

香港唐氏綜合症協會

The Hong Kong Down Syndrome Association



love

Support

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年報

2012-13

Annual Report

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## 簡介

香港唐氏綜合症協會於一九八七年十月正式註冊為非牟利慈善團體，致力為唐氏綜合症人士、殘疾人士、其他智障人士及其家人提供綜合家庭支援及職業復康服務，使服務使用者在個人成長及生活各方面，得以全面發展；以及滿足他們在就業及職業培訓方面的需要。近年，我們致力拓展多項社會企業，希望增加殘疾人士職業訓練和就業機會，推動「社會共融」的概念。

## 信念

殘疾人士在社會的支持下，應享有充分的機會去發揮個人的潛能，及積極參與他們在生活中的各項決定，以確保其在社會上的平等機會。

## 宗旨

改善唐氏綜合症人士及其他殘疾人士及其家人的生活質素。

## 何謂唐氏綜合症

一般人在每個細胞中有四十六條染色體，而唐氏綜合症人士的細胞則通常有四十七條。這一條額外的染色體，為唐氏綜合症人士帶來外貌上和智力上的特徵。假如可以及早接受適當的訓練，有唐氏綜合症的人士也可以像其他人一樣，過愉快和獨立的生活。

## 目標

- 改善大眾對唐氏綜合症人士的觀感。
- 代表唐氏綜合症人士及其家人向大眾作推廣及介紹。
- 辨識唐氏綜合症人士、其他殘疾人士及其家人的需要，並尋求滿足此需要的途徑。
- 給予唐氏綜合症人士、其他殘疾人士資訊及充分支持，以確認家長們是兒童的主要倡導者。
- 營造一種協調的氣氛，使唐氏綜合症人士、其他殘疾人士、其家人及專業人士能在彼此尊重下，建立充滿動力的伙伴關係。
- 向有關機構及政府部門作出評論、建議，並提供資料，藉以改善給予唐氏綜合症人士、其他殘疾人士及其家人的服務。

## INTRODUCTION

Registered as a non-profit-making organization in October 1987, the Hong Kong Down Syndrome Association is committed to serving individuals with Down syndrome, the disabled, people with intellectual disabilities and their family members with integrated family support and vocational rehabilitation services. Our objective is to enable the service users to develop their personal growth fully and in every aspect of life, as well as to meet their employment and vocational training needs. In recent years, we have been expanding our social enterprises with a view to increasing the vocational training and job opportunities for the disabled while promoting the concept of "social inclusion".

## BELIEF

People with disabilities should be given opportunities to unlock their full potential and take part in the decision-making of every aspect of their lives, so as to enjoy equal rights and opportunities in a supportive environment.

## MISSION

To improve the quality of life of persons with Down syndrome or other disabilities, as well as their families.

## WHAT IS DOWN SYNDROME?

There are 46 chromosomes in each cells of a person. However, in the cells of a person with Down syndrome, there are 47. This extra chromosome is the cause of distinct physical appearance and intellectual status of people of Down syndrome. If appropriate training could be obtained at early stages, people with Down syndrome can live happily and independently just like the others!

## OBJECTIVES

- To improve the public perception of individuals with Down syndrome.
- To promote and introduce the Association's messages to the public on behalf of individuals with Down syndrome, as well as their family members.
- To identify the needs of individuals with Down syndrome and other disabilities as well as their family members, and seek ways to satisfy such needs.
- To provide information and full support to individuals with Down syndrome and other disabilities, and recognize parents as the key guardians of their children.
- To create an amiable atmosphere so that individuals with Down syndrome and other disabilities, as well as their family members, and professionals can forge a dynamic partnership in a respectable environment.
- To submit comments and suggestions and provide information to the relevant authorities and government bodies so as to improve services for people with Down syndrome and other disabilities, as well as their family members.



### 歷史

1986年，一群育有唐氏綜合症兒童的家長，有感於社會上為唐氏人士提供的醫療、資訊、專業輔導、家長聯繫皆不足夠，故籌備成立香港唐氏綜合症協會，旨在提供唐氏綜合症的資訊、動員社區資源及促進唐氏人士家庭之間的互助交流。1987年，「香港唐氏綜合症協會」正式成立，並註冊為非牟利慈善團體。

90年代，當社會人士普遍對唐氏人士仍存在歧視和偏見時，在政府及白普理慈善基金資助下，協會在1993年於反對聲中成立「白普理家長資源中心」。同年修改會章，服務範圍拓展至唐氏家庭以外的其他殘疾人士家庭。除了中心提供的熱線輔導、宣傳出版、康樂文藝活動、家長小組、社區教育及初生嬰兒服務外，我們嘗試突破地域界限，於1995年成立創新的「唐氏家長分區網絡」，把關懷與服務伸展至港九新界。

千禧年後，我們開展多項嶄新計劃。其中，2002年進行之〈愛心連結計劃〉，服務包括輔導初生殘疾嬰兒之家長、提供照顧弱兒技巧訓練之支援連結，以及提供長假期照顧服務和家庭暫顧服務之暫顧連結。另外，為育有具挑戰行為智障人士家庭而設之〈跨越「圍」難〉計劃亦於2005年展開。為了達至促進殘疾人士「全人發展」的目標，我們更於2006年成立共融藝術發展中心「滙藝坊」及輕中度智障人士小型家舍「逸意園」。

鑑於殘疾人士就業需要為社會所忽略，協會早於1993年，以試驗形式開辦創新的輔助就業服務。這項目的成效於1994年獲政府肯定並撥款資助，遂於1997年成立「就業輔助中心」。2004年，協會於原為社署瀝源邨庇護工場，設立綜合職業復康服務中心「卓業中心」，並拓展多項社會企業，給予智障及殘疾人士更多不同工種的就業及培訓機會，包括「唐氏洗車隊」、「群毅清潔隊」、環保二手物零售店「芊業坊」，及以健康生活為主題的會所「優閒堡」。

本會大部份經費來自社會福利署的撥款，不過多項創新服務及自負盈虧項目，例如初生唐氏嬰兒家長支援服務、家長分區網絡、社區教育及倡導工作、共融藝術發展中心、小型家舍、體育藝術發展和培訓服務，及社會企業等，則一直有賴籌款活動、各慈善基金及社會人士的慷慨捐助。

### HISTORY

The Hong Kong Down Syndrome Association was established in 1986 by a group of parents of children with Down syndrome, as they realized that the provision of medical services, information, professional counseling services and parent connections to the individuals with Down syndrome in society was insufficient. The objectives of the Association were to provide information about the Down syndrome, mobilize community resources, and promote mutual help and exchanges amongst families of people with Down syndrome. The Hong Kong Down Syndrome Association was officially set up and registered as a non-profit-making organization in 1987.

In the 1990s when individuals with Down syndrome were still discriminated and biased against by the general public, the Association set up Bradbury Parents Resource Centre amidst widespread opposition in 1993, thanks to the Government and Bradbury Charitable Trust Fund. The Association's constitution was revised in that year to expand our scope of services to cover families of people with disabilities, in addition to those with Down syndrome. In addition to offering our hotline consulting services, promotion and publication, recreational and cultural activities, parent groups, community education and neonatal services provided by the Centre, we endeavored to go beyond the geographical boundary and extended our care and services across the territory by initiating an innovative "Regional Networks' Activity" in 1995.

We started a number of new projects after the millennium. One of them was "Link with Love", which was rolled out in 2002. The Program's services included counseling of parents whose newborn infants with disabilities, skills training about child care, care services during long holidays, and family respite services. Also, "Barrier Free Project" for families of intellectual disabled children with challenging behavior were also commenced in 2005. To achieve our goal of promoting "whole person development" of the people with disabilities, we set up in 2006 The Art Link, an inclusion arts development Centre, and "Cosy Garden", a small-group home for individuals with mild to moderate intellectual disabilities.

In view of the fact that the employment needs of the people with disabilities were ignored by the community, the Association embarked on a new supportive employment service on a trial basis early in 1993. The successful project was recognized and had been funded by the Government since 1994. The "Employment Services Centre" was then established in 1997. In 2004, the Association set up an integrated vocational rehabilitation services centre called "Tiptop Training Centre" in the Social Welfare Department's former sheltered workshop located at Lek Yuen Estate. The Association also encouraged a number of social enterprises to provide the disabled and people with disabilities with more types of employment and training opportunities. These social enterprises included Down's Car Beauty Team, Kwan Ngai Cleaning Service, second-hand retail shop "The Blooming Market", and healthy life themed club "Serene Club".

The Association is largely funded by the Social Welfare Department. Yet, a number of its innovative services and self-financing projects such as support services for parents whose newborn babies have Down syndrome, "Regional Networks' Activity", community education and advocacy works, its inclusion arts development centre, small-group home, sports and arts development and training services, as well as its social enterprises have been supported by various fundraising activities, charitable funds and donations from the public.

### 服務簡介

#### 綜合家庭支援服務

##### 白普理家長資源中心

為殘疾人士家庭提供支援、互相幫助和交流的機會，並透過多元化的服務及社區資源，協助家長面對照顧子女所遇到的困難。

##### 網「樂」共享

唐氏分區網絡服務，為育有唐氏綜合症子女的家長提供交流及研習教養方法的機會，給予他們情緒及生活上的支援，並團結各家長，為其唐氏綜合症子女爭取應有的權益和福利，改善其生活質素。

##### 唐家軒(前「滙藝坊」)

前為一所共融藝術培訓中心，透過舉辦各類興趣班、公開表演及共融活動，促進社區人士與殘疾人士的彼此認識和接納，推廣「傷健共融」的理念。

由2013年7月1日起，轉型為「唐家軒」，專為唐氏綜合人士服務的 centre。透過各項促進全人發展的活動及個案管理，讓服務使用者盡展潛能，建立正確健康的生活模式。

#### 綜合職業復康服務

##### 卓業中心

為殘疾人士提供一站式就業培訓服務，包括工場訓練、輔助就業、在職培訓及公開就業跟進。同時，中心亦提供其他輔助服務，如小組訓練、家長工作及康樂活動等，希望達至「全人發展」的目的。

##### 就業輔助中心

透過有系統及持續的訓練、輔導及跟進服務，發揮殘疾人士的工作潛能，提昇其就業競爭力及社會適應力，從而貢獻社會。

##### 唐氏群毅服務隊

由2013年4月1日起，本會將唐氏洗車隊及群毅清潔隊兩項服務合併為「唐氏群毅服務隊」。由唐氏綜合症人士及殘疾人士組成的清潔服務隊，提供可靠優質的家居清潔、辦公室清潔、洗車、包裝及郵件加工等服務。

### INTRODUCTION OF OUR SERVICES INTEGRATED FAMILY SUPPORT SERVICE

#### Bradbury Parents Resource Centre

The Centre offers opportunities to give support, help each other, and exchanges amongst families of people with disabilities. It also assists parents in coping with difficulties in child care through diversified services and community resources.

#### The Share Project

Regional Networks offers a platform for parents to exchange their experience and actual skills in nurturing their children with Down syndrome, furthermore, it provides emotional and living support for each other. This network also unifies parents whose children have Down syndrome to fight for the rights and welfare of their children so as to improve their quality of life.

#### DS Centre(former "The Art Link")

It is an inclusive arts training centre aiming to promote the mutual understanding and acceptance between the community and the people with disabilities, and to publicize the concept of "A Society for All" through different kinds of interest groups, public performance and inclusion activities.

### INTEGRATED VOCATIONAL REHABILITATION SERVICE

#### Tiptop Training Centre

The Centre offers one-stop employment and training services, including workshop trainings, supported employment, on-the-job training and follow-up work for open employment, for the people with disabilities. Meanwhile, the Centre also provides other supplementary services such as group training, parents work and recreational activities so as to achieve the objective of "whole person development".

#### Employment Services Centre

The Centre makes contributions to society by unlocking the potential of the people with disabilities in their work, enhancing their competitiveness in employment and social adaptability through systematic and constant training, counseling and follow-up work.

#### The Down's Kwan Ngai Service Team

"From April 2013 onwards, the Down's Car Beauty Team and the Kwan Ngai Cleaning Service were combined and renamed as "The Down's Kwan Ngai Service Team", which comprised people with Down syndrome and other disabilities. With the restructuring, service capacity of the team for cleaning services (including public facilities, office, domestic household and car), packaging and bulk-mail processing was substantially enhanced."

## 主席報告

(2012年4月至2013年3月)

過去一年，香港社會對唐氏綜合症人士及其他殘疾人士的關注比前增加，特別在老齡化及早期教育及訓練不足的問題。協會面對服務需求及有效管理的挑戰，仍能提供優良及多元化的服務及達到社署資助服務所要求的數量及質素水平。本人現謹代表執行委員會，簡述協會過去一年的工作。

## 服務發展與優化

### 「愛藝一生」 藝術發展計劃

承蒙社會福利署「攜手扶弱基金」的贊助，本會於2012年1月開始推行了為期兩年的「愛藝一生」藝術發展計劃。當中透過不同的藝術項目訓練(包括折子戲、歌舞劇、粵劇、現代舞、敲擊樂及手搖鈴)，讓參加的會員經過持續不斷的專業訓練後，在舞台上一展所長，藉以發揮其天賦。本會更於2013年7月20日舉辦「愛藝一生」藝術大匯演，讓會員展現出他們非凡的才華。



### 「樂齡展才華小組」

自2004年接管前源源工場(即現卓業中心)至今，當中不少學員已步入中年甚或老年。因此本年度於中心自資開展「樂齡展才華小組」，增聘一位助理導師負責帶領小組活動，並聘請職業治療師擔任顧問，讓體弱及年齡較長的學員參加，針對他們的需要而設計不同的訓練項目，包括懷懷輔導、定期簡單身體檢查、物理治療、認知訓練、社區認識等，減少他們因身體機能退化帶來的不適及預備他們適應將來的退休生活。至今已有13位學員參加本計劃，他們在認知及適應年老上亦有明顯的改善。

### 改革工場的生產系統

本會銳意改革卓業中心的生產系統，提升生產效率。隨中心的生產得以改善，且得到客戶支持及認同，持續增加訂單數量，使學員亦有所得益。同時本會也致力將中心服務及訓練項目趨向多元化，除鞏固包裝訓練外，亦積極發展手工藝產品。一方面加強學員在手工藝製作的技巧，另一方面鼓勵學員發揮創意，製作更多富特色的手工藝產品。為了增加銷售的宣傳渠道，卓業中心已開設網上購物平台，並接受網上訂購學員悉心製作的手工藝品。通過上述的業務改革，整體提升了卓業中心的生產效率及產品質素，使中心業績比上年度增長四成。

## CHAIRPERSON'S REPORT

Over the past twelve months, concern for the needs of people with Down Syndrome and those of other disabilities was increasing, particularly on the issue of ageing and shortage of pre-school education and training. Despite this and in the face of rising challenges to meet with service needs and to sustain effective management, the Association had successfully provided good quality of a wide range of services to our members and fulfilled the requirements set by the Social Welfare Department. On behalf of the Executive Committee, I hereby report briefly on the major work undertaken by the Association during the period under review.

## SERVICE DEVELOPMENT AND ENHANCEMENT

### “Love Art Life Project”

In January, 2012 and with the sponsorship of SWD's Partnership Fund for the Disadvantaged, the Association launched a two-year term arts development project titled “Love Art Life Project”. The idea was to enable project members to show their artistic potentials in their best in various aesthetic fields (such as Chinese operas, plays, modern dance, percussions and hand bells, etc.) on the stage after undergoing a string of strenuous training programs. Furthermore, the Association had organized a group performance under the name of “Love Art Life Variety Show” to let members show their spectacular talents on 20th July, 2013.

### “Talents of the Elderly Group”

Since the taking over of the former Lek Yuen Workshop (i.e. the present Tip Top Training Centre) in 2004, it was noticed that not a few members had reached the stage of middle age or elderly. For this reason, in the past year with its own funds, the Association had established a “Talents of the Elderly Groups” employing an extra assistant tutor to lead and be responsible for mapping out the ageing Group's activities. At the same time, occupational therapy service was solicited to support various training programs to meet specifically the needs of these participating trainees, who may generally be taken as weaker or older than their fellow counterparts. Such training activities may include Guide to Reminiscence, conducting regular simple body check, providing physiotherapy treatments, cognitive trainings and “Know Your Community” trainings, etc. All these were in a bid to lessen their discomfort arising from their ageing processes and to prepare them for the transition to the retirement stage. Up to now, there were 13 members enlisted in this project and improvements had been registered in terms of their cognition and adaptability to the effects of aging.





