



香港唐氏綜合症協會

The Hong Kong Down Syndrome Association

ANNUAL 年報 REPORT 2013-2014





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目錄 CONTENTS

協會簡介 Introduction of HKDSA

信念及宗旨 Our Belief and Mission	P.3
何謂唐氏綜合症 What is Down Syndrome	P.3
目標 Objectives	P.3
歷史 History	P.4
服務 Services	P.5

主席感言 Chairperson's Message

總幹事報告 Director's Report

服務報告—綜合家庭支援服務

Service Report-Integrated Family Support Services

白普理家長資源中心 Bradbury Parents Resource Centre	P.15
網「樂」共享 The SHARE Project	P.17
唐家軒 DS Centre	P.20

服務報告—綜合職業復康服務

Service Report-Integrated Vocational Rehabilitation Services

卓業中心 Tiptop Training Centre	P.23
就業輔導中心 Employment Services Centre	P.26
社會企業 Social Enterprises	P.29

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

服務單位資料 Information of Service Units

財務報告 Financial Report

鳴謝 Acknowledgement

協會簡介 Introduction of HKDSA



簡介

INTRODUCTION

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。

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".



信念及宗旨 Our Belief & Mission

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上的各項決定，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。

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.

何謂唐氏綜合症 What is Down Syndrome

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。他們只要及早接受適當的訓練及得到支援，唐氏綜合症的人士也可以過愉快和獨立的生活。

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 with Down Syndrome. If appropriate training could be obtained at early stages, people with Down Syndrome can live happily and independently!

目標 OBJECTIVES

- 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。
- 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 HISTORY

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有歧視和偏見時，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。

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 on 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 enterprise 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.

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

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。

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.

網「樂」共享

The SHARE Project

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。

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.

唐家軒（前「滙藝坊」）

DS Centre (former “The Art Link”)

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」，專為唐氏綜合症人士服務的中心。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。

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 SERVICES

綜合職業復康服務

卓業中心 Tiptop Training Centre

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。

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”.

就業輔助中心 Employment Services Centre

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。

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.

唐氏群毅服務隊 The Down's Kwan Ngai Service Team

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。

“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.”

過去一年香港社會對唐氏綜合症人士及其他殘疾人士多了關注，特別是殘疾人士老齡化及就業方面。

香港唐氏綜合症協會一直關注唐氏綜合症人士及智障人士老齡化的問題。當他們年紀愈來愈大，要面對的困難並非一般人可以想像，而現時社會上專為他們老齡化而設的服務並不多。為此，本會本年度獲得「周大福慈善基金」撥款，捐助超過港幣250萬，開展為期兩年嶄新的「唐氏綜合症/智障人士—勤懇樂業在盛年 健康積極享晚年計劃」，為唐氏綜合症人士及智障人士提供度身訂造的師友服務，去建造一個健康生活模式，讓他們能朝着正面的方向進入老齡化階段和建立廣闊的社區網絡。計劃亦促進市民大眾對他們的了解和關心，使他們能更積極融入社區生活。

另外，本會將會積極推動「社區老闆」計劃，期望更多的僱主願意聘用殘疾人士及認同他們的工作能力。我們深信只要把工作作出分拆，把部分勞力密集之工序及單一工作分配給殘疾人士，他們絕對有能力勝任。

本會的工作任重而道遠，不單需要堅毅的精神和努力，與各界緊密合作更是成事的關鍵。在此，本人謹代表執行委員會，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、周大福慈善基金、會長、副會長、專業顧問、各家長、各唐氏會員、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。

In the past year, concerns for the needs of people with Down Syndrome and other disabilities was escalating, particularly on the issues of ageing and employment of the people with disabilities.

The Hong Kong Down Syndrome Association has been concerning about ageing of people with Down Syndrome and other disabilities. During their ageing process, the problems faced by these needy people were not imaginable, and there is scarcely any service for them. This year, the association was honoured to have acquired the support of the "Chow Tai Fook Charity Trust" with a sum of HK\$2.5 Million to launch the 2-years project, "Industrious Adulthood – Positive Ageing Project" (IP Project). The IP Project aimed to enable people with Down Syndrome and other disabilities to build up their own healthy lifestyles and positively enter the stage of ageing through the help of mentors and other supporting activities. Through mentorship, the mentees would be able to establish a wider community network and enhance their health, so as to minimize the effect of ageing on their lives. The project would also raise awareness of the public on the well being of people with Down Syndrome and other disabilities, and thus promote integration of them into the community.

The Association will continue to promote the "Community Boss" Scheme such that more employers would provide employment opportunities for people with disabilities. Employers has begun to realize that jobs can be streamlined and divided such that certain labour-intensive procedures that are within the capability of people with disabilities can be allotted to them.

The work of the association could never be accomplished without the support of all our stakeholders. On behalf of the Executive Committee, 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, Chow Tai Fook Charity Trust, President, Vice-President, professional advisors, parents, our members, members of 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.

唐許嬋嬌 Mrs. Heidi Tong

執行委員會主席 Chairperson Executive Committee

總幹事報告 Director's Report

(2013年4月至2014年3月)



過去一年，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。本人現謹述協會過去一年的工作。

In the past year, 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. I hereby report briefly on the major work undertaken by the Association during the period under review.

服務發展與優化 Service Development and Enhancement

白普理家長資源中心的多元化班組

Multi-faceted Activities of the Bradbury Parents Resource Centre

為協助殘疾人士發展多元智能，中心透過舉辦多元化的班組活動及參與多項賽事，讓會員與不同的運動員及社區人士切磋技術，一同成長。其中包括足球邀請賽、游泳比賽、滾球比賽、學界保齡球比賽等。中心亦獲得公益金資助舉辦童軍活動，並屢獲殊榮。2014年3月，唐氏粵劇團於高山劇場的演出，讓社區人士進一步認識唐氏人士表演粵劇的能力，亦讓智障人士的潛能得以發揮。另外，中心龍獅國術隊曾參與不同的義演和比賽，包括義工嘉許禮和展能運動會，並榮獲獅藝及龍藝組金獎，及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，亦增加隊員的自信。此外，唐氏舞蹈團於2013年9月前往新加坡進行交流活動，探訪當地機構，並與其唐氏綜合症人士切磋舞蹈，認識新加坡為智障人士提供的服務。

Through organizing various multi-faceted activities, the Centre continued to enhance developments in multiple aspects for the members. Activities such as Special Football Invitation Tournament, Swimming Competition and Bowling Competition were arranged for members to gain opportunities to interact with others and enhance their skills. At the same time, subsidized by the Community Chest, the Centre was able to organize scouting activities for the mentally challenged individuals, resulted in medals and awards for their good performances. In March of 2014, the Down Syndrome Canto Opera Group performed in the Ko Shan Theatre, which allowed the community to recognize their capabilities in Canto Opera. On another hand, the Centre's Dragon & Lion Dance Team participated in various performances and competitions, including the 2013 Volunteers Recognition Event and the 2013 Tuen Mun Sports Event and were awarded the Gold Medal in the Dragon Dance & Lion Dance Team Competitions, the Gold and Silver Medals in the Kung Fu Free Combat and Kung Fu Weapon Combat. The achievements of our members allowed the community to know more about individuals with disabilities.

In September 2013, the Down Syndrome Dance Team visited Singapore for an exchange. Local organizations were visited and members interacted local persons with Down Syndrome. Members broadened their horizons and their parents gained the opportunities to learn about the services offered to mentally challenged individuals in Singapore.



唐家軒 DS Centre

由2013年7月1日起，「匯藝坊」正式轉型為「唐家軒」，為本港唯一專為唐氏綜合症人士服務的中心。唐家軒透過不同的服務，讓唐氏綜合症人士發揮潛能和培養自助精神，推動他們「自發」、「自主」、「自決」。唐家軒舉辦的項目包括社交、教育及治療性小組、不同運動項目訓練、唐氏人士聚會、牙科服務及各式戶外活動等，鼓勵會員建立運動習慣及健康生活模式，以加強身體機能及減慢衰老。同時唐家軒會致力推動傷健共融，舉辦不同類形的社區共融活動，使社區人士能增加對唐氏綜合症人士的認識。

From 1st July 2013, the “Artlink” was restructured into the present “DS Centre” – the only service centre designed solely to cater for the needs of persons with Down Syndrome. Through various activities, the DS Centre nurtured the spirit of self-sufficiency and unleashed potentials of members, such that they could work towards the goals of “self-initiating”, “self-governing” and “self-determining”. The activities include social skills training, educational and therapeutic groups, sports training, social gathering, dental services and various outings, which all aimed at encouraging members to exercise, engage in healthy lifestyles, enhance bodily functions and delay ageing. The DS Centre also strive to advocate integration between people with and without disabilities and would organize inclusive events for the community to learn more about people with Down Syndrome.

甜心學堂 The “SweetieLand” Project

本會榮獲愛心聖誕大行動2013年度的資助，開展「甜心學堂」——初生及學前的唐氏綜合症幼兒支援服務。甜心學堂特聘專業的幼兒工作者、物理/職業治療師及社工，為他們提供及早介入的訓練。計劃更為年齡相約的嬰幼兒提供親子小組活動，讓家長在輪候特殊幼兒服務前能學習照顧及嬰幼兒訓練技巧，在家中為他們提供適當的練習，善用黃金的訓練時機。

During the year, the association was honoured to acquire supports from the “Operation Santa Claus” to launch the “SweetieLand” Project for the newborns and pre-school children with Down Syndrome. Professional special teachers, Physiotherapists/Occupation therapists and social workers were employed to provided trainings aiming at early intervention for them. The infants were grouped by their ages such that small group activities with the participation of parents could be administered. Parents were trained so that training for the infants could be done at home before they start their school lives.

「樂齡展才華小組」 “Talents of the Elderly Group”

本會自資開展的「樂齡展才華小組」，邀請職業治療師擔任顧問，並增聘一位兼職助理導師，負責帶領年齡較長及體質較弱的服務使用者。小組針對他們的需要而設計合適的訓練，包括懷惻輔導、定期身體檢查、職業治療、認知訓練、社區認識等等，以減少他們因身體機能退化帶來的不適。計劃推行至今已有13位服務使用者參加。透過此計劃，期望可為較為年長之職業復康服務使用者可以更容易適應長者之生活，同時可舒緩同事在照顧年長服務使用者時之壓力。

The Self-financed “Talents of the Elderly Group” secured an extra assistant tutor to lead and be responsible for mapping out the ageing group’s activities. Occupational therapy service was also employed to support various training programs to meet specific needs of the participating trainees, who were older and weaker than their fellow counterparts in the training center. Such training activities included Guide to Reminiscence, conducting regular body checkups, providing physiotherapy treatments, cognitive trainings and “Know Your Community” trainings, etc. All these aimed to lessen the discomforts arising from their ageing processes. A total 13 members were enlisted in the group and improvements had been registered in terms of their cognition and adaptability to the effects of aging.



卓業中心自募業務持續發展

Continuous Development of the Own Business of the Tipop Training Centre

過去一年，卓業中心銳意改革自募業務，得到客戶認同，增加包裝訂單。中心也將服務及訓練項目多元化，鞏固包裝訓練，並積極發展服務使用者制作手工藝，加強他們在手工藝製作技巧和興趣，並鼓勵發揮創意，製作更多樣化和更富特色的手工藝產品。為了增加售賣手工藝品的宣傳渠道，卓業中心更會接受網上訂購，網頁為 <http://hkdsa-handicraft.shopping.babysky.hk> | <http://hkdsa-handicraft.shopping.babysky.hk>。

In the past year, the Association focused on the improvement of the Own Business of the Tiptop Training Centre which resulted in recognitions of customers, and inflow of orders especially for packaging services, and brought 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, in order to enhanced members' skills and interests in handicraft and 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 received buying orders for its skilled artifacts on the internet. The webpage : <http://hkdsa-handicraft.shopping.babysky.hk> | <http://hkdsa-handicraft.shopping.babysky.hk>.

