAIRMAN'S REPORT**

The Association maintained stable development in the year 2018-2019.

The Association's service for the Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment commenced since December 2017 and continued in 2018-2019. In addition to the provision of meals and home care, the service also renders training to some service users to maintain and enhance their physical and/or cognitive functioning.

During the year, the Social Welfare Department (SWD) has allocated additional resources for the Work Extension Programme (WEP) of The Endeavor, the Association's integrated vocational rehabilitation services centre, to expand its WEP quota to 15. WEP aims to meet the service needs of persons who could no longer perform normal work tasks due to old age or deterioration in work abilities. Under WEP, The Endeavor has been providing nursing and other extra services for these service users.

SWD has also increased the subvention by late 2018 to enable our Supported Employment Service to extend post-placement support services and to provide attachment allowance and job trial wage subsidies for the service users.

Despite the expiry of funding support from the Hong Kong Jockey Club Charities Trust, the Jockey Club Digital Inclusion Centre continues to operate two core services, namely the e-Playground and the e-Brain. These services provide training for children with special needs and elderly with cognitive and/or physical impairment to enhance their abilities. The Centre is also the Recognized Service Provider for the Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services.

The Association encourages volunteers to participate in our services and projects in order to promote volunteerism. In the past year, we received 4,300 man-hours of services of various kinds from volunteers. The Volunteer Management Committee implemented a standard questionnaire to understand the satisfaction level of the volunteers who have worked with us in serving our clients. At the same time, the Association has also engaged the Agency of Volunteer Service to provide training for our staff to enhance their capacity on creating volunteering opportunities.



As regards the implementation of the recommendations of the Strategic Direction and Alignment Review for Organization Sustainability Consultancy Report, efforts have been made to enhance the overall appreciation of the operation of the Association of our service heads. This has improved their understanding of the Association's performance indicators and will facilitate future reviews of these indicators. On organizational governance aspects, the Executive Committee (ExCo) and the managers of the Association complied throughout the year with the provisions of the Best Practice Manual championed by the SWD. In addition, the ExCo has adopted three new best practice guidelines relating to human resource management with effect from October 2018.

The Association has a total of around 100 paid staff which is similar with that of the previous year. We conducted a review on employee benefits and raised the medical allowance and leave entitlements of our staff with effect from April 2019. Besides, with a view to improving staff retention, SWD provides resources to enhance the remuneration of the care staff of the Integrated Home Care Service since June 2018.

Lastly, I would like to take this opportunity to express my sincere gratitude to the donors and business partners for their continuous support, and the Executive Committee, all staff and volunteers for their hard work in making the past year another successful year for the Association.

LAW Chit Wai, Jeffrey
Chairman, Executive Committee

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REASURER's REPORT

The account for the year ended 31 March 2019 shows a surplus of \$ 2,119,256. The total income for 2019 was \$ 31,621,560. The distribution of the funding sources is as follows:

❖ Designated donations:	1%
❖ Service income:	28%
❖ Subvention:	
1) The Hong Kong Jockey Club Charities Trust:	8%
2) Community Chest:	5%
3) Social Welfare Department:	58%

The Association adopted the Lump Sum Grant Manual issued by the Social Welfare Department since 2000. As at 31 March 2019, the balance of Lump Sum Grant Reserve and Provident Fund Reserve was HK\$ 8,892,713 and HK\$ 1,745,610 respectively. The balance of these two reserves were kept in two separate bank accounts.

The Lump Sum Grant Reserve was used on the funding and service agreement activities while the Provident Fund Reserve was spent on enhancing the welfare of non-snap shot staff. To facilitate staff recruitment and retention, the remuneration package was reviewed periodically to ensure that it commensurate with the market rate.

To better utilize the provident fund reserve for non-snap-shot staff, the ExCo had previously revised the employer's contribution level and will consider to provide one-off injection to the mandatory provident fund of staff whenever appropriate.

Our Executive Committee will monitor the Association's financial condition to ensure the adequacy of provisions and ascertain the compliance with the funding and service agreement as well as obligations to employees.

HONG Wai Chi, Christina
Treasurer, Executive Committee

PATRON

Dr. CHIANG Chen

HONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

Professor P. C. W. FUNG

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITOR

Mr. Lawrence S. Y. CHAN

CHAN & MAN, CPA

HONORARY LEGAL ADVISOR

Mr. Roger K. S. WONG

Cheung & Lee in association with Locke Lord (HK) LLP

EXECUTIVE COMMITTEE

Chairperson

Mr. LAW Chit-wai, Jeffrey

Vice Chairman

Mr. LEUNG Kwok-fai

Treasurer

Mr. CHEUNG Kin-man, Wilson

Committee Members

Mr. CHAN Fan

Dr. CHAN Hok-sum

Mr. CHAN Yuk-keung, Simon

Ms. CHEUNG Kam-ling, Margaret

Mr. FONG Wai-lap

Ms. HONG Wai-Chi, Christina

Mr. KWAN Fu-kei, Larry

Ms. KWAN Tak-ying, Estella

SERVICE REPORT



Technical / Computer Aids Services for the Disabled

Enhancing the independence and quality of life of people with disabilities and elderly through the design, fabrication, modification and installation of technical and computer aids is the aim of the service. Apart from that, repair service for rehabilitation devices such as manual wheelchairs and electric wheelchairs is also provided. To provide a comprehensive one-stop service for the users, clinical advice, consultation and recommendation are also rendered.

During the reporting period, twelve new products were designed and fabricated. They included daily living aids such as foldable toilet board, improved version of commode shower chair with wheels; safety enhancing devices such as removable lower limbs separator; seating and posturing devices such as the new version of TEACCH table; training aid such as toy blocks and parallel walking bar. For computer related product, new version of wireless switch, reaction time training package with Chinese traditional style, cyton & daisy biosensing board and upper limbs ROM training package (second version) were designed and fabricated. During this period, 20 pieces of rehabilitation software were designed and collected. This software was largely related to cognitive training and rehabilitation.

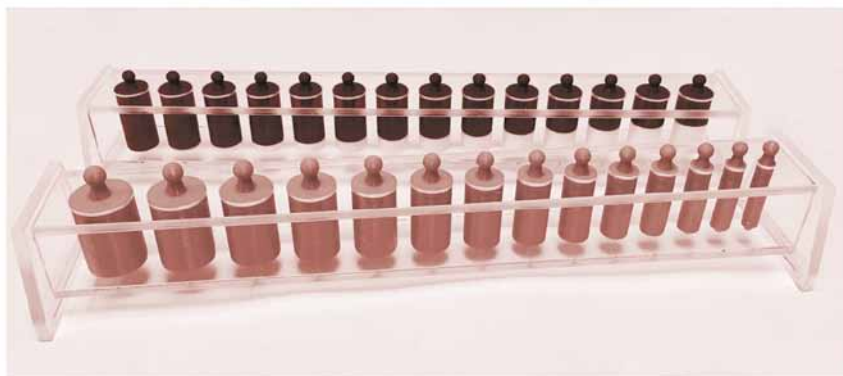
The Product Development Group continued to discuss and develop new product ideas. Some product ideas were materialized with the actual devices being fabricated. The design and fabrication of these product ideas including Chopstick Training Package (second edition) and Power Grip Training Package (second edition). Some products had already completed while others were still in progress.

Besides tailor made products, devices with substantial number of service users were selected for batch production. During the reporting period, Door Bell with LED Flash Light (wireless version) was chosen for second batch

production. A prototype had to be fabricated and safety authentication had to be sought. The feasibility of batch production would be further considered later on.

Information on the new and enhanced devices was disseminated to potential users and agencies through our web site, news bulletin and product catalogue. During the reporting period, 18 demonstration sessions on our products were organized for different rehabilitation and elderly service providers.

To upgrade the quality of service rendered, comprehensive after sale service was provided. User manuals on our products were compiled and distributed to the users. As at March 2019, 81 manuals which composed of individual product's specifications, installation / application guidelines and safety measures were compiled. The manuals could facilitate easy and effective utilization by the users. The WeChat account & web based broadcasting media has been established to facilitate up to date promotion strategies.



The service continued to solicit feedback from users through user's satisfaction survey. In addition to voluntary feedback received from users, survey was also conducted through phone interview. During the reporting period, the survey findings reflected that 83% of the service users considered that the application of technical and computer aids could enhance their independence and quality of life. Moreover, 83% of the respondents considered that more effective training could be rendered through the application of assertive devices. Through individual contact with the service users, invaluable comments were gathered and ideas for further improvement of the products were also solicited.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2018-2019</u>
Design and fabricate technical and computer aids	21,057
Repair technical and computer aids	7,504
Modify and evaluate regular technical and computer aids	479
Provide clinical consultation and recommend appropriate aids for people with disabled and elderly	25,009
Disseminate information on technical and computer aids to rehabilitation and elderly service workers	2,005
Organize demonstration sessions	484



Electric Wheelchair Repair Clinic and Resource Centre



By 2018-2019, the Centre has operated under a self financing mode for more than three years. The service continued to provide electric wheelchair repair, maintenance and rental service. Wheelchair on loan service is available such that the daily routine of the users will not be disrupted when their wheelchairs are under repair. Besides, the Electric Wheelchair Aids and Equipment Library provided rental of wheelchair accessories to users for trial before purchase. The Electric Wheelchair Driving School provides driving skills training such that users can acquire the skills and knowledge on proper and safe use of their wheelchairs. Professional advice and consultation on the selection of appropriate wheelchairs and accessories are also rendered.

Throughout the recent years, the demand for electric wheelchair repair and maintenance has increased rapidly due to the growing utilization of electric wheelchair among people with disabilities and elderly. The Centre operates under a membership system. As at March 2019, over 1,800 users had registered as member of the Centre. With the availability of information on the members' electric wheelchair including model, condition and repair record, speedy services can be rendered. In 2018-2019, 316 centre-based repair services and

89 on-site repair and maintenance services were provided. Technical advice and support from our professional volunteers for repair and development of new accessories were sought.

With the growing utilization of electric wheelchair among the elderly, more intensive driving skills training is needed to ensure they can use the device properly and safely. To cope with this demand under limited manpower, volunteers were recruited to provide driving skills training for new users who had acquired basic skills but lacked road driving experience. In 2018-2019, two training courses attended by 11 volunteers were organized to equip them with the skills in maneuvering the wheelchair. After receiving the training, the volunteers would accompany the users when they practiced the driving skills. During this period, over 20 training sessions were provided by the volunteers.

To solicit feedback from users for further improvement of the service, user satisfaction survey was conducted via questionnaires and telephone interview and the overall result was satisfactory. User survey would be conducted on regular basis.

To promote the service to potential users, pamphlets were sent to rehabilitation institutions, special schools, disabled self-help groups, hospitals, social security offices and family service centers. Training and workshop on simple repair and maintenance were also organized.

Statistics

<i>Service provided</i>	<i>No. of clients served</i> <u>2018-2019</u>
Membership	1,875
Provision of home-based repair, maintenance and check-up	89
Provision of in house repair	316
Provision of wheelchair on-loan service	235
Provision of training sessions	288
Provision of wheelchair Aid on-loan service	30



Resopedia, the short form for Rehabilitation Software Cyclopedia, consisted of a collection of software and related information which serves as useful resources for rehabilitation professionals working with people with disabilities and elderly. The software and information are categorized, hyperlinked and uploaded on internet for easy search and reference. This on-line information platform can bring convenience and flexibility to rehabilitation professionals. The service was free and had no membership restriction.

The materials posted on Resopedia are categorized according to the characteristics of the software and targeted users. Users' classification included people with physical disabilities, visual impairment, hearing impairment, autism spectrum conditions, intellectual impairment, cognitive impairment, communication impairment, dyslexia, attention deficit and elderly. Software is categorized under auxiliary control, auxiliary communication, rehabilitation, early education, games and teaching tools. Most of the collections are used in personal computer and apps platform. Besides, keyword search function which allows users to look for relevant information more efficiently is also provided.

In 2018-2019, the majority of the collection was related to auxiliary control and communication which facilitated people with various disabilities to access the computer for leisure, learning and communication with the world. Besides, a series of teaching tools were also collected to assist teachers and trainers in the training of children with learning difficulties.

Up till March 2019, 950 pieces of software were classified and uploaded on the library. A total of 1,500 login was recorded with over 11,000 service users benefited from the service. The information on rehabilitation software was bilingual to enable more users to benefit from the collected apps and software. Besides, to enable the trainers to select appropriate training programs, user guides and readme files were attached to the new collection.



Information Technology Solution for Rehabilitation

The ‘Information Technology Solutions for Rehabilitation’ was established in April 2017 with the support of the Community Project Grant of the Hong Kong Jockey Club Charities Trust. The new project consists of two major services, Computer Rehabilitation Resource Station (C-Rehab) and e-Workshop. The former concentrates on the design of online training software while the latter focuses on the development of hardware and hardware cum software. The combination of these two services provides a comprehensive and one-stop service with product design and production. The ultimate goal is to enhance the independence of people with disabilities and elderly through the utilization of information technology.

C-Rehab

Three major training zones namely ‘Training Zone for Intellectual Disabilities’ (智樂區), ‘Training Zone for People with Specific Learning Difficulties’ (雋樂區) and ‘Training Zones for Elderly’ (耆樂區) which serve people with intellectual disabilities, people with learning disabilities and elderly respectively were established. New training programs are developed on multi-platform which can be used on traditional desktop computer, tablet and





mobile which is compatible with touch panel display with varying sizes. The development can enhance accessibility and enable the training to be conducted under both outdoor and home-based environment.

During the reporting period, the Station continued its effort on the development of training materials for ‘Training Zone for Elderly’ which targeted normal aging people as well as elderly with mild cognitive impairment. More Chinese culture-based programs including Chinese four-character idioms and after-the-break twisters were designed. The former helped users to learn Chinese language as well as understanding the culture and values. The latter were a collection of traditional and interesting Chinese idioms which were familiar to our elderly. The first part of the twisters was metaphor and the latter was the interpretation of their meaning. These programs could be used for reminiscence training which not only provided fun for elderly but also had therapeutic elements.

Besides, a series of new programs for mentally handicapped persons to enhance their abilities on sound recognition were designed. The voices from different scenes including farm, jungle, transportation, kitchen and bathroom were collected and classified. It enhanced the users’ ability on auditory attention and sensory processing in recognizing the sound of objects in their surroundings.

The Google Analytics service was explored and adopted. It is the most widely used website statistic service which provides track record and report on visitors’ browsing preferences and desired information. In using this service, users’ preferences of the training programs can be collected and analyzed which can facilitate the improvement of the content and to customize the website to meet their training needs.

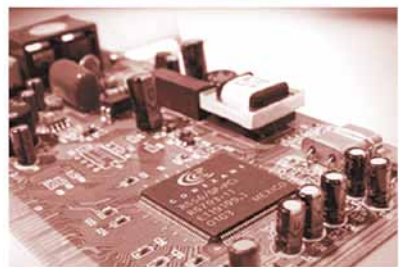
During the year, the membership size had grown steadily. As at March 2019, the Station had a total of 2,000 members. Over 43,000 persons benefited

from the service and the monthly login time was over 5,000. Service evaluation was conducted through questionnaires so as to solicit members' comments and feedback on the training materials. In 2018-2019, a total of 142 completed questionnaires were received. Over 90% of the respondents were satisfied with the content, design, layout and effectiveness of the training programs. Besides, most of the users commented that the training programs were useful and expressed their appreciation for our effort for the development of the Station.

In addition to the use of questionnaires, a simple pop-up short evaluation was attached to each program to solicit users' feedback in a quick and easy way. During the reporting period, 8,000 pop-up short evaluation forms were received and over 80% agreed that the training programs could enhance the learning interest and motivation of the service users. It also improved their common knowledge and daily living skills.

e- Workshop

The service concentrates on the design, fabrication and modification of assistive devices and render clinical consultation to people with disabilities and elderly to enhance their independence and quality of living. During the reporting period, three new hardware and three new hardware cum software namely, Tablet for the Tobii Eye Tracker, Voice Recording Memo



Pad (Wifi & LED version) , Message Recording System with LED Display, Upper Limbs ROM Training Package, Reaction Time Training Package (Chinese tradition style and NFC with App version) were developed. These devices could facilitate the users' activities of daily living and provided training on reaction and concentration.



Throughout the year, the new technology of Bluetooth 4.x communication with ipad and RFID communication were explored. The technology provided continuous connections with technological accessories and reliable data could be transmitted through wireless communication. It built up a solid platform to stimulate the deployment of smart and interconnected accessories for the development of hardware and hardware cum software. The new technology could enable our product design to keep in pace with the new trend which could enhance the product function and effectiveness. Moreover, the scope of the product could be widened to benefit elderly, people with various disabilities and pediatric service users.

