



## Mission Statement

The Centre provides opportunities for adults with intellectual disabilities to achieve independence through development of their own potential and access to resources within the community. Members are supported to take increased responsibility for themselves and therefore, influence the planning and management of their own lives.

*...promoting community integration...*

## Background

The Hong Kong Vocational Centre was founded in 1993 as a service catering for the needs of adults with learning disabilities who could either communicate verbally through the medium of English or understand English. The Centre complies fully with the Social Welfare Department's Service Quality Standards and is in fact, seen as a role model in terms of promoting community integration for adults with all types of intellectual ability.

The Centre encourages each member to make full use of their abilities through a variety of programs within a supporting and caring environment—nurturing independence, self-esteem and self-confidence, this is achieved by integrating members in to the community through work-placements, leisure and education

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## Remarks from the Founding Trustee

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It has been a very eventful year(s) since my last remarks. Perhaps, most exciting was the official opening of the Hong Kong Vocational Centre, in new premises in Sai Ying Pun Community Centre. Carrie Lam, Director of The Social Welfare Department officiated at this most festive event, in January 2002.

The Programme in particular the arts, training and work placements have all progressed significantly. Parents and friends of the Centre will be interested to learn of our Growing Together mini-conference, where members and staff alike gave presentations relating to Special Needs. We currently run music therapy, art therapy, computer courses are run in different locations and also a Resource library has been established containing books regarding different aspects of our programme these are all meant to broaden the scope and community involvement of our members.

We have been able to commence a new residential Centre. Many of you will know that we have an attractive, cheerful new residence, run five days a week for five of our members, who live and work outside of their own homes, assimilating into the Discovery Bay community. Many thanks to Helen, Surinder, Sissy and Joanna for making this new home possible. It is our desire to review the possibility of a second residence for "the young men" in the near future

At this point, it is a pleasure to compliment our staff and volunteers, who make the Centre a wonderful environment for the members to be in. To our staff: Helen Fletcher (Centre Director), Sissy Kwong (Administrator), Surinder Punjya (Programme Coordinator), Evan Wong, Kin Tang, Edward Bunker, Mary McGinty and Elise Tang (Support Workers), Jane Collins and Joanna Bowd (Senior Support Workers), Janeth Dimanlig (Programme Assistant) and Betty Chang (Care Assistant) our grateful thanks.

To our peripatetic staff: Yasmin Ho (Music), Mandy Chan (Drama), Julia Byrne (Art), Reggae Siu (Pottery), Luci Sharpe and Jacqui Parker (Dance), Vera Wong (Occupational Therapist, SWD) and Victor Cheung (Physiotherapist, SWD), many thanks for your contributions.

The HKVC would not run without our volunteers, so special thanks to: Hannah Beaton, Cho Hong Choi, Prof. Chris Fletcher, Lucy Humbert, Amber Long, Natasha Moorjani, Bernice Szeto, Carolyn McCaughey, Gabrielle Isabel, Amanda Moylan, Sue Thornton Isabel Winter, Narelle Parr, Mary McGinty, Vicki Markani and Nancy Rhind.

*"to broaden the scope and  
community involvement of members"*

We have also had some excellent performances from our members, which included dance, poetry and theatrical performances at the Fringe Club in both 2002 and 2003.

The Trustees of the Centre are Alan Dick (of the Canadian International School), Anne Richardson (of the Jockey Club Sarah Roe School), Terry Scandrett (Greycons Ltd), and Wendy and David Nesbitt. The Trustees have the ultimate responsibility for the Centre, meet regularly, and I thank them for their wisdom and counsel in the past few years.

In summary, we have had a most eventful past two years, with the Centre growing to 20 members, a new residence established, new public performances presented, but above all, personal growth and opportunities for members to integrate into the community.

I will close on a note of great thanks and good luck to Helen Fletcher, who leaves us in March 2004, as Centre Director: she has provided extraordinary leadership, special needs skills, and a strong desire that our Members become more and more part of our Hong Kong community. Thank you Helen!

My very best wishes to the Centre as it continues to grow in 2004.

David M. Nesbitt  
Founding Trustee

## Report from the Centre Manager

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The new resource base in Sai Ying Pun has as expected enabled us to expand our service to twenty Members-that is an increase of 70% membership from the time we moved in the summer of 2001. Looking into the future it is without doubt that Hong Kong Vocational Centre will continue to grow and flourish if it is to meet the needs of English speaking people in Hong Kong with a learning disability.

Many outside NGO'S have shown an active interest in the Centre and it's programme which goes on to validate and endorse that we have been able to inspire other organizations to make active enquiries which hopefully will reinforce and influence policy change or implementation in the social welfare sector in the future.