社會企業 Social Enterprise

社會企業計劃自去年四月合併為「唐氏群毅服務隊」後，生意額穩步上升。工作場地亦上升至44個，汽車清潔數量則維持於平均每月250架次。合併後的社會企業，亦開拓了新的服務，如協助廟宇製作祭祀用品，以增加營業額，同時藉此擴闊殘疾人士的工作種類。透過社會企業，去年持續聘用了27位殘疾人士公開就業。

In April last year, the social enterprise initiatives were merged as “The Down's Kwan Ngai Service Team”, with steady increase in the volume of businesses. Service locations were increased to 44 this year. The volume of cars using the car wash service remained on average at 250 per month. Attempts were made to open up new business opportunities, such as making various goods for use in worship rites of temples. 27 service users with disabilities were able to continue their open employment through the work of Social Enterprise.

「社區老闆」計劃 “Community Boss” Scheme

本會就業輔助中心於本年度推出「社區老闆」計劃，在葵涌及荃灣區向中小型企業推廣殘疾人士就業資訊，鼓勵他們聘用殘疾人士或提供實習工作崗位。計劃推出以來，成功為中心內4位服務使用者尋得工作機會及實習崗位。部分商戶雖然未能提供工作機會予服務使用者，但為表支持殘疾人士就業，他們願意以捐贈與殘疾人士工作有關之物資作為支持。

As a new initiative, the Employment Services Center launched the “Community Boss” Scheme this year. Information on employment of people with disabilities were distributed to small and medium enterprises in the Kwai Chung and Tsuen Wan area, and encourage them to employ people with disabilities or provide vacancies for on the job training. The Scheme covered extensive enterprises, and succeeded in securing employments and training opportunities for 4 of our service users. There were also businesses showed their support by making various donations in kind although they were not able to provide work opportunities for our service users.

宣傳及籌款 Communication and Fundraising



「精彩人生我有份」慈善步行暨體驗嘉年華 "My Life is Wonderful" Walkathon cum Experiential Carnival

為響應3月21日第三屆世界唐氏綜合症日，本會於2014年3月15日(六)在大埔海濱公園舉辦了是項慈善步行暨嘉年華籌款活動，藉此增加公眾對世界唐氏綜合症日的關注及對唐氏綜合症人士的認識。協會亦透過該活動為自負盈虧單位唐家軒籌得超過港幣28萬元善款作營運費用。該活動更獲各大報章媒體佈導，表達唐氏綜合症人士透過適切的服務及培育，他們同樣亦能與一般人士擁有精彩璀璨的人生。本會特別感謝會長鄧永鏘爵士，KBE，副會長阮偉文博士及副會長劉嘉玲小姐親自參與及鼎力支持是次活動。

To celebrate the 3rd World Down Syndrome Day (WDSD) in March, the association held the "My Life is Wonderful" Walkathon cum Experiential Carnival on 15th March 2014 at the Tai Po Park. HKDSA also fundraised through this celebration event for much needed resources for the self-financed "DS Center. A sum of HK\$280,000 donation was raised and the event substantially raised awareness and empathy of the public towards HKDSA's mission and goal. Almost all major local press and media covered the event stating clearly the messages of HKDSA. Special thanks to our President, Sir David Tang, KBE, Vice President Dr. Andrew Yuen and Vice President Ms. Carina Lau for their participation and whole-hearted support for the event.

慈善網球錦標賽 Charity Tennis Tournament

2013年9月28日，愉景灣康樂會有限公司舉辦慈善網球錦標賽，為協會自負盈虧單位唐家軒籌款，以資助唐家軒發展服務經費。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15萬元善款。

On 28th September 2013, the Discovery Bay Residents Club Limited organized a Charity Tennis Tournament to raise funds for the Association's DS Centre, which was a self financed service, to allow development of services of the center. The excellent performance of the Island Dance Group during the evening received very positive feedbacks. More than HK\$150,000 was collected.

權益倡導

Protection of Rights and Interests of People with Down Syndrome

關注唐氏人士運動的需要 – Up up and Be Healthy計劃

Needs for Exercise of People with Down Syndrome - Up up and Be Healthy Project

唐氏綜合症人士之身體健康狀況比一般人士的欠佳；然而，本港專為他們設計的健體活動亦較缺乏。有見及此，為促進他們的健康及延遲老化，香港唐氏綜合症協會及香港大學運動及潛能發展研究所合作，並獲健康護理及促進基金撥款資助，推展Up Up and Be Healthy 計劃，旨在鼓勵唐氏綜合症人士多做運動，提升健康。為期兩年的Up Up and Be Healthy 計劃於本年度完結；共邀請了145位唐氏綜合症人士及其家屬參與，按照他們的健康狀況及身體的需要，安排他們在健身中心進行16節的健體課堂。而香港大學運動及潛能發展研究所更為他們設計了一套名為「FIT FUN Try -21」的健體操，供日常進行。計劃亦對唐氏綜合症人士參與健體運動進行研究，結果顯示這些運動有助強化唐氏綜合症人士的心肺功能及肌肉力量、並能產生延遲老化等正面影響。此外，與家人朋友及一般人士一起運動，亦有助提升他們的人際關係及社交生活質素。

為促進唐氏綜合症及智障人士健康生活，本會提出幾項建議，包括加強社交和獎勵元素，鞏固唐氏人士的自我激勵和達成目標。此外，康文署亦應推出措施，鼓勵相關的服務單位需加強運用社區設施和資源，使更多照顧者和弱能人士可以持續地運動。我們亦建議署方推動智障人士健康教育，包括生理和心理健康常識，情緒控制和教育他們生老病死的過程。

Persons with Down Syndrome are usually more vulnerable to unhealthy bodily statuses. However, services on physical exercise and training for them are scarce in Hong Kong. In order to advocate for such needs, the association collaborated with the Institute of Human Performance (IHP), The University of Hong Kong to launch the “Up up and Be Healthy” Project. The project, funded by the Health Care Promotion Fund of the HKSAR, aimed to encourage engagement of people with Down Syndrome in exercise and healthy lifestyles, so that their well being would be enhanced and ageing would be delayed. The 2-year project was completed during the year with 145 participants including persons with Down Syndrome and their parents/care providers. With the consideration of physical conditions of the participants, 16 sessions of fitness classes in gyms were arranged for them. Moreover, the IHP had developed a set of exercises titled “FIT FUN Try-21” for the daily practices of the participants and those who were in need. A research on the effects of fitness exercises for people with Down Syndrome was also carried out in the project, and the result reflected that engagements in fitness exercises would enhance cardiopulmonary functions and muscle tone, and delay ageing processes of the participants. Moreover, engagement in fitness training group would also enhance social lives and interpersonal relationships of the participants.

For the betterment of physical wellbeing of people with Down Syndrome and other disabilities, the association advocated that social elements and elements of rewards should be engaged to consolidate the urge of reaching targets of them. Moreover, the Leisure and Cultural Services Department should encourage related service units to use resources and facilities in the community for the purpose, so that more service users and care providers could sustain their exercising habit in their daily lives. The association also recommended that the Department could promote health education for the people with Down Syndrome and other disabilities, including contents such as physical and mental health knowledge, emotion management and life and death education.

鄭頌 Mr. David Cheng
總幹事 Director

共同建立愛與共融的社會

Together we build a
Love and Integrated
society.



綜合家庭支援服務 Integrated Family Support Services

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

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。

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

網「樂」共享 The SHARE Project

唐氏分區網絡聯繫各地區的唐氏家長，建立互助關懷的氣氛，另亦為家長提供共同交流及研習養育唐氏子女的方法和技巧的機會，互相給予情緒及生活上的支援。同時團結唐氏綜合症人士的家屬，爭取最佳的權益及福利，改善其生活質素。

The networks were set up for the parents from different areas to establish supporting relationships. It provides parents with opportunities to communicate and gain parenting skills, and nurture emotional support or practical help amongst the group. At the same time, the project encouraged solidarity amongst the families to advocate the rights of their children.

初生唐氏嬰兒家長支援服務及「甜心學堂」

Support Service for newborn and preschool children with Down Syndrome & SweetieLand

為有需要的唐氏綜合症家庭提供適切的輔導服務及轉介。為初生唐氏嬰兒及獲診斷懷有唐氏綜合症胎兒之家長提供輔導及小組支援服務。「甜心學堂」服務初生至六歲唐氏綜合症幼兒及其家人，提供多元化的訓練包括肌肉訓練以及認知、語言及社交等方面學習。

To provide families who are in need with appropriate counseling and referral services; to offer help and advice for new parents and parents-to-be. The “SweetieLand” Project provided services for newborns to 6 years old kids with Down Syndrome and their families, offering various trainings including muscle training, cognitive, language and social skills learning.

唐家軒（前匯藝坊）DS Centre (former “Art Link”)

2013年7月1日起「匯藝坊」正式轉型為一所專門為唐氏人士服務的中心「唐家軒」，按會員的需要來為他們提出合適服務，發揮他們的潛能和自助精神，推動唐氏會員「自發」、「自主」、「自決」精神。又持續發展他們藝術的潛能，並透過與不同專業人士合作提供專業訓練，協助他們建立健康的生活模式。

From 1 July 2013, the “Art Link” was restructured and formally renamed the “DS Centre”, and became the only service centre in Hong Kong dedicated to provide services specially for people with Down Syndrome, catering for the unique needs of them. The DS Centre aims at helping people with Down Syndrome to unleash their innate talents, and to nurture their self-reliance, and encourage them to be “motivated”, “independent”, and “decisive”. The Centre provided opportunities for the members to develop their talents and to promote the concept of well being and healthy life style through various different professional services and training.

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

中心透過為殘疾人士舉辦多元化的班組活動，以協助發展他們的多元智能，亦透過參與多項本地的賽事，包括協會特能足球邀請賽、香港特殊奧運會游泳比賽、香港特殊奧運會滾球比賽、學界保齡球比賽及由Ladies Recreation Club主辦的游泳馬拉松，讓會員與不同的運動員及社區人士切磋技術，一同成長。

此外，中心獲得公益金的資助下舉辦童軍活動予智障人士，而中心所舉辦的九龍地域第84旅均參與「2013傑出旅團獎勵計劃」，深資童軍團及童軍團分別得到由香港童軍總會頒發的「2013傑出旅團獎勵計劃」銀獎及銅獎。2014年3月，唐氏粵劇團於高山劇場的演出，讓社區人士進一步認識唐氏人士表演粵劇的能力，亦讓智障人士的潛能得以發揮。

而中心龍獅術隊曾參與不同的義演和比賽活動，包括義工嘉許禮2013和屯門區展能運動會2013(並榮獲獅藝及龍藝組金獎，及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，亦增加隊員的自信。

最後，唐氏舞蹈團於2013年9月前往新加坡舉行交流活動，探訪當地服務唐氏綜合症人士機構，並與當地唐氏綜合症人士切磋舞蹈，擴闊團員眼界，同時讓家長認識新加坡為智障人士提供的服務。



Through organizing various games and activities, the Centre in the past year continued to enhance the mental diversification of the members. At the same time, through participation in such activities, e.g. the Special Football Invitation Tournament, HK Special Olympic Swimming Competition, Bowling Competition, and the Marathon Swimming Competition sponsored by the Ladies Recreation Club, members gained the chance to interact with other athletes, enhance their skills and further their development.