### 社會企業

為配合市場上的需要，本會將轄下的社企服務轉型，在本年度四月起，唐氏洗車隊及群毅清潔隊已合併為【唐氏群毅服務隊】，服務範圍包括汽車清潔服務、場地及家居清潔服務及包裝服務，繼續為顧客及大眾人士提供優質的服務。在本年度的洗車服務中，隊伍每月提供超過250架次的洗車服務。而清潔服務方面，隊伍亦為超過40多個不同類型的場地提供清潔服務。本會透過社會企業，去年共聘用26位殘疾人士作公開就業。

### 社區參與

定期參與社區活動有助服務使用者的個人成長，促進社區人士與他們的溝通互動，達致社區共融。本會曾參加社會福利署荃灣及葵青福利辦事處合辦以環保為主題的【傷健樂共融計劃】。此計劃推廣傷健共融，並讓社區人士對殘疾人士有更多認識。此外，就業輔助中心獲得香港房屋委員會資助，舉辦【唐氏展能顯愛心 清潔服務計劃】。服務使用者透過本計劃，為荃灣福來邨的獨居長者提供義務家居清潔。這活動除了讓地區長者受惠，同時亦增加了服務使用者的實際工作經驗。是次計劃中，有超過100人次的福來邨長者受惠。

### 宣傳及籌款

#### 2012年世界唐氏綜合症日響應活動 - 親親密「襪」唐氏日

國際唐氏綜合症協會於2006年開始已將3月21日定為「世界唐氏綜合症日」，以反映唐氏綜合症人士的特性，因他們細胞中的第「21」對染色體中共有「3」條染色體。由2011年聯合國第三次委員會全體會議上議決通過由2012年起每年的3月21日定名為「世界唐氏綜合症日」。本會之預祝活動於3月16日假荷里活廣場順利完成。為配合國際唐氏綜合症協會以「襪」為主題，在場參與者都一同穿著一隻襪或是三隻襪以作響應，藉此增加公眾對世界唐氏綜合症日的關注。本會有幸邀請到香港賽馬會慈善事務經理鄧詠茵女士，以及本會「唐心大使」一流行創作組合糖兄妹作主禮及演出嘉賓。活動當日，除了本會會員各項精彩表演外，更設置攤位遊戲及派發會員手製之紀念品。

### Improvement of Production System of the Training Centre

The Association was determined to improve the production system of Tip Top Training Centre with a view to elevating its production efficiency. With the streamlining of its production system, the training centre continued to win support and recognition from customers, which in turn resulted in an inflow of buying orders that would at the end of the day, bring benefits to the trainees. At the same time, the Association had endeavored to diversify the centre's services and training items. Apart from consolidating packaging training, a great push was made to develop handicraft products. On one hand, the centre enhanced members' handicraft skill while on the other it encouraged members to unlock their creativeness to come up with even more spectacular products. To promote marketing publicity, the centre also established a purchasing platform via the internet and started to receive buying orders for its skilled artifacts on the internet. An increase of 40% of business was recorded in the past year.

### Social Enterprise

To meet with the market trend, the Association had in the year merged the Down's Car Beauty Team and the Kwan Ngai Cleaning Service Team into one service team operating under the name "The Down's Kwan Ngai Service Team". The combined team would continue to provide quality services to members of the public comprising car beauty, house/site cleaning and packaging services. In the year under review, the new team had registered a record of cleaning over 250 cars and offered cleaning services for over 40 different outdoor sites. Through these social enterprise activities, the Association had recruited the service of 26 disabled persons in the form of public employment.



### Social Participation

Taking part regularly in community activities would lend support to the development of our service users. It also promotes mutual communication with the community to attain social integration.

An environmental-protection themed activity called "The Integration for All Project" was organized jointly by the Tsuen Wan and Kwai Chung Social Welfare District Office in a bid to nurture cohesion of challenged people and others in order to enhance public awareness. Furthermore, with the sponsorship of the Hong Kong Housing Authority, our Employment Service Centre had organized a project known as "We Care, We Serve and We Clean". The idea was to enable service users to provide, through this channel, voluntary house cleaning services for over 100 singleton elderly residents of the Fuk Loi Estate in Tsuen Wan. The project would also benefit our service users with a valuable experience in community work.



### 賣旗日2012

協會於2012年9月22日舉行全港賣旗日，共籌得超過港幣140萬元善款，作協會自付盈虧項目及中央營運開支。

### 25週年步行籌款

2012年11月17日，協會於山頂舉行25週年步行籌款，共籌得超過港幣22萬8千元善款，作為協會成立專為唐氏綜合症人士服務的新單位之用。本會特別感謝會長鄧永鏘爵士，KBE親自參與及鼎力支持是次活動。



### 慈善網球錦標賽

2012年9月17日，愉景灣康樂會有限公司舉辦慈善網球錦標賽，繼續為協會自負盈虧單位匯藝坊籌款經費，以資助低收入家庭享用匯藝坊藝術發展服務。當日下午協會為當地居民安排攤位遊戲，晚上唐氏會員舞蹈表演獲得全場人士之好評。是次活動共籌得超過港幣12萬元善款。

## COMMUNICATION AND FUNDRAISING

### 2012 World Down Syndrome Day - “Lots of Socks” Campaign – World Down Syndrome Day

The Down Syndrome International designated 21st March as the “World Down Syndrome Day” in 2006 to signify the uniqueness of the trisomy of chromosome 21. In 2011, United Nations resolved to designate 21st March as the “World Down Syndrome Day”, to be observed annually from 2012 onwards. Pre-celebration activity of the Association to mark the annual World Down Syndrome Day was held at Plaza Hollywood on 16th March 2013.

To match with this year's theme of “Socks” set by Down Syndrome International, all participants wore one sock or even three socks to raise public awareness of the occasion of World Down Syndrome Day. We were very much honored to have Ms. Donna Tang, Charities Manager of The Hong Kong Jockey Club, and the Ambassador of the Association - Sugar Club, to officiate at the ceremony. The Sugar Club was also our key performing star of the Day. Our guests were fully treated with spectacular performances by our members, fun generating game booths and with the distribution of our hand-made souvenir cards and tiny gifts.

### Flag Day 2012

On 22nd September, 2012, the Association launched its territory-wide Flag Day Event. Over HK\$1.4 million was netted in support of the Association's self-financed services as well as central administration expenditures.

### 25th Anniversary Walkathon

On 17th November, 2012, the Association held its 25th Anniversary Walkathon at the Peak. More than HK\$228,000 was collected to establish the new unit to specifically serve people with Down Syndrome. Special thanks to our President, Sir David Tang, KBE for his participation and whole-hearted support for the event.

### Charity Tennis Tournament

On 17th September 2012, the Discovery Bay Residents Club Limited organized a Charity Tennis Tournament to raise funds for the Association's Art Link Centre, which was a self financed service, to allow low-income families to enjoy its Art development services. The excellent performance of the Art Link Island Dance Group during the evening received a very positive feedback. More than HK\$120,000 was collected.



### 權益倡導

#### 關注唐氏人士醫療需要

協會一直以來安排社工在香港四所唐氏診所，為有需要的家庭提供資訊及輔導服務。以往唐氏診所服務因有年齡限制，致成年的唐氏綜合症人士未能受惠。因此，本會與明愛醫院商討跟進唐氏綜合症人士的醫療服務需要，並獲得明愛醫院積極回應，於2013年3月起，開展成人唐氏診所服務。另外，本會於本年度印製唐氏綜合症人士健康記錄手冊，並透過明愛醫院及威爾斯醫院的唐氏診所派發予就診唐氏綜合症人士的家長，提醒他們需有定期的醫療覆診及檢查，並作為該唐氏綜合症人士的終身健康記錄。

#### 關注唐氏人士老化問題及其照顧者的需要

醫學知識和技術的進步有助延長殘疾人士的壽命，現今唐氏綜合症人士的壽命已可達至60歲以上；而社會上亦有愈來愈多唐氏綜合症人士步入老年期。事實上，與一般人士比較，唐氏綜合症人士傾向更早及更快步入晚年。去年，本會與香港大學秀園老年研究中心合作，著手進行有關唐氏綜合症人士老化的研究，探討他們在健康、社區關顧的需要，以及其照顧者所需的支援。本研究透過聚焦小組及進行問卷調查，向前線工作人員、步入老年期的唐氏綜合症人士及其照顧者收集意見及相關資訊。

### 感言

本人在此衷心向一直關心和支持協會的社會熱心人士、商戶及企業伙伴、政府部門及機構、香港賽馬會慈善基金、會長、副會長、專業顧問、各家長、各唐氏會員、執行委員會委員以及各委員會委員致萬二分感謝！感謝各位和一班不辭勞苦的員工在過去的一年協助推動服務發展，堅守服務承諾。深願我們繼續同心攜手，為改善唐氏綜合症人士及其他智障人士及其家人的生活質素，繼續努力。

執行委員會主席  
唐許嬋嬌



## PROTECTION OF RIGHTS AND INTERESTS OF PEOPLE WITH DOWN SYNDROME

### Medical Needs of People with Down syndrome

Our social workers have been serving Down's Clinic in the four different hospitals to provide information and counseling services to families whose members have Down syndrome in Hong Kong. In the past, adults with Down syndrome are unable to enjoy the medical benefits from Down's clinic due to age limits. In view of the situation, the Association discussed with the Caritas Medical Centre and received very positive feedbacks; starting from March 2013, the Centre decided to provide medical follow ups also for adults with Down syndrome. On another hand, the Association has published Health Record Booklets for people with Down syndrome and the booklets were distributed through collaboration with the Down's Clinics of the Caritas Medical Centre and the Prince of Wales Hospital, as a reminder for the people with Down syndrome to continue regular medical check-up and a life-long medical record for them.

### Ageing problem and Needs of People with Down syndrome and their Care-givers

The advancements of medicine knowledge and technology have prolonged life expectancy of people with disabilities. For individuals with Down syndrome, the life expectancy has increased to 60. Increasingly more people with Down syndrome were living into older age. In fact, compared with the general population, individuals with Down syndrome age earlier and faster. Last year, in collaboration with the Sau Po Centre on Ageing of the University of Hong Kong, the Association launched the Research on Ageing with Down syndrome. The goal of this study was to understand the ageing process of people with Down syndrome, their health and social care needs and the needs for support of their caregivers. Questionnaires for caregivers and frontline workers as well as focus groups with older people with Down syndrome and their family caregivers were used to collect data.

## FROM THE BOTTOM OF MY HEART

I would like to extend my most sincere thanks and appreciation to the warm-hearted members of the public, private entrepreneurs and corporate partners, related government departments and agencies, The Hong Kong Jockey Club Charities Trust, President, Vice-President, professional advisors, parents, our members, members of the Executive Committee and various committees for their support to the Association. Also, my heartfelt thanks to all of you and our dedicated staff, who had made every effort in the past 12 months to promote our services and fulfill our service pledges. With all your continued support, I am confident that our team work will further improve the well-being of people with Down Syndrome, and with other disabilities, as well as their families.

Mrs. Heidi Tong  
Chairperson  
Executive Committee

### 白普理家長資源中心

中心透過為殘疾人士舉辦多元化的班組活動，協助發展他們的多元智能，亦透過參與多項本地的賽事，包括協康會特能足球邀請賽、世界唐氏綜合症游泳錦標賽、香港特殊奧運會游泳比賽、香港特殊奧運會保齡球比賽、香港電台及南華早報合辦「愛心聖誕大行動 (Operation Santa Claus)」的足球比賽及由Ladies Recreation Club主辦的游泳馬拉松，讓會員能與不同的運動員及社區人士互相交流技術，提昇運動水平。

此外，中心獲香港公益金的資助下，舉辦一系列的童軍活動讓智障人士參與。由中心組織的九龍地域第84旅內的深資童軍團及童軍團分別得到由香港童軍總會頒發的「2012年傑出旅團獎勵計劃」銀獎及優異獎。另外，本會的龍獅國術隊亦曾參與不同的義演和比賽活動，包括香港義工嘉許禮2012和屯門區展能運動會2013，隊伍並榮獲了獅藝及龍藝組金獎，還有個人賽武術及器械金、銀獎殊榮等，增加社區人士對殘疾人士的認識之餘，亦增加隊員的自信心，提昇他們的自我形象。

最後，中心獲得社會福利署的「獎券基金」撥款贊助裝修工程，優化中心設施。中心已於2012年7月重新開放，以全新形象為會員家庭提供服務。

### BRADBURY PARENTS RESOURCE CENTRE

Through organizing diversified group activities for persons with disabilities, the Association had assisted in nurturing and developing their talents and potentials accordingly. At the same time, through participating in various other local sporting events, they were given opportunities to interact with other players to enhance their skills and levels. For instance, such events would include 'Special Football Invitation Tournament' organized by Heep Hong Society; 'The DSISO World and International Swimming Championship'; 'The Hong Kong Special Olympics Swimming Competitions and Bowling Competitions'; 'Football Tournament held under the Operation Santa Claus organized by RTHK and SCMP' and Swimathon organized by the Ladies Recreation Club'.

Besides, the Association, with financial assistance obtained from the Community Chest, had organized a series of scouting activities in which persons with intellectual disabilities would have opportunities to take part in. It was noticed that Venture Scouts and Scouts of 84th Kowloon Group of the Scout Association of Hong Kong composed by the Association had been awarded with a Silver medal and an Outstanding Award under the Scout Association of Hong Kong's 2012 'Outstanding Scouts Unit Award Project'. On the other hand, the Association's Lion and Dragon Dance Team had also taken part in various different voluntary shows and matches. The events included "The 2012 Hong Kong Volunteers Award Presentation Ceremony" and "2013 Tuen Mun District Sporting Talents Show", where trophies of both Lion and Dragon Dancing Arts were won both in cash and in kind, and in groups and by individuals. All these had added public awareness of the significant role played by persons with disabilities and concurrently enhanced the self confidence and self esteem of the team players and contestants.

Lastly, sponsored by Social Welfare Department's Lotteries Fund, the Centre had been renovated and was re-opened in July 2012, presenting itself with a new look and with better facilities to continue to provide services to all members and their families.



唐氏綜合症人士體適能導師工作坊 – 我地完成課程啦!  
Physical Fitness Tutor Workshop for Adults with Down Syndrome - We finished the course!



美麗的笑容，澎湃的鼓聲，還有台下熱烈的掌聲!  
Wonderful Smiles, strong drumbeats, cheerful clappings

## 2012-13 年度白普理家長資源中心（東頭）服務統計 2012-13 SERVICE STATISTICS OF BRADBURY PARENTS RESOURCE CENTRE

1. 會員數字 ■ Membership		數目 ■ No.
1.1 家庭會員人數 ■ Total No. of Family Memberships		1,121
1.2 弱能會員性質 ■ Classification of Members' Disabilities		
唐氏綜合症 ■ Down Syndrome		815
智障 ■ Intellectual Disabilities		109
自閉症或有自閉症癥狀 ■ Autism or with autistic features		176
其他弱能類別 ■ Other disabilities		21
2. 出席人次 ■ Attendance		
2.1 開放節數 ■ No. of sessions opened		626
2.2 平均每節出席人次 ■ Average sectional attendance		36.6
總出席人次 ■ Total no. of attendance		22,911
3. 個人服務 ■ Individual Services		
3.1 諮詢服務次數 ■ No. of enquiries		646
3.2 個案/諮詢處理次數 ■ No. of cases handled		59
總數 ■ Total		705
4. 小組及活動 ■ Groups and Programs		
	活動數目 ■ No. of program	出席人次 ■ No. of attendance
4.1 支援小組 ■ Support groups	227	4,309
4.2 社交性小組 ■ Social groups	36	266
4.3 教育性小組 ■ Educational groups	1,103	10,167
4.4 參觀及家庭活動 ■ Visits & Family activities	22	924
總數 ■ Total	1,388	15,666
5. 社區教育活動 ■ Community Education Programs		
5.1 義工訓練 / 接待參觀者 / 融合活動 ■ Volunteer training/ Reception of visitors / Integration programs	24	609
5.2 大型活動及展覽 ■ Mass programs and exhibitions	0	0
5.3 公眾人士講座 ■ Talks for the general public	2	160
總數 ■ Total	26	769
6. 宣傳刊物派發 ■ Distribution of Publicity Materials		
	派出數目 ■ No. of item	
6.1 會員通訊 ■ Newsletters	7,380	
6.2 唐氏綜合症通訊 ■ DS News	2130	
6.3 年報 ■ Annual report	58	
6.4 服務單張 ■ Service pamphlets	1,429	
6.5 教育書籍／鐳射影碟及錄影帶 ■ Educational booklets/ VCD and video tapes	4,047	
總數 ■ Total	12,919	



## 2012-13 年度白普理家長資源中心（東頭）服務統計 2012-13 SERVICE STATISTICS OF BRADBURY PARENTS RESOURCE CENTRE

7. 圖書館資源借用服務 ■ Lending Service of the Library Resource	借出數目 ■ No. of item	借用人數 ■ No. of borrower
7.1 書籍/影碟/錄音帶/鐳射唱碟 ■ Book/ VCD/ Audio Tape/CD	17	11
8. 投訴處理 ■ Handling of Complaints		數目No.
8.1 投訴次數 ■ No. of complaints		0
9. 緊急事故處理 ■ Handling of Emergencies		數目No.
9.1 個案數目 ■ No. of cases		0
10. 員工培訓及發展 ■ Staff Training and Development	培訓數目 ■ No. of program	參加員工人數 ■ No. of staff
10.1 研討會/座談會 ■ Seminars and talks	5	11
10.2 導向活動 ■ Orientation programs	1	1
10.3 短期課程 ■ Short courses	5	6
總數 ■ Total	11	18



唐氏游泳隊，比賽至進取  
Down's Swimming Team, Do their best!