A major Centre objective was achieved in November 2003 when our first residential community home was opened in Discovery Bay. The concept of small community homes is well established in many countries but is generally not available in Asia. Our venture is not only exciting, but a highly innovative project. Six young women, through practical application of life and social skills training are learning how to meet the challenges (with support) of living independently. To have the opportunity for our Members to live independently should not only be the aspiration but also the right of our Members and their families. We will continue to provide respite for members at the YMCA on Salisbury Road and in due course it is anticipated the service will expand.

At the heart of our philosophical aims is our responsibility to promote the inclusion of our Members into society. In every facet of planning our inclusion policy dictates our forward direction.

Consequently we are always breaking new ground and pushing boundaries as service providers. One such opportunity was participation in a conference held in Hong Kong in 2002. The topic was Integration and it was felt that no one was more qualified to talk about integration than the service users themselves- our members. It was a great success and you will be able to read more about the event later in this report.

Our creative arts programme run by a team of highly qualified practitioners gives participants the opportunity to explore a variety of mediums-dance, art, pottery, drama and music. The arts allow a freedom of expression and creativity that may otherwise be difficult through verbal channels of communication. We had reached a point whereby it was deemed important to find a venue to use as a public forum to promote the abilities and particular skills of people with learning disabilities -our members. In November 2002/2003 the Fringe Club hosted for us, two evenings for a public performance of dance, art, music, drama and an exhibition of pottery. These have proved to be another important step forward in social inclusion and the venue has already been booked for 2004.

*"people have something profound and worthwhile to contribute to society whether disabled or able bodied."*

People have something profound and worthwhile to contribute to society whether disabled or able bodied.

After working at the Centre for five years I will be leaving in the middle of March to return to the U.K.

I would like to take this opportunity to thank the Trustees, Parents, Members, Staff and Volunteers for all your support. I would also like to acknowledge the close co-operation that was maintained with the Social Welfare Department. Collectively, we have all made such a positive contribution to the Centre and ultimately to the lives of the Members.

I have no doubt whatsoever that the organisation will go from strength to strength

And has a great future in continuing to be proactive and progressive in providing a service with vision and influence for people with a learning disability in Hong Kong.

I have thoroughly enjoyed the challenge that the Centre has presented and have been privileged to play a part in the expansion and development of the Centre.

My best wishes to you all in the future.

Helen Fletcher

# Programme

The programme continues to expand with the opportunities of creating a diverse pool of choices- from which members are encouraged to take advantage to their own individual and unique level.

Our aim is to create a balance between creative development and practical day to day issues. On the one hand the creative element is what nurtures ones individuality, uniqueness and spontaneity these cannot be measured by some prescribed formulae which can at times reduce learning to the narrow confines of the intellect or to examinations and grades. Below you will find a brief outline of each creative component in our programme. Viz: Art, Dance, Drama, Music, and Pottery. In November 2003 we saw a second year of putting on a programme at the Fringe Theatre which featured our members in a performance of drama, dance and music.

On the other hand there is a practical and applied side to learning - where reading and writing are essential skills - where Information Technology can prove to be paramount in making learning accessible and manageable- members have attended a two day computer course at The Hong Kong Polytechnic University - where knowledge and understanding of what is on offer from the local community can guide and inspire to initiate and create ones own path to lifelong learning - where learning to be independent and adaptable help individuals to make their own choices, mistakes, and hence create and influence their own lives. What the programme ensures is to treat the learner as central.

*"treating the learner as central"*

## Music

A was playing a simple 4-beat with lots of dotted rhythm with two drum sticks on a big African drum. B was drumming an ethnikal compound rhythm on the middle eastern drum. On the other side, C was steadily playing a firm beat on a hand drum, while D was gently drumming on the bongo. I was supporting their expression by playing different intervals on the xylophone. E responded to the music by joining in with the tambourine. F was so excited by the music that he rocked his upper body with the rhythm and would accelerate or slow down his movement as the music got excited or came to an end. All members with two staff joined in this music collage.



The music might sound chaotic without real listening. The fact is, this collage of music manifests something important about life, something we might not be conscious of if we never listen to and observe what was going on. We each may have a different pace or pulse. Each of us may not share the same key while singing our own melodies. However, the music we made and the musical space we created accepted all of us to express in our own way. Sometimes, we could even relate to each other by evolving a new rhythm together. Sometimes, we enjoyed just being in a group as an individual. We are in harmony.



Playing instruments in small group is an activity we have been doing a lot the past year. It is a music activity which helps to develop listening skills as well as senses of relatedness, engagement, and integration, both individually and socially.

## HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST

### NOTES TO THE ACCOUNTS

#### 7 Due to Social Welfare Department

The amount due is unsecured, bears interest at prevailing market rates and has no fixed terms of repayment. The movements in the amount due are summarised as follows:

	2003 HK\$	2002 HK\$
At the beginning of the year	20,658	11,595
Transferred from income and expenditure account		
- Surplus for the year	13,643	17,021
- Interest received on balance of subvention surpluses	16	-
Amount recovered by the Social Welfare Department	-	(7,958)
At the end of the year	<u>34,317</u>	<u>20,658</u>

#### 8 Designated funds

Movements of the funds are summarised as follows:

	(Note a) Residential project fund HK\$	(Note b) Educational resources fund HK\$	(Note c) Funds in memory of Mr Richard Liu Tai Fung HK\$	Total 2003 HK\$	Total 2002 HK\$
At the beginning of the year	1,741,435	195,770	-	1,937,205	-
Transfer from income and expenditure account	7,013	-	406,576	413,589	1,941,435
Transfer to income and expenditure account	(84,210)	-	-	(84,210)	(4,230)
At the end of the year	<u>1,664,238</u>	<u>195,770</u>	<u>406,576</u>	<u>2,266,584</u>	<u>1,937,205</u>

- (a) The Committee presently intends to expand the funds which were donated by Growing Together Limited, Mr & Mrs Samuel Fang, John Swire & Sons (H.K.) Ltd. and Duty Free Shoppers Charitable Trust for a residential facility for the members of the Centre.
- (b) The funds which were donated by Mr & Mrs Samuel Fang in 2001, were set aside for purchasing educational resources for the Centre.
- (c) During fiscal year 2003/04, the board of trustees will determine with Mrs Richard Liu Tai Fung regarding the use of the funds, set up in memory of Mr Richard Liu Tai Fung.

#### 9 Approval of accounts

The accounts were approved by the trustees on **23 OCT 2003**

**HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST**

**NOTES TO THE ACCOUNTS**

**4 Teaching and non-teaching staff salaries**

	2002 HK\$	2001 HK\$
Salaries and wages	1,325,390	1,202,716
Pension costs – MPF Scheme	51,810	50,966
	<u>1,377,200</u>	<u>1,253,682</u>

**5 Taxation**

No provision for Hong Kong profits tax is necessary as the Trust has been approved by the Inland Revenue Department under Section 88 of the Hong Kong Inland Revenue Ordinance to be exempt from all taxes payable under that Ordinance.

**6 Fixed assets**

	Leasehold improvements HK\$	Furniture and fixtures HK\$	Total HK\$
Cost			
At 1st April 2002	50,000	509,149	559,149
Additions	-	92,616	92,616
	<u>50,000</u>	<u>601,765</u>	<u>651,765</u>
At 31st March 2003	50,000	601,765	651,765
Aggregate amounts written off			
At 1st April 2002	50,000	509,149	559,149
Written off during the year	-	92,616	92,616
	<u>50,000</u>	<u>601,765</u>	<u>651,765</u>
At 31st March 2003	50,000	601,765	651,765
Net book value			
At 31st March 2003	-	-	-
At 31st March 2002	-	-	-

**Dance**

The Creative Dance classes are aimed at giving the individual the opportunity to express themselves physically to the best of their ability.

The Classes are loosely structured, comprising of a warm-up and stretch, followed by a short dance routine and a 'presentation'.

The dance routine offers the individual the chance to move in new and exciting ways while helping them to develop their co-ordination and memory.

The 'presentation' offers the individual the opportunity to dance to their favourite piece of music in front of the group. This allows the group to be supportive of each other and builds confidence.



**YMCA Sports Programme**

The YMCA in Tsim Sha Tsui provides a whole array of sporting activities. Members visit the YMCA once a week to participate in various sports such as basketball, badminton, football and swimming. Each weekly session gives members the opportunity to exercise while learning the fundamental basics of each sport.

*Whenever I hit the target I jump up for joy*

In addition to these sports, qualified sports instructors conduct extra classes in rock climbing and gymnastic each month. They also provide quality coaching in the sports that members partake in on a weekly basis, so that they can develop their skills.

Recently, members have particularly enjoyed playing football at the YMCA. Football gives the members the chance to play together in teams and work with each other to pass, defend and score goals!

Here are a few comments made by our members :

"I love badminton and football. Whenever I hit the target I jump up for joy!" says Edward Chan.

"Whenever I shoot a basket it makes me very happy" says David Leung.

