

**Association for
Engineering & Medical
Volunteer Services**

工程及醫療義務工作協會



ANNUAL REPORT 1998-2000

一九九八至二零零零年年報

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



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

專業技能 服務人群

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CHAIRMAN'S REMARKS

EMV's survival into the new millennium is a dream come true for many of us. But it is only of value if it is a dream come true for those we served and for those we are going to serve. Being a social service provider, the successfulness of EMV is judged by how effective we are able to meet community expectation and client needs.

Twenty years back when EMV was first conceived, rehabilitation engineering service was rather unheard of in Hong Kong. The term "Technical Aids" appeared to be a little bit odd at a time when AIDS was known. In 1982, EMV had only 10 members who not only volunteered to serve, but also contributed financially to keep it going. Today, we have more than 300 members and volunteers as well as an establishment of more than 30 staff members. Our service portfolio has diversified substantially over the years and the number of service recipients had increased by folds.

With the dynamic social environment and the increasing community expectation, it is imperative for us to strive for continuous improvements. It is for this reason that the management, staff and volunteers gathered together in 1999 to review our operations, identify issues of concern and to formulate corporate strategies for the years ahead. The review re-affirmed our position as a professional volunteer organisation with the mission to pioneer and provide comprehensive rehabilitation services for the disabled and the elderly.

Apart from *Technical Aids and Computer Aids for the Disabled* that focus on design and fabrication of rehabilitation hardware and software, enabling the disabled to secure gainful employment is another core focus of EMV. Our *Supported Employment* has been very successful in the placement of disabled persons in the open market. Our *EMV Jockey Club Desktop Publishing Centre* has been managed and run by the disabled since its establishment. Despite economic downturn, the

Centre continues to yield modest profit under commercial operating principle, generating an average allowance of about \$3,000 per person per month.

Our *Care for the Elderly Living Alone* embarked ten years ago as a pilot project in anticipation of the gradual aging of the Hong Kong population. While we continue to take care of those who are by their own, we also offer *Community Occupational Therapy* service for those who need community therapy support. Recently, our elderly service programme was extended to include home care services. For those who choose to acquire rehabilitation aids, education tools, mobility device and employ aids through their own means, our *Independent Living Fund* offers interest free loan to make such wish come true.

During the past two years, EMV had been enjoying a very healthy financial income and our services are positively received. We are indebted to the Community Chest, the Hong Kong Jockey Club Charities Trust, the Social Welfare Department, the Employee Retraining Board and friends of EMV for their generous contributions. Thanks are also extended to our patron, honorary advisors and auditors, volunteers, members and staff for their support and dedication in enabling EMV to accomplish its mission.

PATRON

Dr. Chiang Chun

HONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

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

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

Professor P. C. W. FUNG

Professor S. Y. KING

Mr. M. B. LEE J.P.

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Anthony T. Y. WU

Ernst & Young

EXECUTIVE COMMITTEE MEMBERS (1998-2000)

Chairman

Mr. CHAN Fan

Vice Chairman

Mr. CHAN Yuk Keung, Simon

Financial Secretary

Mr. LAW Chit Wai, Jeffrey

Committee Members

Mr. CHEUNG Kin Man, Wilson

Mr. CHEUNG Chung Kin, Andrew

Ms. CHENG Suk Kuen, Virginia

Mr. LI Wing Ming

Dr. CHAN Hok Sum

Dr. Herbert LI

Mr. CHAN Fuk Keung, Stanley

STAFF LIST (1998-2000)

Executive Director	Ms. LUK Yim ling, Lisa
Executive Secretary	Ms. AU Mei-chi, Venus
Occupational Therapist	Ms. LEUNG Po-lam, Pauline
Electronic Technician	Mr. TSANG Tit-hung, Zenegger
Computer Operator	Mr. WONG Tak-shing, William
Administrative Assistant	Ms. TSANG Tze-luen, Lilac
Mechanic	Mr. LEUNG Hon-ming
Carpenter	Mr. YUEN Wai-chung
	Mr. CHUI Lin-biu
<u>Supported Employment Service</u>	
Placement Officer	Ms. LAM Suet-fun, Jackie
Assistant Placement Officer	Ms. AU YEUNG Hon-man, Homan
	Ms. HO Hoi-ye, June
Workshop Manager	Ms. CHEUNG Lai-ying, Wendy
Production Supervisor	Mr. LI Wai-kong, Pierre
<u>Home Care Service</u>	
Team Leader	Ms. CHAN Kim-ying, Velma
	Ms. NG Sau-chun, Sueky
	Mr. LAM San-ming
Program Assistant	Ms. WONG Wai-fong, Polly
Clerk	Ms. CHAN Oi-yuk, Bonnie
	Ms. LAU Kwai-fong, Peggie

SERVICES REPORT

Technical Aids Services for the Disabled (TASD)

This service concentrates on the design, fabrication, modification and repair of technical aids for disabled persons so as to enhance their independence in all aspects of their daily living. During 1998-2000, 858 requests for design and fabrication of technical aids were received. The aids produced included daily living aids, rehabilitation aids, seating/postural aids and training aids. Due to the growing popularity in the application of computer in rehabilitation, the demand for fabrication of different types of switches for access to computer had increased tremendously. The service still continued to provide repair and maintenance service for electronic speech aids, manual wheelchairs, electric wheelchairs and devices used by the visually impaired.

In addition to the repeated fabrication of rehabilitation devices, over 20 new products were designed. Majority of these new devices were for the training of memory, activities of daily living and hand functioning of the elderly. With the growth of the elderly population, there was increasing demand for the production of devices which suit the needs of local elderly.

To provide updated information on the products, details on new devices were sent to our users via fax. Moreover, these information was also posted on our web site for easy access. An updated version of the Product Catalogue would be compiled in the coming year for distribution to the users.

Feedback from the users is essential to improve the quality of the service. To encourage the users to send in their comments regarding our products and service, souvenir was presented upon the receipt of the users' satisfaction survey form. Through this arrangement, new ideas and suggestions concerning the service were also solicited.

During the reporting period, efforts were put to promote the service to potential users. In September 1999, the Service participated in a seminar and exhibition on 'Rehabilitation Technology and Assistive Devices' jointly organised by the Hong Kong Council of Social Service and Rehabilitation Engineering Service Co-ordination Unit. Over 100 participants including workers from rehabilitation and elderly sectors as well as disabled persons attended this function. Their response was very encouraging.