## 白普理家長資源中心 BRADBURY PARENTS RESOURCE CENTRE



1. 唐氏舞蹈團－團員導師大合照  
Group Photo of Down's Dance Team  
members with tutor

2. 保齡球班參加者練習前的一刻  
Participants in Bowling Class before  
practice

3. 八十四旅童軍與區總監合照  
Photo with Region Director and Scouts  
of 84th Kowloon Group of the Scout  
Association of Hong Kong

4. 唐氏會龍獅國術隊於比賽前合照  
Down's Lion and Dragon Dance Team  
before Competition

5. 唐氏粵劇團－訪問完畢與節目主持人  
拍照留念  
Down's Chinese Opera Team – Photo  
with MC after the interview

6. 齊來做個至Fit有營人  
Getting Fit Together!

7. 南生園生態遊大合照  
Group photo of Nam Sang Wai Green Tour

8. 唐氏成人健體計劃－一二三!用力拉!  
Pioneering Health Project for Adults with  
Down Syndrome – 123! Pull!

9. 義工嘉許禮2012－表揚一直為中心服務的  
義工  
The 2012 Hong Kong Volunteers Award  
Presentation Ceremony – Volunteers are  
appreciated



白普理家長資源中心  
BRADBURY PARENTS RESOURCE CENTRE



10. 無敵義勇軍－社區種植活動  
Tree Planting in our community by the Volunteer Team

11. 深資童軍與樂行童軍一同前往大潭營地  
Venture Scouts and Rover Scouts went camping at the Tai Tam camp site

12. 多謝丁教練一直協助跆拳道訓練班  
Thank you to Master Ting who taught our Taekwon-Do class

13. 亞洲傷健高爾夫球協會 高爾夫球友誼賽  
Enjoyed Friendly Golf Tournament organized by the Asia Impaired Golfers Association

14. 探訪猿人，別有一番滋味  
Visiting Apes! Feeling Great!

15. 畢加索作品來港展出，又怎可少得我們這班粉絲  
Artwork from the Famous artist, Pablo Ruiz Picasso was shown in Hong Kong, we are his fans and supported the exhibition!

16. Operation Santa Claus 足球友誼賽  
Football Tournament held under the Operation Santa Claus

17. 高盛與我們齊玩非洲鼓  
Playing African Drum Djembe with Staff from Goldman Sachs



### 〈網「樂」共享〉－ 唐氏家庭支援服務

獲香港賽馬會慈善信託基金2011-2014年度社區資助計劃贊助，本會的〈網「樂」共享〉計劃持續為唐氏綜合症人士的家庭服務，為有需要的初生、幼兒、成人以至年長的唐氏人士及其家庭提供輔導及適切的支援；本計劃旨在連繫全港各區的唐氏綜合症人士，以地理區域劃分，由家長擔任區代表，建立互助關懷氣氛的聯繫網絡。此網絡除了讓家庭可以互相交流照顧唐氏子女的心得外，亦可集合唐氏人士的力量，向社區及各界人士表達唐氏人士及其照顧者面對的需要及困難，倡導共融的社會政策。

在過去一年，本會繼續與港大運動及潛能發展研究所及楊黃錦賓博士合作，繼續推行「唐氏成人健體先導計劃」，透過體適能訓練，培養唐氏成人做運動的習慣，協助減慢其退化速度。針對老化及年長家庭，計劃亦安排「關懷大使」上門探訪了唐氏雙老家長，為他們送上關心及問候。此外，本計劃亦為家長提供生死教育講座，讓參加者一同討論生命的義意及淺談死亡的議題。本會期望續步推廣至更多家長及會員，一同欣賞生命，正面認識死亡。

於政策倡導方面，本會推廣權益及政策關注小組於剛過去的年度內持續關注唐氏綜合症人士的醫療服務，曾向明愛醫院兒科醫生反映成人唐氏的醫療需要，而明愛醫院亦於2013年3月首次推行「成人唐氏診所」以回應需求。此外，在「遺產及信託管理」議題上，小組亦組織講座向家長簡介「平安紙」的安排及用意。至於在社會政策的層面上，有關於殘疾人士爭取交通半價優惠、資助院舍服務、特殊教育、最低工資立法等議題，小組均有家長代表參與各聯席的會議及發動本會家長支持相關行動。

### 甜心學堂－ 唐氏家庭支援服務

針對社會上現時對唐氏初生及幼兒服務上的隙縫，本會得到余仁生慈善基金有限公司贊助，為初生及學前的唐氏綜合症嬰幼兒提供及早介入的訓練，由專業的幼兒工作者、物理/職業治療師提供個別教授訓練。服務又為年齡相約的嬰幼兒提供小組活動及訓練，讓家長等待特殊幼兒服務前亦能學習技巧，在家中為幼兒提供適當的練習，以免錯過黃金的訓練時機。

### THE SHARE PROJECT - A COMPREHENSIVE SUPPORT SERVICE FOR FACILITIES OF CHILDREN WITH DOWN SYNDROME

With the continued sponsorship from the Hong Kong Jockey Club Charity Trust (2011 – 2014), the Association was able to prolong its task under the 'Share Project' to provide families of persons with Down syndrome with counselling and supportive services including families of the new borns, infants and adults with Down syndrome. The idea of the project was to liaise with all persons with Down syndrome and to classify them geographically by district and be represented by a parent with a view to building up amongst them a sense and atmosphere of keeping in touch and fostering mutual care. This network would enable not only the sharing of valuable care-taking experiences but would also consolidate into a force pool to make known to the public the urgent needs and predicaments of people with Down syndrome, and those of their caretakers too. In this way, it would lend support to promoting the policy of attaining an inclusive community.

Over the past year and working with the Institute of Human Performance of the University of Hong Kong and with Dr. Donna Wong Kam Pun, the Association continued to put in place the "Pioneering Health Project for Adults with Down syndrome". The objective was to slow down the rate of degradation of adults with Down syndrome through suitable fitness training coupled with a living habit with light exercises. For the sake of the ageing and the elderly families, home visits were made by a "Concern Ambassador" to them to deliver a word of intimacy and proximity care. Furthermore, the project also made available opportunities for parents to talk briefly about the meaning of life and death with a view to extending such talks eventually to a larger audience, as a way to appreciate human life and understand more about death.

For the policy advocacy, the Association had continued to show concern over the medical services for persons with Down syndrome. In this respect, the Association had drawn the attention of the Paediatric Doctors of Caritas Medical Care regarding the special medical needs of adults with Down syndrome. In response to these needs, Caritas had launched a special clinic earmarked for adults with Down syndrome for the first time in March 2013. On the issue of legacy and trust management, special talks were organized for parents to brief them on the significance of and arrangement for the "Will". On social welfare policy, particularly relating to such issues as half price disability concessions for public transport and the building of subsidized hostels, special education, enacting law for minimum wage, etc., the Association's Rights Promotion and Policy Concern Group would ensure parents' views be aptly represented at relevant meetings with an urge to seeking their unfailing concern and support.

### THE SWEETIE LAND SERVICE – DOWN SYNDROME FAMILY SUPPORT SERVICES

The Association obtained financial sponsorship from the Eu Yan Sang Charitable Foundation Company Limited to provide new borns and pre-schooling infants with Down syndrome preliminary training, in order to fill the loophole in the caring of humans with Down syndrome at their young ages. Such training was conducted by experts in infancy care, physiotherapists and occupational therapists who would provide among other services suitable and specially designed group activities for babies and infants to pick up living skills before the time they were fit and ready for receiving Special Child Care Services. The service would also enable these babies and infants with Down syndrome to receive suitable training at home by their parents, without missing their golden opportunities for learning.

〈網「樂」共享〉－唐氏家庭支援服務

THE SHARE PROJECT - A COMPREHENSIVE SUPPORT SERVICE FOR FACILITIES OF CHILDREN WITH DOWN SYNDROME



1. 小甜甜活動：新春BB喜洋洋，家長與孩子在戶外歡度快樂的時光  
Little Sweetie Program: Parents and their kids enjoyed a happy day in the outdoor activity.

2. 九龍西分區網：慶祝新春戶外活動  
Kowloon West Regional Parents Network: A Journey in Celebration of the Lunar Chinese New Year.

3. 新界西分區網：草地滾球同樂日  
New Territories West Regional Parents Network: Bowling Fun Day

4. 共融活動：海洋公園冰極之旅  
Inclusion Programme: A trip to the Ocean Park.

5. 家長培訓小組：心臟科講座  
Parents Training Group: A Seminar on Cardiac.

6. 九龍東分區網：GoGo高爾夫球同樂日  
Kowloon East Regional Parent Network: Go Go "Golf Day".

7. 新界東分區網：家長們遠足後一起享用美味的盤菜  
New Territories East Regional Parents Network: After hiking, parents enjoyed the "Poon Choi".

8. 香港分區網：我和你有個午餐聚會  
Hong Kong Regional Parents Network: Having lunch and gathering with you.

9. 共融活動：與義工一起玩巨型層層疊  
Inclusion programme: Playing Mega Jenga with volunteers.

# 服務報告—綜合家庭支援服務

## Services Report-Integrated Families Support Service

### 2012-13 年度〈網「樂」共享〉服務統計

### 2012-13 SERVICE STATISTICS OF THE SHARE PROJECT

1. 個人服務 ■ Individual Services		數目 ■ No.
1.1諮詢服務次數 ■ No. of enquiries		221
1.2 個案數目 ■ No. of cases handled		77
2. 分區網絡活動 ■ Regional Networks' Activities	活動數目 ■ No. of programs	出席人次 ■ No. of attendance
2.1 細胞小組 ■ Cell group activities:	16	120
2.2家長興趣班 ■ Parent interest classes	50	323
2.3分區網絡活動 ■ Regional Network activities	35	816
2.4 家庭暫顧服務 (小時) ■ Family Respite Day Care (hours)	6	9
總數 ■ Total	107	1,268
3. 關懷大使計劃 ■ Concern Ambassador Scheme	活動數目 ■ No. of programs	出席人次 ■ No. of attendance
3.1 關懷大使培訓及分享活動 ■ Concern Ambassadors' training and sharing programs	6	103
3.2 關懷大使探訪活動 ■ (家庭/醫院探訪及電話聯繫) Concern Ambassadors' activities (home/hospital visit or phone contact)	232	225
總數 ■ Total	238	328
4. 家長培訓活動 ■ Parent Competency Training Programs	活動數目 ■ No. of programs	出席人次 ■ No. of attendance
4.1培訓活動 ■ Training Programs	5	88
4.2 生命教育 ■ Training Programs of Life Education (activities)	5	28
總數Total	10	116
5. 幼童服務 ■ Service for infants to toddlers with DS	活動數目 ■ No. of programs	出席人次 ■ No. of attendance
5.1 幼童家庭活動/服務 ■ Support group for families with toddlers (activities)	10	313
6. 社區教育活動 ■ Community Education Programs	活動數目 ■ No. of programs	出席人次 ■ No. of attendance
6.1共融活動 ■ Volunteer training / Integration Programs	5	253
6.2大型社區教育活動及展覽 ■ Mass programs and exhibitions	1	400
6.3社區教育講座 ■ Talks for the general public	17	2192
總數 ■ Total	23	2845

### 2012-13 年度甜心學堂服務統計

### 2012-13 SERVICE STATISTICS OF THE SWEETIE LAND SERVICE

初生/ 嬰幼兒服務 ■ Service for infants to toddlers with DS	活動數目 ■ No. of programs	出席人次 ■ No. of attendance
個別諮詢 / 訓練 ■ Individual Training sessions	251	251
親子訓練小組 ■ Group Training sessions	36	141
家庭活動 ■ Family Activities	3	82
制作家長手冊 ■ Parent' s Handbooks	NA	200本 copies
教具及器材借出 ■ Lending Service of Teaching Aids	NA	392





### 匯藝坊 (於2013年7月1日起轉型為 唐家軒)

過去的一年，匯藝坊繼續履行其使命，為會員提供機會，培育他們對音樂、舞蹈及其他藝術的興趣，從而令他們的潛能得以發揮。透過專業導師的悉心栽培下，中心樂見各會員發揮出他們的潛能。而且，中心亦為會員發掘了不同的公開演出機會，目的旨在增強會員的自信心及自尊感，並提供一個讓公眾認識唐氏綜合症人士的平台，例如中心的舞蹈班Island Dance於愉景灣康樂會(DBRC)「慈善網球比賽2012」的頒獎典禮上公開演出，這已是本中心連續第三年被挑選成為其慈善網球比賽的受惠機構，本中心謹此向愉景灣康樂會致以謝意！

另一方面，本中心致力舉辦各種形式的共融活動，期望透過此類型的活動令公眾人士對智障人士有所認識及了解，從而達致「傷健共融」的理念。

承蒙社會福利署「攜手扶弱基金」的贊助，我們於2012年1月開始推行了為期兩年的「愛藝一生」藝術發展計劃。當中透過不同的藝術項目訓練(包括折子戲、歌舞劇、爵士舞、現代舞、敲擊樂及手搖鈴隊)，讓參加的會員經過持續不斷的专业訓練後，在舞台上一展所長，藉以發揮其天賦。本會更於2013年7月20日舉辦「愛藝一生」藝術大匯演，讓會員展現出他們非凡的才華。

由2013年7月1日開始，匯藝坊轉型為一所專為唐氏綜合症人士服務而設的中心，並命名為「唐家軒」。

### THE ART LINK (Reformed as DS Centre from 1 July 2013)

Over the past year, the Art Link continued on with its mission to provide suitable opportunities for members to nurture and develop their interest in music, dancing and other art forms wherefrom their potentials may be unearthed. With dedicated supervision from professional instructors, members were delighted to see their aesthetic talents be developed and released. Besides, the Centre had from time to time contracted different public performing opportunities to enhance members self confidence and self-esteem. Offering a platform for public awareness of people with Down syndrome at the same time. One example of these was the public performance of the Centre's Island Dance team at the Prize Giving ceremony on the occasion of the 2012 Charity Tennis Tournament organized by the Discovery Bay Recreation Club. This was the third occasion in three years where the Centre was selected as a beneficiary body under this charitable event held once a year and for this, the Centre would wish to extend its deepest gratitude to the organizer - Discovery Bay Recreation Club.

On the other hand, the Centre continued to organize different types of inclusion activities in a bid to enhance public awareness of the intellectual disabled and to drive home the message of Integration of people with disabilities and others.

With the auspicious sponsorship of Social Welfare Department's "Partnership Fund for the Disadvantaged", we had started to launch a two-year 'Love Art Life' arts development scheme in January 2012. Through the training of different performing art forms (such as Cantonese opera excerpts, musicals, jazz dance, modern dance, percussions and handbell ensemble), we let members, after going through a program of strenuous training, show what they could do artistically on the stage as a way to manifest their spectacular potentials and talents. In this relation, the Centre had, staged the "Love Art Life Variety Show" on 20 July 2013.

With effect from 1 July 2013, Art Link would appear as a centre specially tailored made for providing services to persons with Down syndrome and was renamed as DS Centre.

## 2012-13 年度滙藝坊(現為唐家軒)服務統計 SERVICE STATISTICS OF THE ART LINK (Now named as DS Centre)

1. 會員數字 ■ Membership		數目 ■ No.
1.1會員人數 ■ Total no. of memberships		404
殘疾人士及其家庭 ■ Members with disabilities and their families		402
社區人士 ■ General public		2
2. 出席人次 ■ Attendance		
2.1 開放節數 ■ No. of operation sessions		592
2.2 平均每節出席人次 ■ Average attendance per session		15.78
總出席人次 ■ Total no. of attendance		9342
		活動數目 ■ No. of programs      出席人次 ■ No. of attendance
3. 小組及活動 ■ Groups and Programs		
3.1 興趣班/小組 ■ Interest classes / Groups	1276	7662
4. 社區教育活動 ■ Community Education Programs		
4.1 義工訓練/融合活動 ■ Volunteer training / Integrative Programs	68	1397
5. 宣傳刊物派發 ■ Distribution of Publicity Materials		
5.1 中心通訊 ■ Newsletters		524
5.2 服務單張 ■ Service pamphlets		139



「愛藝一生藝術大匯演」--現代舞訓練  
Love Art Life Variety Show -- Training of Modern Dance



「愛藝一生藝術大匯演」--折子戲訓練  
Love Art Life Variety Show -- Training of Cantonese opera excerpts



匯藝坊 (於2013年7月1日起轉型為唐家軒)  
THE ART LINK (Reformed as DS Centre from 1 July 2013)



1. 協會步行籌款日—山頂廣場外大合照  
The Association's Walkathon Fundraising  
Day – Group photo at The Peak Galleria

2. 協會步行籌款日—會員跳舞表演  
The Association's Walkathon  
Fundraising Day – Members' dance  
Show

3. 「愛藝一生藝術大匯演」--現代舞訓練  
Love Art Life Variety Show--Training of  
Modern dance



### 卓業中心

卓業中心一直致力為殘疾人士提供一站式就業培訓及支援服務。本年度繼續以綜合職業復康服務中心的模式，為學員提供「庇護工場服務」、「輔助就業服務」、「殘疾人士在職培訓計劃」，以及「陽光路上培訓計劃」。此外，中心更因應學員的不同需要，於本年度更推出新服務項目及訓練項目，務求使學員得到全人發展的目標。

本會自2004年接管理瀝源工場(即現卓業中心)至今，當中有不少學員均已步入中年甚或老年。因此中心自資開展「樂齡展才華小組」，增聘一位助理導師負責帶領小組活動，並聘請職業治療師擔任顧問，邀請體弱及年齡較長的學員參加，並特別針對他們的需要而設計不同的訓練項目，包括懷惻輔導、定期簡單身體檢查、物理治療、認知訓練、社區認識等，減少他們因身體機能退化帶來的不適。至今已有13位學員參加本計劃，他們在認知及適應年老上亦有明顯的改善。



### TIPTOP TRAINING CENTRE

All along, the Tiptop Training Centre has endeavored to provide a one-stop vocational training and supportive services for the benefit of persons with disabilities. In this year, the Centre continued to provide, in the form of a comprehensive vocational rehabilitation service centre, a string of services including "Sheltered Workshop Services", "Supportive Employment Service", "On The Job Training Programme for People with Disabilities", and the "Sunnyway On the Job Training Program for the Young People with Disabilities". Furthermore, in order to meet with different needs of disabled individuals, the Centre had launched items of new services and training courses in a bid to attain the objective of a holistic development.