The service continued to explore the application of 3D printing technology and new printers and multifarious printing materials were sourced. The utilization of 3D printing technology not only shortened the production time but also enabled diversities in the product design with different 3D printing effects and mixed use of printing materials.

During the year, our occupational therapist worked closely with rehabilitation personnel from rehabilitation agencies, special schools, hospitals, elderly institutions in the design and production of training and rehabilitation devices to meet the varying needs of the service users.

Service evaluation was conducted and a total of 76 completed questionnaires were received in this year. Over 80% of the respondents were satisfied with the function, design, craftsman, durability, price and user guidelines of the devices. Besides, over 80% of the respondents agreed that the devices could meet the functional needs and reduced their reliance on others. Over 80% of the rehabilitation personnel and trainers agreed that the training effectiveness was enhanced through using these training devices and the overall satisfaction rate was up to 90%.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2018-2019</u>
Membership of the Station	2,030
Design and fabricate training programs	43,400
Demonstration and promotion to potential users	222
Usage of resource library and photo library	6,180
New hardware or Hardware-cum-software	8,650
Clinical consultation and assessment	5,350



Jockey Club Digital Inclusion Centre

With the expiry of funding support from the Hong Kong Jockey Club Charities Trust in September 2017, the Centre service was revamped to operate on a self-finance mode. The Centre continued to operate two core services namely, “e-Playground ” and “e-Brain ”.

“e-Playground” provides individual assessment and training for children with disabilities and with special needs. During the reporting period, the service was accepted as a Recognized Service Provider for the Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services. The programme aimed to enable children in need of rehabilitation service to acquire services to facilitate their learning and development while waiting for subvented pre-school rehabilitation service.

“e-Brain” renders assessment and training for elderly aged 60 or above with physical/cognitive impairment. In 2018-2019, the service continued to provide regular training to elderly referred by the Integrated Home Care Service Team of the Hong Kong Christian Service. Individual training was also provided to service users of the Association’s Integrated Home Care Service Team. Moreover, regular exercise class, namely 健康十段錦 was also organized. To facilitate elderly to utilize information technology, training



courses on the application of mobile phone was organized. In view of the positive feedback from the participants, regular IT training courses will be held to enable the elderly to keep in pace of the technological development.



In addition to Centre based training, outreaching services were also rendered. The Centre collaborated with different organizations and schools in the provision of these services. The collaborating partners included aged home and special school cum hostel. Feedback from these partners and organizations was positive and encouraging. Therefore, the Centre would continue the provision of outreaching service for children and elderly who were in need.

In the coming time, the Centre planned to organize a greater varieties of IT training courses for the elderly. Drop in services for elderly and people with disabilities to utilize the computer and IT equipment of the Centre would be provided shortly. The service will further explore the feasibility to conduct different kind of services for people with disabilities and elderly to fit for their needs so as to continue to pursue the goal in enhancing their digital accessibility through the application of IT in the training and services provided.



Community Occupational Therapy

To maximize the functional ability of people with disabilities and elderly such that they can integrate into the community and live independently with improved quality of life is the aim of Community Occupational Therapy Service. The scope of the service included:

- (i) Assessment and training of activities of daily living;
- (ii) Home and work place assessment;
- (iii) Consultation on home and work place modification;
- (iv) Recommendation and prescription of assistive devices;
- (v) Provision of home oxygen therapy; and
- (vi) Caregiver education.

Due to the growing size of the elderly population and the government policy of “Aging in Place”, the no. of referrals received had increased rapidly throughout the past few years. The majority of the applications were requests for home modification, prescription of assistive devices and education for caregivers. The service could enable service users to continue living in their familiar community safely and independently. Since limited manpower was available to cope with the increasing service demands, the waiting time had to be prolonged. However, as the service could fill the existing service gap, it was anticipated that the demands would continue to grow in the coming time.

During the reporting period, most of the service users were elderly. They were mainly referred by Integrated Home Care Services Teams, District Elderly Community Centres, Neighborhood Elderly Centres, Family Service Centres and Medical Social Service of hospitals. In addition to individual referrals, the service collaborated with public hospitals in the provision of community oxygen therapy services for e patients with pulmonary illnesses. The service aims to improve and monitor the patients’ adherence to oxygen treatment which enabled them to live independently and safely in the community. Moreover, over 30 applications for electric wheelchair assessment, prescription and training were received during this period. The service could enable the users to utilize their wheelchair safely and properly.

The service conducted regular user survey to collect feedback for improvement of the service quality. In 2018-2019, over 83% of service users agreed that there were improvements in their performance of their activities of daily living through environmental and/or prescription of assistive devices. The physical function of over 83% of the respondents had improved through the prescribed home exercises. Over 83% of the service users agreed that the service allowed them to continue living in the community. More than 80% of service users agreed that the service could enhance their self-confidence and life satisfaction. The caring skills of 80% of the caregivers' had improved through the training provided to them. The comments collected can facilitate the planning of the service directions.

Statistics

Service provided

No. of clients served

2018-2019

Provide assessment and training on activities of daily living	369
Recommend and provide appropriate assistive devices	219
Recommend home and/or work environment modification	240
Provide oxygen therapy	100
Render training to caregivers	115



Community Rehabilitation Project

The Project concentrates on the maintenance and enhancement of the functional capacity of service users through the provision of centre-based occupational therapy services with the ultimate goal to facilitate independent living and integration into the community. The clientele served were people with mental, neurological and physical impairment. The service users were largely referred by hospitals / clinics and through words of mouth. In recent years, training was also provided to mentally handicapped persons and service users of the Work Extension Program of the integrated vocational rehabilitation services centre of the Association, whose functioning began to deteriorate due to aging and could no longer perform normal work training activities. The services rendered aim to retain their residual abilities and to improve their quality of life.

Operated by occupational therapist, the project offered different training modules for service users with varying functional impairment. These training modules served users with

- (a) stroke
- (b) chronic neurological diseases
- (c) frail physically / mentally handicapped persons and ex-mentally ill persons with physical and cognitive impairment

The training aimed to improve and strengthen service users' functional capacity, enhance their independent living abilities and defer deterioration derived from aging or illness. Through the provision of physical and cognitive training, service users could learn appropriate skills and activity modes which could improve their functioning. Service users were also assisted to incorporate the learned skills into their daily living activities. The ultimate goal was to facilitate them to resume their pre-morbid functional ability as far as possible and to re-integrate into the community.

Presently, service w provided on a two days per week basis. During this period, an average of around 72 person-time per month was served. The overall feedback from users was encouraging as the training could improve their functional capacity and deter deterioration.





Occupational Therapy / Physiotherapy Service

The service aims to equip elderly, caregivers and volunteers with knowledge and skills to enhance their functioning and/or their caring skills through the organization of educational talks, workshops and training.

During the reporting period, transfer skill and utilization & maintenance of walking aids and manual wheelchair were the most popular topics. In addition, two new topics namely, home exercise for people suffering from stroke and utilization & maintenance of rehabilitation devices were developed. Moreover, two regular topics including exercise for low back and transfer technique were reviewed and updated. These training were delivered to caregivers, volunteers as well as home care workers. With the availability of these knowledge and skills, the general health condition of both the service providers as well as the service recipients could be ensured. These new topics were promoted to other related agencies and was much welcome by them.

Besides the organization of talks and workshops, group training was also organized. During this period, regular cognitive and physical training was provided to service users of the Integrated Home Care Service of our Association. Through the training, the cognitive and physical function of the service users could be maintained.

Feedback from service users was solicited through user satisfaction survey. The overall response was positive. 80% of the caregivers agreed that their knowledge and skills in caring were enhanced and 70% of the service users had acquired appropriate self care skills through participating in these training.

Statistics

Service provided

No. of clients served

2018-2019

Organization of talks, workshops and
training for elderly, caregivers and elderly

310

Organization of activity group

86



Integrated Home Care Service

To actualize the concepts of “Aging in Place” and “Continuum of Care”, Integrated Home Care Service continues to provide home care and support services to service users who are incapable of looking after themselves and maintaining the normal functioning of their household. The goal is to enable them to continue living in the community as far as possible. The services provided include personal care, nursing care, bathing, meal delivery, escorting, purchasing daily necessities, household cleaning and rehabilitation services, etc. During 2018-2019, the average number of ordinary cases served was 90 per month of which over 95 percent is elderly. Services are also rendered to 20 frail cases referred by the Social Welfare Department.

Though the majority of the ordinary cases was referred by hospitals, self referral from caregivers or family members were also received. All applications were assessed by social worker, whereas professional inputs from nurse and occupational therapist were sought when needed. Based on the assessment results, an individual care plan including the provision of general home care support service, home safety and rehabilitation service was drawn up and implemented in consultation with the service users and their family members. Likewise, periodical reviews of the care plan were conducted to ensure that the services rendered could meet the changing needs of the service users.

Apart from providing regular services, other professional services were also rendered for the service users in order to enhance their knowledge and skills in health management. During the reporting period, a Joint Care Group conducted by the occupational therapist which aimed to enhance the knowledge of the service users in the care of their knee joints and related exercises was organized. Moreover, frail service users suffering from dementia, neurosensory and functional impairment were also arranged to participate in the Community Rehabilitation Project on weekly basis. The program offered rehabilitation training services to improve and strengthen both the physical and functional capabilities of the users. Aiming to improve the mental health of the elderly,



worker to encourage the participants to share with others and to strengthen their positive attitude. A Total of 22 service users and their family members took part in the program. In addition, two talks, conducted by an orthopedist and a dentist respectively, were delivered to elderly suffering from joints and dental problems.

To enrich the social life of the service users and facilitate them to stay connected with the local community, regular social and recreational activities such as outings and birthday parties were organized. Volunteer visits were also arranged for those who were living alone and with little or no social support. A total of 43 volunteer visits were conducted during the reporting period.

Recognizing the important role played by caregivers, support activities and training were held. Caregiver education was rendered by occupational therapist and nurse to enable the caregivers to be confident and competent in performing their duties. In the past year, the number of service users and caregivers participating in the social and recreational activities organized by the service had been increasing. Through their participation, the bonding between the service users and their caregivers were strengthened.

To improve the service quality, feedback from service users was solicited regularly. Over the past year, 52 questionnaires related to user satisfaction were conducted via telephone interviews, among which over 85% of the respondents expressed satisfaction with the overall service quality.



Pilot Scheme on Home Care & Support for Elderly Persons with Mild Impairment

The Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment, a three-year pilot project funded by the Community Care Fund and administered by the Social Welfare Department, commenced operation since December 2017. The project aims to provide home care and support services to elderly persons with mild impairment.

The catchment area of the Scheme is Wong Tai Sin. The clientele served are elderly aged 60 or above, living in the community, wait listing for the Integrated Home Care Services of our Association and with a monthly household income not exceeding a specified percentage of the relevant Median Monthly Domestic Household Income. All applicants have to be assessed by a designated assessment tool to determine their eligibility for service. Being the assessor, the social worker of the Scheme has to receive training to get familiarized with the assessment tool. Ineligible applicants can either continue to wait list for the Integrated Home Care Service of our Association or apply for service operated by other teams.

The services provided by the Scheme included meal delivery, personal care, simple nursing care, physical exercise, household cleaning, escort and purchase and delivery of daily necessities. As at March 2019, services were rendered to 9 elderly. Meal delivery, escort and household cleaning were provided to these service users. As from November 2018, 3 service users participated in the Community Rehabilitation Program conducted by the occupational therapist of our Association on weekly basis. The program aimed to improve/maintain the physical and/or cognitive functioning of the participants and deferred deterioration.

To solicit feedback from the service users for further improvement of the service, user survey was conducted in end of 2018. The result was positive as all service users were satisfied with the services provided. Despite the limited resource and the difficulties encountered in the recruitment of care workers, the Scheme will continue to strive for further improvement of the services rendered.



Care for the Elderly Living Alone

With the rapid growth in elderly population in Hong Kong as well as the Government policy of ‘Aging in Place’, there is increasing concern over the health and home safety of the living alone elderly. To address this issue, the Care for the Elderly Living Alone Service was launched.

The service aims to provide social and psychological support for living alone elderly as well as those with little support from their family. Through regular visits, volunteers could provide emotional and psychological support to elderly so as to reduce their sense of loneliness and widen their social network. Volunteers also attend to the elders’ health conditions and home safety. Any specific observations, such as symptoms of depression, home safety problems and deterioration of health conditions are reported and follow-up actions are taken immediately to ensure the elderly can continue living in the community safely and independently with improved quality of life.

During the reporting year, the service collaborated with the School of Nursing and school of Rehabilitation Sciences (Physiotherapy) of the Hong Kong Polytechnic University through which nurse and physiotherapy students were recruited to participate in the service. Concern was paid on the medical and health conditions of the elderly being visited such that the professional knowledge of these volunteers could be utilized during service delivery. At the same time, the volunteers could also enrich themselves through communication and contact with the frail elderly residing in the community. Volunteer recruitment was also conducted via the Agency for Volunteer Service through which mature and experience volunteers were recruited to visit those living alone elderly who required more social and emotional support.

To enable the participating volunteers could utilize their professional knowledge, the theme on ‘The Dietary Approaches to Stop Hypertension’ (DASH) and ‘Fall Prevention’ were incorporated into the visit for the students of School of Nursing and School of Rehabilitation (Physiotherapy) respectively. The health plan including DASH diet guidance, healthy exercises and stress management were drawn up by the nurse students for the visited elderly.



In cooperation with the School of Rehabilitation (Physiotherapy), a simple fall risk screening test and relevant training and exercises were provided to the frail elderly by the physiotherapist students. It aimed to lower their fall risk and enabled them to maintain their mobility. A pre-visit training on communication skills with the elderly, fall risk assessment and maintenance exercises was organized. The evaluation sessions for both service projects were conducted to measure the service effectiveness.

The service continued to operate in collaboration with integrated home care teams from which frail and living alone elders were referred. During the reporting period, a total of 44 volunteers were recruited to visit 44 elderly who were referred by the Wong Tai Sin Integrated Home Care Service of our Association and the Hong Kong Christian Service Sham Shui Po Integrated Home Care Service. The elderly referred were largely physically weak, home bounded and with little social support. Volunteers were required to visit and contact them regularly. Advice and support were provided to enable the volunteers to conduct the visit smoothly.

During the evaluation meeting, over 90% of the volunteers expressed that the service could enhance their understanding of the needs and daily



living of frail elderly and over 80% agreed that the visits could enhance their communication skills with frail elderly. At the same time, over 80% of the elders being visited reported that the service could reduce their loneliness and alienation and enabled them to have better understanding of community resources.

During the past year, 60 elderly referred by our Wong Tai Sin Home Care Team were visited by our nurse volunteers. Through these visits, medical consultation, advice on medication, personal hygiene, geriatric illnesses and balanced diet were rendered so as to enable them to lead an independent and healthy life in the community.

Statistics

Service provided

No. of clients served

2017-2018 2018-2019

Home visit paid	162	162
Medical check up provided	60	60
Training provided for volunteers	44	44
Sharing sessions organized for volunteers	44	44
Provide support and guidance to volunteers	44	44
No. of referrals made to appropriate agencies	13	13



Integrated Vocational Rehabilitation Service Centre - The Endeavor



Since the commencement of operation in 2002, The Endeavor aims to provide quality vocational rehabilitation services for people with disabilities with the ultimate goal of enabling them to proceed to supported or open employment as far as possible. In 2018-2019, the Centre had served an average of 167 service users per month.

The Centre provides a wide range of centre-based and outreach work training opportunities for the service users. Various kinds of vocational skill training including packaging, laundry, direct sales and catering were operated to suit the varying abilities and interests of the service users. The Centre collaborated with the business sectors and local networks to solicit training opportunities for our service users. To provide a simulated work environment for the service users and prepare them for open employment, commercial practice was adopted. The service users were required to have shift duty, work overtime and/ or during weekends when needs arose.

In 2018-2019, the Centre's total business volume was around \$3,076,000 and the net training allowance, excluding incentive payment granted to service users, was about \$1,532,000. On top of the incentive payment and training allowance, bonus was also granted to service users with outstanding performance.