To solicit ideas for the development of new devices, service users were invited to attend meeting with our volunteers. Through these exchanges, relevant information was collected and useful aids which suit users' needs were developed.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Design and fabricate technical aids	13,338	14,573
Repair technical aids	4,680	5,829
Provide clinical assessment for disabled persons and elderly	17,958	18,217
Follow up and advise on the application of technical aids to disabled persons and elderly	14,374	15,484
Disseminate information on technical aids to rehabilitation and elderly service personnel	400	585
Organise demonstration sessions	50	190

Computer Aids Services for the Disabled (CASD)

The service aims to design, fabricate, modify and develop computer aids for disabled persons so as to enhance their independence in all aspects of their living.

In the past two years, the service continued to fabricate products such as programmable keypad, interface box, keyboard guard, scanning keyboard and scanning board. These devices can help disabled persons to interact more readily with computer despite their disabilities.

Besides the handling of regular requests, our volunteers also engaged in the development of new products. The prototype production of the 'Flexion, Extension, Pronation and Supination Feedback Device' was completed. The fabrication of the AT scanning board with mouse function operated by suck and blow control was in steady progress. The project on Environmental Control Unit (ECU) would be followed up after the completion of the AT scanning board. The design of the 'Software Scanning Board' which was to be used by multiple handicapped persons to enhance their daily communication at home would be completed shortly. A special remote control with auditory output was developed and fabricated by our volunteers. It enables visually impaired persons to control various kinds of home appliances independently. Information on these new products was posted on our web site such that all interested parties could have direct access to them.

The Computer Consultation and Computer Maintenance Service were operated as usual. Due to manpower constraint, the service capacity had to be limited. Assistance from volunteers was sought to work on these requests.

In order to improve our service quality, a feedback form was sent together with each finished product so as to get comments and recommendations from users concerning the design, reliability and usefulness of the product. As an encouragement, a souvenir was given for each returned questionnaire.

Input from our service users was significant to the development of new products. They were invited to attend our regular meeting and the occasion provided opportunities to initiate ideas on the development of new products. This arrangement would be continued in the coming future.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Design, fabricate and install computer aids	1,432	1,515
Design and fabricate computer software	570	600
Provide consultation service on computer for disabled persons	540	570
Provide repair & maintenance service for computer & computer aids	40	40
Disseminate hardware/software information to users	720	760
Demonstration sessions on hardware and software	72	81

Rehabilitation Software Library

Rehabilitation Software Library has a collection of rehabilitation hardware and software which serves as reference for rehabilitation professional in planning of training and education programmes for their service users. At present, there were over 160 software in our library. Some of them were designed by our volunteers while the others were collected from Internet.

During the past two years, over 63 rehabilitation software were collected from Internet. Besides, five tailor-made rehabilitation software designed to suit local needs were completed. They were namely, the Colourful World, Vehicle Recognition, Shape Recognition, Size Discrimination, Integrated Perceptual Conception. The software on Training of Sequence, Software Scanning Program and Single Switch Training program were still in progress and under modification. These software were effective tools to facilitate learning and communication of disabled persons.



- Volunteers were attending the related training course for writing the rehabilitation software.

To cope with the growing demand, new volunteers were recruited for the development of rehabilitation software. A training course on ‘Authorware’ was arranged so as to equip them with the skills in the design and fabrication of multi-media software. Upon completion of the course, the participants started to work on new software. Group meetings were held regularly to monitor the progress of their on going projects and to share experience in the design of software.

All interested rehabilitation workers can join the library as individual or agency member. Updated information was disseminated to all members regularly so that they could select the suitable software for their daily training and education purpose. Demonstration sessions were organised regularly so as to keep them abreast of the updated technology.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Membership of the library	84	96
Demonstration sessions organised	120	153
Loan and sale of software	3,659	3,900
Dissemination of information on hardware and software	672	650

Electronic Communication for the Disabled

This service aims at encouraging disabled persons to communicate with others beyond the confines of their disabilities as well as to widen their scope of knowledge by gaining access to various information through the system. It also enhances their interest in learning and utilizing the computer.

The present network system is similar to Internet system and provides a simulated environment like Microsoft Windows which is more stimulating and user friendly. The system consists of an information web page and an electronic mailing service. Various types of information including daily news, computer information, medical information, computer games and leisure activities are available. Besides, a special column on rehabilitation information was incorporated. This column provides comprehensive and readily accessible rehabilitation information to the users.



■ We have organized two sessions to introduce our 'Interactive Net for Mentally Retarded Clients'.

With the growing popularity in the application of technology in rehabilitation field, the feasibility of utilizing the existing system for the training and education of mentally handicapped persons was explored. Initially, a no. of rehabilitation workers had expressed interest in this project. A user group was formed to solicit ideas and information to facilitate the development of a new system for these new users. With the availability of these information, a comprehensive training and education net for the mentally handicapped will be developed in the coming future.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Provide local electronic mail service	217	222
Provide web page service	217	222
Provide information to web page	217	222
Provide technical support to users	80	138
Promote the system to potential users	33	40
Organise activities for users	25	48

Community Occupational Therapy

This service aims to maximise the independence of disabled persons in daily living within their own environment such that they can continue to live and integrate into the community. The scope of the service includes:

- (a) assessment and training on daily living tasks;
- (b) consultation on home and work place modification;
- (c) recommendation and provision of assistive devices; and
- (d) education of the care-givers.

In the past two years, majority of the service users were elderly who were referred by home help teams and elderly service centres while the remaining ones were individual disabled persons. With the government's policy to assist frail elderly to continue living in the community as far as possible, the demand for this support service grows steadily. The services rendered included provision of assessment, training and treatment; prescription of suitable aids and recommendation on environmental adaptation. The 'Rehabilitation Aids On Loan Scheme' was found to be of value to many service users. With rehabilitation aids on loan to the, the service users could carry out the prescribed training at home. Arrangement was being made to purchase a greater varieties of aids for loan to the needy.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Provide assessment on activities of daily living	124	128
Provide training on activities of daily living	124	128
Recommend & provide appropriate daily living aids	101	98

Supported Employment Service

The operation of Supported Employment Service was first started in March 1995. It is a form of employment for disabled persons which allows them to work in an integrated and open setting with the provision of ongoing support.

The service is subvented by the Social Welfare Department. It aims to provide pre-job assessment, skills training, job counselling, on-the-job support and follow up services for disabled persons. Individual job placement model was adopted. During the first year of its operation, the service capacity was only 10. With the growing demand for the service, the capacity was expanded to 30 from October 1996. In April 1998, the capacity was further expanded to 40.

From April 1998 to March 2000, job placement had been arranged for 93 disabled persons. The job secured included shopkeeper, courier, pamphlet distributor, home-based telesales, office assistant, clerk, security guard, car-park cashier and cleansing worker. Their average monthly salary was around \$3,450. The clientele served was mainly the ex-mentally ill and the physically handicapped persons.