At the same time, through subsidy from the Community Chest, the Centre was able to organize a scout event for the mentally challenged individuals. The event was held with the participation of the Kowloon District's Scout 84th. Both the advanced level scout troop and the scout troop won the Silver and Bronze Medals of the "2013 Outstanding Scout Award" presented by the Scout Association of Hong Kong. In March of 2014, the Down Syndrome Canto Opera Group performed in the Ko Shan Theatre. This allows the community to recognize their capabilities in Canto Opera and to further develop their potentials.

The Centre's Dragon & Lion Dance Team has also participated in various performances and competitions, including the 2013 Volunteers Recognition Event and the 2013 Tuen Mun Sports Event (and were awarded the Gold Medal in the Dragon Dance & Lion Dance Team Competitions, the Gold and Silver Medals in the Kung Fu Free Combat and Kung Fu Weapon Combat, etc). The achievement of our members helped to enhance their self confidence and also allowed the community to get to know more about individuals with disabilities.

Finally in September 2013, the Down Syndrome Dance Team went to Singapore for exchange activities. They visited the local Down Syndrome organizations, and interact with the local dance groups. It was an excellent opportunity for the members to broaden their horizons and for their parents to gain a better understanding of the support services offered to mentally challenged individuals in Singapore.

1. 會員數字 Membership	數目 No.	
1.1 家庭會員人數 Total no. of family membership	1,089	
1.2 殘疾會員性質 Nature of disability of the member		
唐氏綜合症 Down syndrome	822	
智障 Mental handicap	91	
自閉症或有自閉症癥狀 Autism or with autistic feature	152	
其他弱能類別 ther disabilities	24	
2. 出席人次 Attendance		
2.1 開放節數 No. of session opened	634	
2.2 平均每節出席人次 Average seasonal attendance	36.8	
總出席人次 Total no. of attendance	23,333	
3. 個人服務 Individual Service		
3.1 諮詢服務次數 No. of enquiry	699	
3.2 個案/諮詢處理次數 No. of case handled	5	
總數 Total	704	
4. 小組及活動 Group and Program	活動數目 No. of program	出席人次 No. of attendance
4.1 支援小組 Support group	224	4,703
4.2 社交性小組 Social group	84	810
4.3 教育性小組 Educational program and class	1,033	9,184
4.4 參觀及家庭活動 Visit & Family activity	22	800
總數 Total	1,363	15,497
5. 社區教育活動 Community Education Program		
5.1 義工訓練 / 接待參觀者 / 融合活動 Volunteer training/ Reception of visitor / Integrative program	36	1,330
5.2 大型活動及展覽 Mass program and exhibition	0	0
5.3 公眾人士講座 Talk to the general public	0	0
總數 Total	36	1,330
6. 宣傳刊物派發 Distribution of Publicity Material	派出數目 No. of item	
6.1 會員通訊 Newsletter	7,030	
6.2 唐氏綜合症通訊 DS News	4	
6.3 年報 Annual report	(未計AGM派發)48	
6.4 服務單張 Service pamphlet	1,338	
6.5 教育書籍/ 鐳射影碟及錄影帶 Educational booklet/ VCD and video tape	98	
總數 Total	8,518	
7. 圖書館資源借用服務 Lending Service of the Library Resource	借用人數 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/VCD/Tape/CD	16	8
8. 投數處理 Handling of Complaint	數目 No.	
8.1 投訴次數 No. of complaint	0	
9. 緊急事故處理 Handling of Emergency Affair		
9.1 個案數目 No. of case	1	
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 Seminar and talk	12	21
10.2 導向活動 Orientation program	1	3
10.3 退修會 Staff retreat activity	1	9
10.4 短期課程 Short course	2	8
總數 Total	16	41

《網「樂」共享》 The SHARE Project

獲香港賽馬會慈善信託基金2011-2014年度社區資助計劃資助，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唐氏子女的心得外，亦可集合唐氏人士的力量，向社區各界人士表達唐氏人士及其照顧者面對的需要及困難，倡導共融的政策。

過去一年，家長委員會舉行了2013-2015年度選舉，選出新一屆唐氏家長分區網絡代表，並互選出家長委員會內閣成員，肩負起與外界聯絡及參與本會委員會，反映網絡會員的服務需要和社會形勢，為服務設計提供意見。此外亦發揮監察會內服務及政府福利政策的功能，適切反映唐氏綜合症人士及照顧者的需要。

“The SHARE Project” – a comprehensive support service for families of children with Down Syndrome With the sponsorship from the Hong Kong Jockey Club Charity Trust (2011 – 2014) which funded community services, the Association was able to continue “The SHARE Project” and provided services ranging from counselling to supportive services to people with Down Syndrome, from newborn, infants, adults to the elderly, as well as their families. This project aimed at linking people with Down Syndrome in all parts of Hong Kong through a parent network. Parent representatives from different geographical regions were elected to form this network which served as a platform for families to exchange their knowledge on parenting skills, and to raise public awareness of the needs and difficulties faced by people with Down Syndrome and their families, as well as to lobby for policies to promote integration.

During last year, the Parents' Committee held its election for the period 2013-2015. Elected representatives from each regional network in turn elected from amongst themselves a cabinet to form the Parents' Committee. The Committee was responsible for liaising with the public, and representing parents on the Executive Committee of the Association, as well as reflecting the service needs of the members and the various situations in society. The Parents' Committee also advised on provision of services, and monitored the Government's social welfare policies, and aptly raise the awareness of the public on the needs people with Down Syndrome, as well as their care givers.



1. 個人服務 Individual Service	數目 No.	
1.1 諮詢服務次數 No. of enquiry	196	
1.2 個案數目 No. of case handled	70	
2. 分區網絡活動 Regional Network Activity	活動數目 No. of program	出席人次 No. of attendance
2.1 細胞小組 Cell group activities	18	121
2.2 家長興趣班 Parent interest classes	57	399
2.3 分區網絡活動 Regional Network activities	38	940
2.4 家庭暫顧服務(小時) Family Respite Day Care (hours)	70	16
總數 Total	183	1,476
3. 關懷大使計劃 Concern Ambassador Scheme	活動數目 No. of program	出席人次 No. of attendance
3.1 關懷大使培訓及分享活動 Concern Ambassador training and sharing program	17	138
3.2 關懷大使探訪活動(家庭/醫院探訪及電話聯繫) Concern Ambassador (home/hospital visit or phone contact)	239	225
總數 Total	256	363
4. 家長培訓活動 Parent Competency Training Program	活動數目 No. of program	出席人次 No. of attendance
4.1 培訓活動 Training Programs	6	162
4.2 生命教育 Training Programs of adapting aging (activities)	15	113
總數 Total	21	275
5. 幼童服務 Service for infants to toddlers with DS	活動數目 No. of program	出席人次 No. of attendance
5.1 幼童家庭活動/服務 Support group for families with toddlers (activities)	12	250
6. 社區教育活動 Community Education Program	活動數目 No. of program	出席人次 No. of attendance
6.1 共融活動 Volunteer training / Integrative Program	5	183
6.2 大型社區教育活動及展覽 Mass program and exhibition	1	450
6.3 社區教育講座 Talk to the general public	20	3,516
總數 Total	26	4,149

書刊出版 — 《生命號，啟航吧！》 Publication – Life, Set Sail!

本會得到余仁生慈善基金資助，於2013年出版了《生命號，啟航吧！》小冊子，為育有唐氏嬰兒的父母提供導向，透過同路人的文章分享經驗與感受，從而鼓勵家長帶領孩子一同開創人生旅程。

With the sponsorship from the “Eu Yan Sang Charitable Foundation”, the Association published the book “Life, Set Sail” in 2013, to give guidance to parents of infants with Down Syndrome. Through sharing of experience and feelings, parents were encouraged to lead their children along the journey to create a bright future.



2013-14年度甜心學堂服務統計

2013-14 Service Statistics of the SweetieLand Service

甜心學堂 — 初生及學前的唐氏綜合症幼兒支援服務

SweetieLand — Support service for newborn and preschool children with Down Syndrome



本會得到愛心聖誕大行動2013年度的資助，為初生及學前的唐氏綜合症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訓練。並為年齡相約的嬰幼兒提供親子小組活動及訓練，讓家長等待特殊幼兒服務前亦能學習照顧及訓練技巧，在家中為幼兒提供適當的練習，以免錯過黃金的訓練時機。

With funding from the “Operation Santa Claus” 2013, early intervention services were customized and provided by professional early childhood workers, physiotherapists and occupational therapists to individual infants with Down Syndrome. Group sessions were organized for infants similar in age, introducing activities in family bonding and training, so parents could be instructed in parenting and care-giving skills before services for infants with special needs became available, so as not to miss out on the crucial period in training.



初生/ 嬰幼兒服務 Service for infants to toddlers with DS

	活動數目 No. of program	出席人次 No. of attendance
1 個別諮詢 / 訓練 Individual Training	150	239
2 親子多元訓練小組 Diversified Parent-child Training Group	18	183
3 親子進階訓練小組 Progressive Parent-child Training Group	7	44
總數 Total	175	466

唐家軒 (2013年7月前為匯藝坊)

DS Centre (Reformed as DS Centre from 1 July 2013)



年度報告 Service Statistics

過去的一年，「匯藝坊」轉型為「唐家軒」，接力發展及培養會員多元潛能，持續透過興趣班組發展他們在音樂、舞蹈及其他藝術範疇的興趣。又提供平台讓會員對自我倡導及自決能力的發揮。會員們在不同專業人員的悉心栽培下，在各項目上有著多元的嘗試。

承蒙社會福利署「攜手扶弱基金」贊助「愛藝一生」為期兩年的藝術發展計劃，計劃為會員提供不同的藝術項目培訓，包括折子戲、歌舞劇班、爵士舞、現代舞、敲擊樂及手搖鈴。而經過訓練後，會員更於2013年7月20日假座香港浸會大學大學會堂舉辦「愛藝一生」藝術大匯演。除了讓會員能在閃亮的舞台展現他們非凡的才華外，更將唐氏綜合症人士及其他殘疾人士的藝術及表演天賦盡現於各界人士眼前。令社區人士也認識到他們經過努力不懈的練習後，也可「能人所不能」。

由2013年7月1日起，「匯藝坊」正式轉型為「唐家軒」，成為本港唯一一間專為唐氏綜合症人士服務的中心，使提供的服務更能針對唐氏綜合症人士的獨特性及需要。唐家軒開始舉辦不同的運動項目，鼓勵會員建立運動習慣及健康生活模式，以加強身體機能及減慢衰老。同時我們明白傷健共融的重要性，因此亦致力舉辦不同類形的社區活動，使社區人士能增加對殘疾人士的認識。

唐家軒希望透過不同服務，使唐氏綜合症人士能發揮潛能和自助精神，推動他們「自發」、「自主」、「自決」。未來，唐家軒會致力為會員提供更多不同類型的服務，包括社交、教育及治療性小組、不同運動項目訓練、唐氏人士聚會、牙科服務及各式戶外活動等，希望能顧及更全面的需要，使我們的唐氏綜合症會員發光發亮。

During last year, “Art Link” was restructured and renamed “DS Centre” and continued to develop and nurture the diversified talents of our members in music, dance and the arts through holding various interest classes. Opportunities for advocacy and decision-making were made available to our members. Under the guidance of a range of professionals, our members were able to gain exposure to new experiences.