Since the taking over of the management of Lek Yuen Workshop in 2004, not a few members were approaching their middle ages and/or elderly stages. Therefore, the Centre had established the self-financed "Talents of the Elderly Group" for which an assistant instructor was employed to plan and lead its activities. At the same time, occupational therapy service was employed to support various training programs to meet specifically the needs of these participating trainees, who may generally be taken as weaker as or older than their fellow counterparts. Such training activities may include 'Guide to Reminiscence', 'Scheduled Simple Body Check', 'Physiotherapy Treatment', 'Cognitive Therapy', and 'Understanding the Community' and so on. All these were put in place to lessen their discomfort that was likely brought about by functional degradation individually due to ageing. So far, 13 members were enlisted in this project and there were already marked improvements detected in their power of cognition and their adaptability to ageing.

Besides, the Centre had organized a wide range of outdoor and indoor activities regularly, and in particular would strengthen, this year, those held jointly with outside organizations in a bid to widen learners' vista coupled with a closer district contact with other people in community. It is believed that this would help attaining the common goal of a more harmonious or inclusive community.





## 服務報告—綜合職業復康服務 | Services Report-Integrated Vocational Rehabilitation Service



此外，卓業中心定期舉辦不同類型之戶外及戶內活動，本年度更加強與外間機構合辦活動，務求擴闊學員眼界，增加學員與社區人士的接觸，達致社會共融的目標。

職業訓練項目方面，卓業中心繼續實行室內及戶外訓練。室內訓練方面主要以包裝訓練及手工藝訓練為主，訓練學員手眼協調、大小肌肉操作等。戶外訓練方面主要分為幾個不同範疇：

1. 清潔服務訓練：集中於辦公室及商舖進行清潔服務訓練。
2. 汽車美容訓練：於公營機構或私人停車場提供汽車美容訓練，由導師帶領下學習汽車清潔技巧。
3. 銷售訓練：舉辦及參與不同形式的展銷工作，邀請不同行業的僱主提供實習機會，讓學員熟習銷售技巧。
4. 倉務及跟車運輸訓練：由導師帶領下，訓練學員進行倉務整理及協助跟車運輸。

希望透過不同形式的訓練項目，以階梯形式，續步提昇學員的能力及自信心。

On vocational training, the Centre continued to adhere to both indoor and outdoor training programs. While indoor training majored in food packaging and handicrafts to strengthen a hand-eye co-ordination and movements of large/ small muscles, outdoor training was classified under the following categories:-



1. Cleaning service training: majoring in cleaning of offices and shops.
2. Car beauty training: to learn the skill of car cleaning in the presence of instructors at public car parking venues or private parking lots.
3. Salesmanship training: to organize and participate in various forms of open sales by inviting potential employers of different businesses to offer practical training opportunities to enable trainees to come to grips with the skill of salesmanship speedily.
4. Warehouse and delivery service training: With supervision from an instructor, provide training on simple warehouse management and assist in delivery service shuttles.

It is hoped that through these various forms of training, learners' capabilities and self confidence would be elevated gradually step by step.





業務發展方面，本會銳意改革卓業中心的生產系統，提升生產效率。隨中心的生產得以改善，且得到客戶支持及認同，持續增加訂單數量，使學員亦有所得益。同時本會也致力將中心服務及訓練項目趨向多元化，除鞏固包裝訓練外，亦積極發展手工藝產品。一方面加強學員在手工藝製作的技巧，另一方面鼓勵學員發揮創意，製作更多更富特色的手工藝產品。為了增加手工藝品的宣傳渠道，卓業中心已開設網上購物平台，亦接受網上訂單，網頁：

<http://hkdsa-handicraft.shopping.babysky.hk>

歡迎外界人士在這平台選購學員悉心製作的手工藝品。通過上述的業務改革，以及同事們的努力，整體提昇了卓業中心的生產效率及產品素質，使中心業績比上年度增長四成。

On business development, our Association had determined to regulate the Centre's production system with a view to elevating its productivity. With this improvement and with our customers' support and recognition, purchasing orders continued to increase, which brought benefits to all members. At the same time, our Association had endeavored to diversify the Centre's services and training programs by actively catalyzing on handicraft products in addition to consolidating on food packaging. On one hand, we strengthened the handicraft skill of our members, and on the other we encouraged them to come up with creative ideas in the form of more characteristic products. In order to inject stronger publicity, the Centre had established a buyer's platform on the internet to receive buying orders at the following website: (<http://hkdsa-handicraft.shopping.babysky.hk>) and we welcomed outside buyers to place orders for our exquisite products. With the aforesaid business regulation plus the hard work of our colleagues, the Centre's productivity and its quality had been greatly enhanced overall, thereby resulting in a sharp leap in business this year by some 40%.





## 社區參與 / 共融活動 COMMUNITY PARTICIPATION/ INTEGRATION ACTIVITIES

暑期工作體驗計劃2012  
Summer work placement project 2012

傷健同行日營  
Integration Day Camp

社會福利署沙田區 綠絲帶「共融  
一心 關愛一生」大匯演  
The "Green Ribbon - Integration  
for Life" Gala Show of the SWD at  
the Shatin District

浸信會愛群社會服務處<老有所為>  
與長者繪畫  
Baptist Oi Kwan Social Service –  
"the Elderly Project – Drawing with  
the Elderly"

浸信會愛群沙田日間長者中心探訪  
卓業「互愛社羣探訪日」  
Visitation to Tiptop Training Centre  
by the Elderly from Baptist Oi  
Kwan Social Service Shatin Day  
Care Centre

浸信會愛群社會服務處陶瓷製作班  
Baptist Oi Kwan Social Service –  
Pottery Class

神託會創耆坊<樂在共融>同樂日  
The Take Your Way Clubhouse  
of Stewards Limited – Fun Day of  
Integration

香港大學「唐氏綜合症人士老化  
研究」  
The Research on Ageing with  
Down Syndrome done by the  
University of Hong Kong

楊震沙田綜合青少年發展中心「創  
作共融心體驗」共融活動  
Yang Memorial Methodist Social  
Service Shatin Integrated Youth  
Development Centre – Expe-  
rienced Day with Creativity of  
Integration

香港理工大學社會工作學系學生  
探訪  
Visitation by Students from the  
Department of Social Work, PolyU

## 職業訓練及教育性小組 及活動 VOCATIONAL TRAINING AND EDUCATIONAL ACTIVITIES

卓業中心學員職安健講座  
Vocational Safety and Health Talk  
to Tiptop Training Centre members

<學習使用互聯網>訓練小組  
Training class for Learning of Us-  
ing Internet

才俊學校職業復康講座  
Choi Jun School Vocational  
Rehabilitation Talk

衛生教育工作坊  
Educational Workshop on Hygiene

沙田公立學校學生實習  
Placement of students from Shatin  
Public School

學員牙齒檢查及護理工作坊  
Teeth Examination and Oral  
Hygiene workshop for members

學員牙齒護理講座  
Oral Hygiene talk to members

學員牙齒檢查及護理：牙科車服務  
Teeth Examination and Oral  
Hygiene for members: Mobile  
Dental Service

智障人士數學學習班  
Mathematic Class for Persons with  
Intellectual Disabilities

殘疾人士餐飲培訓班  
Food and Beverage Training for  
Persons with Disabilities

「求職特工隊」職前訓練小組  
Pre-employment Training Class on  
Job Hunting

<職業英語>殘疾人士訓練課程  
<Workplace English> Training for  
Persons with Disabilities

男女社交技巧訓練小組  
Social Skills Training class

<搵工兵團>智障人士就業準備訓  
練課程  
Pre-employment Training Course  
for Persons with Intellectual  
Disabilities

智障人士及精神病康復者電腦及互  
聯網基本應用課程

Basic Computer and Internet  
Course for Persons with  
Intellectual Disabilities and Ex-  
mentally ill persons

<親善大使>社交技巧訓練計劃  
<Friendship Ambassador > Social  
Skills Training Scheme

卓業之星 獎勵計劃  
The Star of Tiptop Training Centre  
Award Scheme

暑期工作體驗計劃 2013  
Summer Job Internship Program  
2013

## 社交康樂及戶外活動 SOCIAL, RECREATION AND OUTDOOR ACTIVITIES

秋高氣爽離島遊  
Outlaying Islands Autumn Tour

海洋公園同樂日2012  
Ocean Park Fun Day 2012

殘疾人士健體外展活動  
Health Exercise Outreach Activities  
for Persons with Disabilities

參觀歷史博物館  
Visitation to Hong Kong of Mu-  
seum of History

超級巨Sing (唱K同樂日)  
Karaoke Fun Day

卓業人人開心健體營  
Tiptop Training Centre Health  
Exercise Camp

花開富貴行大運2013-參觀維園花  
展  
Visitation to Hong Kong Flower  
Show 2013

香港文化博物館參觀活動及工作  
坊：小鳥的花衣裳  
Visitation and Workshop at Hong  
Kong Heritage Museum

### 節日或定期活動 FESTIVAL AND REGULAR ACTIVITIES

唐氏綜合症協會實旗日  
The HKDSA Flag Day

生日會  
Birthday Party

工友會  
Staff Meeting

聖誕歡聚樂繽紛  
Christmas Gathering

卓業中心開放日  
Tiptop Training Centre Open Day

僱主嘉許禮暨春茗活動  
Employer Appreciation Ceremony  
and Lunar New Year Gathering

### 家長參與活動 PARENTAL ACTIVITIES

「社區資源知多D」家長講座  
“Understanding Useful Resource in  
Community”Talk for Parents

健康飲食家長工作坊  
Health diet Workshop for Parents

牙齒護理家長聚會  
Parent's Gathering on Dental and  
Oral Care

家長日2012  
Parent's Day 2012

家長法律講座  
Legal Talk for Parents

沙田公立學校家長參觀中心  
Visitation Parents from Shatin  
Public School

明愛樂群學校家長探訪  
Visitation by Parents from Caritas  
Resurrection School

### 興趣班組 INTEREST CLASS

趣味敲擊樂班  
Percussion Class

手藝達人初階班  
Handicraft – Beginners' Class

手藝達人進階班  
Handicraft Advanced Class

流行舞蹈班  
Modern Dance Class

健體舞班  
Aerobic Dance

創意扭汽球班  
Creative Balloon Class

### 綜合職業復康服務數字統計

### STATISTICS OF INTEGRATED VOCATIONAL REHABILITATION SERVICES

卓業中心 (2012年4月至2013年3月)

Tiptop Training Centre (From April 2012 to March 2013)

	承諾指標 ■ Targets Pledged	實際表現 ■ Actual Performance
協議服務名額 ■ Agreed level per year	115名 ■ persons	116名 ■ persons
全年服務總人數 ■ Total no. of persons served	—	134人 ■ persons
成功就業率 ■ Successful Employment rate	9人 ■ persons (每兩年計) ■ (on biennial basis)	9人 ■ persons
完成學員復康計劃之年度檢討 ■ Annual review of rehabilitation program completed by members	99%	100%

卓業中心 (2012年4月至2013年3月) 陽光路上一在職培訓計劃

Tiptop Training Centre (From April 2012 to March 2013)

Sunnyway—On-the-Job Training Program

	承諾指標 ■ Targets Pledged	實際表現 ■ Actual Performance
於此期間之新收個案 ■ New cases in this year	23人 ■ persons	23人 ■ persons
成功就業人數 ■ Number of persons successfully employed	12人 ■ persons	11人 ■ persons
服務使用者對服務的滿意程度 ■ Degree of satisfaction of users to service	80%	100%
實習機構的滿意程度 ■ Degree of satisfaction of placement companies	80%	100%
試工僱主的滿意程度 ■ Degree of satisfaction of employers recruiting probationary employees	80%	100

### 就業輔助中心

過去一年，就業輔助中心持續為服務使用者配對合適的工作。同時，中心亦與有意聘用殘疾人士的僱主物色切合他們需要的僱員。輔助就業服務於過去年度曾協助十三位服務使用者，找到不同的工作崗位，崗位包括餐飲服務員、辦公室庶務助理、清潔工人、食物加工工人、保安及醫院清潔助理等工作。

在訓練項目中，單位亦持續提供原有的訓練項目，例如汽車美容、家居及辦公室清潔等。另外，本單位亦與部分僱主合作，由僱主提供實務的訓練，例如：食物加工包裝、工藝祭祀用品製作等。中心職員除了負責尋找合適的協作單位外，亦對服務使用者的訓練狀況作出適當的跟進。

### EMPLOYMENT SERVICES CENTRE

Over the past year, the Employment Services Centre continued to provide job matching services made available to people with disabilities in the open market. At the same time, the Centre took steps promptly to make contacts with potential employers, who were quite prepared to offer jobs to people with disabilities in a bid to identify employees who would meet with their needs. In this respect, the Centre had in the year successfully assisted 13 service users to secure different jobs and positions, ranging from waiters of catering services to office assistants, cleaning workers, food processing/packaging workers, security guards and cleaners at the hospital etc.

As for training items, the Centre continued to provide the original services such as car washing, household or office cleaning etc. Apart from this, the Centre collaborated with potential employers to let them offer certain practical or on the job trainings, such as in food processing and packaging, making of artistic or ritual pieces and so on. Staff of the Centre would find suitable working partners for service users and at the same time monitor their training so as to follow up as and when necessary.

### 就業輔助中心服務統計數字

### SERVICES STATISTICS OF EMPLOYMENT SERVICES CENTRE

	承諾指標 ■ Targets Pledge	實際表現 ■ Actual Performance
協議服務名額 ■ Agreed level per year	70名 ■ persons	70名 ■ persons
全年服務總人數 ■ Annual Service Users	/	94人 ■ persons
成功就業率 ■ Employment Rate	智障人士 (每兩年25%) ■ Mentally Handicapped (on biennial basis 25%)	第二年 ■ The Second Year
16%(共7人) ■ (7 persons in total)	精神康復者 (每年) ■ Ex-mentally ill persons (on annual basis) 25%	25%(共5人) ■ (5 persons in total)
完成學員復康計劃之年度檢討 ■ Annual review of rehabilitation program completed by members	95%	100%
(共89份) ■ 89 cases in total)		

就業輔助中心所推行的【殘疾人士在職培訓計劃】，共招募36位新服務使用者，達致服務協議的指標。

In the year, ESC launched a program entitled “On-the-Job Training for the Disabled”, for which a total of 36 new service users were recruited thereby attaining an agreed upon service objective.