Besides vocational training, the Centre also emphasizes the training of service user's daily living skills. In 2018-2019, the social workers had organized training groups on personal hygiene and grooming, food safety, understanding of emotion, enhancing self confidence and self esteem and spending leisure, etc. With the support from Adult Education Subvention Scheme, four courses namely, Elementary Chinese Literacy, Sex Education, Money Management and Emotional Control were organized to enhance the service user's independence and community living skills.

The Centre started to launch the Work Extension Programme (WEP) since February 2015 to address the extra service needs arose from old age or deterioration in work abilities of the service users. Through this arrangement, aged service users could enjoy a continuation of care and training in a familiar environment. In response to the increasing number of aging service users, the Centre had applied for an addition of five more places from Social Welfare Department. As from November 2018, the total number of WEP places in the Centre is fifteen. With the increase in subvention, it is anticipated that better support to the aging service users can be rendered in the coming time.



To optimize the training rendered to our service users, individual training plans were implemented to enhance their social skills. Moreover, training on interpersonal skills and sex education were also organized to better equip the service users for open employment. To enhance social integration and inclusion, the Centre also collaborated with local NGOs to organize activities and programs to facilitate interaction between the public and the service users. Centre Open Day was held annually to increase the public awareness and understanding of our services.

To enrich the quality of life of the service users, various social, recreational activities and festival celebrations were organized. During the reporting period, visits to The Peak Tower, Madame Tussauds Hong Kong, Tuen Mun Public Riding School, T • PARK, Hong Kong Museum of History, Jockey Club Museum of Climate Change of The Chinese University of Hong Kong and Ocean Park were organized. A Day Camp in the Solar Tower of Noah's Ark and a ride of Peak Tram were arranged. The service users also participated in the Tuen Mun Sports Day. Besides, celebration for the Mid-Autumn Festival, Christmas and Spring Lunch were organized.



Family participation and support play an essential role in the rehabilitation of people with disabilities. To keep the family members closely informed of the progress of the service users, regular parent meetings and activities were organized. These activities served as a means for mutual communication and coordination, such that the family members and the Centre could join together to assist the service users in their rehabilitation.

Staff development is essential for the provision of quality services. With the support from the Social Welfare Development Fund, training programs for enhancing the staff's work skills were organized. In the future, the Centre will continue to focus on the skills and knowledge development of the staff so as to improve quality of the services rendered.





The Endeavor Eco Farm

With the support from the Environment and Conservation Fund, The Eco Farm has operated for five years since its commencement in September 2013. The Farm is located at Leung Hong Lane, Tuen Mun with the size of about 2,060 square metres. Besides the provision of various kinds of horticultural training opportunities for people with disabilities, the farm also aims at arousing public awareness of greening, environmental protection and social integration.

The Farm provides various forms of service to people with disabilities and the local community, including the lease of planters, organization of horticultural workshops and groups, sale of farm produce and organization of activities to promote environmental protection and green living. The service users of The Endeavor were arranged to receive different work training in the Farm which including watering of the crops, weeding, cultivating of seedling and repair work. Around 5 service users attended regular work training in the site and the service users of the Work Extension Programme also held activities at the Farm. With this arrangement, social integration between the public and the service users could be enhanced.

The Farm was seriously affected by the tropical cyclone Mangkhut in September 2018 and severe damages were caused. Although possible precautions were taken beforehand, many trees and facilities in the Farm were blown down and damaged by the intense winds. With the effort of all the staff, the extensive damages were slowly cleared, the Farm was recovering gradually. As a safety measure, the planter rental service to the general public was temporarily suspended until all the facilities were fully restored.

The Farm plans to increase the varieties of the seasonal crops and to enhance the sale of farm produce. Besides, educational tours and visits were organized for pupils of kindergartens and interested organizations in the district. The Farm will continue to explore different work training opportunities for service users as well as to enhance the social integration between the public and our service users through their interaction in the horticultural activities.



Supported Employment Service

Supported Employment Service, subvented by the Social Welfare Department, commenced operation in March 1995. It is a form of employment for people with disabilities which allows them to work in an integrated and open setting with the provision of ongoing support. The major clientele served were ex-mentally ill, physically handicapped and mentally handicapped persons. The service provides pre-job assessment, skills training, job counseling, on-the-job support and follow up services for people with disabilities. The present service capacity was 94.

The service adopts the individual job placement model in the provision of job opportunities in the open market and related training for service users. In the past year, job placement was successfully arranged for 88 people with disabilities and 28 of them were able to retain their jobs for 6 months or more and with an average monthly salary of \$7,183. They secured different types of jobs including pamphlet distribution, retail, customer service, property management, packing, cleaning and clerical work.

Since March 2002, Car Beauty Service, under a mobile crew model is operated in Tuen Mun which aims to provide training for service users so as to equip them for open employment. During the reporting period, training was provided to 5 service users and 2 of them were able to secure open employment after receiving the training.

To improve the service users' capacity and work skills, different kinds of training including data entry, map reading, cleaning, packing and pamphlet distribution were organized. In 2018-2019, 26 service users received job training and 13 of them were able to secure open employment. To further enhance the competitiveness of the service users in the job market, a prevocational training course was organized in January 2019.

In addition to the provision of work skill training, other related training and activities were also organized. During the reporting period, social worker and nurse volunteer were invited to conduct talk and workshop on interpersonal relationship skills, stress management and individual consultation on psychiatric drugs was also organized. Moreover, social and recreational activities such as visit to the Hong Kong Flower Show was arranged for the service users.

Staff development programs were organized to enhance the staff's knowledge and work skills for improvement of the services rendered. In



2018-2019, staff was arranged to attend training courses including Leadership Foundation for Newly Promoted Supervisors, Hong Kong Law for Social and Medical Services for Mentally Incapacitated Persons & Sexual Offences/Sexual Harassment and Elementary First Aid Courses.

As from December 2018, the service was allocated additional resources from the Social Welfare Department to promote employment of people with disabilities. Post-placement support period for service users was extended from six months to one year. Job attachment allowances with an upper limit of \$2,000 per month for a maximum period of three months was provided to service users who attend job attachment program. Job trial subsidy, with an upper limit of \$4,000 per month for a maximum period of six months was provided for employers who are willing to hire people with disabilities.

Different promotional strategies were adopted to recruit potential service users. During this period, promotional booths were set up at West Kowloon Psychiatric Centre and Castle Park Hospital every month. Talks introducing the service were delivered in Tai Po Hospital, Christian Family Service Centre-Community Rehabilitation Day Centre and Lok Chi Association. During these activities, employment advice was rendered to the participants. Moreover, the service brief was also posted on the publications of related organizations and assistance was sought to disseminate the service pamphlets to potential service users.

Throughout the past years, close liaison was established with some employers. They had confidence in employing people with disabilities and usually, they gave our service users priority for job interview whenever vacancies were available. In the coming future, effort will be put to explore more training and employment opportunities for service users such that they can integrate into the community and live independently.



Jockey Club Desktop Publishing Centre

The engagement in gainful work can enhance the independence and dignity of people with disabilities. This constitutes an integral part in their full rehabilitation and can facilitate their integration into the community. To pursue this goal, the Centre provides training and work opportunities for people with disabilities in word processing, data input, design, printing, mailing and web page updating/design under a simulated work environment with the ultimate goal of assisting them to proceed to open employment.

During the past years, the Centre had undergone several revamping in its business mode so as to meet the changing market needs. Business volume of the Centre in 2018-2019 was \$1.7 million with an increase of 30% as compared with that of the previous year. During the reporting period, 5 new customers were recruited. Several exhibition organizers and the Library of the Chinese University of Hong Kong continued to provide data input orders for the Centre. To enhance the competitiveness of the business, the Centre allied with some printing companies in the provision of desktop publishing and design services for them. This arrangement could provide various training and work opportunities for the disabled trainees and could facilitate their development of appropriate work habits and work attitude.





During this period, with the donation from S. K. Yee Medical Foundation, 3 sets of Apple computers and 1 set of portable computer with software were purchased. The equipment could allow the trainees to learn and use new skills to meet the market needs. Moreover, the Centre also received used equipment from tertiary institutes and commercial firms to replace the obsolete computers and printing machines. With the availability of the new equipment, the business scope could be extended.

The majority of our new customers were still recruited through cold calls and word of mouth. To retain existing customers, client centred services had to be rendered. During the reporting period, the newly recruited customers expressed satisfaction towards our services and they would continue to patronize our services in the coming year. To commend customers for their support to the Centre, Hong Kong Air Cargo was nominated as Caring Company in the award organized by the Hong Kong Council of Social Service.

Service users received allowance that was calculated on piecework basis. During the reporting period, 10 of them were able to receive a daily allowance of \$100 or more. 70% of the trainees agreed that the allowance could increase their earnings. 86% of them agreed that the activities provided by the Centre could help them to regain their dignity and 75% agreed that the training could equip them to secure open employment and integrate into the community. In the past year, four service users left the Centre to attempt open employment.

Regular training were organized to enhance the skills and knowledge of the service users. During the past year, four training courses namely, Application of Alipay & Taobao, Application of WeChat, Basic Concept of Color & Illustration and Cyber Security were organized. Thirty five service users attended these courses and they commented that the courses were useful in enriching their work related skills and widening their horizon.



Statistics

Service provided

No. of clients served

2018-2019

Provide work opportunities for people with disabilities in data input, desktop publishing, graphic design, web page design, printing and mailing	36
Provide work related training opportunities for people with disabilities	36



Independent Living Fund

The Fund aims to provide financial support to people with disabilities in form of interest free loan for the purchase of rehabilitation aids, which could enhance their independence as well as quality of life. The Fund has operated for over twenty years and the upper limit of the loan is raised to HK\$70,000.00 with the maximum repayment period of 48 months. The loan is to be repaid by monthly installment. A guarantor is required for each application so as to ensure that the loan can be repaid as scheduled. Each application is examined by the Management Committee of the Fund and subsequently to be endorsed by the Executive Committee of the Association before the loan is granted.

During the reporting period, a total of three applications were received and all of them were physically handicapped persons. The equipment applied to purchase included motor car and power wheelchair. Maximum loan of HK\$70,000 was approved for 2 applicants while a loan of \$12,000 was approved for the remaining applicant. Up till March 2019, there were 26 outstanding borrowers, advice and support were rendered to enable them to repay the loan as scheduled. Two outstanding borrowers had financial difficulties and extension of the repayment period was arranged for them. On the whole, the operation of the Fund was smooth.





Service promotion was launched via email to rehabilitation agencies, special schools, hospitals, disabled self-help groups, family service centres and social security field units. As well as through our web site and agency bulletin. Service evaluation was conducted through questionnaires which were sent to all successful applicants. Feedback on the application procedures and the usefulness of the equipment applied for in relation to independent living was solicited. The overall comments were satisfactory and the majority of them found the equipment very useful in enhancing their independence as well as their quality of life.

Statistics

Service provided

No. of clients served

	<u>2017-2018</u>	<u>2018-2019</u>
Inquiries	85	60
Applications received	13	3
Provision of interest free loan	11	3
Provision of advice on the selection of appropriate devices	11	3
Assessment of social and financial condition of the applicants	11	3
Provision of advice and support to outstanding borrowers	26	26

MEMBERS AND VOLUNTEERS

The implementation of our services is largely affected by the involvement and participation of our volunteers. To actualize the mission and vision of the Association in utilizing professional volunteers from engineering, medical and related fields in service delivery, a Volunteer Management Committee is established which aims to explore and create more volunteer opportunities especially in medical and engineering fields in all service units of the Association.

During the reporting period, the volunteer data and statistics including new and existing volunteer participation number, service hour, service classification and number of beneficiaries from all service units were compiled. The information provided a comprehensive picture on volunteer participation and development in the Association. The consolidated report also facilitated the planning of volunteer service in the coming future. Besides, a standard volunteer evaluation form was designed to solicit information on the experience and satisfaction derived from participation in voluntary work. It also served as valuable data for the development of multifarious volunteer tasks which could meet the need of volunteers and was beneficial to our service users while at the same time could also cultivate the spirit of volunteerism in the community.

During the reporting period, volunteer management training course was organized for staff of the Association. Trainer from the Agency for Volunteer Service was invited as speaker. Creative ideas on service design, volunteer dynamic, volunteer retention and supervision were delivered. Through the training, the participants could gain knowledge to identify the service needs and enrich their scope for the creation of volunteer opportunities in the coming future.

Volunteer recruitment exercises were launched in conjunction with the service nature of different service units so that the volunteers recruited could utilize their skills and expertise. In 2018-2019, 43 new volunteers joined our volunteer group and the Association had a total of 373 members and volunteers. Orientation was organized for new comers so that they could have a thorough



understanding of the services operated by the Association. Relevant training programs and visits were also organized to equip them with the essential skills to carry out voluntary work. In addition to the provision of volunteer services for our Association, nurse volunteers were also referred to provide medical check-up and consultation services to other elderly service agencies on regular basis.

To express our recognition for their devotion and enthusiasm to voluntary services, one volunteer was nominated for Gold Award, five for Silver Award and fifteen for Bronze Award of the Volunteer Movement organized by the Social Welfare Department in 2018-2019. During this period, two volunteers received Long Service Volunteer Award presented by our Association. They were invited to attend the prize presentation ceremony which was held during the Association's annual dinner.

To express our gratitude for their continuous support, a specially designed mobile phone holder cum touch ball pen was distributed to members and volunteers. News bulletin was published to keep members and volunteers informed of the progress of the Association. To facilitate smooth operation of the services, an updated member and volunteer database was kept through regular updating of the database.

Statistics

Service provided

No. of clients served

	<u>2017-2018</u>	<u>2018-2019</u>
Visits & activities organized	44	43
Recruitment of volunteers	44	43
Orientation organized for new volunteers	44	43
Organized volunteer award	23	23

SOCIAL ENTERPRISE



The CLEAN Laundry

The CLEAN Laundry is the first social enterprise operated by the Association. The venture aims at achieving the social objectives of creating employment and training opportunities for people with disabilities and also facilitating their integration into the community. In order to enhance its sustainability, The CLEAN Laundry has adopted a commercial practice in the operation and management of its business.

In the reporting period, the business volume of CLEAN Laundry was around \$734,000. Under the market economy, The CLEAN Laundry has to compete with other business counterparts in price, quality and services, etc. In response to the keen market competition, The CLEAN Laundry would focus on the provision of quality service and customer benefits. During the reporting period, effort was put on soliciting new corporate customers as well as to retain the existing customer base.

In order to maintain the venture's competitiveness in the market, prudent cost control was implemented. The business will continue to maintain cost-effectiveness in the operation through redistribution of manpower and reassessment of the business direction. Effort was put to expand the scope of the business as well as to explore new business opportunities in the neighbouring community. Besides, regular feedback and comments from existing customers were collected for continuous improvement of our service.

In the future, the business will continue to re-examine the pricing strategies to the customers. Moreover, extra effort has to be paid to maintain the competitiveness of the venture so as to cope with the challenging business environment and strive for survival in the market. Finally, The CLEAN Laundry will continue to provide a warm and friendly work environment for our disabled employees.