With the support of the “Partnership Fund for the Disadvantaged” funded by the Social Welfare Department over a two year period aiming at development the arts, we were able to provide our members with various training programmes, including Cantonese opera highlights, musical, jazz, modern dance, percussion and handbell ensemble. After training, members performed in the “Love Art Life Variety Show” at the Auditorium of the Hong Kong Baptist University on 20 July 2013. Members showcased their exceptional talents on stage, and the outstanding performance of people with Down Syndrome or other disabilities was introduced to the public. People in the community were able to understand that through tireless practice, our members could achieve the unachievable.

From 1 July 2013, “Art Link” was formally restructured and renamed “DS Centre”, and became the only centre in Hong Kong dedicated to serving only people with Down Syndrome. This allowed the provision of services focusing on the special needs unique to people with Down Syndrome. DS Centre introduced various sports programmes to encourage members to build up their habit to exercise regularly, and to adhere to a healthy lifestyle. This would strengthen their physique, and slow down their ageing. We also highly value integration of those with different abilities. Through organizing various activities in the community, the public was able to increase their understanding of people with disabilities.

2013-14年度服務統計

Service Statistics



DS Centre aims at helping people with Down Syndrome to unleash their innate talents, and to nurture their self-reliance, and encourage them to be “motivated”, “independent”, and “decisive”. In the future, DS Centre would expand the scope of our services to include social skills, educational and therapeutic group sessions, various sports training programmes, social gatherings, dental services and outdoor activities. We hope to provide holistic services to our members who would lead a bright and cheerful life.

匯藝坊年度報告 Service Statistic of the Art Link (Reformed as DS Centre from 1 July 2013)

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	160
2.2 平均每節出席人次 Average attendance per session	13.1
總出席人次 Total no. of attendance	2,100
3. 活動數目 No. of programs	
小組及活動 Groups and Programs	
3.1 興趣班/小組 Interest classes / Groups	321
社區教育活動 Community Education Programs	
3.2 義工訓練/融合活動 Volunteer training / Integrative Programs	17
總數 Total	338
4. 宣傳刊物派發 Distribution of Publicity Materials	
4.1 中心通訊 Newsletters	402
4.2 服務單張 Service pamphlets	62
總數 Total	464

唐家軒年度報告 Service Statistic of DS Centre (1.7.2013 – 31.3.2014)

1. 出席人次 Attendance		數目 No.
1.1 開放節數 No. of operation sessions		474
1.2 平均每節出席人次 Average attendance per session		5.01
總出席人次 Total no. of attendance		2,379
2. 活動數目 No. of programs		
小組及活動 Groups and Programs	活動數目 No. of program	出席人次 No. of attendance
2.1 興趣班/小組 Interest classes / Groups	600	2,291
社區教育活動 Community Education Programs		
2.2 義工訓練/融合活動 Volunteer training / Integrative Programs	19	237
總數 Total	619	2,528
3. 宣傳刊物派發 Distribution of Publicity Materials		
3.1 中心通訊 Newsletters		2,436
總數 Total		2,436

綜合職業復康服務 Integrated Vocational Rehabilitation Services

服務包括就業輔助中心及卓業中心兩個服務單位。當中推行四個由社會福利署資助之服務計劃，包括「輔助就業」，「綜合職業復康服務中心」，「殘疾人士在職培訓計劃」，及「陽光路上一殘疾人士在職培訓計劃」。同時，亦同時推行社會企業計劃「唐氏群毅服務隊」。一共五個服務計劃。此五個計劃項目中，每年服務大約三百位唐氏綜合症人士以及其他殘疾人士。

綜合職業復康服務之服務目標，是為有工作能力之服務使用者，提供一站式的服務支援。當中包括工作技能訓練，就業輔導，工作實習及支援就業之工作。透過一系列服務，支援服務使用者在就業上之需要；為日後可能公開就業作出準備。以及正在公開就業的服務使用者作出支援。

我們明白到工作是生活中的一部分，亦同意工作對生活有重要的意義。但是，本服務亦希望服務使用者們可以在工作及活動中取得平衡。因此，除工作訓練以外，各中心亦會舉辦各類的閒暇活動予服務使用者參與。使他們在工作以外得以放鬆心情，迎接工作上不同的挑戰。

There are two service units, Vocational Rehabilitation Service and Tip Top Training Centre. Under these two units are four Service Plans sponsored by the HK Social Welfare Department, namely "Employment Services Centre", "On the Job Training Programme" "TipTop Training Centre" and "SunnyWay – On the Job Training for the mentally / physically challenged individuals". These plans, together with the "Social Enterprises - The Down's Kwan Ngai Service Team", add up to a total of five Service Plans. Together they service a total of around three hundred Down Syndrome individuals as well as those with disabilities.

The objective of the Integrated Vocational Rehabilitation Services is to provide a one-stop shop service support to disabled individuals. This includes job skills training, vocational support, on the job training and vocational opportunities. It is expected that through an array of services, necessary support will be provided to the end users ; i.e. for those who will utilize the services later on, as well as who are currently utilizing such support services.

We understood work plays an important part in our daily life and as a service provider, we expect the service users be able to strive a balance between their work and daily activities. Hence, other than vocational support, our centres also initiate various leisure activities; with the hope that they can relax and enjoy while tackling various vocational challenges.

卓業中心 Tiptop Training Centre



陸上暢遊2013 - 山頂共融健體樂

服務概覽 Summary

是一所由社會福利署資助之綜合職業復康服務中心，為服務使用者提供一站式之訓練及就業服務。主要提供「庇護工場服務」。中心按照服務使用者之能力及興趣，再配合他們不同之需要，推出各類型訓練項目，使參與服務的服務使用者可達致全人發展之目標。現在於卓業中心內使用「庇護工場服務」的服務使用者人數為一百一十五人。

另外，卓業中心亦提供「陽光路上一殘疾人士在職培訓計劃」，為十五至二十五歲，較為年輕之服務使用者，提供職業輔助及在職培訓之工作，為他們將來公開就業作好準備。每年均有十五位服務使用者參與本計劃。

Tiptop Training Centre is funded by the Social Welfare Department and provides one-stop integrated rehabilitation service for its service users including skills training and employment services. It mainly operates as a “Sheltered Workshop”. The Centre also aims at holistic development and runs a range of training programmes catering to different needs, interest and ability of the service users. In the past year, there were 115 service users for the “Sheltered Workshop” service of the Centre.

In addition, Tiptop Training Centre also provided employment counselling and on-the-job training for young service users aged between 15 to 25 under the “Sunnyway On-the-job Training Programme for People with Disabilities”. There are 15 vacancies for our service users each year under this programme.

新發展服務 New Development

由於近年，服務使用者老齡化之情況日漸嚴重。老齡化之情況在庇護工場服務內之情況更為明顯。現時於卓業中心內有大約百分之五十服務使用者超過四十歲。更有8.7%之服務使用者是六十歲以上。明顯地再過三至五年時間，中心內的服務使用者估計會有一半以上超過五十歲，中心內服務使用者老齡化的情況會更為明顯。有見及此，於二零一三年中心自資開展「樂齡展才華小組」，邀請職業治療師擔任顧問，增聘一位兼職助理導師，負責帶領體質較弱及年齡較長的服務使用者參加，特別針對他們的需要而設計不同訓練。包括懷惻輔導、定期簡單身體檢查、職業治療、認知訓練、社區認識等等。以減少他們因身體機能退化帶來的不適。至計劃推行至今已有13位服務使用者參加。透過此計劃，期望可為較為年長之服務使用者可以更容易適應長者之生活，同時可舒緩同事在照顧年長服務使用者時之壓力。

在自募業務發展上，卓業中心銳意改革，並且得到客戶認同而增加包裝訂單。同時中心也致力將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，一方面加強服務使用者在手工藝製作的技巧，另一方面鼓勵他們發揮創意，製作更多更富特色的手工藝產品。而且為了增加手工藝品的宣傳渠道，卓業中心更會接受網上訂單，網頁為<http://hkdsa-handicraft.shopping.babysky.hk>。提昇卓業中心整體產品素質及多元化。

Ageing problem of our service users is getting more and more serious in recent years, especially in our “Sheltered Workshop” service. During last year, about 50% of the service users were aged over 40. Furthermore, there were 8.7% of service users who were aged 60 or above. It was obvious that in 3 to 5 years, over half of the service users of the Centre would be over 50 years of age. The trend of ageing would become increasingly acute. In anticipation of changing service needs, the Centre launched the “Talents of the Elderly Group”, and invited occupational therapists as its advisor. An assistant instructor was hired with the responsibility to design programmes suited to the needs of the ageing service users whose physical function began to show signs of degeneration, and to supervise their participation in the training. The programme included “Reminisce about the past”, regular simple health check, occupational therapy, cognitive training, and getting to know the community. The programme aimed at minimizing the adverse impact of ageing. There had been 13 participants so far in this programme. Through this programme, the Centre was able to help ease the elderly service users adjust to issues arising from ageing, as well as alleviate the pressure of the staff in looking after them.

Tiptop Centre was also determined to reorganize its income-generating business and our efforts were well received by our clients, resulting in increased orders for packaging services. At the same time, the Centre was also devoted to diversify our training programmes and services. Besides consolidating packaging skills, huge efforts were directed to develop handicrafts. While we strived to upgrade the skills of our service users in handicrafts, they were also encouraged to be creative in designing and making products that expressed their own unique style. To help promote sales of the handicrafts, orders could be placed through our website: <http://hkdsa-handicraft.shopping.babysky.hk> Tiptop Centre was able to diversify as well as improve the overall quality of the products.

未來展望 Looking ahead

於未來日子，卓業中心會持續關注服務使用者老齡化之情況。並配合社會政策之發展，提供相對應之服務予有需要的服務使用者。以減慢及舒緩老齡化對他們的影響。自募業務及手工藝產品，則提供了另一渠道予服務使用者發展所長。透過這些業務及工藝產品可讓公眾人士更為認識服務使用者，令他們於社區上更為接納。

卓業中心全體全工，於未來一年將亦會朝著上述之服務方向為服務使用者優質之服務，使他們在中心訓練及生活中取得平衡，達至全人發展之長遠目標。

In the days ahead, Tiptop Centre will continue to monitor closely the problem of ageing among our service users. We will provide appropriate and needed services in accordance with social welfare policies, to minimize the adverse effects that ageing would bring. Income-generating business and handicraft works provide opportunities for service users to develop their strength. Through these businesses and the handicraft products, the ability of our service users would be introduced to the public, and enhance inclusion and integration in the community.

The staff of Tiptop Training Centre would continue to strive at providing outstanding services to our service users, so they could strike a balance between their training at our Centre, and their daily life, and achieve the long-term goal of holistic development.