	承諾指標 ■ Pledge Indicators	實際表現 ■ Actual Performance
每年新收個案 ■ New Cases (on annual basis)	36人 ■ persons	36人 ■ persons
成功公開就業人數 ■ Number of persons successfully employed in the open job market	10人 ■ persons	10人 ■ persons
服務使用者對服務的滿意程度 ■ Degree of satisfaction of users to service	80%	90%
實習機構的滿意程度 ■ Degree of satisfaction of placement companies	80%	100%
試工僱主的滿意程度 ■ Degree of satisfaction of employers recruiting probationary employees	80%	/



在訓練項目上，中心持續以技巧訓練項目為軸心，中心按服務使用者的能力，為他們安排訓練工作，並以恆常小組及訓練班，鞏固服務使用者的工作技巧。另外，中心亦舉辦由勞工及福利局所資助的殘疾人士綜合課程，增加服務使用者在市場上的競爭力。

定期參與社區活動有助服務使用者的個人成長，中心於本年度曾參加社會福利署荃灣及葵青福利辦事處合辦，以環保為主題的【傷健樂共融計劃】。此計劃推廣傷健共融，並讓社區人士對殘疾人士有更多認識。

同時，為協助服務使用者尋求更多實際工作及服務社區的經驗，就業輔助中心獲得香港房屋委員會資助，舉辦【唐氏展能顯愛心 清潔服務計劃】。服務使用者透過本計劃，為荃灣福來邨的獨居長者提供義務家居清潔。這活動除了讓地區長者受惠，同時亦促進了社區人士與他們的溝通互動，達致社區共融。是次計劃中，有超過100人次的福來邨長者受惠。

### 社會企業

為配合市場上的需要，本會將轄下的社企服務轉型，在本年度四月起，唐氏洗車隊及群毅清潔隊已合併為【唐氏群毅服務隊】，服務範圍包括汽車清潔服務、場地及家居清潔服務及包裝服務，繼續為顧客及大眾人士提供優質的服務。在本年度的洗車服務中，隊伍每月提供超過250架次的洗車服務。而清潔服務方面，隊伍亦為超過40多個不同類型的地場地提供清潔服務。本會透過社會企業，去年共聘用26位殘疾人士作公開就業。

On training programs, the Centre continued to focus on training for “skilled work items”. Training work would be designed in accordance with the service users’ potentials and capabilities with their learned skill to be reinforced with constant practice and fine tuning. Furthermore, with financial support from the Labour and Social Welfare Bureau, the Centre had organized comprehensive courses for the people with disabilities to enhance their competitiveness in the human resources market.

Taking part in community activities regularly would lend support to the development of a service user. In the year, an environmental-protection themed activity called “The Integration for All Project” was organized jointly by the Tsuen Wan and Kwai Chung Social Welfare District Office in a bid to nurture cohesion of challenged people and others in order to enhance public awareness.

Furthermore, with the sponsorship of the Hong Kong Housing Authority, the Centre had organized a project known as “We Care, We Serve and We Clean”. The idea was to enable service users to provide, through this channel, voluntary house cleaning services for over 100 singleton elderly residents of the Fuk Loi Estate in Tsuen Wan. The project would also benefit our service users with a valuable experience in community work. Over 100 elderly residents were benefited with the voluntary service in this project.

### SOCIAL ENTERPRISES

To meet with the market trend, the Association had in the year merged the Down’s Car Beauty Team and the Kwan Ngai Cleaning Service Team into one service team operating under the name “The Down’s Kwan Ngai Service Team”. The combined service team would continue to provide quality services to members of the public comprising car beauty, house/site cleaning and packaging services. In the year under review, the new team had registered a record of cleaning over 250 cars and offered cleaning services for over 40 different outdoor sites. Through these social enterprise activities, the Association had recruited the service of 26 disabled persons in the form of public employment.



# 執行委員會、小組委員會及工作小組名單

## Members of Executive Committee, Sub-Committee and Working Group

陳伯齡先生	Mr. Jonathan Chamberlain	創辦人	Founder
梁唐青儀女士	Mrs. Regina Leung	贊助人	Patron
鄧永鏘先生, KBE	Sir. David Tang, KBE	會長	President
阮偉文先生	Dr. Andrew Yuen	副會長、籌募顧問	Vice-president, Fundraising Advisor
陳肖齡女士, BBS	Ms. Ophelia Chan, BBS	專業顧問	Professional Advisor
楊黃錦賓博士	Dr. Donna Wong	專業顧問	Professional Advisor
麥家信先生	Mr. Andy K. S. Mak	專業顧問	Professional Advisor
史泰祖醫生JP	Dr. Shih Tai Cho, Louis, JP	醫學顧問	Medical Advisor
余則文醫生	Dr. Yu Chak Man, Aaron	醫學顧問	Medical Advisor
徐伯鳴、陳鴻遠、劉永強 律師行	"Chui & Lau Solicitors & Notaries. "	義務法律顧問	Hon. Legal Advisor
譚根榮會計師行	K. W. Tam & Co. C.P.A.	義務核數師	Hon. Auditor

### 執行委員會 ■ Executive Committee

唐許嫻嬌女士	Mrs. Heidi Tong	主席	Chairman
梁建文先生	Mr. Leung Kin Man, Michael	副主席	Vice-chairman
江馬玉琴女士	Mrs. Kong Ma Yuk Kum	義務秘書	Hon Secretary
葉偉明先生	Mr. Yip Wai Ming, Patrick	義務司庫	Hon Treasurer
麥陳鳳儀女士	Mrs. Mak Chan Fung Yee	委員	Member
趙張麗文女士	Mrs. Chiu Cheung Lai Man	委員	Member
李建賢博士	Dr. Li Kin Yin, Mark	委員	Member
	Mrs. Junko Sommerau	委員	Member
蘇敬順女士	Mrs. Lau So King Shun	委員	Member
馮逸生先生	Mr. Fung Yat Sang, Patrick	委員	Member
李小珍女士	Ms. Lee Siu Chun, Daisy	委員	Member
左偉興先生	Mr. Keith Chor	委員	Member

### 財務委員會 ■ Finance Committee

梁建文先生	Mr. Leung Kin Man, Michael	主席	Chairman
馮逸生先生	Mr. Fung Yat Sang, Patrick	副主席	Vice-chairman
葉偉明先生	Mr. Yip Wai Ming, Patrick	委員	Member
曾黃美玲女士	Mrs. Tsang Wong Mee Ling, Iris	委員	Member
王慶馨女士	Ms. Frazer Wong	委員	Member
劉蘇敬順女士	Mrs. Lau So King Shun	委員	Member
姚榮輝先生	Mr. Yiu Wing Fai, Kenneth	委員	Member

### 服務委員會 ■ Services Committee

江馬玉琴女士	Mrs. Kong Ma Yuk Kum	主席	Chairman
李子超醫生	Dr. Lee Chi Chiu	副主席	Vice-chairman
唐許嫻嬌女士	Mrs. Heidi Tong	委員	Member
林旭傑先生	Mr. Angus Lam	委員	Member
陳石小微女士	Mrs. Chan Shek Siu Mei	委員	Member
趙張麗文女士	Mrs. Chiu Cheung Lai Man	委員	Member
梁王基農 女士	Mrs. Leung Wong Kee Loon, Esther	委員	Member
羅明輝博士	Dr. Law Ming Fai, Ben	委員	Member
楊映梅女士	Ms. Yeung Ying Mui, Maggie	委員	Member

# 執行委員會、小組委員會及工作小組名單

## Members of Executive Committee, Sub-Committee and Working Group

人力資源委員會 ■ Human Resources Committee			
李建賢博士	Dr. Li Kin Yin, Mark	主席	Chairman
左偉興先生	Mr. Keith Chor	副主席	Vice-chairman
唐德全先生	Mr. Simon Tong	委員	Member
李小珍女士	Ms. Lee Siu Chun, Daisy	委員	Member
	Mrs. Junko Sommerau	委員	Member
籌款及宣傳小組 ■ Fundraising and Publicity Team			
梁建文先生	Mr. Leung Kin Man, Michael	組員	Team Member
王慶馨女士	Ms. Frazer Wong	組員	Team Member
	Mrs. Junko Sommerau	組員	Team Member
家長委員會 ■ Parent's Committee			
陳鳳儀女士	Ms. Chan Fung Yee	主席	Chairman
張麗文女士	Ms. Cheung Lai Man	副主席	Vice-chairman
嚴鳳嬌女士、徐菊敏女士	Ms. Yim Fung Kiu & Ms. Tsui Kuk Man	文書	Secretary
唐氏家長分區網絡 ■ Regional Networks from Parents of Children with Down syndrome			
周玩蓮女士、蔡蕙玲女士、黎秋霞女士	Ms. Chau Eun Lin, Ms. Choi Wai Ling, Ms. Le Thu Ha	香港島區區代表	Hong Kong Island
嚴鳳嬌女士、簡惠娟女士、張漢蓮女士	Ms. Im Fung Kiu, Ms. Kan Wai Kuen, Ms. Cheung Hom Lin	九龍東區區代表	Kowloon East
歐瑞冰女士、邵麗霞女士、陳鳳儀女士	Ms. Au Sui Bing, Ms. Siu Lai Ha, Ms. Chan Fung Yee	九龍西區區代表	Kowloon West
梁翠嫻女士、張麗文女士、徐菊敏女士	Ms. Leung Tsui Han, Ms. Cheung Lai Man, Ms. Hsu Kuk Man	新界東區區代表	New Territories East
胡佩柳女士、簡惠霞女士、陳譚怡女士	Ms. Wu Pui Lau, Ms. Kan Wai Ha, Ms. Chan Oi Yee	新界西區區代表	New Territories West
陳尚欣女士	Ms. Chan Seung Yan, Mrs. Junko Sommerau	英語人小組代表	English Speaking Group
中心服務諮詢委員會 ■ Centre Service Advisory Committee			
石小薇女士 (陳展晴家長)	Ms. Shek Siu Mei (Parents of Chan Chin Ching)	召集人	Convener



# 執行委員會、小組委員會及工作小組名單

## Members of Executive Committee, Sub-Committee and Working Group

成人會員代表 ■ Representatives of Adult Members			
周穎珊小姐	Ms. Chow Wing Shan		
胡海宇先生	Mr. Wu Hoi Yue		
馮德偉先生	Mr. Fung Tak Wai		
九龍第84旅樂行童軍團代表 ■ Representatives of Rover Session, 84th Kowloon Group			
譚潔貞女士 (譚曉恩家長)	Ms. Tam Kit Ching (Parents of Tam Hiu Yan)		
余國健	Yu Kwok Kin		
九龍第84旅深資童軍團代表 ■ Representatives of Venture Scout Session, 84th Kowloon Group			
黎月萍女士 (江子健家長)	Ms. Lai Yuet Ping (Parents of Kong Chi Kin)		
楊美容女士 (梁少銅家長)	Ms. Yeung Mei Yung, Bonnie (Parents of Leung Siu Tung, Gordon)		
九龍第84旅童軍團代表 ■ Representatives of Scout Session, 84th Kowloon Group			
陳秀韻女士 (譚梓杰家長)	Ms. Chan Sau Wan (Parents of Tam Tsz Kit)		
黎翠敏女士 (鄭偉駿家長)	Ms. Lai Chui Man (Parents of Cheng Wai Chun)		
唐氏粵劇團代表 ■ Representatives of Down's Cantonese Opera Group			
陳碧嫻女士 (梁殷寧家長)	Ms. Chan Pik Han (Parents of Leung Yan Ling)	團長	Commander
馮淑賢女士 (陳子茹家長)	Ms. Fung Suk Yin, Elise (Parents of Chan Che Yu)	副團長	Vice-commander
唐氏舞蹈團代表 ■ Representatives of Down's Dancing Group			
梁國榮女士 (尹麗儀家長)	Ms. Leung Kwok Sun (Parents of Wan Lai Yee)		
歐瑞冰女士 (杜冠文家長)	Ms. Au Sui Bing (Parents of To Kwun Man)		
自閉症家長自務小組代表 ■ Representatives of Self-help Group for Parents with Autistic Children			
關玉儀女士 (張家銘家長)	Ms. Kwan Yuk Yi (Parents of Cheung Ka Ming)		
無敵義勇軍代表 ■ Representative of Volunteer Pioneer Group			
聶志明先生	Mr. Nip Chi Ming		
林詠珊小姐	Ms. Lam Wing Shan		

\* 名單截至2013年10月15日止  
Name list as at 15th October 2013

### 總辦事處 | Head Office

地址   Address	香港新界沙田瀝源邨榮瑞樓地下103-106室 Room 103-106, G/F, Wing Shui House, Lek Yuen Estate, Shatin, N.T., Hong Kong.
電話   Tel	2697 5391
傳真   Fax	2692 4955
電郵   Email	hkdsa@hk-dsa.org.hk
網址   Website	www.hk-dsa.org.hk
開放時間   Working Hours	星期一至五 (上午九時正至下午六時正); 星期六、日及公眾假期 (休息) Monday to Friday (9:00am - 6:00pm); Saturday, Sunday and Public Holiday (Close)

### 綜合家庭支援服務 | Integrated Family Support Services

#### 白普理家長資源中心 | Bradbury Parents Resource Centre

地址   Address	香港九龍東頭邨振東樓東翼地下 G/F, Wing A, Chun Tung House, Tung Tau Estate, Kowloon, Hong Kong.
電話   Tel	2718 7778
傳真   Fax	2718 0811
開放時間   Working Hours	星期二至四 (上午九時正至下午六時正); 星期五 (上午九時正至晚上九時正); 星期六及星期日 (上午十時正至下午六時正); 星期一及公眾假期 (休息) Tuesday to Thursday (9:00am - 6:00pm); Friday (9:00am - 9:00pm); Saturday & Sunday (10:00am - 6:00pm); Monday and Public Holiday (Close)

#### 唐家軒 DS Centre

地址   Address :	香港灣仔軒尼詩道199-203號東華大廈1303-1304室 Room 1303-1304, Tung Wah Mansion, 199-203 Hennessy Road, Wanchai, Hong Kong.
電話   Tel :	3694 0996
傳真   Fax :	3694 0997
開放時間   Working Hours* :	星期二至四 (上午九時正至下午六時正); 星期五 (上午九時正至晚上九時正); 星期六 (上午九時正至下午六時正); 星期日 (上午九時半至下午五時半); 星期一及公眾假期 (休息) Tuesday to Thursday (9:00am - 6:00pm); Friday (9:00am - 9:00pm); Saturday (9:00am - 6:00pm) Sunday (9:30am - 5:30pm); Monday & Public Holiday (Close)

\* 開放時間因應實際服務需要或會更改。 | There may be some adjustments in the opening hours.

### 綜合職業復康服務 | Integrated Vocational Rehabilitation Services

#### 卓業中心 Tiptop Training Centre

地址   Address :	香港新界沙田瀝源邨榮瑞樓地下103-106及123-138室 Room 103-106 & 123-138, G/F, Wing Shui House, Lek Yuen Estate, Shatin, N.T., Hong Kong.
電話   Tel :	2697 5331
傳真   Fax :	2692 4955
開放時間   Working Hours :	星期一至五 (上午九時正至下午六時正); 星期六、日及公眾假期 (休息) Monday to Friday (9:00am - 6:00pm); Saturday, Sunday and Public Holiday (Close)

#### 就業輔助中心 Employment Services Centre

地址   Address :	香港新界荃灣福來邨永興樓地下1-3A 1-3A, G/F, Wing Hing House, Fuk Loi Estate, Tsuen Wan, N.T., Hong Kong.
電話   Tel :	2611 9747
傳真   Fax :	2611 9752
開放時間   Working Hours :	星期一至五 (上午九時正至下午六時正); 星期六、日及公眾假期 (休息) Monday to Friday (9:00am - 6:00pm) Saturday, Sunday and Public Holiday (Close)

## THE HONG KONG DOWN SYNDROME ASSOCIATION

香港唐氏綜合症協會

YEAR ENDED 31 MARCH 2013

### REPORT OF THE COMMITTEE MEMBERS

The committee members have pleasure in submitting their annual report together with the audited financial statements for the year ended 31 March 2013.

#### Principal activities

The association is a charitable organisation and is engaged in providing services, information and facilities for people with Down Syndrome and other disabilities and their families.

#### Results

The results of the association for the year ended 31 March 2013 and the state of the association's affairs as at that date are set out in the financial statements on pages 5 to 24.

#### Property, plant and equipment

Details of movements in property, plant and equipment during the year are set out in note 8 to the financial statements.

#### Committee members

The committee members of the association during the year and up to the date of this report were:

Chairman	- Mrs. Tong Hui Sim Kiu, Heidi
Vice Chairman	- Mr. Leung Kin Man
Hon. Secretary	- Mrs. Kong Ma Yuk Kum
Hon. Treasurer	- Mr. Yip Wai Ming, Patrick
Other Members	- Mr. Chor Wai Hing, Keith - Mrs. Chiu Cheung Lai Man - Mr. Fung Yat Sang, Patrick - Mrs. Junko Sommerau - Mrs. Lau So King Shun - Ms. Lee Siu Chun, Daisy - Dr. Li Kin Yin, Mark - Mrs. Mak Chan Fung Yee



THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
YEAR ENDED 31 MARCH 2013

**Committee members' interests in shares or debentures**

At no time during the year was the association a party to any arrangements to enable the committee members of the association to acquire benefits by means of the acquisition of shares in or debentures of the association or any other body corporate.

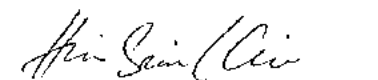
**Committee members' interests in contracts**

No contracts of significance to which the association was a party, in which a committee member of the association had a material interest, subsisted at the end of the year or at any time during the year.

**Auditor**

K.W. Tam & Co. retire and, being eligible, offer themselves for re-appointment. A resolution for the re-appointment of K.W. Tam & Co. as auditor of the association is to be proposed at the forthcoming annual general meeting.