In order to equip the service users with skills that could enhance their competitiveness in the job market, training course such as Desktop Publishing which was funded by the Employee Retraining Board was organised. Funding support from the Employee Retraining Board was applied to support the organisation of Pre-job Vocational Training Courses.

Regular promotional exercise through sending and faxing pamphlets and promotional materials are launched to explore new referring sources. Promotions will be launched three times per year. A new pamphlet was produced in October 1999 for promotional purpose. As a result of the promotion, contacts were established with some new referring sources.

Throughout the past year, close liaison was established with some new employers who had developed confidence in the employment of disabled persons. usually, they gave our service users priority for job interview whenever they have vacancies in their companies. However, in order to serve more disabled persons, there was the need to continuously explore for new employment opportunities which could match the abilities and interest of our service users.



■ The service users attended the pre-vocational training course.

Jockey Club Desktop Publishing Centre

The year 1998-2000 was for the first two years when the centre started to operate on a self sufficient basis after the expiry of financial support from the Hong Kong Jockey Club Charities Trust. As such, the centre had to support its operation costs through its own means.

The centre continued to be manned by a manager and a printing supervisor. The manager was responsible for the management of the day to day operation while the printing supervisor had to supervise the printing section and liaise with customers. Clerical support was hired on need basis to assist the manager in handling clerical and accounting work. This arrangement was found to be cost effective and the practice will be continued in the coming future.

During the reporting period, the society at large had experienced an economic downturn. Fortunately, business of the centre was not greatly affected by the adverse economic climate. Steady progress was made throughout the past two years. New customers were added to the existing list. However, our service charges were frozen during the past years so as to maintain the centre's competitiveness. The total business volume for the past 2 years was around HK\$2 million. In order to sustain growth in business, regular promotional exercises were launched. Efforts were put to locate data input jobs which were regular and in large scale.

Various types of disabled persons were admitted to the centre. They included physically handicapped, ex-mentally ill, mentally handicapped and chronically ill persons. Majority of them were engaged in data input and desktop publishing jobs. They received allowance which was calculated on piece rate and the arrangement can provide incentives for them to learn and polish their skills. During the past years, their average monthly allowance was around \$2,900. Some of them were referred for open employment if their skills could meet the requirements of the open market.

To upgrade the skills of the workers, regular training courses were organised for them. During the past two years, five training courses namely, Elementary Adobe Photoshop, Advanced Adobe Photoshop, Introduction to Graphic Design, Intermediate Course on Graphic Design and Updating of Web Page were organised. These training helped to enhance the competitiveness of the workers and was essential to prepare them for open employment in the future.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
To provide job opportunities for disabled persons in desktop publishing, data processing, printing and mailing	22	28
To provide training opportunities for disabled persons	28	24



- The centre provides training and work opportunities for disabled trainees.

Independent Living Fund

The Fund, established in 1990, aims at providing financial support to disabled persons in the form of interest free loan for the purchase of rehabilitation aids which would assist them to achieve independent living as well as to enhance their quality of life. The upper limit of the loan was \$50,000 while the maximum repayment period was 48 months.

As the Fund is indeed a very useful resources for disabled persons, the number of applications received had greatly increased during the past two years. Throughout the years, majority of the applicants was physically handicapped and visually impaired persons. Most of the loans applied were for the purchase of motor car, powerbraille and computer. Majority of the loan amount ranged between HK\$30,000 to HK\$50,000. Up till now, operation of the Fund was smooth and no bad debts had incurred.



- The ILF provide interest free loan to disabled persons to purchase equipment.

To ensure effective deployment of the donated fund, each applicant was interviewed to assess their eligibility. A management committee consisting of social worker, occupational therapist, engineer and disabled person is formed to examine every application. Apart from making recommendations, the Management Committee is also responsible for monitoring the Fund and evaluating the application guidelines regularly.

Regular promotion was made through press release and promotional pamphlets were sent to rehabilitation agencies, special schools, hospitals, clinics and disabled self help groups.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Inquiries	72	79
Number of application	41	43
Provide interest free loan	35	40
Provision of advice on the selection of appropriate devices	41	43
Assessment of the social & financial condition of the applicant	41	43

Care for the Elderly Living Alone

The service, started in 1990, aims to provide preventive measures in health and home safety aspects for the elderly living alone. Through visits paid by volunteers, simple medical-check up and consultation were rendered. With the availability of this service, early detection of health problems can be made and appropriate treatment can be referred before their condition further deteriorated. Besides, advice on home adaptation and modification are also provided to improve the safety of their home environment.

Majority of the elderly served were referred by home help teams and most of the service recipients were physically weak and home bound. Besides, some of the elderly were also referred by Social Networking for the Elderly in Shamshuiipo area.

In January and August 99, funding support was granted by the Commission on Youth to pay for the travelling expenses for volunteers to carry out the project as well as other miscellaneous expenses. Two rounds of services were carried out during the period from April to June and October to December, 1999. In cooperation with the home help teams, a total of 42 volunteers were recruited to visit 76 elderly living alone in Wong Tai Sin, Kwun Tong & Shek Kip Mei district. A series of training including common geriatric illnesses, home safety and rehabilitation exercises were organised for the participating volunteers. Regular sharing meetings were held so as to provide opportunities for the volunteers to share the difficulties encountered. During the service evaluation with the home help teams, positive feedback was received from both the agencies and the elderly who hoped that the service would be carried out on a long-term basis. New service delivery mode will be continuously experimented to meet the needs of the elderly in the community.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Home visit	90	110
Medical check up	90	110
Home adaptation	4	10
Training for volunteers	57	63
Sharing sessions for volunteers	28	48

Occupational Therapy/Physiotherapy Services

During the past years, this service concentrated on the provision of educational talk and training to care givers. The training provided was largely related to the care of the elderly and occupational health & safety. The training topics included home exercise for the elderly, domestic safety for the elderly, transfer techniques, basic handling techniques, use of wheelchair and care of the back etc.. With the acquisition of proper skills, the quality of services rendered to the elderly as well as the workers' occupational safety could be enhanced.

During the past two years, a total of 217 persons participated in the training provided. The participants were extended from care givers to volunteers serving the elderly, the elderly themselves and the general public. To enrich the course content, more relevant topics will be added to the service package.

NEW PROJECT

Home Care Service

The Home Care Service which commenced operation since December 1999, is subvented by the Social Welfare Department. The service aims to provide home care to elderly and disabled persons as well as needy families who are not capable of looking after themselves or maintaining the normal functioning of their household. The Home Care Team also acts as service manager in coordinating meal services which is provided by another agency. The ultimate goal of the service is to enable them to continue living in the community as far as possible. The service covers Wong Tai Sin, Tsz Wan Shan and Wang Tau Hum area and a total of 3 teams are operated.