服務數字統計 Service Statistics

卓業中心 (2013年4月-2014年3月)
Tiptop Training Centre (From April 2013 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人 persons	116人 persons
全年服務人數 Total no. of persons served	---	135人 persons
成功就業率 Successful Employment rate	8人 person (每兩年計) on biennial basis	---
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(2013年4月-2014年3月)「陽光路上」-殘疾人士在職培訓計劃
Tiptop Training Centre (From April 2013 to March 2014) Sunnyway – On-the-Job Training Programme

	承諾指標 Targets Pledged	實際表現 Actual Performance
於此期間新收個案 New cases in this year	15人 persons	15人 persons
成功就業人數 Number of persons successfully employed	8人 persons	6人 persons
服務使用者對服務的滿意程度 Degree of satisfaction of users to service	80%	80%
實習機構的滿意程度 Degree of satisfaction of placement companies	80%	80%
試工僱主的滿意程度 Degree of satisfaction of employers recruiting probationary employees	100%	100%

就業輔助中心 Employment Services Centre



服務概覽 Service summary

就業輔助中心一直以來為服務使用者提供一站式就業支援服務，當中包括「輔助就業」及「殘疾人士在職培訓計劃」。服務內容涵蓋就業輔導，職業配對，工作技巧訓練及工地跟進等。於不同的就業階段為服務使用者提供適切的支援。就業輔助中心持續為服務使用者配對合適之工作的同時，亦與有意聘用殘疾人士的僱主物色切合他們需要的僱員。

就業輔助中心，每年為超過七十位服務使用者提供「輔助就業」服務。而「殘疾人士在職培訓計劃」每年均會有三十六位服務使用者接受服務。同時，就業輔助中心內之社會企業計劃「唐氏群毅服務隊」，持續向社區上不同單位及機構提供優質之服務。

Employment Services Centre provided one-stop support service to our users, including “Supported Employment” and “On the Job Training Programme people with Disabilities”. Our service included jobs

counselling, jobs matching and skills training as well as follow up support at different stages based on their needs. We strived to place our users at suitable jobs, and also help employers hire the people they need.

Employment Services Centre provided “Supported Employment” service to over 70 users annually, and this year, we had served 36 users under “On the Job Training Programme people with Disabilities”.

恆常及新發展服務 Ongoing services and new development

在恆常訓練項目中，單位所提供訓練項目包括：包裝訓練，汽車美容訓練，家居及辦公室清潔訓練。這些項目以技巧訓練項目為主。並就服務使用者的能力，為他們安排合適的訓練工作，並付以小組及訓練班，以鞏固服務使用者的工作技巧。去年再次成功申請由勞工及福利局所資助之殘疾人士綜合課程，包括：殘疾人士辦公室實務課程，殘疾人士優質顧客服務及銷售技巧培訓課程，“智”識搵工殘疾人士求職技巧班等，藉以強化服務使用者的工作技能。本單位亦與部分僱主合作，由僱主提供真實訓練場地，如律師樓，餐廳，食物加工廠房等。中心負責安排服務使用者前往訓練，並就服務使用者的工作狀況作出適當之跟進。服務使用者在真實的工作環境中進行實習，將有助他們日後盡快適應工作。同時，實習過程為服務使用者提供寶貴的工作經驗，以面對日後工作時會遇到的挑戰。

在其他新發展的就業支援項目上，中心於本年度推出「社區老闆」計劃。向葵涌及荃灣區附近的中小型商戶推廣殘疾人士就業之資訊，鼓勵他們聘用殘疾人士或提供實習工作崗位。計劃推出以來已向區內不少的商戶作推廣，成功為中心內四位服務使用者尋得工作機會及實習崗位。部分商戶雖然未能提供工作機會予服務使用者，但為表支持殘疾人士就業，他們願意以捐贈與殘疾人士工作有關之物資作為支持。

As our ongoing services, we provided skills training in packaging, car washing and care service, as well as home and office cleaning, customized to the ability of the service users. Small group teaching further consolidated their training. We once again succeeded in procuring funding from the Labour and Welfare Bureau to operate integrated courses for people with a disability, to train them in becoming an office assistant, a customer service worker, and a salesperson, and also in how to find a job. We also collaborated with some employers to provide on the job training at businesses such as lawyer's offices, restaurants and food preparation facilities. Employment Services organized their report for duty, and followed up with their job performance as required. On the job training provided very valuable learning opportunities for our service users, helping them to adjust to a job within a short time. Furthermore, such experience helped to prepare them to overcome the challenges of a job in the open market.

服務數字統計 Service Statistics

就業輔助中心(2013年4月-2014年3月) 輔助就業服務

Services Statistics of Employment Service Centre (From April 2013 to March 2014)

	承諾指標 Targets Pledged	實際表現 Actual Performance
協議服務名額 Agreed level per year	70人 persons	71人 persons
全年服務人數 Total no. of persons served	---	97人 persons
成功就業率 Successful Employment rate	智障人士(每兩年25%,共13人) Mentally Handicapped (on biennial basis 25% ; 13 person in total 精神病康復者(每年25%,共5人) Ex-mentally ill persons (on biennial basis 25%; 5 person in total)	第一年 The first year 6 人 persons 97人 persons
完成學員復康計劃之年度檢討 Annual Review of rehabilitation program completed by members	95%	100%

就業輔助中心(2013年4月-2014年3月) 殘疾人士在職培訓計劃

Services Statistics of Employment Service Centre (From April 2013 to March 2014)

“On-the-Job Training for the Disabled” Programme

	承諾指標 Targets Pledged	實際表現 Actual Performance
於此期間新收個案 New cases in this year	36人 persons	36人 persons
成功就業人數 Number of persons successfully employed	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%	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	100%	100%

社會企業 Social Enterprise



社會企業計劃自去年四月合併為「唐氏群毅服務隊」後，生意額穩步上升。工作場地由去年的四十個，上升至四十四個。汽車清潔數量則維持於平均每月二百五十架次。合併後的社會企業，亦嘗試開拓新的服務種類，協助廟宇製作祭祀用品，以增加營業額，同時藉此擴闊工作種類。透過社會企業，去年持續聘用27位殘疾人士公開就業。

Since April last year, social enterprise initiatives had been merged as "The Down's Kwan Ngai Service Team", with steady increase in business volume. Service was provided in 40 locations last year and increased to 44 this year. The volume of cars using the car wash service remained on average at 250 per month. Attempts were made to open up new business opportunities, such as making various goods for use in Buddhist temple worship rites. 27 service users with a disability were able to continue their open employment through the work of Social Enterprise.

未來展望 Looking ahead

殘疾人士就業於近年備受關注，除了由於僱主願意履行社會責任，提供平等的就業機會外。殘疾人士的工作能力亦開始得到社會各界的認同。僱主們開始認識到，只要把工作作出分拆，把部分勞力密集之工序分配給殘疾人士，相信他們亦有能力勝任。故此，在來年將會積極推動「社區老闆」計劃，讓更多有意聘用殘疾人士的僱主可以支持殘疾人士就業。

The employment of the disabled has received increasing support in recent years. While employers are more and more willing to take on their social responsibility by providing jobs to the disabled, the ability to work in people with a disability is beginning to be recognized by the society at large. Employers have begun to realize that jobs could be streamlined and dissected such that certain labour-intensive procedures that are within the capability of people with a disability could be allotted to them. Therefore, our main thrust next year will be to promote the "Community Boss" scheme actively, so more employers would provide employment opportunities for people with a disability.



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
劉嘉玲女士	Ms. Carina Lau Ka-Ling	副會長	Vice-president
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

唐許嬋嬌女士	Mrs. Heidi Tong	主席	Chairman
李子超醫生	Dr. Lee Chi Chiu	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
楊映梅女士	Ms. Yeung Ying Mui, Maggie	委員	Member
張崔敏蓮士	Mrs. Cheung Chui M.L., Jennifer	委員	Member
王慶馨女士	Ms. Wong Hing Hing, Frazer	委員	Member
左偉興先生	Mr. Keith Chor	委員	Member
馮逸生先生	Mr. Fung Yat Sang, Patrick	委員	Member
劉蘇敬順女士	Mrs. Lau So King Shun	委員	Member
羅明輝博士	Dr. Law Ming Fai, Ben	委員	Member
李小珍女士	Ms. Lee Siu Chun, Daisy	委員	Member
梁建文先生	Mr. Leung Kin Man, Michael	委員	Member
李建賢博士	Dr. Li Kin Yin, Mark	委員	Member
	Mrs. Junko Sommerau	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. Wong Hing Hing, Frazer	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
唐許嬋嬌女士	Mrs. Heidi Tong	委員	Member
林旭傑先生	Mr. Angus Lam	委員	Member
陳石小薇女士	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
張崔敏蓮士	Mrs. Cheung Chui M.L., Jennifer	委員	Member
楊映梅女士	Ms. Yeung Ying Mui, Maggie	委員	Member

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

梁樂川先生	Mr. David Leung	組員	Team Member
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

楊映梅女士	Ms. Yeung Ying Mui, Maggie	主席	Chairman
崔敏蓮女士	Ms. Chui Man Lin	副主席	Vice-chairman
嚴鳳嬌女士	Ms. Yim Fung Kiu	文書	Secretary
徐菊敏女士	Ms. Tsui Kuk Man		
張麗文女士	Ms. Cheung Lai Man		
黃惠娟女士	Ms. Wong Wai Kuen		

唐氏家長分區網絡 Regional Networks from Parents of Children with Down Syndrome

周玩蓮女士	Ms. Chau Eun Lin	香港島區區代表	Hong Kong Island
崔敏蓮女士	Ms. Chui Man Lin		
黎秋霞女士	Ms. Le Thu Ha		
嚴鳳嬌女士	Ms. Yim Fung Kiu	九龍東區區代表	Kowloon East
簡惠娟女士	Ms. Kan Wai Kuen		
羅麗心女士	Ms. Law Lai Sum		
楊映梅女士	Ms. Yeung Ying Mui, Maggie	九龍西區區代表	Kowloon West
歐瑞冰女士	Ms. Au Sui Bing		
邵麗霞女士	Ms. Siu Lai Ha		
蘇彩芬女士	Ms. So Choi Fun	新界東區區代表	New Territories East
張麗文女士	Ms. Cheung Lai Man		
徐菊敏女士	Ms. Hsu Kuk Man		
黃惠娟女士	Ms. Wong Wai Kuen	新界西區區代表	New Territories West
簡惠霞女士	Ms. Kan Wai Ha		
黃綺華女士	Ms. Wong, Ava		
陳尚欣女士	Ms. Chan Seung Yan	英語人小組代表	English Speaking Group
王慶馨女士	Ms. Frazer Wong		
	Mrs. Junko Sommerau		

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

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 (Parent of Chan Chin Ching)	召集人	Convener
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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

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

丘素名女士 (葉衍麟家長)	Ms. Yau So Ming (Parent of Yip Hin Lun)
勞鵬兒女士 (陳君博家長)	Ms. Bessie Lo Yuen Yee (Parent of Evelyn Chan)

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

陳淨女士 (郭安容家長)	Ms. Chan Ching, Sara (Parent of Kuo Sandra Chiung-tz)
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)
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無敵義勇軍代表 Representative of Volunteer Pioneer Group

林詠珊小姐	Ms. Lam Wing Sha
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服務單位資料 Information of Service Units

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1301, 1303-1304室 Room 1301, 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 (上午八時三十分至下午六時正); 星期六、日及公眾假期 (休息) Monday to Friday (8:30am – 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 2014

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 2014.

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 2014 and the state of the association's affairs as at that date are set out in the financial statements on pages 5 to 23.