By order of the committee

  
Chairman

Hong Kong, 30 SEP 2013



**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
(incorporated in Hong Kong and limited by guarantee)**

譚根榮會計師行  
香港九龍彌敦道 370 號  
創紀之城 3 期 20 樓 2002 室

K.W. Tam & Co.  
Certified Public Accountants (Firms)  
Unit 2002, 20/F., Millennium City 3,  
370 Kwun Tong Road, Kowloon,  
Hong Kong

Tel : (852) 2393 1188  
Fax : (852) 2393 2886  
www.kwtamco.com.hk

We have audited the financial statements of The Hong Kong Down Syndrome Association ("the association") set out on pages 5 to 24, which comprise the statement of financial position as at 31 March 2013, and the statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### **Committee Members' Responsibility for the Financial Statements**

The committee members are responsible for the preparation of financial statements that give a true and fair view in accordance with the Hong Kong Financial Reporting Standard for Private Entities issued by the Hong Kong Institute of Certified Public Accountants 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.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. This report is made solely to you, as a body, in accordance with section 141 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of financial statements that give a true and fair view 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee members, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會**  
*(incorporated in Hong Kong and limited by guarantee)*

**Opinion**

In our opinion, the financial statements give a true and fair view of the state of the association's affairs as at 31 March 2013 and of its surplus and cash flows for the year then ended in accordance with the Hong Kong Financial Reporting Standard for Private Entities and have been properly prepared in accordance with the Hong Kong Companies Ordinance.

K.W. Tam & Co.  
Certified Public Accountants (Practising)  
Unit 2002, 20th Floor,  
Millennium City 3,  
370 Kwun Tong Road,  
Kowloon, Hong Kong

30 SEP 2013



**THE HONG KONG DOWN SYNDROME ASSOCIATION**  
**香港唐氏綜合症協會**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31 MARCH 2013**

	Note	2013 HK\$	2012 HK\$
<b>GENERAL FUND</b>			
Income	3	10,947,397	10,695,771
Expenditure	4	( 11,008,679 )	( 10,116,644 )
(Deficit)/surplus for the year		( 61,282 )	579,127
<b>DESIGNATED FUNDS</b>			
Income	12	10,068,268	9,309,759
Expenditure	12	( 8,431,986 )	( 7,772,853 )
Surplus for the year		1,636,282	1,536,906
Net surplus for the year	5	1,575,000	2,116,033
Other comprehensive income for the year		--	--
Total comprehensive income for the year		1,575,000	2,116,033

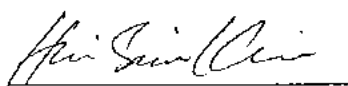
The notes on pages 9 to 24 form part of these financial statements.


THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

STATEMENT OF FINANCIAL POSITION AT 31 MARCH 2013

	Note	2013 HK\$	2013 HK\$	2012 HK\$
<b>Non-current assets</b>				
Property, plant and equipment	8		5,343	9,923
<b>Current assets</b>				
Deposits, prepayments and account receivables	9	956,352		785,967
Cash at banks and in hand	10	12,613,448		11,029,663
		13,569,800		11,815,630
<b>Current liabilities</b>				
Other payables	11	( 810,100 )		( 611,880 )
<b>Net current assets</b>			12,759,700	11,203,750
<b>Net assets</b>			12,765,043	11,213,673
<b>Funds</b>				
General fund			901,561	459,126
Designated funds	12		8,972,297	7,795,309
Social Welfare Subvention Surpluses Account	17		1,568,626	1,741,224
Lump Sum Grant P.F. Surplus Reserve			1,322,559	1,218,014
<b>Total funds</b>			12,765,043	11,213,673

Approved and authorised for issue by the committee on 30 SEP 2013

  
Chairman

  
Honorary Treasurer

The notes on pages 9 to 24 form part of these financial statements.



**THE HONG KONG DOWN SYNDROME ASSOCIATION**  
**香港唐氏綜合症協會**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

**STATEMENT OF CHANGES IN FUNDS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

	General fund HK\$	Designated funds HK\$	Social welfare subvention surpluses account HK\$	Lump sum grant P.F. surplus reserve HK\$	Total HK\$
At 1 April 2011	687,712	5,649,917	1,671,790	1,102,192	9,111,611
Total comprehensive income for the year	579,127	1,536,906	--	--	2,116,033
Refund to HKSAR government	--	--	( 13,971 )	--	( 13,971 )
Transfer from general fund to designated funds	( 608,486 )	608,486	--	--	--
Transfer from general fund to social welfare subvention surpluses account	( 83,405 )	--	83,405	--	--
Transfer from general fund to lump sum grant P.F. surplus reserve	( 115,822 )	--	--	115,822	--
At 31 March 2012	459,126	7,795,309	1,711,224	1,218,014	11,213,673
Total comprehensive income/(loss) for the year	( 61,282 )	1,636,282	--	--	1,575,000
Refund to HKSAR government	--	--	( 23,630 )	--	( 23,630 )
Transfer from designated funds to general fund	459,294	( 459,294 )	--	--	--
Transfer from social welfare subvention surpluses account to general fund	148,968	--	( 148,968 )	--	--
Transfer from general fund to lump sum grant P.F. surplus reserve	( 104,545 )	--	--	104,545	--
At 31 March 2013	<u>901,561</u>	<u>8,972,297</u>	<u>1,568,626</u>	<u>1,322,559</u>	<u>12,765,043</u>

The notes on pages 9 to 24 form part of these financial statements.

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2013

	Note	2013 HK\$	2012 HK\$
<b>Operating activities</b>			
Net surplus for the year		1,575,000	2,116,033
Adjustments for:			
Bank interest income		( 56,428 )	( 54,901 )
Depreciation		4,580	3,817
<b>Operating surplus before changes in working capital</b>		1,523,152	2,064,949
(Increase)/decrease in deposits, prepayments and account receivables		( 170,385 )	81,160
Increase/(decrease) in other payables		198,220	( 176,841 )
<b>Net cash generated from operating activities</b>		1,550,987	1,969,268
<b>Investing activities</b>			
Bank interest received		56,428	54,901
Payment for purchase of property, plant and equipment		--	( 13,740 )
<b>Net cash generated from investing activities</b>		56,428	41,161
<b>Financing activity</b>			
Refund to HKSAR Government		( 23,630 )	( 13,971 )
<b>Net cash used in financing activity</b>		( 23,630 )	( 13,971 )
<b>Net increase in cash and cash equivalents</b>		1,583,785	1,996,458
<b>Cash and cash equivalents at the beginning of the year</b>		11,029,663	9,033,205
<b>Cash and cash equivalents at the end of the year</b>	10	12,613,448	11,029,663

The notes on pages 9 to 24 form part of these financial statements.

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

NOTES TO THE FINANCIAL STATEMENTS

1. General status

The Hong Kong Down Syndrome Association ("the association") is a charitable organisation incorporated and domiciled in Hong Kong and has its registered office and principal place of operation at Room 103-106, G/F., Wing Shui House, Lek Yuen Estate, Shatin, New Territories, Hong Kong.

The association is engaged in providing services, information and facilities for people with Down Syndrome and other disabilities and their families.

2. Significant accounting policies

These financial statements have been prepared in accordance with the Hong Kong Financial Reporting Standard for Private Entities ("HKFRS for Private Entities") issued by the Hong Kong Institute of Certified Public Accountants and the requirements of the Hong Kong Companies Ordinance. They have been prepared under the historical cost convention.

(a) Foreign currency translation

Transactions and balances

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in surplus or deficit.

Foreign exchange gains and losses that relate to borrowings and cash and cash equivalents are presented in surplus or deficit within "finance costs". All other foreign exchange gains and losses are presented in surplus or deficit within "other income" or "other expenses".

(b) Cash and cash equivalents

Cash and cash equivalents includes cash in hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less.

(c) Deposits, prepayments and account receivables

Deposits, prepayments and account receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of other 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 the receivables.



THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

2. Significant accounting policies (continued)

(d) Property, plant and equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Where the association acquires leasehold land for own use under a finance lease, the prepaid cost included in property, plant and equipment on initial recognition represents the fair value of the leasehold land, or if lower, the present value of the minimum lease payments, determined at the inception of the lease and any initial direct costs of the lessee (incremental costs that are directly attributable to negotiating and arranging a lease).

The other cost of such items of property, plant and equipment comprises the following:

- the purchase price, including legal and brokerage fees, import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
- any costs directly attributable to bringing the asset to the location and condition necessary for them to be capable of operating in the manner intended by management;
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. Assets held under finance leases, for which there is no reasonable certainty that the association will obtain ownership at the end of the lease term, are depreciated over their expected useful lives on the same basis as owned assets, or where shorter, the terms of the relevant lease. The following annual rates are used for the depreciation of property, plant and equipment:

Furniture and fixtures	33%
Office equipment	33%

If there is an indication that there has been a significant change in the depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

2. Significant accounting policies (continued)

(e) Other payables

Other payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(f) Employee benefit obligations

Salaries, annual bonuses, paid annual leave, contributions to defined contribution retirement plans and the cost of non-monetary benefits are accrued in the year in which the associated services are rendered by employees. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present values.

(g) Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership of the leased asset to the association. All other leases are classified as operating leases.

Rentals payable under operating leases are charged to surplus or deficit on a straight-line basis over the term of the relevant lease.

(h) Impairment of non-financial assets, other than inventories

At each reporting date, property, plant and equipment is reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset (or group of related assets) is estimated and compared with its carrying amount. If an estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in surplus or deficit.

If an impairment loss subsequently reverses, the carrying amount of the asset (or group of related assets) is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset (group of related assets) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit.

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

2. Significant accounting policies (continued)

(i) Designated funds

The designated funds consist of those resources which are designated by donors or approved by the committee as to the purposes for which they may be expended. Movements of designated funds during the year are described in note 12 to the financial statements.

(j) Income recognition

Provided it is probable that the economic benefits will flow to the association and the income and expenditure, if applicable, can be measured reliably, income is recognised in surplus or deficit as follows:

- (i) Donations, subventions and members' subscriptions are recognised as income upon receipt or when the corresponding projects or activities are held.
- (ii) Revenue from sales of goods is recognised when goods are delivered and title to the goods has been passed to customers.
- (iii) Revenue from services provided is recognised when the services are rendered.
- (iv) Interest income from bank deposits is accrued on a time-apportioned basis on the principal outstanding and at the rate applicable.

(k) Government grants

Government grants are recognised at their fair value where there is reasonable assurance that the grants will be received and all attaching conditions will be complied with.

Government grants related to income are recognised as income over the periods necessary to match them with the related costs.

Where a refund is required under the terms of the agreement and a refund is probable, a liability is recognised for the expected amount of the refund.



THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

3. General Fund – Income

	Association HK\$	Bradbury Parents Resource Centre HK\$	Employment Service Centre HK\$	Tip-top Training Centre HK\$	Sunnyway On the Job Training Programme HK\$	On the Job Training Programme HK\$	2013 HK\$	2012 HK\$
Bank interest income	56,397	--	--	--	--	--	56,397	54,616
Donation received – allocation from the Community Chest	58,470	--	--	--	--	--	58,470	56,790
Membership fee	10,760	2,902	--	--	--	--	13,662	21,032
Other donations	855,253	7,485	--	--	--	--	862,738	566,336
Program income	28,666	227,759	27,163	23,298	--	--	306,886	375,954
Program income	47,835	--	--	--	--	--	47,835	46,031
– Community Chest	--	--	--	--	--	--	--	411,441
Raffle sales and donation	487,807	2,298,892	1,432,211	4,160,129	405,261	405,261	9,189,561	8,764,251
Social welfare subvention	--	--	--	--	--	--	--	--
Social welfare subvention	--	--	--	--	--	--	--	--
– FIS for mentors of employees with disabilities	18,000	--	--	--	--	--	18,000	--
Social welfare subvention	388,333	--	--	--	--	--	388,333	380,303
– Programme Assistants	5,261	254	--	--	--	--	5,515	19,017
Other income	--	--	--	--	--	--	--	--
	<u>1,956,782</u>	<u>2,537,292</u>	<u>1,459,374</u>	<u>4,183,427</u>	<u>405,261</u>	<u>405,261</u>	<u>10,947,397</u>	<u>10,695,771</u>

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

4. General Fund – Expenditure

	Association HK\$	Bradbury Parents Resource Centre HK\$	Employment Service Centre HK\$	Tiptop Training Centre HK\$	Sunnyway On the Job Training Programme HK\$	On the Job Training Programme HK\$	2013 HK\$	2012 HK\$
Advertisement	31,831	5,116	1,022	3,104	–	–	41,073	12,592
Audit fee	2,840	–	–	–	–	–	2,840	1,500
Bank charges and interest	4,622	450	350	350	–	–	5,772	7,380
Broadband connection	990	5,004	2,656	2,112	–	–	10,762	11,228
Car park rental charges	–	–	–	25,050	–	–	25,050	23,400
Computer expenses	47,900	–	–	–	–	–	47,900	16,550
Conference	2,860	–	–	848	–	–	3,708	–
Depreciation	4,580	–	–	–	–	–	4,580	3,817
DS News	–	–	–	–	–	–	–	13,505
Electricity and water	–	20,606	30,241	112,360	–	–	163,207	163,695
Exchange loss	11,427	–	–	–	–	–	11,427	41
Gratuity	–	8,184	377	–	–	–	8,561	13,484
Insurance	10,396	13,725	10,982	36,725	2,336	2,463	76,627	75,196
Job attachment allowance	–	–	–	–	10,859	3,750	14,609	32,500
Job trial allowance	–	–	–	–	14,434	13,953	28,387	10,034
Meeting	1,351	44	–	–	–	–	1,395	1,735
MPF and P-fund contribution	39,076	114,472	51,902	120,194	11,234	14,073	350,951	312,869
Newspaper and periodicals	12	1,194	1,410	1,164	–	–	3,780	2,768
Office supplies and cleaning	1,472	9,310	5,633	8,999	–	–	25,414	14,093
Balance c/f	159,357	178,105	104,573	310,906	38,863	34,239	826,043	716,387

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

4. General Fund – Expenditure (continued)

	Association HK\$	Bradbury Parents Resource Centre HK\$	Employment Service Centre HK\$	Tiptop Training Centre HK\$	Sunnyway On the Job Training Programme HK\$	On the Job Training Programme HK\$	2013 HK\$	2012 HK\$
Balance b/f	159,357	178,105	104,573	310,906	38,863	34,239	826,043	716,387
Postage	2,742	9,792	146	952	112	--	13,744	26,790
Printing and stationery	4,376	28,400	9,466	33,803	--	--	76,045	89,502
Program expenses	476,889	245,266	72,248	67,445	--	--	861,848	732,294
Programme Assistants salaries and provident fund	386,243	--	--	--	--	--	386,243	368,942
Raffle sales expense	--	--	--	--	--	--	--	32,196
Rent and rates	104,929	107,674	50,559	378,800	--	--	641,762	643,054
Repairs and maintenance	31,200	36,244	6,086	35,995	--	--	109,525	71,466
Project refund to QEFMH	3,702	--	--	--	--	--	3,702	--
Salaries and allowances	1,036,076	2,165,684	1,113,145	2,809,796	224,676	295,824	7,645,201	7,006,234
Subscription fee	4,200	--	--	--	--	--	4,200	8,319
Sundry expenses	10,486	6,250	240	5,741	--	--	22,717	20,939
SWD – One off funding for self help	--	--	--	--	--	--	--	1,360
Telephone and fax	--	9,704	7,215	9,163	--	--	26,082	22,474
Trainee incentive allowance	--	--	--	348,212	--	--	348,212	351,686
Travelling and entertainment	1,847	15,137	2,388	4,200	--	--	23,572	24,687
Volunteer allowance	19,650	133	--	--	--	--	19,783	314
	<u>2,241,697</u>	<u>2,802,389</u>	<u>1,365,866</u>	<u>4,005,013</u>	<u>263,651</u>	<u>330,063</u>	<u>11,008,679</u>	<u>10,116,644</u>



**THE HONG KONG DOWN SYNDROME ASSOCIATION**  
**香港唐氏綜合症協會**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

**5. Net surplus for the year**

Net surplus for the year is arrived at after charging:

	2013 HK\$	2012 HK\$
(a) Staff costs:		
Contributions to defined contribution plan	501,133	488,695
Salaries and other staff costs	<u>10,709,993</u>	<u>10,570,615</u>
	<u>11,211,126</u>	<u>11,059,310</u>
(b) Other items:		
Auditor's remuneration	14,314	15,421
Depreciation	4,580	3,817
Exchange loss	11,427	41
Operating lease charges in respect of land and buildings	<u>1,128,882</u>	<u>1,388,843</u>

**6. Committee members' remuneration**

Committee members' remuneration disclosed pursuant to section 161 of the Hong Kong Companies Ordinance is as follows:

	2013 HK\$	2012 HK\$
Fees	--	--
Other emoluments	<u>--</u>	<u>--</u>
	<u>--</u>	<u>--</u>

**7. Income tax**

No provision for Hong Kong Profits Tax has been made as the association is exempted from tax under section 88 of the Inland Revenue Ordinance.