During the initial visit, detail assessment on the physical and psycho-social conditions of the service users was conducted. Based on the information collected, a care plan and related care tasks would be drawn up for each service user. Appropriate services would be arranged and rendered so that they could continue to live in their familiar environment. The services provided included personal care services; nursing care services; general domestic duties; laundry; escort and purchase of daily necessities etc.. Volunteers from medical and para-medical field also provided professional consultation to the service users whenever needs arose. The care plan would be reviewed regularly such that the activities rendered would meet the changing needs of the service users.

As at 31.3.2000, the total no. of service users served by the 3 home help teams were 254. Majority of them were frail elderly. In addition to the rendering of regular services, social and recreational activities as well as volunteer visits were also arranged for the service users.

To monitor the progress of the service, a management committee composing of professionals from medical, para-medical and related fields was formed. The committee's role is to oversee the operation and advise on the development of the service. Members will also help to audit the service through interview with the service users.

As this service is a pilot project, the service delivery mode will be adapted in accordance to the needs of the service users. Emphasis is centred on the provision of a high quality service. The service will be evaluated regularly to ensure that the services rendered are up to the satisfaction of the users.



■ With the availability of this service, the elderly can continue to live in their familiar environment.

M MEMBERS AND VOLUNTEERS

As the implementation of our services largely relies on the participation and involvement of our volunteers, the recruitment and maintenance of volunteers were of prime significance in ensuring the smooth operation of our services. Volunteer recruitment exercises were launched in conjunction with the development of our services.

During the past two years, 66 new volunteers had joined our service. As at March 2000, the Association had a total number of 380 members and volunteers. Orientation programme was organised for new comers so that they had a thorough understanding of the services provided by the Association. Relevant training programs and visits were organised so as to facilitate their understanding of the targets that they served. Formal and informal social gatherings were also held. These functions provided an opportunity for the volunteers to get acquainted with each other and enhance their sense of belonging to the Association.

In 1999, a simple survey which aimed to understand the interests of our volunteer was launched. Through the survey, information on their interests and preference were solicited and appropriate visits and activities were organised for them. Besides, as a recognition to their devotion and enthusiasm, an Outstanding Volunteer Award Programme is organised each year.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>98-99</u>	<u>99-00</u>
Visit & activities	28	20
Recruitment of volunteers	32	34
Orientation for new volunteers	32	34
Organise Outstanding Volunteer Award	7	10

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主席報告

工程及醫療義務工作協會能夠跨越二千年，實在是實現了不少人的夢想，而協會的價值正在於能夠為曾經接受及將會接受本會服務的人士實現他們的夢想。作為一間社會服務機構，協會的成敗取決於是否能夠有效地滿足到服務使用者的需要及社區的期望。

當協會在二十年前成立之時，「復康工程服務」及「輔助儀器」均是鮮為人知的服務。在一九八二年，協會共有十位會員，他們不僅是義工，同時更為協會提供財政上的支援。到了今天，協會共有超過三百位會員及義工及有三十多位職員。協會的服務範圍亦已擴大，而服務使用者的數目也以倍數增長。

隨著社會環境的變動及不斷增加的期望，協會需要面對不斷改善服務質素的素求，基於這個需要，協會的職員及義工曾經聚首一堂，共同檢視協會的運作，認定一些需要關注的事項，及訂立未來幾年的發展策略。是次檢討令協會重新確立其作為提供專業義工服務機構的位置，以及作為提供全面性復康服務的先導者的使命。

協會除了提供「輔助儀器及電腦輔助儀器製作服務」外，亦為殘疾人士提供就業方面的輔助。協會另外一項主要服務，「輔助就業服務」能成功協助不少殘疾人士公開就業。此外，「賽馬會桌面排版中心」更是由殘疾人士主理，雖然在經濟不景的情況下，中心在商業原則下仍然能夠暢順運作，中心學員亦能夠取得每月大概三千元的津貼。

協會在十年前已察覺到人口老化的問題，並開展了「關懷獨居老人計劃」。同時協會亦開始提供「社區職業治療服務」，旨在為有需要人士提供社區支援服務。由一九九九年起，協會更開展了「家居照顧服務」。此外，「展能基金」繼續為有需要使用輔助儀器的殘疾人士提供免息貸款，購買所需的用具。

在過去兩年，協會的財政狀況尚算穩定，而所提供的服務亦廣為使用者接受。我們想藉此機會向公益金、香港賽馬會慈善基金、社會福利署及僱員再培訓局致謝，感謝他們對協會在外財政上的支持。此外亦感謝本會的贊助人、名譽顧問及核數師、會員、義工及職員的支持和努力，使協會能夠繼續實踐其使命。

贊助人

蔣震博士

名譽顧問

周永新教授

周一嶽醫生

方心淑博士

方心讓爵士

馮戩雲教授

金新宇教授

李文彬太平紳士

梁秉中教授

譚惠珠女士

名譽核數師及財務顧問

胡定旭

安永會計師事務所

執行委員會（一九九八年至二零零零年）

主席	陳帆先生
副主席	陳玉強先生
財務秘書	羅哲偉先生
委員	張健民先生
	張頌堅先生
	鄭淑娟女士
	李永明先生
	陳學深醫生
	李華剛博士
	陳福強先生

職員名單（一九九八年至二零零零年）

總幹事	陸艷玲
執行幹事	區美智
職業治療師	梁寶琳
電子技術員	曾鐵雄
電腦操作員	黃德成
行政助理	曾紫鸞
機械員	梁康明
木工	袁惠忠
	崔練標

輔助就業服務

輔助就業主任	林雪芬
助理輔助就業主任	歐陽漢雯
	何凱怡
工場經理	張麗英
製作主任	李偉剛

家居照顧服務

隊長	陳劍影
	吳秀珍
	藍申明
活動助理	黃惠芳
文員	陳愛玉
	劉桂芳

服務報告

弱能人士輔助儀器製作服務

這項服務主要是為傷殘人士設計、製作、改良及維修輔助儀器，以協助他們能獨立自主地生活。這些輔助儀器包括各類輔助器具、復康儀器、特別椅及訓練輔助器材等。由於電腦日趨普及，製造不同的電腦按鈕的需求亦隨之而增加。除此以外，本會仍繼續為傷殘人士維修各類電子輔助儀器、手動及電動輪椅或視障人士的輔助器材等。

除繼續生產現有的復康儀器外，我們亦設計了二十多件新產品，這些新儀器大部份是為長者訓練記憶力、並增強長者的四肢活動能力。隨著人口不斷老化，為長者製作輔助儀器的需求，亦隨之大大增加。