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	- Dr. Lee Chi Chiu	(appointed on 21 December 2013)
Hon. Secretary	- Mrs. Kong Ma Yuk Kum	
Hon. Treasurer	- Mr. Yip Wai Ming, Patrick	
Chairman of Parent Committee	- Ms. Yeung Ying Mui, Maggie	(appointed on 21 December 2013)
Vice-Chairman of Parent Committee	- Mrs. Cheung Chui M.L., Jennifer	(appointed on 21 December 2013)
Other Members	- Mr. Chor Wai Hing, Keith - Mr. Fung Yat Sang, Patrick - Mrs. Lau So King Shun - Ms. Lee Siu Chun, Daisy - Mr. Leung Kin Man, Michael - Dr. Li Kin Yin, Mark - Mrs. Junko Sommerau - Ms. Wong Hing Hing, Frazer - Dr. Law Ming Fai, Ben - Mrs. Chiu Cheung Lai Man - Mrs. Mak Chan Fung Yee	(appointed on 21 December 2013) (appointed on 21 December 2013) (resigned on 21 December 2013) (resigned on 21 December 2013)

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
YEAR ENDED 31 MARCH 2014

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, 28 OCT 2014



**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
香港九龍觀塘道 370 號
創紀之城 3 期 20 樓 2002 室

K.W. Tam & Co.
Certified Public Accountants (Practising)
Unit 2002, 20/F, Millennium City 3,
370 Kwun Tong Road, Kowloon,
Hong Kong
Tel : (852) 2393 1168
Fax : (852) 2393 2988
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 23, which comprise the statement of financial position as at 31 March 2014, 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 80 of Schedule 11 to the Hong Kong Companies Ordinance (Cap. 622), 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 2014 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

28 OCT 2014

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2014

	Note	2014 HK\$	2013 HK\$
GENERAL FUND			
Income	3	11,775,497	10,947,397
Expenditure	4	(11,257,062)	(11,008,679)
Surplus/(deficit) for the year		518,435	(61,282)
DESIGNATED FUNDS			
Income	13	8,560,781	10,068,268
Expenditure	13	(6,956,608)	(8,431,986)
Surplus for the year		1,604,173	1,636,282
Net surplus for the year	5	2,122,608	1,575,000
Other comprehensive income for the year		--	--
Total comprehensive income for the year		2,122,608	1,575,000

The notes on pages 9 to 23 form part of these financial statements.

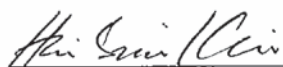
THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

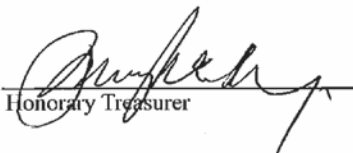
STATEMENT OF FINANCIAL POSITION AT 31 MARCH 2014

	Note	2014 HK\$	2014 HK\$	2013 HK\$
Non-current assets				
Property, plant and equipment	8		763	5,343

Current assets				
Deposits, prepayments and account receivables	9	905,801		956,352
Held-to-maturity debt securities	10	979,654		--
Cash at banks and in hand	11	<u>13,631,332</u>		<u>12,613,448</u>
		15,516,787		13,569,800
Current liabilities				
Other payables	12	(<u>623,510</u>)		(<u>810,100</u>)
Net current assets			14,893,277	12,759,700
			-----	-----
Net assets			<u>14,894,040</u>	<u>12,765,043</u>
Funds				
General fund			948,867	901,561
Designated funds	13		10,576,470	8,972,297
Social Welfare Subvention Surpluses Account	17		1,939,075	1,568,626
Lump Sum Grant P.F. Surplus Reserve			<u>1,429,628</u>	<u>1,322,559</u>
Total funds			<u>14,894,040</u>	<u>12,765,043</u>

Approved and authorised for issue by the committee on 28 OCT 2014


Chairman


Honorary Treasurer

The notes on pages 9 to 23 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 2014STATEMENT OF CHANGES IN FUNDS
FOR THE YEAR ENDED 31 MARCH 2014

	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 2012	459,126	7,795,309	1,741,224	1,218,014	11,213,673
Total comprehensive (loss)/income 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	901,561	8,972,297	1,568,626	1,322,559	12,765,043
Total comprehensive income for the year	518,435	1,604,173	--	--	2,122,608
Refund from HKSAR government	--	--	6,389	--	6,389
Transfer from general fund to social welfare subvention surpluses account	(364,060)	--	364,060	--	--
Transfer from general fund to lump sum grant P.F. surplus reserve	(107,069)	--	--	107,069	--
At 31 March 2014	<u>948,867</u>	<u>10,576,470</u>	<u>1,939,075</u>	<u>1,429,628</u>	<u>14,894,040</u>

The notes on pages 9 to 23 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 2014

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2014

	Note	2014 HK\$	2013 HK\$
Operating activities			
Net surplus for the year		2,122,608	1,575,000
Adjustments for:			
Bank interest income	(83,323)	(56,428)
Amortisation		7,240	--
Depreciation		4,580	4,580
Operating surplus before changes in working capital		2,051,105	1,523,152
Decrease/(increase) in deposits, prepayments and account receivables		50,551	(170,385)
(Decrease)/increase in other payables	(186,590)	198,220
Net cash generated from operating activities		1,915,066	1,550,987
Investing activities			
Bank interest received		83,323	56,428
Payment for acquisition of held-to-maturity debt securities	(986,894)	--
Net cash (used in)/generated from investing activities	(903,571)	56,428
Financing activity			
Refund from/(to) HKSAR Government		6,389	(23,630)
Net cash generated from/(used in) financing activity		6,389	(23,630)
Net increase in cash and cash equivalents		1,017,884	1,583,785
Cash and cash equivalents at the beginning of the year		12,613,448	11,029,663
Cash and cash equivalents at the end of the year	11	13,631,332	12,613,448

The notes on pages 9 to 23 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 2014

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 which concern the preparation of financial statements, which for this financial year and the comparative period continue to be those of the predecessor Companies Ordinance (Cap. 32), in accordance with transitional and saving arrangements for Part 9 of the Hong Kong Companies Ordinance (Cap. 622), "Accounts and Audit", which are set out in sections 76 to 87 of Schedule 11 to that 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 2014

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 2014

2. Significant accounting policies (continued)

(e) Other investments in debt and equity securities

The association's policies for investments in debt and equity securities are as follows:

Investments in securities held for trading are classified as current assets and are initially stated at fair value. At the end of each reporting period the fair value is remeasured, with any resultant gain or loss being recognised in surplus or deficit.

Dated debt securities that the association has the positive ability and intention to hold to maturity are classified as held-to-maturity securities. Held-to-maturity securities are initially recognised in the statement of financial position at fair value plus transaction costs. Subsequently, they are stated in the statement of financial position at amortised cost less impairment losses.

Investments in equity securities that do not have a quoted market price in an active market and whose fair value cannot be reliably measured are recognised in the statement of financial position at cost less impairment losses.

Other investments in securities are classified as available-for-sale securities and are initially recognised at fair value plus transaction costs. At the end of each reporting period the fair value is remeasured, with any resultant gain or loss being recognised in other comprehensive income and accumulated separately in equity in the fair value reserve, except for impairment losses and, in the case of monetary items such as debt securities, foreign exchange gains and losses which are recognised directly in surplus or deficit. Where these investments are interest-bearing, interest calculated using the effective interest method is recognised in surplus or deficit. When these investments are derecognised, the cumulative gain or loss is reclassified from equity to surplus or deficit.

Investments are recognised/derecognised on the date the company commits to purchase/sell the investments or they expire.

(f) Other payables

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

(g) 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.

(h) 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.

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

2. Significant accounting policies (continued)

(i) 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.

(j) 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 expected. Movements of designated funds during the year are described in note 13 to the financial statements.

(k) 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.

(l) 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.

2013-14年度財務報告

2013-2014 Financial Report-Annual Financial Statement

THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

3. General Fund -- Income

	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\$	2014 HK\$	2013 HK\$
Bank interest income	83,311	--	--	--	--	--	83,311	56,397
Donation received -- allocation from the Community Chest	54,900	--	--	--	--	--	54,900	58,470
Membership fee	8,680	3,705	--	--	--	--	12,385	13,662
Other donations	974,736	--	--	4,000	--	--	978,736	862,738
Program income	19,430	243,636	36,826	36,171	--	--	336,063	306,886
Program income	60,431	--	--	--	--	--	60,431	47,835
-- Community Chest	1,073,288	2,613,328	1,306,482	3,980,647	302,216	462,153	9,738,114	9,189,561
Social welfare subvention	--	--	--	--	--	--	--	--
Social welfare subvention	--	--	--	--	--	--	--	--
-- FIS for mentors of employees with disabilities	94,500	--	--	--	--	--	94,500	18,000
Social welfare subvention	413,424	--	--	--	--	--	413,424	388,333
-- Programme Assistants	1,316	--	--	2,317	--	--	3,633	5,515
Other income	--	--	--	--	--	--	--	--
	<u>2,784,016</u>	<u>2,860,669</u>	<u>1,343,308</u>	<u>4,023,135</u>	<u>302,216</u>	<u>462,153</u>	<u>11,775,497</u>	<u>10,947,397</u>

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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\$	2014 HK\$	2013 HK\$
Advertisement	3,112	3,919	5,027	3,749	--	--	15,807	41,073
Audit fee	2,320	--	--	--	--	--	2,320	2,840
Bank charges and interest	12,324	566	567	467	--	--	13,924	5,772
Broadband connection	--	5,754	3,652	2,640	--	--	12,046	10,762
Car park rental charges	--	--	--	27,400	--	--	27,400	25,050
Computer expenses	13,700	--	--	--	--	--	13,700	47,900
Conference	25,703	2,770	220	5,320	--	--	34,013	3,708
Depreciation	4,580	--	--	--	--	--	4,580	4,580
DS News	5,246	--	--	--	--	--	5,246	--
Electricity and water	20	27,992	29,868	124,654	--	--	182,534	163,207
Exchange loss	--	--	--	--	--	--	--	11,427
Gratuity	--	--	214	--	--	--	214	8,561
Insurance	28,494	50,578	23,937	57,032	4,093	4,932	169,066	76,627
Job attachment allowance	--	--	--	--	11,371	--	11,371	14,609
Job trial allowance	--	--	--	--	--	--	--	28,387
Meeting	1,380	--	--	--	--	--	1,380	1,395
MPF and P-fund contribution	50,328	123,629	49,572	124,431	11,492	12,875	372,327	350,951
Newspaper and periodicals	18	1,864	1,656	--	--	--	3,538	3,780
Office supplies and cleaning	3,306	6,455	14,412	51,361	--	--	75,534	25,414
Balance c/f	150,531	223,527	129,125	397,054	26,956	17,807	945,000	826,043

2013-14年度財務報告

2013-2014 Financial Report-Annual Financial Statement

THE HONG KONG DOWN SYNDROME ASSOCIATION 香港唐氏綜合症協會 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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\$	2014 HK\$	2013 HK\$
Balance b/f	150,531	223,527	129,125	397,054	26,956	17,807	945,000	826,043
Postage	11,413	8,741	565	762	--	--	21,481	13,744
Printing and stationery	14,095	32,850	8,919	21,790	--	--	77,654	76,045
Program expenses	302,514	251,269	65,888	72,054	--	--	691,725	861,848
Programme Assistants salaries and provident fund	411,077	--	--	--	--	--	411,077	386,243
Rent and rates	117,472	119,746	57,222	416,880	--	--	711,320	641,762
Repairs and maintenance	16,344	24,751	11,083	30,199	--	--	82,377	109,525
Project refund to QEFMH	--	--	--	--	--	--	--	3,702
Salaries and allowances	1,318,535	2,457,450	1,114,689	2,510,152	238,551	258,303	7,897,680	7,645,201
Subscription fee	10,525	200	--	--	--	--	10,725	4,200
Sundry expenses	9,391	2,310	21,085	958	--	--	33,744	22,717
Telephone and fax	--	8,602	6,216	8,522	--	--	23,340	26,082
Trainee incentive allowance	--	--	--	331,391	--	--	331,391	348,212
Travelling and entertainment	1,383	640	11,239	2,784	--	--	16,046	23,572
Volunteer allowance	2,900	602	--	--	--	--	3,502	19,783
	<u>2,366,180</u>	<u>3,130,688</u>	<u>1,426,031</u>	<u>3,792,546</u>	<u>265,507</u>	<u>276,110</u>	<u>11,257,062</u>	<u>11,008,679</u>