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

8. Property, plant and equipment

	Furniture and fixtures HK\$	Office equipment HK\$	Total HK\$
Cost:			
At 1 April 2011	31,806	164,332	196,138
Additions	--	13,740	13,740
At 31 March 2012	31,806	178,072	209,878
Accumulated depreciation:			
At 1 April 2011	31,806	164,332	196,138
Charge for the year	--	3,817	3,817
At 31 March 2012	31,806	168,149	199,955
Net book value:			
At 31 March 2012	--	9,923	9,923
Cost:			
At 1 April 2012 and at 31 March 2013	31,806	178,072	209,878
Accumulated depreciation:			
At 1 April 2012	31,806	168,149	199,955
Charge for the year	--	4,580	4,580
At 31 March 2013	31,806	172,729	204,535
Net book value:			
At 31 March 2013	--	5,343	5,343

9. Deposits, prepayments and account receivables

	2013 HK\$	2012 HK\$
Account receivables	428,870	375,407
Deposits paid and prepayments	527,482	410,560
	<u>956,352</u>	<u>785,967</u>

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

10. Cash and cash equivalents

	2013 HK\$	2012 HK\$
Cash at banks and in hand	4,657,659	6,122,049
Short term bank deposits	<u>7,955,789</u>	<u>4,907,614</u>
Cash at banks and in hand in the statement of financial position and cash and cash equivalents in the statement of cash flows	<u>12,613,448</u>	<u>11,029,663</u>

11. Other payables

	2013 HK\$	2012 HK\$
Accruals	246,758	189,575
Receipts in advance	233,342	82,658
Provision for gratuity	--	9,647
Provision for annual leave entitlement	130,000	130,000
Provision for long service payment	<u>200,000</u>	<u>200,000</u>
	<u>810,100</u>	<u>611,880</u>

12. Designated Funds

Note	Balance brought forward HK\$	Income HK\$	Expenditure HK\$	Transfer (to)/from General Fund (i) HK\$	Transfer (to)/from Designated Fund (i) HK\$	Balance carried forward HK\$
"A Vibrant Life - Sport Training Program for People with Mental Disabilities" under the Partnership Fund for the Disadvantaged	74,081	68,710	( 145,895 )	3,104	--	--
"A Vibrant Life - Sport Training for People with Disabilities" under ICAP fund	408,108	211,915	( 380,623 )	--	--	239,400
Handicraft for all - training on Arts and Crafts Making for People with Disabilities under ICAP fund	322,254	14,387	( 148,527 )	--	--	188,114
Adult Education	36,996	126,996	( 118,548 )	--	--	45,444
Ageing Services to people with Down Syndrome	--	--	--	--	341,104	341,104
Balance c/f	<u>841,439</u>	<u>422,008</u>	<u>( 793,593 )</u>	<u>3,104</u>	<u>341,104</u>	<u>814,062</u>

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THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

12. Designated Funds (continued)

	Note	Balance brought forward HK\$	Income HK\$	Expenditure HK\$	Transfer (to)/from General Fund (i) HK\$	Transfer (to)/from Designated Fund (i) HK\$	Balance carried forward HK\$
Balance b/f		841,439	422,008	( 793,593 )	3,104	341,104	814,062
"Love Art Life - Art Development Programme for People with Intellectual Disabilities" under the Partnership Fund for the Disadvantaged		375,774	221,600	( 316,510 )	--	--	280,864
Arts Development Fund		870,016	--	( 16,350 )	--	--	853,666
Blooming Market		91,545	480,202	( 417,361 )	( 154,386 )	--	--
Blooming Market - Community Chest		( 302,095 )	--	--	302,095	--	--
Bring Your Bag		( 150,395 )	138,739	( 150 )	11,806	--	--
Continuing Education Fund							
- The Art Link Centre Donation Received for Po Wing Yu		1,083,369	1,035,340	( 814,622 )	--	--	1,304,087
Downs Dancing Team		38,923	7,000	( 5,658 )	--	--	40,265
Downs Football School		35,461	31,504	( 31,277 )	--	--	35,688
Dr. Brian Stratford Research & Development Fund		668,543	20,480	( 149,547 )	--	--	539,476
English Speaking Group		414,072	--	( 26,288 )	--	--	387,784
"Enhancing Self-Reliance through District Partnership Programme" Project - Blooming Market (Headquarter)		11,899	--	--	--	--	11,899
"Enhancing Self-Reliance through District Partnership Programme" Project - Blooming Market - Shop 4		82,583	--	-- ( 82,583 )	--	--	--
"Enhancing Employment of People with Disabilities through Small Enterprise" Project - Car Beauty Services (Seed Money I)		( 142,830 )	--	--	142,830	--	--
"Enhancing Employment of People with Disabilities through Small Enterprise" Project - Cleaning Services (Seed Money II)							
		901,087	694,347	( 496,409 )	--	--	1,099,025
		221,105	1,360,600	( 1,135,521 )	--	--	446,184
Balance off		5,040,496	4,411,820	( 4,203,286 )	222,866	341,104	5,813,000

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

12. Designated Funds (continued)

	Note	Balance brought forward HK\$	Income HK\$	Expenditure HK\$	Transfer (to)/from General Fund (i) HK\$	Transfer (to)/from Designated Fund (i) HK\$	Balance carried forward HK\$
Balance b/f		5,040,496	4,411,820	( 4,203,286 )	222,866	341,104	5,813,000
Flag Day on 22 September 2012	13	--	1,404,228	( 39,813 )	( 682,207 )	( 682,208 )	--
New Initiatives (Art Link)		--	228,999	( 33,531 )	--	341,104	536,572
Research Project		592,507	--	--	--	--	592,507
Reuters Hong Kong Limited - Fund A		10,933	--	--	--	--	10,933
Rover Group							
- 84th Kowloon Scout Group		--	4,330	--	--	--	4,330
Scout Group							
- 84th Kowloon Scout Group		12,056	7,590	( 4,742 )	--	--	14,904
Stevie Memorial Fund		99,235	--	--	--	--	99,235
Support Group for Parents of Children with Mental Handicap		( 1,501 )	--	--	--	--	( 1,501 )
SWD - Barrier-Free Project		49,546	--	( 49,593 )	47	--	--
Social Welfare Development Fund (SWDF) Phase 1	14	467,056	158,009	( 421,431 )	--	--	203,634
SWD - One-off Subsidy	15	24,963	--	( 24,963 )	--	--	--
SWD Lotteries Fund- Block Grant	16	141,178	139,010	( 149,679 )	--	--	130,509
SWD Lotteries Fund- PRC Renovations (12-13)		--	1,344,531	( 1,344,531 )	--	--	--
The Down's Cantonese Opera		6,245	3,900	( 2,690 )	--	--	7,455
The Hong Kong Jockey Club Charities Trust - Share Project		47,449	616,037	( 611,567 )	--	--	51,919
Trainee Allowance Fund		1,295,450	1,520,728	( 1,200,002 )	--	--	1,616,176
Up, Up and Be Healthy Venture Group of 84		--	12,740	( 152,640 )	--	--	( 139,900 )
Kowloon Scout Group		7,391	14,168	( 10,424 )	--	--	11,135
Volunteer Pioneer Group		2,305	720	( 273 )	--	--	2,752
Fu Yau Sang Foundation		--	201,458	( 182,821 )	--	--	18,637
		<u>7,795,309</u>	<u>10,068,268</u>	<u>( 8,431,986 )</u>	<u>( 459,294 )</u>	<u>--</u>	<u>8,972,297</u>

(i) Certain surpluses/deficits were transferred to General Fund or Designated Funds. Such transfer was approved by committee on 13 June 2013.

THE HONG KONG DOWN SYNDROME ASSOCIATION  
香港唐氏綜合症協會  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

13. Use of Proceeds from the Flag Day

	Ratio (%) of the amount used	Actual amount HK\$
<b>Flag day held on 22 September 2012</b>		
General Fund - central administrative support	50%	682,207
Ageing Services to people with Down Syndrome	25%	341,104
Self-financed project - New Initiatives (Art Link)	25%	341,104
		<u>1,364,415</u>

14. Social Welfare Development Fund (SWDF) Phase 1

	HK\$	HK\$
Balance of SWDF brought forward		467,056
Allocation from SWDF during the year		158,000
Interest received		9
Expenditure during the year		
Expenditure for projects under scope A (i)	161,118	
Expenditure for projects under scope B (ii)	260,313	
Expenditure for projects under scope C (iii)	<u>—</u>	
Total expenditure during the year		( 421,431 )
Balance carried forward to the next financial year		<u>203,634</u>
(i) Scope A – Training and professional development programmes		
(ii) Scope B – Business system upgrading projects (IT)		
(iii) Scope C – Studies		

**THE HONG KONG DOWN SYNDROME ASSOCIATION**  
**香港唐氏綜合症協會**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

**15. SWD - One-off Subsidy**

	HK\$	HK\$
<b>Income</b>		
One-off subsidy received	--	
Interest income received	<u>--</u>	--
<b>Expenditure</b>		
Staff training	24,980	
Computerised system maintenance	( <u>17</u> )	( <u>24,963</u> )
Deficit for the year		( <u>24,963</u> )
Cumulative surplus brought forward from previous year		<u>24,963</u>
Cumulative surplus carried forward to next financial year		<u><u>--</u></u>

**16. SWD Lotteries Fund – Block Grant**

	HK\$	HK\$
Balance of Block Grant Reserve brought forward from previous financial year		141,178
Block Grant received during the year	139,000	
Interest income received	10	
Other income	<u>--</u>	
		139,010
Expenditure during the year		
Minor Works Projects	5,322	
Furniture and Equipment	144,357	
Vehicle Overhauling	<u>--</u>	
		( <u>149,679</u> )
		130,509
Contribution from non-governmental organisation to cover the deficit		<u>--</u>
Balance of Block Grant Reserve carried forward to the next financial year		<u><u>130,509</u></u>



THE HONG KONG DOWN SYNDROME ASSOCIATION  
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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

16. SWD Lotteries Fund – Block Grant (continued)

Capital Commitments

As at 31 March 2013, the outstanding commitments in respect of Furniture and Equipment Replenishment and Minor Works Block Grant were as follows:

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

17. Social Welfare Subvention Surpluses Account

	Balance brought forward HK\$	Income/ Refund HK\$	Expenditure/ Refund/ Transfer HK\$	Balance carried forward HK\$
Central items	11,361	406,333	( 397,604 )	20,090
Interest received	158,758	17,064	--	175,822
Lump sum grant	1,562,555	8,906,999	( 9,098,174 )	1,371,380
Rent and rates	8,550	566,936	( 574,152 )	1,334
	<u>1,741,224</u>	<u>9,897,332</u>	<u>( 10,069,930 )</u>	<u>1,568,626</u>

18. Commitments under operating leases

At 31 March 2013, the association had total future minimum lease payments under non-cancellable operating leases in respect of land and buildings for each of the following periods:

	2013 HK\$	2012 HK\$
Within 1 year	503,750	1,072,740
After 1 year but within 5 years	<u>389,314</u>	<u>217,538</u>
	<u>893,064</u>	<u>1,290,278</u>

**THE HONG KONG DOWN SYNDROME ASSOCIATION**  
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**19. Material related party transactions**

Remuneration of key management personnel, including amounts paid to the association's committee members as disclosed in note 6 to the financial statements, is as follows:

	2013 HK\$	2012 HK\$
Short-term employee benefits	--	--
Post-employment benefits	--	--
	<u>--</u>	<u>--</u>
	<u>--</u>	<u>--</u>

**20. Members' liability**

The liability of each member to contribute to the assets of the association in the event of its being wound up while he is a member or within one year after he ceases to be a member, is limited to HK\$100.



**REVIEW REPORT ON THE ANNUAL FINANCIAL REPORT  
TO THE COMMITTEE OF  
THE HONG KONG DOWN SYNDROME ASSOCIATION**  
香港唐氏綜合症協會  
(incorporated in Hong Kong and limited by guarantee)

譚振華會計師行  
香港九龍觀塘道 370 號  
新紀之城 3 期 20 樓 2002 室

**K.W. Tam & Co.**  
Certified Public Accountants (Practising)  
Unit 2002, 20th Floor, Millennium City 3,  
370 Kwun Tong Road, Kowloon,  
Hong Kong

Tel : (852) 2393 1159  
Fax : (852) 2393 2888  
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We have audited the financial statements of The Hong Kong Down Syndrome Association ("the Association") for the year ended 31 March 2013 and have issued an unqualified auditors' report thereon dated 30 September 2013.

We conducted our review of the attached Annual Financial Report on pages 2 to 9 of the Association for the year ended 31 March 2013 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy ourselves that the Annual Financial Report has been properly prepared from the books and records of the Association, on which the above audited financial statements of the Association are based.

**Review Conclusions**

On the basis of the results of our review and having regard to the audit procedures performed by us in relation to the audit of the financial statements of the Association for the year ended 31 March 2013:

- a. in our opinion the Annual Financial Report has been properly prepared from the books and records of the Association; and
- b. no matters have come to our attention during the course of our review, which cause us to believe that the Association has not:
  - i. properly accounted for the receipt of Lump Sum Grant, Provident Fund and other social welfare subventions and expenditure in respect of Funding and Services Agreement activities and support services;
  - ii. kept separate Operating Income and Expenditure Account for each subvented service unit as required by the Lump Sum Grant Manual (LSG Manual) published by the Social Welfare Department of the Government of the HKSAR;
  - iii. prepared the Annual Financial Report in accordance with the format and requirements set out in the LSG Manual; and
  - iv. employed the staff quoted in the Provident Fund arrangements during the year ended 31 March 2013.

This report is intended for filing with the Social Welfare Department of the Government of the HKSAR and should not be used for any other purpose.

K.W. Tam & Co.  
Certified Public Accountants (Practising)  
Unit 2002, 20th Floor,  
Millennium City 3,  
370 Kwun Tong Road,  
Kowloon, Hong Kong

28 OCT 2013

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**ANNUAL FINANCIAL REPORT**

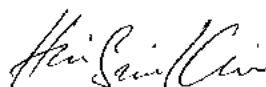
**NGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION**

**香港唐氏綜合症協會**

**1 APRIL 2012 TO 31 MARCH 2013**

	Note	Total 2012-13 HK\$	Total 2011-12 HK\$
<b>A. INCOME</b>			
1. Lump Sum Grant		8,622,625	8,194,658
a. Lump Sum Grant (excluding Provident Fund)	1b	8,178,007	7,774,388
b. Provident Fund	1c	444,618	420,270
2. Special One-Off Grant		-	-
3. Fee Income	2	2,902	8,642
4. Central Items	3	406,333	380,303
5. Rent and Rates	4	566,936	569,593
6. Other Income	5	281,472	274,786
7. Interest Received		17,064	10,370
<b>TOTAL INCOME</b>		<b>9,897,332</b>	<b>9,438,352</b>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		7,369,560	6,761,962
b. Provident Fund	1c	340,073	304,448
c. Allowances		-	-
Sub-total	6	7,709,633	7,066,410
2. Other Charges	7	1,283,996	1,242,541
3. Central Items	3	386,243	368,942
4. Rent and Rates	4	561,883	561,232
5. Special One-off Grant Payments	7a	-	-
<b>TOTAL EXPENDITURE</b>		<b>9,941,755</b>	<b>9,239,125</b>
<b>C. (DEFICIT)/SURPLUS FOR THE YEAR</b>	8	<b>(44,423)</b>	<b>199,227</b>

SIGNATURE



CHAIRMAN

DATE: 28 OCT 2013



CHIEF EXECUTIVE

DATE: 28 OCT 2013



NGO: 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會  
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

NOTES ON THE ANNUAL FINANCIAL REPORT

1 Lump Sum Grant

a. Basis of preparation The Annual Financial Report (AFR) is prepared on cash basis, that is, income is recognised upon receipt of cash and expenditure is recognised when expenses are paid. Non-cash items like depreciation, provisions and accruals should not be included in the AFR.

b. Lump Sum Grant (excluding Provident Fund) This represents LSG (excluding Provident Fund) received for the year.

c. Provident Fund This is Provident Fund received and contributed during the year. Snapshot staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000.  
6.8% and other posts represent those staff that are employed after 1 April 2000.  
Please note that the PF received and contributed for staff under the Central Item should be shown under 3.  
In other words, such PF should not be included here (paragraph 3.12 of LSG Manual).  
Details are analysed below:

	Snapshot Staff HK\$	6.8% and Other Posts HK\$	Total HK\$
Subvention Received	52,467	392,151	444,618
Provident Fund Contribution Paid during the Year	(42,288)	(297,785)	(340,073)
Surplus for the Year	10,179	94,366	104,545
Add: Surplus b/f	161,014	1,057,000	1,218,014
Surplus c/f	171,193	1,151,366	1,322,559

2 Fee Income This represents social welfare fee income received for the year in respect of the fees and charges recognised for the purpose of subvention as set out in the LSG Manual.