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Tel : 2776 8569 / 2360 0823 Fax : 2788 1194 / 2788 1194
email : info@emv.org.hk

Vocational Rehabilitation Service Centre – Supported Employment Service

Address : Unit No. 2, G/F, Tung Lung House, Tai Hang Tung Estate, Kowloon.
Tel : 2788 4749 Fax : 2788 4088 email : ses@emv.org.hk

Integrated Vocational Rehabilitation Service Centre – The Endeavor

Address : G/F, Sau Tai House, Fu Tai Estate, Tuen Mun, N.T.
Tel : 3157 1515 Fax : 3157 1514 email : endeavor@emv.org.hk

Electric Wheelchair Repair Clinic and Resource Centre

Address : Flat 11, 10/F, Favor Industrial Ctr., 2-6 Kin Hong Street, Kwai Chung, N.T.
Tel : 2772 3080 Fax : 2772 3280 email : ewc@emv.org.hk

Jockey Club Digital Inclusion Centre / IT Solution for Rehabilitation

Address : 225-227, Podium Floor, Block 19, Shek Kip Mei Estate, Kowloon.
Tel : 2779 8333 / 2788 3211 Fax : 2779 8821 / 2788 1194
email : jcdic@emv.org.hk / crehab@emv.org.hk

Jockey Club Desktop Publishing Centre

Address : 12-14, G/F., Ying Tung House, Tung Tau Estate, Kowloon.
Tel : 2716 0228 Fax : 2716 9817 email : jcdtp@emv.org.hk

Pilot Scheme on Home Care & Support for Elderly Persons with Mild Impairment

Address : 225-227, Podium Floor, Block 19, Shek Kip Mei Estate, Kowloon
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The Endeavor Eco Farm

Address : CS234, Leung Hong Lane, Tuen Mun, N.T.
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Social Enterprise – The CLEAN Laundry

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Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2018-2019

二零一八至二零一九年年報

工程及醫療義務工作協會

機構使命

綜合社會資源，倡導及促進工程及醫療義務工作，以增強殘疾人士及長者的獨立生活能力，並提昇他們的生活質素。

具體目標：

- 推廣專業人士參與義務工作，為殘疾、長者及相關人士提供服務
- 緊隨社會及科技發展，創新及持續優化服務
- 發展嶄新的服務內涵及模式

專業技能 服務人群

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主席報告

協會二零一八至二零一九年度的服務持續平穩發展。

由二零一七年十二月起，協會開始營運「支援身體機能有輕度缺損的長者試驗計劃」，在二零一八至二零一九年繼續，而除了提供膳食及家居照顧外，這計劃更為服務使用者提供訓練，以維持及增強他們的體能及／或認知功能。

在過去一年，協會的綜合職業復康服務中心（展毅中心）獲社會福利署的額外撥款，增加中心的「職業康復延展計劃」名額至十五名。這計劃旨在為因年老或工作能力衰退而無法繼續日常工作訓練的人士提供職業康復服務，以及護理及其他照顧服務。

在二零一八年末，社會福利署增加對輔助就業服務的撥款，讓服務能分別提供見習津貼及在職試用補助金予服務使用者及聘用殘疾人士的僱主，並延長了就業後跟進服務的時限。

儘管香港賽馬會慈善信託基金對賽馬會數碼共融中心的資助經已完結，但中心的兩個主要服務「數碼園地」及「數碼長老」仍繼續運作，為有認知及／或肢體缺損的長者提供個別及小組訓練。中心同時亦是「為正輪候資助學前復康服務的兒童提供學習訓練津貼」項目的認可服務機構。

協會鼓勵義工參與協會各項服務與計劃，藉以推動義務工作。在過去一年，義工共為協會提供了四千三百小時的義務服務。為了解義務服務中義工所獲得的滿足程度，協會的義工管理委員會設計及推行了一份標準問卷以收集相關的資料。此外，協會亦邀請義務工作發展局為員工提供訓練，藉此提升他們為義工創造和尋找義務工作機會的能力。

在落實「機構可持續發展策略和路向」顧問報告方面，協會致力增強服務單位主管對機構運作的理解，以提高他們對機構效績指標的認識，為未來效績指標的檢討作準備。有關機構管治方面，協會的執行委員會及單位主管在過去一年均有遵守社會福利署的「最佳執行指引」。此外，協會已由二零一八年十月開始採納了三項與人力資源管理有關的新指引。

協會現有約一百位員工，數目與去年相約。在報告期間，協會檢視並



提高了員工醫療津貼的金額及假期數目，新措施會於二零一九年四月實行。此外，協會由二零一八年六月起獲社會福利署增撥資源，以提高綜合家居照顧服務照顧員的薪酬，減低照顧員的流失率。

最後，本人謹此衷心感謝各資助機構、捐款者及業務伙伴的持續支持，以及執行委員會、全體職員、義工的努力，令協會再次在過去一年取得成功。

執行委員會主席 羅哲偉

司庫報告

協會於二零一九年錄得盈餘為港幣二百一十一萬九千二百五十六元正。是年的總收入為港幣三千一百六十二萬一千五百六十元正，收入的分佈百份比如下：

- | | |
|----------------|--------|
| ❖ 指定捐款 | 百份之一 |
| ❖ 服務收入 | 百份之二十八 |
| ❖ 資助款項 | |
| 1) 香港賽馬會慈善信託基金 | 百份之八 |
| 2) 香港公益金 | 百份之五 |
| 3) 社會福利署 | 百份之五十八 |

協會自二零零零年起採納社會福利署整筆撥款手冊，截至二零一九年三月三十一日，整筆撥款儲備及公積金儲備的結餘分別為港幣八百八十九萬二千七百一十三元正及港幣一百七十四萬五千六百一十元正，這兩個儲備已分別存放於兩個獨立賬戶。

協會的整筆撥款儲備乃用於與津貼及服務協議相關的服務；而公積金儲備則用於優化非定影員工的福利。協會會因應人力市場的情況，檢視及調整員工的薪酬待遇，以確保與市場情況相稱，希望能有效提升招聘及挽留人材的競爭力。

為善用整筆撥款的非定影員工的公積金儲備，本會執行委員會曾將員工的公積金僱主的供款比率提高，並會適時考慮向員工的公積金戶口注入一次性的供款。

協會的執行委員會會監察協會的財務狀況，確保財政穩健，以履行服務承諾及僱傭條例中對員工的責任。

執行委員會司庫 康慧慈

贊助人

蔣震博士

名譽顧問

周永新教授

周一嶽醫生

馮戩雲教授

梁秉中教授

譚惠珠女士

名譽核數師

陳錫義先生

陳錫義、文國樑會計師行

名譽法律顧問

王季生先生

張李律師事務所

執行委員會

主 席

羅哲偉先生

副主席

梁國輝先生

司 庫

張健民先生

委 員

陳 帆先生

陳學深醫生

陳玉強先生

張金菱女士

方偉立先生

康慧慈女士

關富基先生

關德英女士

服務報告



弱能人士輔助儀器／ 電腦輔助儀器製作服務

弱能人士輔助儀器／電腦輔助儀器製作服務旨在透過設計、製造、改裝及安裝輔助儀器以增強殘疾人士獨立生活的能力及生活質素。此外，服務更提供各種輔助器材例如手動輪椅和電動輪椅等的維修服務。同時為服務使用者提供全面的一站式服務，包括臨床建議和諮詢，以至儀器技術及設計等。

在報告期間，服務共設計和製作了十二件新產品，包括日常生活輔助用具，例如可折疊馬桶板、帶滾輪便椅／沐浴椅；增強安全性的裝置，例如活動的下肢分離器；座椅和坐姿設備，例如改良版的 TEACCH 訓練檯；訓練器材例如三維打印玩具積木及平行步行桿。與電腦相關的儀器則有新設計的無線開關、反應時間訓練套件、生物傳感板及上肢活動度訓練套件（第二版）。在此期間，服務計並收集了二十件與認知訓練和康復有關的康復軟件。





產品開發小組繼續討論和開發新產品。一些意念已被開發成新產品，當中包括第二代筷子遊戲訓練套和第二代手握力遊戲訓練套。仍有其他設計意念在開發中，期望能發展出新的產品。

除了為個別服務使用者製作產品外，服務亦會選取有潛質的產品作較大量的生產。在報告期間，選取了無線液晶顯示閃燈門鈴考慮作大規模生產，會先製作產品的樣版及尋求產品安全認證，方決定生產的可行性。

服務通過本會網站、刊物和產品目錄向服務使用者發放有關新產品的信息。在報告期間，服務為不同的復康及安老服務機構共舉辦十八次產品示範。

為提升服務質素，服務提供全面的售後服務。產品會附有產品說明書，並會分發予服務使用者。截至二零一九年三月，服務共編寫了八十一份產品說明書，說明書內容包括個別產品規格、安裝 / 使用指南和安全措施，方便使用者更容易及有效地使用。此外，服務亦建立了微信賬號和廣播媒體，以推行新的宣傳策略。

服務繼續透過使用者意見調查收集他們的回饋。除了使用者的自願回饋外，還通過電話訪問收集意見。在報告期間，共有百份之八十三的服務使用者認為輔助儀器應用可以提高他們的獨立生活能力和生活質素。此外，有百份之八十三的服務使用者同意輔助儀器能增強訓練的效能。透過與使用者的聯繫，能收集寶貴的意見，進一步改善產品的質素。

統計數字

所提供服務	接受服務人數
	<u>2018-2019</u>
設計及製造輔助儀器	21, 057
維修輔助儀器	7, 504
改良及評估現有的輔助儀器	479
為殘疾人士及長者提供臨床評估及 提供使用儀器的跟進及諮詢服務	25, 009
向復康及安老服務工作者提供輔助 儀器的資料	2, 005
示範及展覽	484



電動輪椅一站通



截至二零一八至二零一九年度，中心以自負盈虧的模式營運已超過三年。中心繼續提供電動輪椅維修、保養及租賃服務。透過輪椅租借服務，讓使用者的日常生活不會因輪椅需要維修而受到影響。此外，電動輪椅工具及器材庫可供使用者先試用配件才決定是否購買。電動輪椅駕駛訓練為使用者提供駕駛技能訓練，讓他們能掌握正確及安全的駕駛知識。中心亦會為使用者提供選擇合適輪椅及配件的專業意見。

近年使用電動輪椅的長者及殘疾人士不斷增加，對電動輪椅維修及保養的需求亦相應上升。中心以會員制運作，截至二零一九年三月，中心共有超過一千八百位登記會員，會員所提供有關其輪椅的資料包括型號及維修記錄等，有助中心提供快捷服務。在二零一八至二零一九年度，中心提供了三百一十六次中心維修服務及八十九次到戶維修服務，專業義工在有需要時亦會給予技術支援及意見。

由於長者使用電動輪椅的人數持續增加，他們需要更多的駕駛訓練，以確保能安全及適當地使用輪椅。由於人力資源短缺，為了滿足服務需

要，中心招募義工為他們提供駕駛培訓，當他們掌握駕駛技巧後，會安排他們為新手電動輪椅使用者提供訓練，在此報告期間舉辦了兩個義工訓練課程，共有十一位義工參加，義工會陪伴使用者練習駕駛，在這年度義工共提供二十節的上門服務。

中心透過問卷調查和電話訪問去收集服務使用者的意見，以改善服務質素。在過去一年，總體的結果令人滿意，中心會定期收集使用者的意見，以進一步改進服務水平。

為了推廣服務，中心將服務單張發送至各康復機構、特殊學校、殘疾人士自助組織、醫院、社會保障辦事處和綜合家庭服務中心等。亦會舉辦訓練和工作坊教授簡單的電動輪椅維修及保養知識。

統計數字

所提供服務	接受服務人數
	<u>2018-2019</u>
會員人數	1, 875
為會員提供到戶檢查及保養服務	89
為會員提供維修服務	316
為會員提供電動輪椅租借服務	235
提供電動輪椅使用的訓練	288
為會員提供電動輪椅器材外借服務	30



復康軟件百科

「復康軟件百科」收集了一系列有關復康的軟件及相關資料，為從事復康工作的專業人士提供豐富資源，協助他們為服務使用者設計訓練及教育課程。這些復康資訊經整理分類，並上載到互聯網，透過網上的運作形式，使用者可自行搜尋合適的軟件，以配合需要。服務使用者無需註冊，費用亦全免，復康工作者可自行登入網站，使用各類軟件及資料，令服務更方便使用及富彈性。

由於復康軟件種類繁多，網站提供兩類主要的搜尋功能，包括按使用者及按軟件特性分類。按使用者特性的分類包括肢體殘疾、視覺受損、聽覺受損、自閉症譜系障礙、智障、認知受損、讀寫障礙、專注力缺乏及長者；而按軟件特性的分類，則分為輔助操控、輔助溝通、復康治療、早期教育、電腦遊戲及導師工具。大部份搜集的軟件可應用在電腦及流動應用程式平台。網站同時加入關鍵字搜尋功能，讓使用者能更方便及有效地獲取資訊。

在報告期間所搜集的軟件以輔助控制及溝通為主，主要協助不同殘疾人士應用電腦作餘暇、學習及與外界溝通聯繫之用；此外，亦搜集了一系列輔助工具，協助老師及導師提供訓練予學習障礙人士。

截至二零一九年三月，服務已上載超過九百五十個軟件，並作系統分類，登入瀏覽人次超過一千五百，共有一萬一千人受惠於這個服務。由於大部份從網上搜羅的軟件均以英文為主，為方便本地使用者，所有上載軟件都翻譯成中文，而新搜羅的軟件亦附上使用說明及讀我檔案，讓使用者更容易選取適合的軟件。



電腦復康訓練資源網站／復康科技資源站

「復康科技資源站」於二零一七年四月成立，由「香港賽馬會慈善信託基金社區資助計劃」資助。服務結合兩個產品製作服務，包括「電腦復康訓練資源站」及「數碼工作室」，前者集中發展網上軟件，後者則設計及發展硬件及軟硬件。兩者的結合能提供一個全面及一站式的產品設計及製作服務，最終目標是透過應用資訊科技增強殘疾人士和長者的獨立生活能力。

「電腦復康訓練資源站」

資源站的教材共分為三區，分別為「智樂區」、「雋樂區」和「耆樂區」，適合智障人士、學習障礙人士及長者作復康訓練用途。隨著平板電腦的普及，軟件的設計可配合不同大小觸控式螢幕，方便使用者以桌上電腦、平板電腦甚至智能手機在不同地方進行訓練，訓練地點亦可延伸至家居及戶外，從而使訓練更方便及具彈性。

在此報告期內，服務集中發展「耆樂區」，設計及製作長者訓練軟件，除關注正常老化的長者外，亦特別針對輕度認知障礙的長者。





是年本會設計了一些富有中國文化色彩的軟件包括「四字成語」及「歇後語」，前者讓長者學習中國文化及價值觀；後者搜集了一系列長者熟悉及在社會流行的用語，前部份為隱喻，後部份是有趣及充滿幽默的解釋。這類軟件適合應用於懷緬治療，提供有趣及有治療元素的訓練工具。

此外，亦製作了一系列適合智障人士的軟件，增強他們認識和辨別聲音的能力。軟件搜集及分類不同場景的聲音包括農場、森林、交通工具、廚房、浴室等，透過應用軟件，訓練使用者的聽覺專注及以感官接收聲音。

網站應用了谷歌數據分析，這是一個最普及和可靠的數據分析軟體，能夠獲取及記錄使用者的瀏覽資料，透過應用這工具，可搜集及分析用者的喜好，有助改進網站及軟件設計，以更配合使用者的需要。

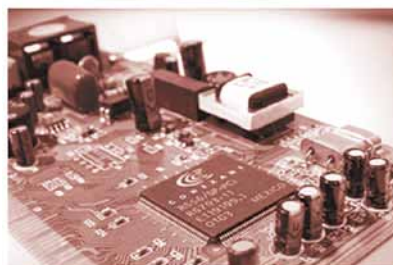
在這年度，資源站的會員人數有穩定增長。截至二零一九年三月，會員人數已增至二千人，每月的平均瀏覽人次超過五千，共有超過四萬多位殘疾人士及長者受惠於此服務。在這段期間，資源站共進行了四次服務檢討，共收回一百四十份問卷，超過九成的使用者對內容及設計均表示滿意，亦認同資源站能切合訓練需要，增強訓練效率，部份亦提出很多具建設性的意見，亦讚賞員工團隊的努力。此外，每個復康軟件亦附有簡單的網上檢討問卷，在這年內，共收回超過八千份網上檢討問卷，百份之八十的回覆均同意訓練軟件能增強使用者的訓練興趣及動機，亦能增強基本知識及日常生活技能。

「數碼工作室」

工作室旨在設計及製作輔助器材及提供產品諮詢及評估，以增強殘疾人士及長者的獨立生活能力和生活質素。在這年度，工作室共設計及製作了三件硬件和三件軟硬件，分別為平板電腦眼球追蹤器、錄

音記事簿（無線版及顯示版）、螢幕顯示訊息錄音系統、上肢訓練套件、反應訓練套件（傳統版及近距離無線通訊 NFC 及 App 版），這些器材能協助使用者的日常生活，並提供反應及集中力的訓練。

在這年度，工作室在製作器材上嘗試應用藍牙溝通及無線射



頻辨識系統，透過無線傳送，讓器材之間保持穩定聯繫，以傳達訊息及資料。應用這些技術可建立一個可靠平台，連結不同的智能產品，讓本會的產品發展及設計能跟隨社會步伐及新趨勢，提升產品的功能及成效，擴闊產品的範疇，讓長者、殘疾人士及兒童受惠。此外，亦繼續發展三維印刷技術，探究不同的三維印刷機及物料，應用三維印刷技術不僅能縮短生產時間，更能配合不同的物料及印刷效果，令產品製作更多元化。

在此報告期間，本會的職業治療師與各長者中心、復康機構、特殊學校、醫院的復康工作者保持緊密聯繫，令所設計及製作的訓練及復康產品，更切合服務使用者的需要。在這段期間，工作室共收回七十多份服務評估問卷，超過八成的使用者對產品的功能、設計、手工、耐用度、價錢及使用者指引都表示滿意；有超過八成的使用者表示產品能滿足他們的需要及協助他們獨立生活；亦有超過八成的復康工作者及訓練人員認同應用器材能提升訓練效能，整體的滿意度亦達至九成，這些正面的回應顯示工作室的服務能滿足長者及殘疾人士的訓練及學習需要。