為了提供最新的產品資料，我們會傳真資料給使用者，同時，我們亦會把這些資料放上本會的網頁內，明年本會更會編製一本新的產品目錄，分派給各使用者。



■ 義工們正開會研究如何設計及製作輔助儀器。

使用者的意見對改善我們的服務質素是很重要的，為鼓勵用戶寄回產品服用意見表，每份寄回意見書之用戶，均會獲得本會一份紀念品，以示謝意。

在過去兩年內，我們曾積極對有潛質的使用者推廣我們的服務，在一九九九年九月，我們與香港社會服務聯會及復康工程服務協調委員會，共同舉辦了一個名為「復康科技及輔助儀器製作講座及展覽」，共有超過100人參加，參加者主要來自復康服務及長者服務的同工，他們大部份對各類復康儀器均表示興趣，亦增強了本會繼續發展復康儀器的信心。

為收集更多使用者對發展新產品的意見，我們將邀請使用者出席本會義工小組的定期會議，以討論設計及製作各類新產品的可行性，令本會能發展更切合使用者需要的輔助器材。

統計數字

<i>所提供服務</i>	<i>接受服務人數</i>	
	<u>98-99</u>	<u>99-00</u>
設計及製造輔助儀器	13,338	14,573
維修輔助儀器	4,680	5,829
為傷殘人士及長者提供臨床評估	17,958	18,217
為傷殘人士及長者提供使用儀器的跟進及諮詢服務	14,374	15,484
為老人服務及復康工作者提供輔助儀器的資料	400	585
安排示範講座	50	190

弱能人士電腦輔助儀器製作服務

這項服務旨在透過為傷殘人士設計、製造、改裝及發展電腦輔助儀器，以提高他們的獨立生活能力。

這個服務在過去兩年間，繼續製造一些能協助殘疾人士使用電腦之儀器，例如鍵盤功能模擬器、鍵盤介面器、鍵盤罩、掃描鍵盤及掃描器等。

除了製造一些常規產品，義工們亦發展新的產品，手腕功能訓練儀，例如成功製造了而利用吹吸控制的改良版電腦素描器亦在研究製作中。在完成這個儀器後，我們會繼續跟進環境控制器的設計及製造。為協助殘疾人士日常溝通而設計的電腦素描軟件，亦接近完成階段，這件產品能讓殘疾人士獨立控制家中各樣電器。以上各種產品的資料已放在協會的網頁內，供各界人士參考。

至於「電腦諮詢服務」及「電腦維修服務」則如常運作，但礙於人力



■ 義工正示範如何使用改良了的電腦手握手力訓練器。

資源有限，服務只能維持於一個有限的水平，同時亦需要義工的繼續協助去維持這些服務。

為著提高服務的質素，我們隨每項產品附上服務使用者意見調查表，以收集他們對於產品的設計、可靠性及實用性各方面的意見，每位寄回意見書的服務使用者，均會獲贈紀念品一份，以表謝意。

服務使用者的意見對於我們新產品的發展是極為重要的，同時我們亦會邀請服務使用者或有關機構參與每月的義工小組會議，以提供發展新產品的意念及意見。

統計數字

<i>所提供服務</i>	<i>接受服務人數</i>	
	<u>98-99</u>	<u>99-00</u>
設計、製造及安裝電腦硬件	1,432	1,515
設計及製造電腦軟件	570	600
為殘疾人士提供電腦諮詢服務	540	570
為殘疾人士提供電腦維修服務	40	40
向服務使用者分發有關復康軟件及硬件資料	720	760
示範電腦硬件及軟件的使用	72	81

復康軟件圖書庫

「復康軟件圖書庫」收集了一系列與復康有關的軟件及硬件，為從事復康工作的人士提供有關的資料，用以協助他們為服務使用者設計訓練及教育課程。目前，圖書館已收藏超過一百六十套軟件，有部份是由義工所設計，其他則是從互聯網絡中收集得來。

在過去兩年，本會從互聯網絡共收集了六十三套軟件。此外，義工們亦製作了七套切合本地需要的多媒體軟件，包括：彩色世界、認識交通工具、認識形狀、辨別大小概念、綜合認知概念、軟件式素描板及單按式開關訓練軟件；這些軟件將成為殘疾人士學習及溝通的有效工具。

為了應付日益增加的需求，圖書館需要招募更多義工協助發展復康軟件，為培訓更多義工製作多媒體軟件，協會為義工舉辦了一個名為「AUTHORWARE」的訓練課程，參加的義工於課程完成後開始製作新的軟件，他們會透過定期的工作小組會議，分享設計方面的經驗，並跟進各項工作的進展。所有復康工作者均可加入成為圖書館的個人及機構會員，圖書館會定期發放最新的資料予各會員及示範新的軟件，使他們能選擇合適的軟件作日常訓練及教學之用。

統計數字

所提供服務

接受服務人數

	<u>98-99</u>	<u>99-00</u>
圖書庫會員	84	96
示範及訓練課程	120	153
軟件外借及出售	3,659	3,900
分發有關軟件及硬件資料	672	650

展能通訊

這個計劃的目的是鼓勵殘疾人士透過使用電腦與他人溝通及接觸更多資訊，以便擴闊知識領域及接觸層面，同時亦提高他們對學習及使用電腦的興趣。

現有的網絡與互聯網絡相若，並提供相類似視窗的環境，以方便使用者及增加網絡的吸引力。新網絡由一個萬維網頁及電子通訊系統組成，使用者可透過網絡接觸更多元化的資訊，如新聞、電腦知識、醫療知識、電腦遊戲及消閒活動等，同時亦加入一個復康資訊的專欄，為使用者提供全面及有用的復康資料。

隨著科技應用在復康服務日益普及，協會正研究採用現時的系統去訓練及教導智障人士，現已有一群復康服務工作者對此計劃表示興趣，協會亦曾舉辦分享會收集不同的意見及資料，以發展這個新系統，希望這個為訓練及教育智障人士的網絡能夠在不久的將來面世及啓用。

統計數字

<i>所提供服務</i>	<i>接受服務人數</i>	
	<u>98-99</u>	<u>99-00</u>
提供本地電子通訊服務	217	222
提供互聯網絡服務	217	222
提供資料庫系統	217	222
為服務使用者提供技術支援	80	138
向服復康務工作員介紹系統的操作	33	40
為服務使用者提供活動	25	48