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

5. Net surplus for the year

Net surplus for the year is arrived at after charging:

	2014 HK\$	2013 HK\$
(a) Staff costs:		
Contributions to defined contribution plan	538,580	501,133
Salaries and other staff costs	<u>11,294,118</u>	<u>10,709,993</u>
	<u>11,832,698</u>	<u>11,211,126</u>
(b) Other items:		
Auditor's remuneration	16,843	14,314
Amortisation	7,240	--
Depreciation	4,580	4,580
Exchange loss	--	11,427
Operating lease charges in respect of land and buildings	<u>1,147,200</u>	<u>1,128,882</u>

6. Committee members' remuneration

Committee members' remuneration disclosed pursuant to section 78 of Schedule 11 to the Hong Kong Companies Ordinance (Cap. 622), which requires compliance with section 161 of the predecessor Hong Kong Companies Ordinance (Cap. 32), is as follows:

	2014 HK\$	2013 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 2014

8. Property, plant and equipment

	Furniture and fixtures HK\$	Office equipment HK\$	Total HK\$
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
	=====	=====	=====
Cost:			
At 1 April 2013			
and at 31 March 2014	31,806	178,072	209,878
	-----	-----	-----
Accumulated depreciation:			
At 1 April 2013	31,806	172,729	204,535
Charge for the year	--	4,580	4,580
	-----	-----	-----
At 31 March 2014	31,806	177,309	209,115
	-----	-----	-----
Net book value:			
At 31 March 2014	--	763	763
	=====	=====	=====

9. Deposits, prepayments and account receivables

	2014 HK\$	2013 HK\$
Account receivables	398,522	428,870
Deposits paid and prepayments	507,279	527,482
	-----	-----
	905,801	956,352
	=====	=====

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

10. Held-to-maturity debt securities

	2014 HK\$	2013 HK\$
Debt securities listed in Hong Kong, at cost	986,894	--
Accumulated amortisation	(7,240)	--
	<u>979,654</u>	<u>--</u>

The market value of debt securities listed in Hong Kong as at 31 March 2014 was HK\$975,335.

11. Cash and cash equivalents

	2014 HK\$	2013 HK\$
Cash at banks and in hand	5,697,555	4,657,659
Short term bank deposits	<u>7,933,777</u>	<u>7,955,789</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>13,631,332</u>	<u>12,613,448</u>

12. Other payables

	2014 HK\$	2013 HK\$
Accruals	138,988	246,758
Receipts in advance	154,308	233,342
Provision for gratuity	214	--
Provision for annual leave entitlement	130,000	130,000
Provision for long service payment	<u>200,000</u>	<u>200,000</u>
	<u>623,510</u>	<u>810,100</u>

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

13. Designated Funds

	Note	Balance brought forward HK\$	Income HK\$	Expenditure HK\$	Transfer from/(to) General Fund HK\$	Transfer from/(to) Designated Fund (i) HK\$	Balance carried forward HK\$
"A Vibrant Life - Sport Training for People with Disabilities" under ICAP fund		239,400	226,630	(422,941)	--	--	43,089
Handicraft for all - training on Arts and Crafts Making for People with Disabilities under ICAP fund		188,114	31,397	(181,040)	--	--	38,471
Adult Education		45,444	132,093	(138,768)	--	--	38,769
Ageing Services to people with Down Syndrome		341,104	--	--	--	592,507	933,611
"Love Art Life - Art Development Programme for People with Intellectual Disabilities" under the Partnership Fund for the Disadvantaged		280,864	(31,431)	(249,433)	--	--	--
Arts Development Fund		853,666	--	(102,960)	--	--	750,706
Continuing Education Fund - The Art Link Centre Donation Received for Po Wing Yu		1,304,087	--	--	-- (1,304,087)	--	--
Downs Dancing Team		40,265	10,000	(2,168)	--	--	48,097
Downs Football School		35,688	160,220	(143,768)	--	--	52,140
Dr. Brian Stratford Research & Development Fund		539,476	28,967	(22,031)	--	--	546,412
English Speaking Group		387,784	500	--	--	--	388,284
"Enhancing Employment of People with Disabilities through Small Enterprise" Project - Car Beauty Services (Seed Money I)		11,899	--	--	--	--	11,899
"Enhancing Employment of People with Disabilities through Small Enterprise" Project - Cleaning Services (Seed Money II)		1,099,025	--	--	-- (1,099,025)	--	--
IP Project		446,184	--	--	-- (446,184)	--	--
		--	1,281,500	(1,704)	--	--	1,279,796
Balance c/f		5,813,000	1,839,876	(1,264,813)	-- (2,256,789)	--	4,131,274

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

13. Designated Funds (continued)

	Note	Balance brought forward HK\$	Income HK\$	Expenditure HK\$	Transfer from/(to) General Fund HK\$	Transfer from/(to) Designated Fund (i) HK\$	Balance carried forward HK\$
Balance b/f		5,813,000	1,839,876	(1,264,813)	--	(2,256,789)	4,131,274
New Initiatives							
(Art Link)		536,572	640,863	(1,039,985)	--	1,304,086	1,441,536
Research Project		592,507	--	--	--	(592,507)	--
Reuters Hong Kong Limited - Fund A		10,933	--	(9,844)	--	--	1,089
Rover Group							
- 84th Kowloon Scout Group		4,330	3,900	(651)	--	--	7,579
Scout Group							
- 84th Kowloon Scout Group		14,904	11,525	(10,494)	--	--	15,935
Stevie Memorial Fund		99,235	--	--	--	--	99,235
Support Group for Parents of Children with Mental Handicap		(1,501)	--	--	--	--	(1,501)
Social Welfare							
Development Fund (SWDF) Phase 1 & 2	14, 15	203,634	65,500	(3,000)	--	--	266,134
SWD Lotteries Fund - Block Grant	16	130,509	147,010	(200,824)	--	--	76,695
Swimming Team Special		--	57,430	(77,222)	--	--	(19,792)
SweetieLand		--	1,007,738	(192,845)	--	--	814,893
The Down's Cantonese Opera		7,455	34,900	(34,873)	--	--	7,482
The Hong Kong Jockey Club Charities Trust - Share Project		51,919	632,452	(660,031)	--	--	24,340
Trainee Allowance Fund		1,616,176	3,936,088	(3,176,969)	--	1,545,210	3,920,505
Up, Up and Be Healthy		(139,900)	162,350	(252,097)	--	--	(229,647)
Venture Group of 84							
Kowloon Scout Group		11,135	18,699	(11,873)	--	--	17,961
Volunteer Pioneer Group		2,752	750	(750)	--	--	2,752
Eu Yan Sang Foundation		18,637	1,700	(20,337)	--	--	--
		<u>8,972,297</u>	<u>8,560,781</u>	<u>(6,956,608)</u>	<u>--</u>	<u>--</u>	<u>10,576,470</u>

(i) Certain fund transfer between Designated Funds was approved by committee on 11 March 2014.

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

14. Social Welfare Development Fund (SWDF) Phase 1

HK\$

Balance of SWDF brought forward from the previous
financial year and carried forward to the next financial
year203,634

15. Social Welfare Development Fund (SWDF) Phase 2

HK\$

HK\$

Balance of SWDF brought forward from the previous
financial year

--

Allocation from SWDF during the year

65,500

Interest received

--

Expenditure during the year

Expenditure for projects under scope A (i)

3,000

Expenditure for projects under scope B (Non-IT) (ii)

--

Expenditure for projects under scope B (IT) (ii)

--

Expenditure for projects under scope C (iii)

--

Expenditure for administrative support

--

Total expenditure during the year

(3,000)

Balance carried forward to the next financial year

62,500

(i) Scope A – Training and professional development programmes

(ii) Scope B – Business system upgrading projects

(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 2014

16. SWD Lotteries Fund – Block Grant

	HK\$	HK\$
Balance of Block Grant Reserve brought forward from the previous financial year		130,509
Block Grant received during the year	147,000	
Interest income received	10	
Other income	<u>--</u>	
		147,010
Expenditure during the year		
Minor Works Projects	17,888	
Furniture and Equipment	182,936	
Vehicle Overhauling	<u>--</u>	
		(200,824)
		76,695
Contribution from non-governmental organisation to cover the deficit		<u>--</u>
Balance of Block Grant Reserve carried forward to the next financial year		<u>76,695</u>

Capital Commitments

As at 31 March 2014, 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>
	<u>--</u>

17. Social Welfare Subvention Surpluses Account

	Balance brought forward HK\$	Income/ refund HK\$	Expenditure/ transfer HK\$	Balance carried forward HK\$
Central items	20,090	507,924	(411,077)	116,937
Interest received	175,822	14,018	--	189,840
Lump sum grant	1,371,380	9,131,106	(8,822,985)	1,679,501
Rent and rates	<u>1,334</u>	<u>572,711</u>	<u>(621,248)</u>	<u>(47,203)</u>
	<u>1,568,626</u>	<u>10,225,759</u>	<u>(9,855,310)</u>	<u>1,939,075</u>

THE HONG KONG DOWN SYNDROME ASSOCIATION
香港唐氏綜合症協會
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

18. Commitments under operating leases

At 31 March 2014, 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:

	2014 HK\$	2013 HK\$
Within 1 year	1,070,782	503,750
After 1 year but within 5 years	885,807	389,314
	<u>1,956,589</u>	<u>893,064</u>

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:

	2014 HK\$	2013 HK\$
Short-term employee benefits	--	--
Post-employment benefits	--	--
	<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.

21. Key sources of estimation uncertainty

In the opinion of the committee members, there is no material estimation uncertainty in preparing these financial statements that needed to be disclosed.



**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 (Practising)
Unit 2002, 20/F, Millennium City 3,
370 Kwun Tong Road, Kowloon,
Hong Kong

Tel : (852) 2393 1168
Fax : (852) 2393 2988
www.kwtamco.com.hk

We have audited the financial statements of The Hong Kong Down Syndrome Association ("the Association") for the year ended 31 March 2014 and have issued an unqualified auditors' report thereon dated 28 October 2014.

We conducted our review of the attached Annual Financial Report on pages 2 to 9 of the Association for the year ended 31 March 2014 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 2014:

- 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 2014.