統計數字

所提供服務	接受服務人數 <u>2018-2019</u>
會員人數	2, 030
設計及製作訓練教材	43, 400
向使用者示範網站的使用	222
使用復康資訊及圖片庫	6, 180
硬件 / 硬件連軟件	8, 650
諮詢及評估	5, 350



賽馬會數碼共融中心

隨著香港賽馬會慈善信託基金對中心的資助於二零一七年八月完結，中心將服務重組，並以自負盈虧的形式運作，中心會繼續提供「數碼園地」及「數碼長腦」兩項服務。

「數碼園地」主要為殘疾及有特殊需要兒童提供評估及訓練，在報告期間，服務成為由關愛基金資助的「為正輪候資助學前復康服務的兒童提供學習訓練津貼」項目的認可服務機構，項目旨在為正在輪候資助學前復康服務的兒童提供學習訓練津貼，讓他們在輪候期間盡早接受服務，有助他們的學習及發展。

「數碼長腦」為六十歲以上有體能／認知障礙的長者提供評估及訓練服務，在二零一八至二零一九年度，服務繼續為由香港基督教服務處綜合家居照顧服務隊轉介患有認知及體能障礙的長者開辦個別訓練，同時亦為本會綜合家居照顧服務的服務使用者提供個別訓練。此外，更開辦恆常的「健康十段錦」運動小組，為長者設計合適的運動，



讓他們能保持一定的活動能力。為協助長者使用資訊科技，服務開辦了手機學習班。有鑑於使用者對這類班組的反應熱烈，服務會定期舉辦相關的訓練讓長者能跟隨科技的發展。



中心亦與不同的機構及學校合作，為他們提供外展訓練服務，在過去一年，中心為一間護理安老院及一間特殊學校暨宿舍的服務使用者提供評估及訓練。這些合作伙伴十分滿意中心的服務，故未來中心會繼續與不同的團體合作，為有需要的長者及殘疾人士提供合適的服務。

展望將來，中心計劃為長者開辦不同類型的資訊科技訓練班，同時會在短期內提供偶到服務，讓區內的長者及殘疾人士免費使用中心的電腦及其他科技產品，以便他們能接收更多外界的資訊，中心會繼續嘗試為長者及傷殘人士提供不同的服務，以配合他們的需要，並繼續推行中心的宗旨，讓他們能無障礙地接觸數碼世界。



社康職業治療

致力提高殘疾人士和長者的能力，讓他們可以獨立生活，融入社會及提高生活質素是社康職業治療服務的目標。服務的範圍包括：

- (一) 評估及訓練日常生活及活動能力；
- (二) 家居及工作環境評估；
- (三) 為家居及工作環境改裝提供專業意見；
- (四) 推薦及提供合適的輔助器材；
- (五) 家居氧氣治療及
- (六) 照顧者訓練

有鑑於人口老齡化及政府推行居家安老，在過去數年，服務的需求快速增長，主要是要求提供家居改裝建議、推薦合適的輔助器材及照顧者訓練。服務能協助服務使用者安全地繼續留在他們熟悉的社區獨立生活，故需求持續增加，由於人手緊絀，輪候服務的時間需要增長。鑑於服務能填補現有服務的缺口，預計在可見的將來服務需求仍會持續增加。

在報告期間，大部份的服務使用者均為長者。他們主要是透過綜合家居照顧服務隊、長者地區中心、長者鄰舍中心、家庭服務中心及醫院社會服務科轉介。服務亦與公立醫院合作，為離院病人提供社區氧氣治療跟進服務，該服務旨在改善和監控他們對氧氣治療的遵守性，讓他們能夠在社區中獨立及安全地生活。此外，更提供了超過三十個電動輪椅評估、推薦及訓練，讓使用者能安全地使用輪椅。

服務使用者的意見對改善服務至關重要。在過去一年，超過百份之八十三的服務使用者同意通過環境及 / 或提供輔助器材能改善他們的日常生活能力。超過百份之八十三的服務使用者同意透過家居運動



能改善他們的身體機能。超過百份之八十三的服務使用者同意服務能讓他們繼續在社區生活。超過百份之八十的服務使用者同意服務能增強他們的自信心和生活滿意度。百份之八十的照顧者同意服務能改善他們的照顧技巧。調查結果能為未來服務發展制定方針。

統計數字

所提供服務

接受服務人數

2018-2019

提供日常生活技能的評估及訓練	369
推薦及提供合適的輔助儀器	219
提供家居及工作地點改裝的建議	240
提供氧氣治療服務	100
提供照顧者訓練及諮詢服務	115



社區復康計劃

計劃旨在透過職業治療去維持及提升服務使用者的功能及活動能力，減慢退化速度，最終目標是協助他們過獨立生活，融入社會，主要服務對象是精神、肢體及腦部受損的殘疾人士，大部份的服務使用者均是由醫院、診所或其他服務使用者所轉介。在過去數年，計劃擴展至為一些因年長而體能逐漸退化的智障人士及本會展毅中心的職業康復延展計劃的服務使用者提供訓練，目標是協助一些因年長或工作能力退化而未能參與正常工作訓練的服務使用者，保持他們剩餘的能力及提升他們的生活質素。

社區復康計劃由職業治療師為不同機能受損人士提供不同的訓練計劃，訓練單元的服務對象包括：

- (一) 中風人士；
- (二) 腦部受損人士；
- (三) 中度至嚴重肢體傷殘及 / 或智障人士及肢體 / 認知缺損的精神病康復人士

訓練項目主要在改善及增強服務使用者的功能及獨立生活能力，同時減慢因疾病或年長而產生的肢體退化情況，透過體能及認知訓練，服務使用者能學習適當的技巧和活動模式，以提升活動能力，亦會協助服務使用者將所學的技能融入他們的日常生活中，最終目標是協助他們盡量回復到患病前的功能水平，同時能重新融入社會。

由於人力資源的限制，計劃每星期只能提供兩天服務，在過去一年，每月平均服務人次為七十二，服務使用者的反應令人鼓舞，透過這些訓練，能增強使用者的功能及延緩退化。



職業治療／物理治療服務

服務旨在通過舉辦講座，工作坊和培訓，為長者，照顧者及義工提供與照顧相關的知識和技能，以提高參加者的能力及／或護理技巧。

在報告期間，轉移技巧及正確使用和保養手動輪椅是最受歡迎的訓練項目。此外，除了恆常的訓練項目，服務還開發了兩個新的主題包括中風患者家居運動及復康器材使用及保養小錦囊。同時亦更新了兩個訓練項目，分別是腰背護理及扶抱技巧。透過這些培訓能提昇參加者在照顧方面的技能，無論是照顧者或服務使者的健康狀況均會得到改善。服務將這些新訓練項目向其他相關機構推介，受到相當程度的歡迎。

在過去一年，服務亦有舉辦小組訓練，為本會綜合家居照顧服務的服務使用者提供恆常的認知及體能訓練，透過訓練能維持使用者的活動及認知能力。

服務通過問卷調查收集服務使用者的意見。總體而言他們對服務的表現均感滿意。其中有百份之八十的照顧者同意服務能增強他們的護理知識和技能，有百份之七十的服務使用者認為訓練能提昇他們的自我照顧能力。

統計數字

所提供服務

接受服務人數

2018-2019

為長者、照顧者及義工提供講座、
工作坊及訓練

310

舉辦運動小組

86



綜合家居照顧服務

「綜合家居照顧服務」為社區內的長者、殘疾人士及未能自我照顧和維持日常生活的家庭提供不同類型的家居照顧及支援服務，包括個人照顧、護理、膳食、陪診、購物送遞，家居清潔及復康運動等，旨在協助他們繼續留在熟悉的社區生活，實踐“老有所屬”和“持續照顧”的理念。在二零一八年至二零一九年度，平均每月為九十位普通個案提供服務，其中百份之九十五以上的服務使用者為長者，另外亦服務二十位經社會福利署轉介的體弱個案。

申請服務的普通個案除了由醫院轉介外，亦有由照顧者或親友直接為服務使用者申請，所有申請均由服務隊的社工進行評估，如有護理及復康需要，會轉介護士及職業治療師提供專業意見。社工會根據評估結果與服務使用者及其家人商討，共同訂立個人照顧計劃，計劃內容包括家居照顧及支援服務、家居安全及復康服務，照顧計劃會最少半年檢討一次，以配合服務使用者的轉變及需要。

除了上述恆常到戶服務外，服務隊亦有提供其他專業服務，以提昇長者維護身心健康的知識及技巧。在過去一年，職業治療師為服務使用者舉辦了「關節護理小組」，目的是教導組員膝關節護理方法及運動。此外，更安排有身體、認知或 / 及神經感知功能缺損的體弱個案參加每週一次的社區復康計劃，提昇其功能及活動能力。社工亦舉辦了兩期「靜觀減壓小組」，共有二十二位長者及家屬參加，活動鼓勵長者與人分享，強化正面思維，幫助長者改善精神健康。另外亦舉辦了兩次「杏林茶聚」醫療講座，分別由骨科專科醫生及牙醫為患有關節及牙醫問題的長者介紹病患的成因及應對方法。



為了進一步提昇服務使用者的生活質素，服務隊定期舉辦節日慶祝及康樂活動，包括志蓮靜苑及雲泉仙館生日素宴遊、濕地公園盆栽旅行及新春團年飯，藉此促進他／她們與區內社群的接觸，增強身心健康。此外，每年亦會為社區支援網絡薄弱的獨居長者安排義工探訪服務，是年共提供了四十三次義工探訪。

有鑑於照顧者對長者的重要性，服務隊亦有為照顧者提供支援服務，包括由職業治療師及護士舉辦的家居照顧訓練，協助照顧者掌握照顧知識及技巧，提昇他／她們的信心及能力，並紓緩照顧壓力。在過去一年，服務使用者及其照顧者參加服務隊舉辦的康樂活動的人次持續增加，透過參與，有助他／她們建立密切的關係。

為提昇服務質素，服務隊定期收集服務使用者的意見，包括對服務的滿意程度，在過去一年，透過電話訪問，共完成了五十二份問卷，結果顯示超過八成半的服務使用者對整體的服務質素表示滿意。



支援身體機能有輕度缺損的長者試驗計劃

「支援身體機能有輕度缺損的長者試驗計劃」由關愛基金資助並由社會福利署負責推行，計劃於二零一七年十二月開始運作，為期三年。計劃旨在為經評估為身體機能有輕度缺損的長者提供所需的家居照顧及支援服務，主要服務地區為黃大仙。計劃的服務對象須為 60 歲或以上、居於社區、經指定的評估工具評估為身體機能有輕度缺損及正在輪候本會的綜合家居照顧服務的「普通個案」，此外申請者的每月家庭住戶入息不高於全港相關住戶每月入息中位數的特定比例。負責計劃的社工會擔任評估員，所有評估員均曾接受使用該評估工具的相關訓練。不符合資格的申請者可選擇繼續輪候本會的綜合家居照顧服務或申請由其他機構營運的試驗計劃。

試驗計劃提供的服務包括膳食、個人照顧、簡單護理、普通運動、家居清潔、護送及購物等。截至二零一九年三月，計劃為九位長者提供膳食、家居清潔、護送等服務，其中三位長者更在二零一八年十一月開始每週參加由本會職業治療師負責的社區復康計劃，計劃有助參加者改善／維持他們的體能及／或認知能力，延緩衰退。

為收集服務使用者的意見以改善服務質素，計劃於二零一八年年尾進行了服務使用者問卷調查，調查的結果正面，所有的服務使用者均對服務表示滿意。儘管計劃面對資源短缺及招聘困難等問題，但仍會持續努力提供優質的服務。



關懷獨居老人計劃

隨著香港人口老化及政府推行「居家安老」的社區照顧政策，增加了社會對獨居長者的健康情況及家居安全的關注。有見及此，本會遂開展「關懷獨居老人計劃」，以回應社會的需要。

服務旨在為獨居或缺乏家庭支持的長者提供社交及心理支援，透過義工的定期探訪，為長者提供情緒及心理支持，減輕孤獨感及擴大他們的社交網絡。此外，義工會在探訪期間，留意長者的心理、健康及家居安全情況，並將有需要的長者轉介給本會的社工、護士及職業治療師跟進。透過這服務，能儘早察覺及處理長者潛在的健康及家居危機，讓他們能繼續留在社區安全及獨立地生活。

是年服務主要與香港理工大學護理學系及物理治療學系合作，由於護士及物理治療學生均備有基本的護理知識和運動技巧，服務亦因此加入對長者健康的關注，讓參與學生能善用其專業知識，為體弱長者擬定健康計劃。與此同時，透過與長者的溝通，能增加義工對社區內獨居及體弱長者的認識，豐富他們的經歷。此外，服務亦透過義務工作發展局招募一些成熟及有經驗的義工參與，關顧一些有社交及情緒需要的長者。

為了讓參與學生能善用其專業知識，是年服務有兩個主題，分別為「得舒飲食、防治血壓」和「長者防跌」，以配合護理學系及物理治療學系學生的知識及學習需要。在定期探訪中，義工會按長者的身體情況，為長者擬定健康計劃，將相關健康資訊包括得舒飲食、保健運動，壓力處理等帶給長者，讓他們學習管理個人血壓、建立良好生活習慣。為確義工有足夠的技巧推行服務，會為義工安排一系列的訓練課程，包括與長者溝通技巧、得舒飲食和社區資源等，亦安排中期分享會，讓義工們分享探訪困難。在物理治療學系方面，參與學生會為長者作簡單的防跌評估及提供相關的訓練及運動，以減低跌倒的風險及維持活動能力，探訪前亦安排了訓練課程包括溝通技巧、防跌評估及保健運動。兩個計劃都會安排檢討會，以檢討活動成效。

在過去一年，共招募了四十四位義工，探訪四十四位來自本會黃大仙綜合家居照顧服務隊及香港基督教服務處深水埗綜合家居照顧服務隊所轉介的長者，這些長者均有長期病患及支援系統薄弱。義工會定期探訪及聯絡長者，社工會在整個探訪計劃中給予支援及意見，令服務能順利進行。

在服務檢討方面，超過百份之九十的義工表示透過探訪，能增加他們對體弱長者日常生活及需要的認識，亦有超過百份之八十的義工表示能增強與長者的溝通技巧。此外，超過百份之八十的被訪長者認同義工探訪能減輕他們的孤獨感及增加他們對社區資源的認識。

在過去兩年，計劃安排護士義工探訪了六十位由本會黃大仙綜合家居照顧服務隊轉介的長者。透過探訪，護士義工為長者提供身體檢查、健康諮詢、藥物知識、個人衛生、老人疾病及飲食營養等專業意見，讓他們能維持獨立及健康的生活。

統計數字

所提供服務	接受服務人數	
	2017-2018	2018-2019
家訪	162	162
提供健康檢查	60	60
舉辦義工訓練	44	44
舉辦義工分享會	44	44
為義工提供支援及諮詢	44	44
為其他社會服務機構提供轉介服務	13	13



綜合職業復康服務中心－展毅中心



展毅中心於二零零二年三月開始投入服務，目標是為殘疾人士提供高質素的職業康復服務，最終協助他們達至公開就業。在二零一八至二零一九年度，中心每月平均服務人數為一百六十七人。

中心致力為學員提供不同類型的室內及戶外訓練機會，會根據他們的興趣及能力安排參與包裝、洗衣、直銷及餐飲等工作訓練。中心亦時刻把握與商界及地區團體合作的機遇，為學員開拓不同的職業康復訓練機會。為了讓學員可以更了解公開就業的要求，訓練亦加入商業的運作方式，包括輪班及超時工作等。

在報告期間，中心的總收入約為港幣三百零七萬六千元；撇除營運開支項目，中心向學員發放的訓練津貼（不包括獎勵金）接近港幣一百五十三萬二千元，中心更會發放額外的年終獎勵金給予表現卓越的學員。

除了職業康復訓練，中心亦著重學員的日常生活技能訓練。在報告期間，社工為學員舉辦多個訓練小組，包括個人衛生及儀容、食物安全、情緒認識及管理、提升個人自信及享受閒暇活動等。此外，中心獲成人教育資助計劃 2018/19 的資助，開辦四個課程，包括基礎中文、性教育、金錢運用和情緒控制，以提升學員的獨立生活能力。