社康職業治療

這項服務旨在提高傷殘人士的獨立生活能力，使他們能繼續留在他們熟悉的環境中生活，並融入社會，服務的內容如下：

- 1) 家居活動的評估及訓練；
- 2) 就家居改裝或工作環境提供建議；
- 3) 提供及推介輔助儀器；及
- 4) 為照顧者提供意見及諮詢服務

在過去兩年中，大部份的個案均由家務助理隊及老人服務中心轉介，亦有個別傷殘人士直接致電本會申請服務。由於政府鼓勵體弱的長者繼續留在社區中生活，這項服務有很大的發展空間，現時的服務範圍包括提供評估、訓練及治療、推介及提供適合的儀器以及有關改善生活環境的諮詢服務。此外，本會的「復康儀器外借服務」深受使用者歡迎，由於復康儀器能外借，有需要人士便能留在家中進行有關的訓練，同時，本會亦會購置更多不同種類的復康器材，以配合不同人士的訓練需要。

統計數字

所提供服務	接受服務人數	
	98-99	99-00
提供日常生活活動評估	124	128
提供日常生活活動訓練	124	128
推介及提供合適的日常輔助儀器	101	98

輔助就業服務

「輔助就業服務」首於一九九五年三月投入服務，旨在協助殘疾人士公開就業，使他們能融入社會。

此項服務由社會福利署資助，服務內容包括職業評估、技能訓練、就業輔導、在職支援及跟進服務。服務以個別就業選配模式推行，服務名額由首年的十位增至現時的四十位。

在過去兩年，本服務共為九十三位殘疾人士安排公開就業，這些殘疾人士主要是肢體傷殘人士或精神病康復者。工作性質包括售貨、速遞、派發傳單、辦公室助理、電話銷售、護衛、收銀、文職及清潔等，他們的平均月薪為港幣三千四百五十元。為增強服務使用者的競爭能力，協會曾向「僱員再培訓局」申請資助，開辦職前培訓及電腦課程。

為使更多轉介機構認識及使用本服務，協會會定期更新及寄發單張及資料予各機構，以便建立及保持聯繫。

經過數年的運作，協會已與一些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，因此，他們會給予我們的服務使用者優先面試的機會。雖然如此，我們仍會繼續努力發掘新的就業機會，為殘疾人士提供更多元化的就業機會。

賽馬會桌面排版中心

自香港賽馬會慈善信託基金對中心的資助屆滿後，中心在1998至2000年的兩年內，都需以自負盈虧的形式，繼續運作。

現時中心的運作主要由一位工場經理及一位印刷主任負責。經理主要負責中心的一般運作，而印刷主任則負責聯絡客戶及處理各項印刷事宜，並會按需要而聘用臨時文員，以合乎經濟效益的原則。

在這兩年間，雖然社會正面臨金融風暴，幸好中心的運作並沒有受到影響。由於不斷發掘到新客戶，業務一直保持平穩的增長。然而，為了保持中心的競爭力，中心在兩年內凍結了各項業務的收費。過去兩年，中心的營業額大約有二百萬元港幣，為了保持營業額的增長，中心會定期推行各項推廣計劃，並盡力尋找定期及大量的資料輸入的工作。



■ 各學員正用心學習。

在中心工作的殘疾人士，包括肢體傷殘人士、精神病康復者、弱智人士及長期病患者，他們大部份參與資料輸入及桌面排版工作，由於他們的收入是按每項工作計算，令他們會更努力提昇個人技術，以應付不同的工作需要。在過去兩年內，他們平均月入為港幣二仟九百元，當他們的技術達至市場需要時，中心會嘗試轉介他們作公開就業。

為提高他們的工作技能，中心會定期開辦訓練課程，在過去兩年內所開辦的五個課程包括「初級美術設計課程」、「高級美術設計課程」、「初級圖像平面設計課程」、「高級圖像平面設計課程」及「網頁設計課程」，這些課程能增加他們競爭力，並裝備他們將來公開就業。

統計數字

所提供服務

接受服務人數

98-99 99-00

為傷殘人士提供桌面排版工作、 文字處理、印刷及代郵工作	22	28
提供傷殘人士受訓機會	28	24

展能基金

展能基金於一九九〇年成立，為殘疾人士提供免息貸款，以供其購買復康儀器或家居改裝，從而提升他們的獨立生活能力及生活質素。每個貸款申請的最高款額為港幣伍萬元，最長還款期為四十八個月。

由於基金能為殘疾人士提供提高生活質素的資源，在過去兩年，有關申請大幅上升。在這段時間，基金的借款人主要是肢體傷殘及視障人士，他們所購買的儀器包括電腦、盲人點字器及汽車等，而大部份的貸款額為港幣三萬至五萬元。直至現時基金的運作十分暢順，亦無任何壞帳。

為確保基金能有效地分配使用，每位申請人均會由負責同事接見以了解其需要；而每份申請都必須經基金的管理委員會審核，委員會成員包括復康工程師、職業治療師，社會工作者及殘疾人士。此外，管理委員會亦肩負監管基金運作及定期檢討申請規則的責任。

基金有定期舉辦推廣活動，寄發單張及海報予復康機構、特殊學校、醫院、診所及殘疾人士自助組織等。

統計數字

<i>所提供服務</i>	<i>接受服務人數</i>	
	<u>98-99</u>	<u>99-00</u>
查詢服務	72	79
申請個案	41	43
提供免息貸款	35	40
為選擇合適器材提供意見	41	43
評估申請人的社會及經濟情況	41	43

關懷獨居老人計劃

「關懷獨居老人計劃」由一九九〇年開始，旨在為獨居老人提供有關健康及家居安全等問題的預防性服務。藉著義工們的探訪，並提供簡單的健康檢查及諮詢，希望能及早發現他們潛在的健康問題，避免健康情況惡化，同時亦提供家居改裝方面的意見，以改善家居安全的質素。

大部份受助者均由家務助理隊轉介，他們大部份是因行動不便而困留在家的長者。此外，深水埗長者社區網絡計劃亦有轉介長者接受此服務。

在九九年一月及八月，青年事務委員會撥款資助各參加服務義工的交通費及其他雜費。在這段期間，本會共招募四十二位義工為兩隊家務助理隊推行了兩次服務，分別探訪了七十六位獨居於黃大仙、觀塘及石硤尾區的長者。為使計劃能順利推行，我們為義工們安排訓練課程，內容包括常見的老人疾病、家居安全、復康運動及與長者相處之技巧等。此外在服務計劃完結後，與有關的家務助理隊檢討服務的情況。義工們又透過定期聚會，分享服務經驗，過去兩次的服務，我們都收到機構及受助者的正面評價，因應這些回應，我們將繼續推行這種服務模式，以迎合長者的需要。

統計數字

所提供服務	接受服務人數	
	98-99	99-00
家訪	90	110
提供健康檢查	90	110
提供家居改裝方面的意見	4	10
舉辦義工訓練	57	63
舉辦義工分享會	28	48