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 2014

- 1 -

2013-14年度財務報告

2013-2014 Financial Report-Annual

Financial Report (SWD)

ANNUAL FINANCIAL REPORTNGO : 315 THE HONG KONG DOWN SYNDROME ASSOCIATION

香港唐氏綜合症協會

1 APRIL 2013 TO 31 MARCH 2014

	Note	Total 2013-14 HK\$	Total 2012-13 HK\$
A. INCOME			
1. Lump Sum Grant		9,171,792	8,622,625
a. Lump Sum Grant (excluding Provident Fund)	1b	8,710,173	8,178,007
b. Provident Fund	1c	461,619	444,618
2. Special One-Off Grant		-	-
3. Fee Income	2	3,705	2,902
4. Central Items	3	507,924	406,333
5. Rent and Rates	4	569,441	566,936
6. Other Income	5	417,228	281,472
7. Interest Received		14,018	17,064
TOTAL INCOME		<u>10,684,108</u>	<u>9,897,332</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		7,209,237	7,369,560
b. Provident Fund	1c	354,550	340,073
c. Allowances		-	-
Sub-total	6	7,563,787	7,709,633
2. Other Charges	7	1,613,748	1,283,996
3. Central Items	3	411,077	386,243
4. Rent and Rates	4	621,248	561,883
5. Special One-off Grant Payments	7a	-	-
TOTAL EXPENDITURE		<u>10,209,860</u>	<u>9,941,755</u>
C. SURPLUS / (DEFICIT) FOR THE YEAR	8	<u>474,248</u>	<u>(44,423)</u>

SIGNATURE

CHAIRMAN

DATE: 28 OCT 2014


CHIEF EXECUTIVE

DATE: 28 OCT 2014

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 2014

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 have not been 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 have been shown under 3. Details are analysed below:

Provident Fund Contribution		6.8% and		Total
Snapshot Staff	Other Posts	Snapshot Staff	Other Posts	
HKS	HKS	HKS	HKS	HKS
Subvention Received	54,527	407,092	461,619	
Provident Fund Contribution Paid during the Year	(43,948)	(310,602)	(354,550)	
Surplus for the Year	10,579	96,490	107,069	
Add: Surplus b/f	171,193	1,151,366	1,322,559	
Surplus c/f	181,772	1,247,856	1,429,628	

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.

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 2014

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 have been 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:

	2013-14	2012-13
	HK\$	HK\$
a. Income		
Regularised Programme Assistants (PA)	413,424	388,333
Financial Incentive Scheme for Mentors of Employees with Disabilities	94,500	18,000
Total	507,924	406,333
b. Expenditure		
Regularised Programme Assistants (PA)	411,077	386,243
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Total	411,077	386,243

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 have not been 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 have not been included as Other Income in AFR.

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.	-	-
HK\$600,001 - HK\$700,000 p.a.	1	697,648
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.	-	-

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 2014

NOTES ON THE ANNUAL FINANCIAL REPORT

7 Other Charges

The breakdown on Other Charges is as follows:

	2013-14 HK\$	2012-13 HK\$
<u>Other Charges</u>		
(a) Utilities	182,852	168,199
(b) Food	-	-
(c) Administrative Expenses	120,254	78,387
(d) Stores and Equipment	77,204	78,024
(e) Repair and Maintenance	66,253	78,325
(f) Special Allowances	341,410	391,373
(g) Programme Expenses	389,211	384,960
(h) Transportation and Travelling	14,663	21,725
(i) Insurance	155,056	68,731
(j) Miscellaneous	266,845	14,272
Total:	1,613,748	1,283,996

7a Special One-off Grant Payments

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

	2013-14 HK\$	2012-13 HK\$
Special one-off Grant Payments		
(a) Voluntary Retirement Scheme	-	-
(b) Compensation Scheme	-	-
(c) Staff Training and Development	-	-
(d) Other Staff-related Initiatives	-	-
Total:	-	-

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 2014

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\$
Income					
Lump Sum Grant	9,171,792	-	-	-	9,171,792
Special One-off Grant	-	-	-	-	-
Fee Income	3,705	-	-	-	3,705
Other Income	417,228	-	-	-	417,228
Interest Received (Note (1))	14,018	-	-	-	14,018
Rent and Rates	-	-	569,441	-	569,441
Central Items	-	-	-	507,924	507,924
Total Income (a)	9,606,743	-	569,441	507,924	10,684,108
Expenditure					
Personal Emoluments	7,563,787	-	-	-	7,563,787
Other Charges	1,613,748	-	-	-	1,613,748
Rent and Rates	-	-	621,248	-	621,248
Central Items	-	-	-	411,077	411,077
Special One-off Grant Payments	-	-	-	-	-
Total Expenditure (b)	9,177,535	-	621,248	411,077	10,209,860
Surplus / (Deficit) for the year (a) - (b)	429,208	-	(51,807)	96,847	474,248
Less: Surplus of Provident Fund	(107,069)	-	-	-	(107,069)
	322,139	-	(51,807)	96,847	367,179
Surplus b/f (Note (2))	1,547,202	-	1,334	20,090	1,568,626
	1,869,341	-	(50,473)	116,937	1,935,805
Add: Refund from Government	-	-	3,270	-	3,270
Surplus / (Deficit) c/f (Note (4))	1,869,341	-	(47,203)	116,937	1,939,075

Notes:

- (1) All the Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant is included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of Lump Sum Grant Surplus b/f from previous years and all interest received in previous years are 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.
- (4) The level of LSG cumulative reserve (i.e. S) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.

Schedule for Central Items
Analysis of Subvention and Expenditure for the period from 01-04-2013 to 31-03-2014

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 for the year		Surplus b/f (Note 5) (e)	Surplus c/f (Note 6) (f)=(e)+(a)-(d)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)		
		HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
3155	Regularised Programme Assistants (PA)/ Care Assistants (CA)	413,424	411,077	2,347	-	N.A.	N.A.	N.A.
6455	Financial Incentive Scheme for Mentors of Employees with Disabilities	94,500	-	94,500	-	N.A.	18,000	112,500
Total:		507,924	411,077	96,847	-	N.A.	18,000	112,500

Notes:

- The figures for the whole financial year are 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.o. the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (16) in SWD/S/104/2 Pt. 12 dated 17 July 2013.
 - Dementia Supplement for Elderly with Disabilities
 - Infirmary Care Supplement for the Aged Blind Persons
 - Dementia Supplement for Residential Elderly Services
 - Infirmary 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 code and name are extracted from the payroll from SWD.

Annex 2

Schedule for Investment
Analysis of Investment as at 31 March 2014

Agency: The Hong Kong Down Syndrome Association

	<u>4/2013 to 3/2014</u>	<u>4/2012 to 3/2013</u>
	<u>HK\$'000</u>	<u>HK\$'000</u>
	<u>\$</u>	<u>\$</u>
LSG Reserve as at 31 March 2014	<u>1,869</u>	<u>1,547</u>
Represented by:		
Investments		
a. HKD Bank Account Balances	1,345	838
b. HKD 24-hour Call Deposits	-	-
c. HKD Fixed Deposits	524	709
d. HKD Certificate of Deposits	-	-
e. HKD Bonds	-	-
	<u>1,869</u>	<u>1,547</u>

Note: The investments should be reported at historical cost.

Confirmed by:-



CHAIRMAN

DATE: 28 OCT 2014



CHIEF EXECUTIVE

DATE: 28 OCT 2014

Schedule for Rent and Rates
Analysis of Subvention and Expenditure for the period from 01-04-2013 to 31-03-2014

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) (a)	Deficit (Note 2) (b)
		HK\$	HK\$	HK\$	HK\$
Unit 2271 Bradbury Parents Resource Centre	Rent (Note 3)	98,247	108,659	-	10,412
	Rates	8,157	11,087	-	2,930
	Backpayment	3,715	-	-	-
	Total	110,119	119,746	-	13,342
Unit 2272 Supported Employment Programme	Rent (Note 3)	49,627	54,821	-	5,194
	Rates	4,001	2,401	1,600	-
	Backpayment	994	-	-	-
	Total	54,622	57,222	1,600	5,194
Unit 2771 Tiptop Training Centre	Rent (Note 3)	376,920	415,480	-	38,560
	Rates	26,100	28,800	-	2,700
	Backpayment	1,680	-	-	-
	Total	404,700	444,280	-	41,260
Grand Total:		569,441	621,248	1,600	59,796

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.

鳴謝 Acknowledgement

信託基金 Trusts & Foundations

Ng Teng Fong Charitable Foundation Ltd	The Incorporated Trustees of Zoroastrian
Remad Foundation Limited	Charity Funds of HK
Shamdasani Foundation	The Shamdasani Foundation
香港公益金	蘋果日報慈善基金
香港賽馬會慈善信託基金	攜手扶弱基金
粵劇發展基金	

政府部門 Government Department

勞工及福利局	康樂及文化事務署
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學校及非牟利機構/組織 Schools & Non-profit Organizations

Canadian Dental Association	Ladies Recreation Club
Correctional Services Dept. Sports Association	Love Church
Discovery Bay Ballet School	Scout Association of HK-28th Silver Jubilee Group
Discovery Bay Recreation Club Ltd	Scout Association of HK-29th Silver Jubilee Group
Hong Kong International School	The Christian The Faith Hope
Island School	Union Philharmonic Orchestra, HKUSU
WEC商務中心義工隊	香港青少年服務處 賽馬會方樹泉綜合服務中心
伍華小學	香港青少年服務處 賽馬會坪石青年空間
伍華中學	香港紅十字會第63團
利民會精神健康綜合社區中心	香港浸信會聯會小學
亞洲青年管弦樂團	香港浸會大學大學會堂
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機構 Corporate

agnès b. DÉLICES	EVI Services (HK) Ltd
Alpha Plus	Gateway Hotel
AmorePacific Hong Kong	GM Metal Packaging Ltd.
AWA	Hewlett-Packard HK SAR Limited
Bandon Enterprises Limited	HK Commercial Broadcasting Co Ltd
Barclays Capital	Hong Kong Broadband Network
Barclays Capital Asia Limited	Hong Kong Holdings Limited
BK Rekhatex (HK) Ltd.	Host Computer Co. Ltd.
Bonaqua	Hutchison Global Communications Limited
C&K Recycle Co Ltd	Hutchison Telecommunications
Cipriani Oriental Ltd	I. Schlager
Colgate-Palmolive (H.K.) Limited	ICAP
Culina (H.K.) Ltd	Inflight Sales Group (Hong Kong)Ltd
Cypress Design Limited	Innosphere Product Development Ltd
Elite Fame (H.K.)Ltd	Island Dance Limited

機構 Corporate

Lancaster – Toprich Limited	Royal & Sun Alliance Insurance plc
Long King Printing Co. Ltd.	Silicon Workshop Ltd
Man Tak Chi Sin Association Ltd	Speed Up Production House Limited
Marco Polo Hongkong Hotel	TechNet (Hong Kong) Limited
Mary Kay 愛火團隊	Telford International Co Ltd
Norton Rose Fulbright (Services) Ltd	Texconn (Asia) Ltd
Oral B	The China Club (China Inv Inc) Ltd
Palluck Industries Ltd	The Pacific Cigar Company Ltd
Pandora	The Peninsula Hong Kong
Po Tho Tong Limited	The Peninsula Hotel Limited
Prince Hotel	The Shamdasani Foundation
Pro-Fit Industrial Co Ltd	The William E. Connor Foundation, Inc.
Rena Creative Products Limited	VCT Asia Pacific Ltd.
Reuters Hong Kong Limited	Wai Wa Industrial Limited
中原電腦有限公司	高盛有限公司
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通訊地址 : 新界沙田瀝源邨榮瑞樓地下103-106室
CORRESPONDENCE ADDRESS : ROOM 103-106, G/F, WING SHUI HOUSE,
LEK YUEN ESTATE, SHATIN, N.T., HONG KONG.

電話 | TEL : 2697-5391
圖文傳真 | FAX : 2692-4955
網址 | WEBSITE : WWW.HK-DSA.ORG.HK
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