中心自二零一五年二月開始推行職業康復延展計劃，以應對服務使用者因年老及工作能力下降而增加的服務需求，協助他們在熟悉的環境中，繼續接受工作訓練和護理服務，至今計劃已推行了四年。隨著年老服務使用者的人數上升，中心向社會福利署申請額外增加五個服務名額，自二零一八年十一月，計劃的名額已增至十五人，期望新增的資源可為年老的服務使用者提供更合適的服務。

為了切合學員的日常生活所需，中心為學員制定個人訓練計劃，以提升他們的社交技能。此外，中心亦會舉辦有關人際關係技巧及性教育等訓練，以協助學員提升公開就業的能力。為推動傷健共融，中心更積極與區內團體合作籌辦不同形式的活動，鼓勵學員參與。中心每年亦會舉行開放日，讓社區人士加深對學員及中心服務的認識。



為提升學員的生活質素，中心會定期舉辦不同類型的康樂及節日慶祝活動，在報告期間舉辦的活動包括參與太陽館日營活動、暢遊太平山頂凌霄閣及香港杜莎夫人蠟像館、乘坐山頂纜車、參觀屯門公眾騎術學校、T·PARK、香港歷史博物館、香港中文大學賽馬會氣候變化博物館、海洋公園、屯門展能運動會、中秋節慶祝會、聖誕聯歡會及春茗等。

家人的參與和支持對殘疾人士的康復至為重要，因此，中心會定期邀請家屬參加家長會及舉辦親子聯誼活動，以促進中心與家人的溝通及了解，攜手支持學員的康復訓練計劃。

同時，中心非常重視職員培訓，透過社會福利發展基金的資助，舉辦不同的員工培訓課程。在未來日子，中心會繼續投放資源於職員培訓，以增強員工的工作知識及技巧，持續改善中心對殘疾人士的服務。





展毅環保農莊

「展毅環保農莊」得到「環境及自然保育基金」的資助，於二零一三年九月投入服務，至今營運超過五年。農莊位於屯門良康里，佔地約二千零六十平方米。農莊除了為殘疾人士提供園藝活動及與種植相關的工作訓練機會外，亦會向公眾人士推廣實踐綠色生活、保護環境及傷健共融的理念。

農莊為社區及殘疾人士提供多項服務，包括社區農圃租耕、園藝種植、農產品銷售、綠色生活及環境保護教育等。此外，展毅中心會定期安排約五位對農耕活動有興趣的學員到農莊接受工作訓練，訓練項目包括除草、澆水、清掃枯葉、培苗及修葺園圃等，藉著工作訓練，讓學員為租戶服務，增加彼此的溝通及合作。展毅中心亦會定期安排「職業康復延展計劃」的學員到農莊，透過不同的活動，讓學員感受清新的園林氣息，增進與社區人士的接觸，推廣傷健共融。

於二零一八年九月，超強颱風「山竹」吹襲香港，對農莊造成嚴重破壞。雖然在颱風來臨前，職員已盡力做了防風的措施，但農莊內仍有多棵大樹倒塌及大量設備被摧毀。幸而經職員齊心協力清理後，農莊已逐漸回復原貌。但基於安全考慮，社區農圃租耕服務已暫停，直至所有修復完成。

展望未來，農莊會嘗試種植不同種類的時令蔬果以增加農產品的銷售。此外，亦會繼續與區內的幼稚園和其他團體合作，安排參觀及舉辦活動，讓農莊繼續為展毅中心的殘疾學員提供不同的訓練機會，希望透過不同的園藝活動，讓社會大眾及殘疾人士增進彼此的了解，一同促進傷健共融。



輔助就業服務

輔助就業服務於一九九五年三月開始推行，服務由社會福利署資助，旨在協助就業上有困難的精神病康復者、肢體傷殘人士及智障人士公開就業，使他們能融入社會，自力更生，重投就業市場。服務內容包括職業評估、技能訓練、就業輔導、在職支援及跟進，現時服務名額為九十四位。

服務主要以「個別就業選配」模式推行，服務單位在去年共協助八十八位殘疾人士公開就業，其中二十八位更能維持工作達半年或以上，他們的平均月薪約為港幣七千一百八十三元。殘疾人士能夠勝任不同的工作種類，包括傳單派遞、零售、客戶服務、保安、包裝、清潔及文職等工作。

自二零零二年三月，服務於屯門區開辦「流動汽車清潔訓練隊」，為服務使用者提供汽車清潔及美容的訓練機會，為將來公開就業作準備。在過去一年，共有五位學員接受有關訓練，其中兩位在接受訓練後成功在公開就業市場獲得聘用。

為提升服務使用者的能力及技能，服務亦提供不同的訓練項目，包括資料輸入、地圖應用、清潔、包裝及派發傳單訓練等，以配合公開就業市場的需要。在過去一年，共有二十六位服務使用者接受相關訓練，當中十三人在接受訓練後在公開市場覓得工作。為增加服務使用者的競爭力，服務於二零一九年一月開辦了「職前培訓課程」，以增強他們在職場應對方面的技巧。

除了工作技能訓練外，服務單位亦舉辦相關的活動，在此報告期間，邀請了社工及護士義工舉辦人際關係／個人形象小組、減壓小組及精神科藥物諮詢日。服務單位亦為服務使用者舉辦了參觀香港花卉展覽的康樂活動，讓他們可在工餘時間舒展身心。

在報告期間，服務亦安排了同工參與不同的訓練課程，包括新晉升主管的領導基礎 - 提高個人效能課程、香港法律與社會服務證

書課程 - 精神上無行為能力人士及性騷亂 / 性罪行以及基本急救課程，以提升同工在醫療方面的專業知識。

服務單位自二零一八年十二月一日起獲社會福利署增撥資源，優化各項促進殘疾人士就業的措施，包括將為殘疾人士提供的就業後跟進期由六個月延長至十二個月、並為參與工作實習的學員提供不多於三個月、每月上限港幣二千元的見習津貼。此外，為了鼓勵僱主聘用殘疾人士，亦會在殘疾人士獲得聘用並進行試工期間，向僱主提供最多六個月、上限為四千元的在職試用期津貼。

為了讓更多殘疾人士認識服務，服務單位定期在不同醫院設置服務宣傳站。另外，在報告期間同工亦曾到訪不同機構舉辦講座，推廣服務及為有求職興趣的殘疾人士提供就業上的意見。服務單位亦與其他為殘疾人士服務的機構合作，將服務推廣給他們的會員。

輔助就業服務運作至今已超過二十四年，期間與不少僱主建立了緊密的聯繫，並已贏取了他們對僱用殘疾人士的信心。殘疾人士有機會融入社會工作，實有賴僱主的接納與支持。在未來的日子，服務會繼續為服務使用者開拓更多的工作訓練及公開就業機會，讓他們能夠融入社會，自力更生，為社會作出貢獻。



賽馬會桌面排版中心

從事有回報的工作能提升殘疾人士的尊嚴及獨立性，有助他們融入社會，同時亦是整體復康不可或缺的一環。為達致這目標，中心營造一個模擬的工作環境，為殘疾人士提供文字處理、資料輸入、桌面排版、設計、印刷、代郵及網頁設計 / 更新的工作及訓練機會，並協助他們公開就業。

在過去數年中心經過數次的轉型以迎合市場的轉變。在二零一八至二零一九年度，中心的營業額為港幣一百七十萬元，較上年度增長百份之三十。在過去一年中心共新增五個新客戶，此外，中心亦繼續為數間展覽會公司及香港中文大學圖書館提供資料輸入。為了讓中心取得更多的穩定訂單，中心與數間印刷公司結盟，為這些公司提供排版及設計服務，同時亦能為中心的學員提供更多不同種類的訓練及工作機會，協助他們建立良好的工作態度及工作習慣。

在報告期間，中心獲余兆麒醫療基金的捐助，購買三台蘋果電腦和一台手提電腦及相關軟件，讓學員能學習及運用新的技術以切合市場的需要，藉此提升他們的競爭力。中心亦繼續透過由大學及商業機構所捐贈的二手電腦及印刷機，替換部份已過時的工具，令中心能進一步擴大生意的範疇。



中心大部份的客戶都是透過曾惠顧的客戶所轉介，為挽留客人，吸引他們繼續使用中心的服務，中心需提供以客為本的服務。在此期間，中心吸納的新客戶對中心的服務均表示滿意，故會繼續使用中心的服務。為表揚一些長期支持中心的客戶，中心推薦了香港航空參加由香港社會服務聯會舉辦的「商界展關懷」計劃。

中心的學員可獲得以件工計算的津貼，在這段時間，有十位服務使用者的每日津貼超過港幣一百元。有百份之七十的服務使用者同意津貼能增加他們的收入，而百份之八十六的服務使用者認同透過中心的訓練能增加他們的自信，有百份之七十五的服務使用者同意中心的訓練有助他們公開就業，融入社會。在此段期間，共有四位服務使用者嘗試公開就業。

為提升學員的能力及知識，中心定期舉辦各類型的訓練。在過去兩年，中心共開辦四個電腦課程，包括支付寶及淘寶的使用、運用色彩及插圖、微信的使用及網絡保安，共有超過三十五位服務使用者參加，參加者均表示課程能增強他們的工作技能及擴闊他們的眼界。

統計數字

所提供服務

接受服務人數

2018-2019

為殘疾人士提供資料輸入、 桌面排版、設計、印刷、 代郵及網頁設計的工作機會	36
為殘疾人士提供工作訓練機會	36



展能基金

展能基金旨在為殘疾人士提供免息貸款，協助他們購買復康器材，以提升他們的獨立生活能力及生活質素。基金已運作超過二十年，現時的最高貸款額為港幣七萬元，貸款以每月分期方式歸還，最長還款期為四十八個月，申請人需備有擔保人以確保貸款能按期歸還。每個申請均需由基金的管理委員會審核，並由本會的執行委員會加簽。

在過去一年，基金共接獲三宗申請，申請人均為肢體殘疾人士，兩位申請七萬元購置汽車，一位申請一萬二千元購置電動輪椅，三位申請者皆獲批所申請款項。截至二零一九年三月，共有二十六位殘疾人士仍在還款當中，基金會與他們保持聯絡，以確保他們能按期清還款項。此外，有兩位貸款者因經濟困難未能如期清還款項，基金亦按情況延長他們的還款期。總括而言，基金的運作暢順。



在宣傳工作方面，基金會定期電郵宣傳單張予各復康機構、特殊學校、醫院、自助組織、家庭服務中心及社會保障部。此外，亦透過本會網站及刊物作服務宣傳。基金透過問卷收集申請人對申請手續及儀器實用性的意見。在過去一年，所有申請人均對服務表示滿意，並認為所購置的儀器能提升他們的獨立生活能力及生活質素。

統計數字

所提供服務

接受服務人數

	<u>2017-2018</u>	<u>2018-2019</u>
查詢服務	82	60
申請個案	13	3
提供免息貸款	11	3
為選擇合適儀器提供意見	11	3
評估申請人的社會及經濟情況	11	3
為接受貸款人士提供支援	26	26



本會各項服務的推行，均有賴義工的積極參與。為實踐機構的使命，本會積極推動工程及醫療的專業義工參與服務，並成立了義工管理委員會，目標是在本會各服務單位，發掘和構思更多與醫療及工程相關的義務工作機會。

在報告期間，本會整合各服務單位的新舊義工參與人數、服務時數、義工及服務性質分類等資料，透過檢視義工服務的整體情況，有助未來發展義工服務。此外，委員會亦制定了標準的義工服務檢討表，了解義工對參與本會義工服務的意見及滿意程度，這些重要資料有助本會發展多元化的義工服務，以滿足義工及服務使用者的需要，亦有助發揚義務工作精神。

為配合義工服務的發展，本會為員工舉辦「義務工作管理培訓課程」，邀請義務工作發展局的培訓經理作講者，分享及討論義工管理技巧包括服務設計、義工動力、維繫及督導等。透過是次培訓，協助員工在服務單位內發展更多適合及吸引義工參與的服務項目，有助本會未來義工服務的發展。

為使參與義工能善用個人的專業技能，本會會因應服務發展需要招募合適的義工。在這年度，共有四十三位新義工加入，截至二零一九年三月，本會共有三百七十三位會員及義工。為使新加入的義工對本會的服務有更深入的了解，會舉辦迎新導向及提供相關的訓練和探訪，讓義工能掌握所需的技巧和知識。義工除協助本會服務外，護士義工亦會協助其他安老服務機構，為機構的長者提供身體檢查及醫療諮詢服務。

為了表揚義工的服務精神，在這年度，本會共推薦二十一義工參加由社會福利署所舉辦的義工運動，其中十五位獲銅獎、五位獲銀獎及一位獲金獎。此外，兩位義工獲頒發本會長期義工服務獎，他們獲邀出席本會的週年聚餐，領取獎項。

為表達對義工的感謝，本會特別設計及製作了一個手機支架觸控原子筆，贈予所有會員及義工，期望他們能繼續支持本會的服務。此外，為了讓會員及義工了解本會服務，會定期寄發刊物，讓他們知悉各項服務的進展；同時亦會透過刊物更新會員及義工的資料，以保持一個合時的義工資料庫，令服務能順利推行。

統計數字

所提供服務

接受服務人數

	<u>2017-2018</u>	<u>2018-2019</u>
舉辦探訪活動	44	43
招募新義工	44	43
舉辦新義工迎新介紹	44	43
舉辦傑出義工選舉	23	23



宏遠洗衣服務公司

宏遠洗衣服務公司是協會首間營運的社會企業，致力為殘疾人士提供就業及訓練機會，以協助他們融入社會。為了讓業務能夠持續發展，宏遠採用了商業模式管理及運作，謹慎地控制營運成本，以維持穩健的業務運作。

在報告期間，宏遠的營業額約為港幣七十三萬四千元。在自由市場的經濟原則下，宏遠必須與其他商業洗衣公司在價格、質素和服務等多方面競爭。為應對激烈的競爭，宏遠致力提升服務質素，為客戶提供優質的服務，並盡力招攬新的客戶及維繫現有客戶。

為了維持市場的競爭力，宏遠需要謹慎控制成本，透過人手調配及評估生意的定位方向，以提高成本效益。此外，亦會定期收集客戶意見，以持續改善服務質素。

展望未來，宏遠會持續檢討報價的策略，以維持宏遠於市場上的競爭力，並會繼續努力營運，以應對充滿挑戰的營商環境。縱然面對困難，宏遠仍希望為殘疾人士提供一個溫暖及友善的工作環境。



FINANCE

Auditor Report 核數師報告

ASSOCIATION FOR ENGINEERING AND
MEDICAL VOLUNTEER SERVICES

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE COMMITTEE MEMBERS
FOR THE YEAR ENDED 31 MARCH 2019

The members of the Executive Committee have pleasure in submitting their annual report and the audited financial statements of the Association for the year ended 31 March 2019.

PRINCIPAL ACTIVITY

The Association is an incorporated voluntary and non-profit making body. Its principal activity is provision of engineering and medical professional services to needy individuals and organizations.

RESULTS AND APPROPRIATIONS

The results for the year ended 31 March 2019 and the state of affairs of the Association at that date are set out in the financial statements on pages 6 to 28.

PLANT AND EQUIPMENT

Movements in plant and equipment during the year are set out in Note 4 to the financial statements.

RESERVES

Details of movements in the reserve accounts of the Association during the year are set out in Note 6 to 27 to the financial statements.

COMMITTEE MEMBERS

The committee members of the Association during the year were as follows:-

Mr Chan Yuk Keung
Mr Law Chit Wai
Mr Chan Fan, JP
Dr Chan Hok Sum
Mr Cheung Kin Man
Ms Hong Wai Chi
Mr Fong Wai Lap
Mr Leung Kwok Fai
Ms Cheung Kam Ling Margaret
Mr Kwan Fu Kei, Larry
Ms Kwan Tak Ying, Estella

In accordance with article 34 of the Association's Articles of Association, all committee members will retire and, being eligible, offer themselves for re-election at the forthcoming annual general meeting.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE COMMITTEE MEMBERS
FOR THE YEAR ENDED 31 MARCH 2019

- Continued -

COMMITTEE MEMBERS' MATERIAL INTERESTS IN TRANSACTIONS, ARRANGEMENTS AND CONTRACTS THAT ARE SIGNIFICANT IN RELATION TO THE ASSOCIATION'S OPERATION

No transactions, arrangements and contracts of significance in relation to the Association's operation to which the Association was a party and in which a committee member of the Association had a material interest, whether directly or indirectly, subsisted at the end of the year or at any time during the year.