職業治療 / 物理治療服務

這項服務一向致力於為護理人員提供教育講座及訓練課程，訓練的主題大多環繞照顧長者的技巧及護理員的職業健康與安全，訓練的內容包括長者家居運動、長者家居安全、扶抱技巧、輪椅的使用及腰背護理等。透過學習這些正確的技巧，護理員便能為長者提供更高質素的服務，而他們的職業安全亦可得以提升。

在過去兩年中，共有二百一十七人參與訓練課程，參加者包括護理人員義工、長者及市民大眾等。為加強課程的內容，我們會加入更多合適的題目，務使訓練課程的內容更為充實。



■ 義工們正參予一個有關「長者家居安全」的訓練。

新計劃

家居照顧服務

自一九九九年十二月起，由社會福利署資助的「家居照顧服務」正式展開。這項服務主要是提供家居照顧服務予長者、傷殘人士及一些不能照顧自己日常生活的家庭，服務的目標是令長者及有需要的人士能繼續在社區中生活。家居照顧服務隊亦需負責聯絡另一機構處理膳食服務的安排，現時的服務範圍包括黃大仙、慈雲山及橫頭磡區，分別由三個家居照顧服務隊負責。

透過初步探訪，本會社工會評估服務申請者的生理、心理及社交狀況，透過評估所得的資料，擬定不同的照顧計劃，並安排及提供適合的服務，使他們能繼續留在熟悉的環境中生活。提供的服務包括個人護理服務、簡單的醫療護理、家居清潔、洗熨、護送及購買日常用品等。如有需要，本會的醫療義工如護士、物理治療師等更會提供專業諮詢服務，本會社工亦會定期檢討照顧計劃，以配合服務者的需要。

截至二千年三月三十一日，三隊家居照顧服務隊共提供服務予254位長者及有需要的人士，除了提供基本之日常照顧外，本會亦會為他們安排一些聯誼活動及義工探訪服務。

為監查服務的進展，本會成立了一個由醫護界及有關人士組成的管理委員會，委員會的責任是監管整體服務的運作及對服務發展作出意見；同時，各委員亦會透過面見使用者來評核服務質素。

由於這項服務是社署的新試驗計劃，服務模式將會因應使用者的需要而作出檢討及改善，本會亦會定期作出服務檢討，以提高服務質素，並提供更優質的服務。

會員及義工

協會的工作得以順利推行，主要是依賴義工們的參與及推行各項服務，因此，招募及維繫義工便成為成功推行服務的主要因素，而義工的招募亦需配合各項服務的發展。

在過去兩年，共有六十六位人士加入本會義工的行列，截至二零零零年三月，本會共有會員及義工共三百八十人。為使新加入的義工能更了解協會的工作，協會除了會為他們舉行迎新導向會，亦會定時舉辦相關的訓練及探訪，令義工們對他們的服務對象有更深切的了解，此外，本會亦會舉辦聯誼活動，以增強義工之間的聯繫及他們對協會的歸屬感。

在一九九九年，協會曾進行了簡單的調查，以了解義工們的興趣及其他有用的資料，以便能安排合適的訓練及活動。同時為表揚義工的服務精神，協會每年都選出卓越義工，予以獎勵。

統計數字

所提供服務	接受服務人數	
	98-99	99-00
探訪及其他活動	28	20
招募義工	32	34
迎新導向會	32	34
選舉卓越義工	7	10

Auditors' Report



■ Certified Public Accountants ■ Phone: 852 2846 9888
15/F Hutchison House 852 2526 5371
10 Harcourt Road Fax: 852 2868 4432
Central, Hong Kong 852 2845 9208

REPORT OF THE HONORARY AUDITORS

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

We have audited the financial statements on pages 4 to 11 which have been prepared in accordance with accounting principles generally accepted in Hong Kong.

Respective responsibilities of directors and auditors

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

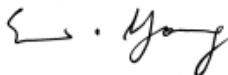
Basis of opinion

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

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

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the Association as at 31 March 2000 and of its results for the year then ended.



Hong Kong
16 August 2000

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

For the year ended 31 March 2000

	2000 HK\$	1999 HK\$
TURNOVER		
Donations:		
Designated donations	269,957	247,486
S. K. Yee Medical Foundation	-	1,000,000
Chinese Permanent Cemeteries	-	220,000
Subventions:		
The Hong Kong Jockey Club Charities Trust	652,000	642,000
Community Chest	1,204,000	1,279,000
Social Welfare Department - HK Government	1,822,148	871,202
- Lotteries Fund	29,940	-
	<u>3,978,045</u>	<u>4,259,688</u>
Subventions from Employees Retraining Board utilised	17,484	68,806
Membership annual subscriptions	1,700	3,375
Service income	1,341,824	1,115,967
	<u>5,339,053</u>	<u>5,447,836</u>
OTHER REVENUE - Interest income	146,472	138,787
	<u>5,485,525</u>	<u>5,586,623</u>
EXPENDITURE		
Salaries	3,138,898	2,707,629
Provident fund contributions and charges	91,671	74,928
Provision for long service payment	7,410	11,070
Programme and service expenses	922,463	920,608
Repairs and maintenance	57,529	37,507
Printing, postage and stationery	76,174	69,530
Travelling	17,046	15,966
Telephone and fax	36,767	25,257
Electricity and water	41,731	43,356
Insurance	41,250	29,506
Rent and rates	177,498	174,690
Cleaning	15,282	18,860
Advertising	8,052	3,404
General expenses	14,616	7,494
Annual general meeting and dinner	1,710	5,370
Equipment and uniform	127,560	288,736
	<u>4,775,657</u>	<u>4,433,911</u>
SURPLUS FOR THE YEAR	<u>709,868</u>	<u>1,152,712</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
STATEMENT OF INCOME AND EXPENDITURE (continued)

For the year ended 31 March 2000

	Notes	2000 HK\$	1999 HK\$
SURPLUS FOR THE YEAR		709,868	1,152,712
TRANSFERS FROM/(TO):			
General Fund	7	4,960	124,857
Service Foundation Fund	8	(170,859)	(203,831)
Independent Living Fund	9	-	(1,000,000)
Supported Employment Services	10	(183,873)	(110,670)
Jockey Club Desktop Publishing Centre	11	(55,215)	36,932
Home Care Services	12	(304,881)	-
ACCUMULATED BALANCE AT END OF YEAR		<u>-</u>	<u>-</u>

Other than the surplus for the year, the Association had no recognised gains or losses. Accordingly, a Statement of Recognised Gains and Losses is not presented in the financial statements.