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NOTES ON THE ANNUAL FINANCIAL REPORT

3 **Central Items** These are subvented service activities which are not included in LSG and are subject to their own procedures as set out in other SWD's papers and correspondence with the NGOs. The PF received and contributed for staff under Central Items should be separately included as part of the income and expenditure of the relevant items (paragraph 3.13 of LSG Manual). The income and expenditure of each of the Central Items are as follows:

	2012-13 HK\$	2011-12 HK\$
<b>a. Income</b>		
Regularised Programme Assistants (PA)	388,333	380,303
Mentors of Employees with Disabilities	18,000	-
<b>Total</b>	<u>406,333</u>	<u>380,303</u>
<b>b. Expenditure</b>		
Regularised Programme Assistants (PA)	386,243	368,942
Mentors of Employees with Disabilities	-	-
<b>Total</b>	<u>386,243</u>	<u>368,942</u>

4 **Rent and Rates** This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditure on rent and rates in respect of premises not recognised by SWD should not be included in AFR.

5 **Other Income** This includes programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subventions and donations received need not be included as Other Income in AFR. However, treatment of fees and charges as specified under para 2.27 to 2.28 of the LSG Manual remains unchanged (paragraph 3.9 of the Manual).

6 **Personal Emoluments** Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over HK\$500,000 each is appended below:

Analysis of Personal Emoluments	No of Posts	HK\$
HK\$500,001 - HK\$600,000 p.a.	1	504,880
HK\$600,001 - HK\$700,000 p.a.	-	-
HK\$700,001 - HK\$800,000 p.a.	-	-
HK\$800,001 - HK\$900,000 p.a.	-	-
HK\$900,001 - HK\$1,000,000 p.a.	-	-
>HK\$1,000,000 p.a.	-	-

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NGO: 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會  
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

NOTES ON THE ANNUAL FINANCIAL REPORT

7 Other Charges

The breakdown on Other Charges is as follows:

	2012-13 HK\$	2011-12 HK\$
<b>Other Charges</b>		
(a) Utilities	168,199	153,037
(b) Food	-	-
(c) Administrative Expenses	78,387	72,091
(d) Stores and Equipment	78,024	84,094
(e) Repair and Maintenance	78,325	52,316
(f) Special Allowances	391,373	365,837
(g) Programme Expenses	384,960	411,432
(h) Transportation and Travelling	21,725	22,675
(i) Insurance	68,731	68,844
(j) Miscellaneous	14,272	12,215
<b>Total:</b>	<b>1,283,996</b>	<b>1,242,541</b>

7a Special One-off Grant Payments

Details of Special One-off Grant Payments are as follows:

- Special one-off Grant Payments**
- (a) Voluntary Retirement Scheme
  - (b) Compensation Scheme
  - (c) Staff Training and Development
  - (d) Other Staff-related Initiatives

	2012-13 HK\$	2011-12 HK\$
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>

NGO: 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會  
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

NOTES ON THE ANNUAL FINANCIAL REPORT

8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$	HK\$
<b>Income</b>					
Lump Sum Grant	8,622,625	-	-	-	8,622,625
Special One-off Grant	-	-	-	-	-
Fee Income	2,902	-	-	-	2,902
Other Income	281,472	-	-	-	281,472
Interest Received (Note (1))	17,064	-	-	-	17,064
Rent and Rates	-	-	566,936	-	566,936
Central Items	-	-	-	406,333	406,333
<b>Total Income (a)</b>	<b>8,924,063</b>	<b>-</b>	<b>566,936</b>	<b>406,333</b>	<b>9,897,332</b>
<b>Expenditure</b>					
Personal Emoluments	7,709,633	-	-	-	7,709,633
Other Charges	1,283,996	-	-	-	1,283,996
Rent and Rates	-	-	561,883	-	561,883
Central Items	-	-	-	386,243	386,243
Special One-off Grant Payments	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>8,993,629</b>	<b>-</b>	<b>561,883</b>	<b>386,243</b>	<b>9,941,755</b>
<b>(Deficit) / Surplus for the year (a) - (b)</b>	<b>(69,566)</b>	<b>-</b>	<b>5,053</b>	<b>20,090</b>	<b>(44,423)</b>
Less: Surplus of Provident Fund	(104,545)	-	-	-	(104,545)
	(174,111)	-	5,053	20,090	(148,968)
<b>Surplus b/f (Note (2))</b>	<b>1,721,313</b>	<b>-</b>	<b>8,550</b>	<b>11,361</b>	<b>1,741,224</b>
	1,547,202	-	13,603	31,451	1,592,256
<b>Less: Refund to Government</b>	<b>-</b>	<b>-</b>	<b>(12,269)</b>	<b>(11,361)</b>	<b>(23,630)</b>
<b>Surplus c/f (Note (4))</b>	<b>1,547,202</b>	<b>-</b>	<b>1,334</b>	<b>20,090</b>	<b>1,568,626</b>

**Notes:**

- (1) Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant should all be included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance Lump Sum Grant Surplus b/f from previous years and all interest received in previous years should be included in the surplus b/f under LSG.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of Central Items (Annex 1).
- (4) The level of LSG cumulative reserve will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.



Annex 1

Schedule for Central Items  
Analysis of Subvention and Expenditure for the period from 01-04-2012 to 31-03-2013

Name of Agency : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會

Unit Code and Name (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)	Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
3155	Regularised Programme Assistants (PA) / Care Assistants (CA)	HK\$ 388,333	HK\$ 386,243	HK\$ 2,090	HK\$ -	HK\$ N.A.	HK\$ -	HK\$ N.A.	HK\$ N.A.
6455	Financial Incentive Scheme for Mentors of Employees with Disabilities	18,000	-	18,000	-	N.A.	-	-	18,000
<b>Total:</b>		406,333	386,243	20,090	-	N.A.	-	-	18,000

Notes:

- The figures for the whole financial year can be extracted from the payroll for March (Final) of the financial year.
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
- Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
- Deficit i.e. the following central items arising from salary adjustment can be transferred to the Lump Sum Grant Reserve as stated in our letter ref. (42) in SWD/S/104/2 Pt. 11 dated 25 July 2012.
  - Dementia Supplement for Elderly with Disabilities
  - Infirmity Care Supplement for the Aged Blind Persons
  - Dementia Supplement for Residential Elderly Services
  - Infirmity Care Supplement for Residential Elderly services
  - Regularised Programme Assistants (PA) / Care Assistants (CA)
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "Surplus carried forward (c/f)" means surplus brought forward plus surplus, if any, arising from operations in current year.
- Unit codes and names assigned by SWD should be filled, if available.
- As the above schedule may not be exhaustive in content, any relevant details in respect of central items released and/or expended during the year may also be included, where appropriate.

Annex 2

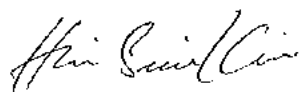
Schedule for Investment  
Analysis of Investment as at 31 March 2013

Name of Agency : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會

	<u>2013</u>	<u>2012</u>
	HK\$'000	HK\$'000
LSG Reserve as at 31 March	<u>1,547</u>	<u>1,721</u>
<b>Represented by:</b>		
<b>Investments</b>		
a. HKD Bank Account Balances	838	924
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	709	797
d. HKD Certificate of Deposits	-	-
e. HKD Bonds	-	-
	<u>1,547</u>	<u>1,721</u>

Note: The investments should be reported at historical cost.

Confirmed by:-



CHAIRMAN

DATE: 23 OCT 2013



CHIEF EXECUTIVE

DATE: 23 OCT 2013

Annex 3

**Schedule for Rent and Rates**  
**Analysis of Subvention and Expenditure for the period from 01-04-2012 to 31-03-2013**

Name of Agency : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		HK\$	HK\$	HK\$	HK\$
Unit 2271 Bradbury Parents Resource Centre	Rent (Note 3)	98,861	99,885	-	1,024
	Rates	10,746	7,789	2,957	-
	<b>Total</b>	<b>109,607</b>	<b>107,674</b>	<b>2,957</b>	<b>1,024</b>
Unit 2272 Supported Employment Programme	Rent (Note 3)	49,627	50,359	-	732
	Rates	4,682	-	4,682	-
	<b>Total</b>	<b>54,309</b>	<b>50,359</b>	<b>4,682</b>	<b>732</b>
Unit 2771 Tiptop Training Centre	Rent (Note 3)	376,920	381,450	-	4,530
	Rates	26,100	22,400	3,700	-
	<b>Total</b>	<b>403,020</b>	<b>403,850</b>	<b>3,700</b>	<b>4,530</b>
<b>Grand Total:</b>		<b>566,936</b>	<b>561,883</b>	<b>11,339</b>	<b>6,286</b>

**Notes:**

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.
2. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
3. Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government rent.

Adrian Mario Pinna	Chow Hoi Shan	Hewlett-Packard HK SAR Limited	Kwong Yuk Ling
agnès b. DÉLICES	Chui Siu Ling, Dabbie	HK Commercial Broadcasting Co Ltd	Kyeong Ae Yeo
Alicia Yeh	Cipriani Oriental Ltd	Ho Hon Wine Eric	Ladies Recreation Club
Alpha Plus	Colgate-Palmolive (H.K.) Limited	Ho Man Ching Jennifer	Lai Kin Ming
AmorePacific Hong Kong	Correctional Services Dept. Sports Association	Ho Wai Ling	Lai Siu Hing
Andy	Culina (H.K.) Ltd	Ho Yuen Chu	Lai Soon Man
Anissa Yau	Cypress Design Limited	Ho Yuk Wah	Lai Wing Yan
Anna Au Si Mi	Daisy Lee	Hong Kong Broadband Network	Lai Yau Chuen Victor
Anna Chan Yuk Fan	Dalip K. Daswani	Hong Kong International School	Lam Chi Keung
Anna Shum	David Dickhudt	Host Computer Co. Ltd.	Lam Ding Fung
Anne Wei	David Ho	Howard Sek Wai Ho	Lam Yik Yin
Annemarie Evans	David Werner	Hu Wai Kwok	Lancaster – Toprich Limited
Au Hei Fan	Diana Lee	Hui Chi Leung	Lau Chor Yue Victor
Au Oi Ning	Diane Melwani	Hung Miu Ling	Lau Ka Yee
Au Wing Yin	Discovery Bay Ballet School	Hutchison Global Communications Limited	Lau Siu Mi
Au Yi Lok	Discovery Bay Recreation Club Ltd	Hutchison Telecommunications Hong Kong Holdings Limited	Lau So King Shun
AWA	Doreen Wu	I. Schlageter	Lau Yee Fong
Bandon Enterprises Limited	Doris Chung	ICAP	Lee Esther
Barclays Capital	Dr. Sandra Lee	Inflight Sales Group (Hong Kong)Ltd	Lee Fuk Hung Joseph
Barclays Capital Asia Limited	Dr. Sarah Lee	Innosphere Product Development Ltd.	Lee Jenny
Barry Stowe	Edie Browne	Ip Kwai Hang	Lee Lai Ping Anita
Betty Man	Elite Fame (H.K.)Ltd	Island Dance Limited	Lee Mei Po Mabel
Bindiya Rupani	Elsa Wong	Island School	Lee On Ha
BK Rekhatex (HK) Ltd.	Emils Chan	Italia Family (in memory of Ms. Maneck Homi Italia)	Lee Po Ling
Bonaqua	Erica Wan	Jamie Wang	Lee Sui Han Shirley
C&K Recycle Co Ltd	Esther Luk	Jarita Kwan	Lee Wan Chi Ala
Calinna Chan	Even Mak Yee Wan	Jasmin Pang	Lee Yee Man
Cally Cheng	EVI Services (HK) Ltd	Jessica Leung	Lenovo Hong Kong
Canadian Dental Association	Fan Hiu Bun	Jimmy Ng	Leong Man Wai
Cecilia Ho	Fiona Lee	Joanne L Chow	Leung Chin Man
Chan Bik Har	Fok Kar Man	Jodi, Face To Face	Leung Kin Man
Chan Chi Leung	Fong Tak Kwong	Johnny Wong	Leung Sze Kar
Chan Chun Chiu	Frances Leung	Joseph Leung	Leung Tin Hang
Chan Fung Ming	Frazer Wong	Josephine Chan	Leung Ying Kwan
Chan Godwin Kwok Wai	Fritz Sommerau	Justin Leung	Levilla Studio
Chan Ka Lee	Fung Ka Wing	Ka Chun Cheung	Li Kin Yin
Chan Ka Yin	Fung Muk Chun	Kavita Gidumal	Li Man Chun
Chan Man Chi	Fung Ngok Chi	KBF Limited	Li Ruby
Chan Sze Nga	Gabriel Chan	Kim Kyung Hee	Li Sai Foon
Chan Tak Gai	Gateway Hotel	Kimberley Leung	Li Sze Lim
Chan Wing Ki Margaret	George MS Wong	Kong Suet Ling	Li Tsui Yee
Chan Yau Nam Ian	Gian Sommerau	Kwan Oi Sze Jennifer	Lin Kam Yan
Chan Yuk Yin	GM Metal Packaging Ltd.	Kwan Sze Sing	Lo Chung Yiu
Chan Zhi Jun	Goh Wong Tze San Susanna	Kwong Chi Ming	Lo Yin Yee Billy
Chen Shing Lin	Grainne Mehan	Kwong Yen Hwa	Long King Printing Co. Ltd.
Cheng Yui Man	Greig Carruthers		Lynda Coggins
Cheung Pui Fan	Heidi Tong		Madhu Kashyap
Cheung Tat Lok			Mak Bing Lan
Choi Pun Kin			Mak Chi Wai
Chong Yan Tat			Mak Oi Wa



Malina Ngai Man Lin  
Man Tak Chi Sin Association Ltd  
Marco Polo Hongkong Hotel  
Martial Le Cossec  
Mary Kay 愛火團隊  
Michael Leung  
Mikael Larsson  
Mina Daswani Seth  
Mok Lau Mee  
Mrs. Tin Tin Shing  
Muse Chan Wai Sim  
Ng Chiu Ying Cherry  
Ng Cho Wai David  
Ng Chui Yi  
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Ng Kui Ying  
Ng Pui Man  
Ng Teng Fong Charitable Foundation Ltd  
Ng Yuen Yee  
Nikki Hung  
Norton Rose Fulbright (Services) Ltd  
Oei Jennifer  
Oral B  
P.S. Choi  
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Pandora  
Pang Po Kam Anthea  
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Pauline  
Penny Mountain  
Philip Kwan  
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Rajiv Bharwani  
Raymond Lau  
Remad Foundation Limited  
Rena Creative Products Limited  
Reuters Hong Kong Limited  
Ringo Hung  
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Scout Association of HK-29th Silver Jubilee Group

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Shirley Chan  
Shirley Siu  
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Simon Tang  
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Sonja Shih  
Speed Up Production House Limited  
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Tam Lai Fan Brenda  
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Tang Hon Chung Clement  
Tang Koon Ming  
Tang Kwok Keung  
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Telford International Co Ltd  
Terry Harris  
Terry Mountain  
Texconn (Asia) Ltd  
The China Club (China Inv Inc) Ltd  
The Christian The Faith Hope Love Church  
The Incorporated Trustees of Zoroastrian Charity Funds of HK  
The Pacific Cigar Company Ltd  
The Peninsula Hong Kong  
The Peninsula Hotel Limited  
The Shamdasani Foundation  
The William E. Connor Foundation, Inc.  
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Tong Lai Ching  
Tong Mei Ka  
Tong Yan  
Tsang Chin Kwok  
Tsang Ngan Yan  
Tsang Oi Yan  
Tse So Ling Carol  
Tse Tsz Kin  
Tsui On Nar  
Tsui Yat Kit  
Union Philharmonic Orchestra, HKUSU

VCT Asia Pacific Ltd.  
Vienna Tsang  
Volia Chan  
Wai Wa Industrial Limited  
Wan Yee Lan  
WEC商務中心義工隊  
Wendy Lui  
Williams Douglas Brock  
Wilson Choi  
Wong Cheuk Ming  
Wong Chi Pong  
Wong Kin Ting  
Wong Kin Yan  
Wong King Yin  
Wong Koon Keung  
Wong Lai Sim  
Wong Nga Ying May  
Wong Ping Ho Feras  
Wong Wai Ling  
Woo Man Wah  
Yammie Yue  
Yao Hung  
Yau Cheuk Wah  
Yau Hoi Yan  
Yau Lai Siu, Josephine  
Yau Suk Yin Grace  
Yeung Ho Ming  
Yeung Lai Yuen Anna  
Yeung Lok Ki  
Yeung Sik Man  
Yeung Siu Hung  
Yeung Wai Yee Michelle  
Yip Tsz Wa Yvonne  
Yu Chun  
Yu Siu Leung  
Yu Suk Ping  
Yuen Suk Wai  
Zaltsman Luba  
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李美寶  
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梁婉玲  
梁敏琪  
梁淑瑤  
梁間  
梁愉  
梁達人

梁顯立  
盛記麵家  
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蔡凱文  
蔡凱明  
蔡蕙玲  
鄧妙潔  
鄧潞堅  
鄭廣智  
鄭錫華  
鄭寶蘭  
黎月萍  
黎其豪  
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親切機構  
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譚穎琛  
關月玉  
關月明  
關東開  
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