MANAGEMENT CONTRACTS

No contracts concerning the management and administration of the whole or any substantial part of the operation of the Association were entered into or existed during the year.

AUDITORS

The financial statements have been audited by Messrs. Chan & Man, Certified Public Accountants (Practising), who retire and, being eligible, offer themselves for re-appointment.

On behalf of the Executive Committee



Mr Law Chit Wai, Chairman

Dated: 25 OCT 2019
Hong Kong

CHAN & MAN

CERTIFIED PUBLIC ACCOUNTANTS

陳錫義、文國樑 會計師行



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INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF
ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
(Incorporated in Hong Kong and limited by guarantee)

OPINION

We have audited the financial statements of Association For Engineering And Medical Volunteer Services (the "Association") set out on pages 6 to 28, which comprise the statement of financial position as at 31 March 2019, statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements give a true and fair view of the financial position of the Association as at 31 March 2019, and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

BASIS FOR OPINION

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSAs") issued by the HKICPA. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the HKICPA's Code of Ethics for Professional Accountants ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

OTHER INFORMATION

The committee members are responsible for the other information. The other information comprises the information included in the Report of the Committee Members, but does not include the financial statements and our auditors' report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information obtained prior to the date of this auditors' report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

CHAN & MAN
 CERTIFIED PUBLIC ACCOUNTANTS
 陳錫義、文國樑 會計師行



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INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF
 ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
 (Incorporated in Hong Kong and limited by guarantee)

- Continued -

RESPONSIBILITIES OF COMMITTEE MEMBERS FOR THE FINANCIAL STATEMENTS

The committee members are responsible for the preparation of the financial statements that give a true and fair view in accordance with HKFRSs issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the committee members are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee members either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSAAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:-

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee members.

CHAN & MAN
 CERTIFIED PUBLIC ACCOUNTANTS
 陳錫義、文國樑 會計師行



INDEPENDENT AUDITORS' REPORT

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TO THE MEMBERS OF
 ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
 (Incorporated in Hong Kong and limited by guarantee)

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

- Continued -

- Conclude on the appropriateness of the committee members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with committee members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Certified Public Accountants
 (Practising)

Hong Kong
 Date: 25 OCT 2019

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2019

	2019 HK\$	2018 HK\$
INCOME		
Designated donations:		
Others	161,684	201,316
Subventions:		
Hong Kong Jockey Club Charities Trust	2,553,447	4,504,273
Community Chest	1,660,300	1,611,900
Social Welfare Department	17,613,390	15,552,479
- HKSAR Government	-	21,000
- Lotteries Fund	230,000	225,000
- Block Grant	430,524	57,428
- Community Care Fund		
	22,649,345	22,173,396
Service income	8,953,823	8,971,490
	31,603,168	31,144,886
OTHER REVENUE		
Interest income	4,992	1,579
Sundry income	13,400	8,400
	31,621,560	31,154,865
EXPENDITURE		
Salaries	16,379,952	16,321,288
Provident fund contributions and charges	988,362	1,001,958
Provision for long service payment	24,834	54,464
Programme and services expenses	7,863,051	7,759,201
Repairs and maintenance	305,012	324,356
Printing, postage and stationery	137,892	149,125
Travelling	223,355	193,159
Telephone and fax	149,665	124,489
Electricity and water	517,575	527,020
Insurance	88,407	88,170
Rent and rates	1,571,590	1,576,956
Cleaning	216,747	122,323
Depreciation	1,447	1,447
Advertising	26,616	13,489
General expenses	66,604	75,217
ECF Energy cum carbon audit	-	5,000
Annual general meeting and dinner	21,780	12,240
Equipment and uniform	471,611	489,905
Staff training	500	11,600
Motor vehicles	88,567	75,227
Audit fee	33,000	30,000
SWD Fund	325,737	162,782
	(29,502,304)	(29,119,416)
SURPLUS FOR THE YEAR	2,119,256	2,035,449

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2019

	2019 HK\$	2018 HK\$
- Continued -		
SURPLUS FOR THE YEAR	2,119,256	2,035,449
TRANSFERS FROM/(TO):		
General Fund	(105,739)	(63,034)
Service Foundation Fund	(85,400)	(180,408)
Supported Employment Services	(157,374)	(12,976)
Jockey Club Desktop Publishing Centre	211,627	113,138
Home Care Services	(284,070)	(15,547)
The Endeavor	(596,893)	(102,853)
Laundry Workshop	8,065	93,635
One-Stop Promotional and Distribution Service	(20,450)	(6,421)
Jockey Club Digital Inclusion Centre	(746,863)	(1,579,866)
Electric Wheelchair Repair Clinic and Resource Centre	(402,264)	(398,783)
EC Farm - Vocational Training and Horticulture Educational Scheme	9,599	29,668
Community Care Fund - Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment	50,506	87,888
Training Subsidy Programme for children on the waiting list of subvented pre-school rehabilitation services	-	110
ACCUMULATED BALANCE AT END OF YEAR	-	-

The annexed notes form an integral part of these financial statements

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2019

	NOTE	2019 HK\$	2018 HK\$
NON-CURRENT ASSETS			
Loans to disabled	3	288,051	530,734
Plant and equipment	4	-	1,447
		<u>288,051</u>	<u>532,181</u>
CURRENT ASSETS			
Prepayments and other receivables		1,769,306	1,995,217
Utility deposits		166,830	161,830
Current portion of loans to disabled	3	319,995	429,375
Cash and bank balances		16,465,664	13,861,850
		<u>18,721,795</u>	<u>16,448,272</u>
CURRENT LIABILITIES			
Bank overdraft		110,981	156,267
Accounts payable		596,699	631,580
Accruals		29,000	30,000
Receipts in advance		66,683	35,377
		<u>(803,363)</u>	<u>(853,224)</u>
NET CURRENT ASSETS		<u>17,918,432</u>	<u>15,595,048</u>
NON-CURRENT LIABILITIES			
Long service payments obligation	5	<u>(348,404)</u>	<u>(351,465)</u>
TOTAL ASSETS		<u>17,858,079</u>	<u>15,775,764</u>

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ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2019

	NOTE	2019 HK\$	2018 HK\$
- Continued -			
Represented by:			
General Fund	6	-	-
Service Foundation Fund	7	4,265,420	4,074,281
Independent Living Fund	8	2,585,108	2,585,108
Supported Employment Services	9	278,853	297,276
Jockey Club Desktop Publishing Centre	10	(1,649,986)	(1,438,359)
Home Care Services	11	528,150	528,150
The Endeavor	12	4,117	4,481
Laundry workshop	13	27,089	35,154
Social Welfare Department			
Lump Sum Grant Reserve	14	8,892,713	8,451,741
Social Welfare Department Provident Fund	15	1,745,610	1,671,938
Social Welfare Department Central Items	16	142,917	163,449
Social Welfare Department Block Grant	17	370,246	316,118
Social Welfare Department			
Rent and Rates	18	(705,463)	(645,150)
Community-based support projects for Persons with disabilities and their families	19	130,686	130,686
Community-based support projects for Persons with disabilities and their families			
就業局並局	20	-	-
One-Stop Promotional and Distribution Service	21	-	(40,353)
Social Welfare Development Fund	22	464,693	202,340
Jockey Club Digital Inclusion Centre	23	(27,301)	(774,164)
Electric Wheelchair Repair Clinic and Resource Centre	24	1,243,222	840,958
EC Farm - Vocational Training and Horticulture Educational Scheme	25	(299,491)	(539,892)
Community Care Fund - Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment	26	(138,394)	(87,888)
Training Subsidy Programme for children on the waiting list of subvented pre-school rehabilitation services	27	(110)	(110)
TOTAL FUNDS		17,858,079	15,775,764

The financial statements on pages 6 to 28 were approved by the members of Executive Committee on 25 OCT 2019 and were signed on its behalf


Mr. Law Chit Wai
Chairman


Mr. Cheung Kin Man
Committee member

The annexed notes form an integral part of these financial statements

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CHANGES IN FUNDS
FOR THE YEAR ENDED 31 MARCH 2019

	2019 HK\$	2018 HK\$
Total equity at 1 April	15,775,764	15,137,088
Surplus for the year	2,119,256	2,035,449
Refund to Government	(36,941)	(1,396,773)
Total equity at 31 March	<u>17,858,079</u>	<u>15,775,764</u>

The annexed notes form an integral part of these financial statements

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

	2019 HK\$	2018 HK\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus for the year	2,119,256	2,035,449
Adjustments for:		
Provision for long service payment	24,834	54,464
Interest income	(4,992)	(1,579)
Depreciation	1,447	1,447
Operating surplus before movements in working capital	2,140,545	2,089,781
Changes in loans to disabled	352,063	(251,417)
Changes in prepayments and other receivables	225,911	(660,913)
Changes in utility deposits	(5,000)	(5,400)
Changes in accounts payable	(34,881)	(43,949)
Changes in accruals	(1,000)	3,000
Changes in receipts in advance	31,306	(3,002)
Cash generated from operations	2,708,944	1,128,100
Refund to Government	(36,941)	(1,396,773)
Net long service payment	(27,895)	(66,054)
Net cash generated from/(used in) operating activities	2,644,108	(334,727)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income received	4,992	1,579
NET CHANGES IN CASH AND CASH EQUIVALENTS	2,649,100	(333,148)
CASH AND CASH EQUIVALENTS BROUGHT FORWARD	13,705,583	14,038,731
CASH AND CASH EQUIVALENTS CARRIED FORWARD	16,354,683	13,705,583
ANALYSIS OF THE BALANCES OF CASH AND CASH EQUIVALENTS		
	2019 HK\$	2018 HK\$
Cash at bank and in hand	16,465,664	13,861,850
Bank overdraft	(110,981)	(156,267)
	16,354,683	13,705,583

The annexed notes form an integral part of these financial statements.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20191. GENERAL INFORMATION

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 authorized to issue share capital. The liability of members is limited to HK\$100 each.

There were 11 members as at the statement of financial position date (2018: 11).

The address of its registered office is No. 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon.

The principal activity is provision of engineering and medical professional services to needy individuals and organizations.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Statement of compliance

The financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards (HKFRSs), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (HKASs) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (HKICPA).

The HKICPA has issued certain new and revised HKFRSs that are first effective or available for early adoption for the current accounting period of the Association. Note 2(c) below provides information on any changes in accounting policies resulting from initial application of these developments to the extent that they are relevant to the Association for the current and prior accounting periods reflected in these financial statements.

(b) Basis of preparation of the financial statement

These financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards (HKFRSs), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (HKASs) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (HKICPA) and accounting principles generally accepted in Hong Kong. They have been prepared under the historical cost convention.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(c) Changes in accounting policies and disclosures

The HKICPA has issued a number of amendments to HKFRSs and one new Interpretation that are first effective for the current accounting period of the Association. Of these, none of the developments are relevant to the Association's financial statements.

The Association has not applied any new standard or interpretation that is not yet effective for the current accounting period.

(d) Income recognition

Income is recognized 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) Subventions, when there is reasonable assurance that the Association will comply with the conditions attaching to the subventions and that the subventions will be received. Subventions are recognized as income over the periods necessary to match them with the related costs which they are intended to compensate, on a systematic basis;
- (ii) Donations and membership annual subscriptions, upon actual cash receipt;
- (iii) Interest income, on a time proportion basis taking into account the principal outstanding and the effective interest rate applicable; and
- (iv) Service income, in the period in which such services are rendered.

(e) Government grants

Government grants are recognised in the statement of financial position initially when there is reasonable assurance that they will be received and that the Association will comply with the conditions attaching to them. Grants that compensate the Association for expenses incurred are recognised as revenue in profit or loss on a systematic basis in the same periods in which the expenses are incurred. Grants that compensate the Association for the cost of an assets are deducted from the carrying amount of the assets and consequently are effectively recognised in profit or loss over the useful life of the asset by way of reduced depreciation expense.

(f) Impairment of assets

At each reporting date, the Association reviews the carrying amounts of its assets to determine whether there is an indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of an assets is estimated in order to determine the extent of the impairment loss.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds recoverable amount which is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the statement of comprehensive income except where the asset is carried at valuation and the impairment loss does not exceed the revaluation surplus for that same asset, in which case it is treated as a revaluation decrease.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20192. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(g) Plant and equipment

Plant and equipment are stated at cost less accumulated depreciation and impairment losses. For property, plant and equipment which are funded by government grants or other grants, such grants are deducted in arriving at the carrying amount of the assets, and the balance of the cost of these assets are depreciated over their estimated useful lives.

Depreciation is calculated to write off the cost/value of each asset, less their estimated residual value, if any, using the straight line method over their estimated useful lives. The principle annual rates used for this purpose are as follows:-

Furniture and equipment	33%
Leasehold improvement	50%

Gains or losses arising from the retirement or disposal of an item of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the item and are recognized in the statement of comprehensive income and expenditure on the date of retirement or disposal.

(h) Receivable

Receivables are initially recognised at fair value and thereafter stated at amortised cost less allowance for impairment losses of bad and doubtful debts, except where the receivable are interest-free loans made to related parties without any fixed repayment terms or effect of discounting would be immaterial. In such cases, the receivables are stated at cost less allowance for impairment losses of bad and doubtful debts.

A provision for impairment of the receivables is established when there is objective evidence that the Association will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the provision is recognised in the statement of comprehensive income.

(i) Payables

Payables are initially recognised at fair value and thereafter stated at amortised cost unless the effect of discounting would be immaterial, in which case they are stated at original invoice amount.

(j) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other financial institutions, and short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value, having been within three months of maturity at acquisition. Bank overdrafts that are repayable on demand and form an integral part of the Association's cash management are also included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20192. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(k) Employee benefits*Employment Ordinance long service payments*

Certain of the Association's employees have completed the required number of years of service to the Association in order to be eligible for long service payments under Hong Kong Employment Ordinance (the "Employment Ordinance") in the event of the termination of their employment. The Association is liable to make such payments in the event that such a termination of employment meets the circumstances specified in the Employment Ordinance.

A provision is recognized in respect of the probable future long service payments expected to be made. The provision is based on the best estimate of the probable future payments which have been earned by the employees from their services to the Association to the statement of financial position date.

A contingent liability is disclosed in respect of possible future long service payments to employees, as a number of current employees have achieved the required number of years of service to the Association, to the statement of financial position date, in order to be eligible for long service payments under the Employment Ordinance if their employment is terminated in the circumstances specified. A provision has not been recognized in respect of such possible payments, as it is not considered probable that the situation will result in a material future outflow of resources from the Association.

Pension schemes

The Association operates a defined contribution Mandatory Provident Fund retirement benefits scheme (the "MPF Scheme") under the Mandatory Provident Fund Schemes Ordinance, for those employees who are eligible to participate in the MPF Scheme. Contributions are made based on a percentage of the employees' basic salaries and are charged to the statement of comprehensive income and expenditure as they become payable in accordance with the rules of the MPF Scheme. The assets of the MPF Scheme are held separately from those of the Association in an independently administered fund. The Association's employer contributions vest fully with the employees when contributed into the MPF Scheme.

(l) Operating leases

Leases where substantially all the rewards and risks of ownership of assets remain with the lessor are accounted for as operating leases. Rentals payable under operating leases are charged to the statement of income and expenditure on the straight-line basis over the lease terms.

(m) Designated donations and related expenditure

Designated donations received are credited directly to the respective funds. Expenditures are charged to these funds where appropriate.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20192. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(n) Provision and contingent liabilities

Provisions are recognised for liabilities of uncertain timing or amount when the Association has a legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. Where the time value of money is material, provisions are stated at the present value of the expenditure expected to settle the obligation.

Where it is not probable that an outflow of economic benefits will be required, or the amount cannot be estimated reliably, the obligation is disclosed as a contingent liability, unless the probability of outflow of economic benefits is remote. Possible obligations, whose existence will only be confirmed by the occurrence or non-occurrence of one or more future events are also disclosed as contingent liabilities unless the probability of outflow of economic benefits is remote.