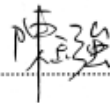
ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
BALANCE SHEET

31 March 2000

	Notes	2000 HK\$	1999 HK\$
NON-CURRENT ASSETS			
Loans to disabled	4	564,299	513,666
CURRENT ASSETS			
Cash on hand and in banks		3,477,463	2,794,801
Prepayments and other receivables		69,647	154,745
Utility deposits		10,150	10,150
Current portion of loans to disabled	4	806,056	714,936
		<u>4,363,316</u>	<u>3,674,632</u>
CURRENT LIABILITIES			
Accounts payable		121,135	88,466
Deposits received		2,700	12,147
Employees Retraining Board	5	165	1,348
		<u>124,000</u>	<u>101,961</u>
NET CURRENT ASSETS		4,239,316	3,572,671
NON-CURRENT LIABILITY			
Long service payment obligation	6	81,510	74,100
		<u>4,722,105</u>	<u>4,012,237</u>
Represented by:			
General Fund	7	-	-
Service Foundation Fund	8	822,655	656,756
Independent Living Fund	9	2,586,002	2,586,002
Supported Employment Services	10	688,739	504,866
Jockey Club Desktop Publishing Centre	11	319,828	264,613
Home Care Services	12	304,881	-
		<u>4,722,105</u>	<u>4,012,237</u>



Director



Director

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 2000

1. INCORPORATION DETAILS

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

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

There were 18 members as at the balance sheet date.

2. IMPACT OF REVISED STATEMENT OF STANDARD ACCOUNTING PRACTICE ("SSAP")

SSAP 1 "Presentation of Financial Statements" has been adopted for the first time in the preparation of the current year's financial statements and its effects are summarised below.

SSAP 1 prescribes the basis for the presentation of financial statements and sets out guidelines for their structure and minimum requirements for the content thereof. The formats of the statement of income and expenditure and the balance sheet, as set out on pages 4 - 5 and 6, respectively, have been revised in accordance with the SSAP. Additional disclosures as required are included in the supporting notes to the financial statements.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of preparation

These financial statements have been prepared in accordance with Hong Kong Statements of Standard Accounting Practice, accounting principles generally accepted in Hong Kong and the disclosure requirements of the Companies Ordinance. They have been prepared under the historical cost convention.

Income recognition

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

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

Operating leases

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 2000

4. LOANS TO DISABLED

	2000 HK\$	1999 HK\$
At beginning of year	1,228,602	1,276,508
Advances during the year	1,167,285	738,730
Repayments during the year	(1,025,532)	(786,636)
At end of year	<u>1,370,355</u>	<u>1,228,602</u>
Portion classified as current assets	<u>(806,056)</u>	<u>(714,936)</u>
Non-current portion	<u>564,299</u>	<u>513,666</u>

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

5. EMPLOYEES RETRAINING BOARD

The balance represents the surplus in subventions from the Employees Retraining Board ("ERB") which was used to provide vocational training for the disabled and it will be repayable to the ERB.

6. LONG SERVICE PAYMENT OBLIGATION

This represents a provision for an employee who has been employed by the Association for over 5 years and is aged over 65.

At the balance sheet date, apart from the above, another 3 (1999: 3) employees have completed the required number of years of service under the Hong Kong Employment Ordinance (the "Ordinance") to be eligible for long service payments on termination of their employment. The Association is only liable to make such payments where the termination meets the required circumstances specified in the Ordinance. If the termination of all these employees met the circumstances required by the Ordinance, the Association's additional liability not provided for in the financial statements at the balance sheet date would be HK\$94,939 (1999: HK\$66,841).

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 2000

7. GENERAL FUND

	2000 HK\$	1999 HK\$
Balance at beginning of year	-	-
Transfers to statement of income and expenditure	(4,960)	(124,857)
Transfers from Service Foundation Fund - note 8	<u>4,960</u>	<u>124,857</u>
Balance at end of year	<u>-</u>	<u>-</u>

8. SERVICE FOUNDATION FUND

	2000 HK\$	1999 HK\$
Balance at beginning of year	656,756	577,782
Transfers from statement of income and expenditure	170,859	203,831
Transfers to General Fund - note 7	<u>(4,960)</u>	<u>(124,857)</u>
Balance at end of year	<u>822,655</u>	<u>656,756</u>

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

9. INDEPENDENT LIVING FUND

	2000 HK\$	1999 HK\$
Balance at beginning of year	2,586,002	1,586,002
Transfer from statement of income and expenditure	<u>-</u>	<u>1,000,000</u>
Balance at end of year	<u>2,586,002</u>	<u>2,586,002</u>

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 FINANCIAL STATEMENTS

31 March 2000

10. SUPPORTED EMPLOYMENT SERVICES

	2000 HK\$	1999 HK\$
Balance at beginning of year	504,866	394,196
Transfers from statement of income and expenditure	<u>183,873</u>	<u>110,670</u>
Balance at end of year	<u><u>688,739</u></u>	<u><u>504,866</u></u>

The Supported Employment Services, commenced in March 1995, provides employment services to the disabled and it is not to be used to cover any deficits which were derived from any other services or funds.

11. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	2000 HK\$	1999 HK\$
Balance at beginning of year	264,613	301,545
Transfers from/(to) statement of income and expenditure	<u>55,215</u>	<u>(36,932)</u>
Balance at end of year	<u><u>319,828</u></u>	<u><u>264,613</u></u>

The funding from The Hong Kong Jockey Club Charities Trust and Chinese Permanent Cemeteries were 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.

12. HOME CARE SERVICES

	2000 HK\$	1999 HK\$
Transfers from statement of income and expenditure and balance at end of year	<u>304,881</u>	<u><u>-</u></u>

Home care service 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.

13. DIRECTORS' REMUNERATION

None of the directors received any remuneration in respect of their services rendered to the Association during the year (1999: Nil).

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 2000

14. TAX

No provision for Hong Kong 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.

15. COMMITMENTS

	2000 HK\$	1999 HK\$
Commitments payable in the following year under non-cancellable operating lease in respect of land and buildings expiring:		
Within one year	180,360	-
In the second to fifth years, inclusive	-	180,360
	<u>180,360</u>	<u>180,360</u>

16. CONTINGENT LIABILITIES


	2000 HK\$	1999 HK\$
Long service payment obligation - note 6	<u>94,939</u>	<u>66,841</u>

17. COMPARATIVE AMOUNTS

As further explained in note 2 to the financial statements, due to the adoption of the revised SSAP1 during the current year, the presentation of the statement of income and expenditure, the balance sheet and certain supporting notes have been revised to comply with the new requirements. Accordingly, certain comparative amounts have been reclassified to conform with the current year's presentation.

18. APPROVAL OF THE FINANCIAL STATEMENTS

The financial statements were approved by the Executive Committee on 16 August 2000.



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