3. LOANS TO DISABLED

	2019 HK\$	2018 HK\$
At beginning of year	960,109	708,692
Advances during the year	82,000	670,280
Repayment during the year	(434,063)	(418,863)
At end of year	608,046	960,109
Portion classified as current assets	(319,995)	(429,375)
Non-current portion	288,051	530,734
	=====	=====

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20194. PLANT AND EQUIPMENT

	Furniture & Equipment HK\$	Leasehold Improvement HK\$	Total HK\$
COST			
At 01.04.2017,			
31.03.2018			
& 31.03.2019	180,746	128,100	308,846
	-----	-----	-----
ACCUMULATED DEPRECIATION			
At 01.04.2017	177,852	128,100	305,952
Charge for the year	1,447	-	1,447
At 31.03.2018	179,299	128,100	307,399
Charge for the year	1,447	-	1,447
At 31.03.2019	180,746	128,100	308,846
	-----	-----	-----
NET BOOK VALUE			
At 31.03.2019	-	-	-
	-----	-----	-----
At 31.03.2018	1,447	-	1,447
	-----	-----	-----

5. LONG SERVICE PAYMENTS OBLIGATION

The Association had provided long service payments for employees who had fulfilled the required number of years of service under Hong Kong's Employment Ordinance (the 'Employment Ordinance') on their termination of employment.

The provision for long service payments is calculated in accordance with the provisions of the Employment Ordinance and is reduced by the cumulative employer's contribution to the MPF.

At 31 March 2019, 38 employees (2018: 45) had fulfilled the required number of years of service under Employment Ordinance. The total amount of the provision for long service payment should be HK\$1,168,793 (2018: HK\$1,193,185).

However, Social Welfare Department will subvent the long service payments for the employees under Supported Employment Services, Integrated Home Care and the Endeavor. No provision was recognised in respect of such payment as no material outflow of resources will be required to settle the obligation. The correspondence amount was disclosed as contingent liability in Note 31 to the financial statements.

The provision was only recognised for the employees under Central Administration.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20196. GENERAL FUND

	2019 HK\$	2018 HK\$
Balance at beginning of year	-	-
Transfer from statement of comprehensive income	105,739	63,034
Transfer to Service Foundation Fund - note 7	(105,739)	(63,034)
Balance at end of year	-	-

7. SERVICE FOUNDATION FUND

	2019 HK\$	2018 HK\$
Balance at beginning of year	4,074,281	3,830,839
Transfer from statement of comprehensive income	85,400	180,408
Transfer from General Fund - note 6	105,739	63,034
Balance at end of year	4,265,420	4,074,281

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 offset against any deficits in the General Fund.

8. INDEPENDENT LIVING FUND

	2019 HK\$	2018 HK\$
Balance at beginning of year	2,585,108	2,585,108
Bad debt	-	-
Balance at end of year	2,585,108	2,585,108

The Independent Living Fund was set up separately to provide interest-free loans to the disabled and, accordingly, it is not to be used to cover any deficits which were derived from any other services or funds.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20199. SUPPORTED EMPLOYMENT SERVICES

	2019 HK\$	2018 HK\$
Balance at beginning of year	297,276	321,514
Transfer from statement of comprehensive income	157,374	12,976
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 14	(155,894)	(29,036)
Transfer to Social Welfare Department		
Provident Fund - note 15	-	(517)
Transfer to Social Welfare Department		
Rent and Rates - note 18	-	(7,661)
Transfer to One Stop Promotion Service - note 21	(19,903)	-
Balance at end of year	278,853	297,276

The Supported Employment Services, commenced in March 1995, provides employment opportunities to the disabled.

10. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	2019 HK\$	2018 HK\$
Balance at beginning of year	(1,438,359)	(1,325,221)
Transfer to statement of comprehensive income	(211,627)	(113,138)
Balance at end of year	(1,649,986)	(1,438,359)

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

11. HOME CARE SERVICES

	2019 HK\$	2018 HK\$
Balance at beginning of year	528,150	528,150
Transfer from statement of comprehensive income	284,070	15,547
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 14	(284,070)	(15,547)
Balance at end of year	528,150	528,150

The Home Care Services aims to provide home care to the elderly and disabled, as well as needy families so as to assist them to continue living in the community.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

12. THE ENDEAVOR

	2019 HK\$	2018 HK\$
Balance at beginning of year	4,481	4,481
Transfer from statement of comprehensive income	596,853	102,853
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 14	(596,853)	(102,853)
Transfer to Social Welfare Development Fund - note 22	(364)	
Balance at end of year	4,117	4,481

This is an integrated vocational rehabilitation service centre subvented by the Social Welfare Department.

13. LAUNDRY WORKSHOP

	2019 HK\$	2018 HK\$
Balance at beginning of year	35,154	128,789
Transfer to statement of comprehensive income	(8,065)	(93,635)
Balance at end of year	27,089	35,154

The Clean Laundry was funded by the grants from the 'Enhancing Employment of People with Disabilities through Small Enterprise' Project of the Social Welfare Department. The Project commenced operation since February 2006. The project is to operate on a self-finance mode after expiry of funding support from the Social Welfare Department.

14. SOCIAL WELFARE DEPARTMENT LUMP SUM GRANT RESERVE

	2019 HK\$	2018 HK\$
Balance at beginning of year	8,451,741	9,689,365
Transfer from Supported Employment Services - note 9	155,894	29,036
Transfer from Home Care Services - note 11	284,070	15,547
Transfer from The Endeavor - note 12	596,893	102,853
Transfer to Social Welfare Department		
Provident Fund - note 15	(73,672)	(16,800)
Transfer to Social Welfare Department		
Block Grant - note 17	(54,128)	(89,084)
Transfer from Social Welfare Department		
Rent and Rates - note 18	59,964	61,486
Transfer from/(to) Social Welfare Development Fund - note 22	(261,989)	55,752
Transfer to EC Farm - Vocational Training and Horticulture Educational Scheme - note 22	(250,000)	-
Refund to Government	(16,060)	(1,396,414)
Balance at end of year	8,892,713	8,451,741

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in October 2000 and adopted by the Association, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201915. SOCIAL WELFARE DEPARTMENT PROVIDENT FUND

	2019 HK\$	2018 HK\$
Balance at beginning of year	1,671,938	1,654,621
Transfer from Social Welfare Department		
Lump Sum Grant Reserve - note 14	73,672	16,800
Transfer from Supported Employment Service - note 9	-	517
Balance at end of year	<u>1,745,610</u>	<u>1,671,938</u>

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in April 2005, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

16. SOCIAL WELFARE DEPARTMENT CENTRAL ITEMS

	2019 HK\$	2018 HK\$
Balance at beginning of year	163,449	162,447
Transfer from Social Welfare Department		
Rent & rates - note 18	-	1,002
Surplus refund to Social Welfare Department	(20,532)	-
Balance at end of year	<u>142,917</u>	<u>163,449</u>

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in April 2005, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

17. SOCIAL WELFARE DEPARTMENT BLOCK GRANT

	2019 HK\$	2018 HK\$
Balance at beginning of year	316,118	227,034
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 14	54,128	89,084
Balance at end of year	<u>370,246</u>	<u>316,118</u>

The Block Grant aims to meet the minor and routine Furniture and Equipment replenishment and repairs and maintenance requirements of Agencies in respect of their subvented welfare service so as to replace the need for individual applications.

Movement of the F&E Replenishment and Minor Works Block Grant Reserve is as follows:-

		HK\$
Credit balance b/f from previous financial year		316,118
Add: Block Grant received during the year	230,000	
Interest income received	138	
	<u>230,138</u>	
Less: Expenditure during the year (Note):-		
Minor works projects	164,574	
Furniture and equipment	11,436	
	<u>(176,010)</u>	
Credit balance c/f to the next financial year		<u>370,246</u>

Capital Commitments

As at 31 March 2019, the outstanding commitments in respect of Furniture and Equipment Replenishment and Minor Works Grant were as follows:

	HK\$
Contracted for but not provided in the financial statements	-
Authorized but not contracted for	-
	<u>-</u>

Note: Expenditure charged to Block Grant during the year should be full expenditure amount, i.e. the actual expenditure incurred in 2018-19.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201918. SOCIAL WELFARE DEPARTMENT RENT AND RATES

	2019 HK\$	2018 HK\$
Balance at beginning of year	(645,150)	(589,964)
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 14	(59,964)	(61,486)
Transfer from Supported Employment Service - note 9	-	7,661
Transfer to Social Welfare Department Central items - note 16	-	(1,002)
Refund to Government	(349)	(359)
Balance at end of year	(705,463)	(645,150)

In accordance with the Lump Sum Grant Manual Issued by the Social Welfare Department in April 2005, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

19. COMMUNITY-BASED SUPPORT PROJECTS FOR PERSONS WITH DISABILITIES AND THEIR FAMILIES

	2019 HK\$	2018 HK\$
Balance at beginning and end of year	130,686	130,686

Community-based Support Projects for Persons with Disabilities and their Families aims to provide comprehensive and continuous on-the-job support to persons with disabilities so as to enhance their adaptation and problem solving abilities. The ultimate goal is to assist them to retain their employment. Support is also rendered to their families to relieve their pressure and improve their family relationship.

20. COMMUNITY-BASED SUPPORT PROJECTS FOR PERSONS WITH DISABILITIES AND THEIR FAMILIES 就業輔導局

	2019 HK\$	2018 HK\$
Balance at beginning of year	-	-
Transfer to statement of comprehensive income	-	-
Transfer from Supported Employment Service - note 9	-	-
Balance at end of year	-	-

Community-based Support Projects for Persons with Disabilities and their Families aims to provide comprehensive and continuous on-the-job support to persons with disabilities so as to enhance their adaptation and problem solving abilities. The ultimate goal is to assist them to retain their employment. Support is also rendered to their families to relieve their pressure and improve their family relationship.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

21. ONE-STOP PROMOTIONAL AND DISTRIBUTION SERVICE

	2019 HK\$	2018 HK\$
Balance at beginning of year	(40,353)	(46,774)
Transfer from statement of comprehensive income	20,450	6,421
Transfer from Supported Employment Services - note 9	19,903	-
Balance at end of year	-	(40,353)

One-Stop Promotion is the second social enterprise of the Association which aims to provide reliable one-stop promotional services for customers and at the same time creating employment opportunities for disabled persons. Services included design, printing, distribution of flyers, establishment and management of database, letter shopping and delivery services.

22. SOCIAL WELFARE DEVELOPMENT FUND

	2019 HK\$	2018 HK\$
Balance at beginning of year	202,340	258,092
Transfer (to)/from Social Welfare Department		
Lump Sum Grant Reserve - note 14	261,989	(55,752)
Transfer from the Endeavor - note 12	364	-
Balance at end of year	464,693	202,340

The Fund is allocated by the Social Welfare Department to support training, capacity enhancement initiatives and service delivery enhancement studies.

Movement of the Social Welfare Development Fund (SWDF) is as follows:-

	HK\$	HK\$
Balance of SWDF brought forward - Phase 2	180,742	
Balance of SWDF brought forward - Phase 3	21,598	
		202,340
Income		
Allocation from SWDF during the year	587,525	
Interest received during the year - Phase 2	94	
Interest received during the year - Phase 3	107	
		587,726
		790,066
Expenditure		
a) Expenditure for projects under scope A	26,853	
b) Expenditure for projects under scope B	287,384	
c) Administrative support	11,500	
		(325,737)
Balance for Phase 2		180,836
Balance for Phase 3		283,493
Add: Adjustment for previous year - Phase 2		364
Balance carried forward to the next financial year		464,693

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201923. JOCKEY CLUB DIGITAL INCLUSION CENTRE

	2019 HK\$	2018 HK\$
Balance at beginning of year	(774,164)	(2,354,030)
Transfer from/(to) statement of comprehensive income	746,863	1,579,866
Balance at end of year	<u>(27,301)</u>	<u>(774,164)</u>

The Centre aims to narrow the digital divide and enhancing digital accessibility of people with disabilities and elderly such that they can also benefit from the advancement in technology.

24. ELECTRIC WHEELCHAIR REPAIR CLINIC AND RESOURCE CENTRE

	2019 HK\$	2018 HK\$
Balance at beginning of year	840,958	442,175
Transfer from statement of comprehensive income	402,264	398,783
Balance at end of year	<u>1,243,222</u>	<u>840,958</u>

The Centre provides repair, maintenance and rental of electric wheelchair so as to facilitate mobility of people with disabilities and elderly and thus their integration into the community.

25. EC FARM - VOCATIONAL TRAINING AND HORTICULTURE EDUCATIONAL SCHEME

	2019 HK\$	2018 HK\$
Balance at beginning of year	(539,892)	(510,224)
Transfer to statement of comprehensive income	(9,599)	(29,668)
Transfer (to)/from Social Welfare Department Lump Sum Grant Reserve - note 14	250,000	-
Balance at end of year	<u>(299,491)</u>	<u>(539,892)</u>

The Farm Project, commenced in March 2013, provides training opportunities for people with disabilities on farming and horticulture and facilitate their integration into the community.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201926. COMMUNITY CARE FUND - PILOT SCHEME ON HOME CARE AND SUPPORT FOR ELDERLY PERSONS WITH MILD IMPAIRMENT

During the year, the Association has implemented Community Care Fund ("CCF") assistance programme. According to the requirement of CCF, the Association is required to disclose the income and expenditure for the programme in its financial statements.

	2019 HK\$	2018 HK\$
Balance at beginning of year	(87,888)	-
Transfer to statement of comprehensive income	(50,506)	(87,888)
Balance at end of year	(138,394)	(87,888)

Community Care Fund aims to provide home care and support services to elderly with mild impairment.

Movement of the CCF - Pilot scheme on Home Care and Support for Elderly Persons with Mild Impairment is as follows:-

	2019 HK\$	2018 HK\$
Balance at the beginning of year	(87,888)	-
<u>Income</u>		
Subsidy from CCF	430,524	57,428
Fees income received from participants	23,456	-
	366,092	57,428
<u>Expenditure</u>		
Audit fee	3,000	3,000
Salaries	380,407	121,480
Provident fund	16,406	6,010
Programme expenses	90,230	4,653
Printing, stationery and postage	29	1,632
Travelling	1,825	368
Telephone and fax	5,648	2,178
Electricity and water	6,941	1,815
Cleaning charges and materials	-	120
Equipment	-	4,060
	(504,486)	(145,316)
Deficit for the year	(138,394)	(87,888)
Balance at the end of the year	(138,394)	(87,888)

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201927. TRAINING SUBSIDY PROGRAMME FOR CHILDREN ON THE WAITING LIST OF SUBVENTED PRE-SCHOOL REHABILITATION SERVICES

	2019 HK\$	2018 HK\$
Balance at beginning of year	(110)	-
Transfer to statement of comprehensive income	-	(110)
Balance at end of year	(110)	(110)
	====	====

Training Subsidy Programme for children in the waiting list of subvented pre-school Rehabilitation Services aims to provide rehabilitation services for children wait-listed for subvented pre-school rehabilitation services.

28. BENEFITS AND INTERESTS OF COMMITTEE MEMBERS (DISCLOSURES REQUIRED BY SECTION 383 OF THE HONG KONG COMPANIES ORDINANCE (CAP.622) AND COMPANIES (DISCLOSURE OF INFORMATION ABOUT BENEFITS OF DIRECTORS) REGULATION (CAP.622G)

No remuneration was paid or payable to the committee members which needs to be disclosed pursuant to section 383 of the Hong Kong Companies Ordinance (Cap. 622) and Companies (Disclosure of Information about Benefits of Directors) Regulation (Cap.622G).

29. TAXATION

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

30. LEASE COMMITMENTAs lessor

At the reporting date, the Association had future aggregate minimum lease receivables under non-cancellable operating leases in respect of investment properties as follows:-

	2019 HK\$	2018 HK\$
Within one year	293,100	1,398,420
After one year but within five years	-	293,100
After five years	-	-
	293,100	1,691,520
	=====	=====

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201931. CONTINGENT LIABILITY

	<u>2019</u> HK\$	<u>2018</u> HK\$
Long service payments obligation - note 5	820,389	841,720

32. FINANCIAL INSTRUMENTS - RISK MANAGEMENT

The Association is exposed through its operations to one or more of the following financial risks:

- Fair value or cash flow interest rate risk
- Liquidity risk

Policies for managing these risks are set by the management of the Association. The policy for each of the above risks is described in more detail below.

Fair value and cash flow interest rate risk

As the Association has no significant third party interest-bearing assets/liabilities other than in Hong Kong dollar bank deposits, the Association's income and operating cash flows are substantially independent of changes in market interest rates.

Liquidity risk

The Association's policy is to regularly monitor current and expected liquidity requirements to ensure that it maintains sufficient reserves of cash to meet its liquidity requirements in the short and longer term.

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如欲閱覽本會二零一八至二零一九年度的年報詳細內容，可於本會網站下載：
<http://www.emv.org.hk/download/EMVAR2018-2019.pdf>