Matthew Hamming enjoys swimming, "I like to twist and do turns in the water"



The weekly visits to the YMCA for sports provides the members with opportunities not only to exercise, develop skills in coordination and team building, but most importantly, to participate in fun and enjoyable activities.

## Pottery

Every Friday morning members visit the Workshop HF studio in Wanchai, where they can explore their creativity through the medium of pottery. Members work with clay to mould and form works using their imagination along with instruction from the resident pottery teacher. Each session has a theme such as a particular festival and members are encouraged to work with pottery associated with these themes.



Members not only work with clay but also with other mediums of creative arts including painting, and drawing. Pottery is an excellent art form where members can work through the process of creating pottery from clay and seeing their final products in the fires of the kiln. They can then refine their works by adding the final touches through painting.

“I like making things like pots and miniature men,” says Suzette.

Laurie likes pottery because it is fun and she likes to get her hands dirty!

“I love to work with clay,” says Emily.

## Drama

Every Friday the drama group meets in the community hall- the classes are kept at an informal level- where each Member is encouraged to develop in self-motivation and spatial awareness.

Concentration games are used as well as role-playing to guide Members in stage performance - sometimes scenarios are re-enacted from real life situations like visiting a friend's new house for the first time.

The aim of the drama class is to give members the self-confidence to express their emotions through this medium but also to learn to work as a team- with the following projections in mind-

- Awareness of feelings
- Expression of likes and dislikes
- Symbolic use of objects
- Role play
- Facial expression to indicate emotion
- Eye contact
- Actions and gestures

...learning to work as a team...

## HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST

### NOTES TO THE ACCOUNTS

#### 2 Principal accounting policies (Continued)

##### (d) Designated funds

Designated funds, which represent funds set aside for the usage of designated purposes, are transferred from the accumulated funds when approved by the donors. The funds are released to the accumulated funds when utilised.

##### (e) Social Welfare lump sum grant reserves

Effective from 1st April 2002, the basis of subvention from the Social Welfare Department (“SWD”) was changed from the Conventional Subvention Modes under which all surpluses of the subvention were required to be refunded to the SWD to a new mode by which the SWD paid a lump sum grant to the Trust to cover certain approved expenditures including staff costs, provident fund contributions and other charges. The unspent portion of the lump sum grant for the year is required to be transferred to designated lump sum grant reserves for the future use of the Trust. However, any deficit arising from the subvented programs is required to be borne by the Trust.

##### (f) Employee benefits - pension obligations

The Trust has established a mandatory provident fund scheme (“MPF Scheme”) in Hong Kong. The assets of the MPF Scheme are held in separate trustee-administered funds. The Trust is required to contribute 5% of the employees’ relevant income per month and the employees are required to contribute 5% of the employees’ relevant income up to a maximum of HK\$1,000 per month. The Trust’s contributions to the MPF Scheme are expensed as incurred.

#### 3 Donations

Donations represent funds donated by the following charities and donors and received up to 31st March:

	2003 HK\$	2002 HK\$
Zetland Lodge/Masonic	-	15,000
Matilda Charities Trust	72,000	60,000
Queen Elizabeth Foundation	79,454	26,013
AWA Respite	-	43,200
Lotteries Fund	172,922	33,000
Funds in memory of Mr Richard Liu Tai Fung	406,576	-
Mr Richard Liu Tai Fung	10,000	-
Growing Together Limited	-	1,150,000
Mr & Mrs Samuel Fang	-	600,000
Anonymous	-	20
	<u>740,952</u>	<u>1,927,233</u>

## HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST

### NOTES TO THE ACCOUNTS

#### 1 General

The Hong Kong Vocational Centre Charitable Trust ("the Trust") was established by a Deed of Declaration of Trust dated 6th October 1993. The Trust's purpose is to provide support and rehabilitation for young persons suffering from intellectual or physical disabilities, to organise courses for vocational training and education of such disabled individuals and to promote education and charity. The trustees during the year were Mr David Nesbitt, Mrs Wendy Nesbitt, Mr Alan Dick, Ms Anne Richardson and Mr Terence Scandrett.

#### 2 Principal accounting policies

The principal accounting policies adopted in the preparation of these accounts are set out below:

##### (a) Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with accounting principles generally accepted in Hong Kong and comply with accounting standards issued by the Hong Kong Society of Accountants ("HKSA").

In the current year, the Trust adopted the following applicable Statements of Standard Accounting Practice ("SSAPs") issued by the HKSA which are effective for accounting periods commencing on or after 1st January 2002:

SSAP 1 (revised) : Presentation of financial statements  
SSAP 34 (revised) : Employee benefits

The adoption of SSAP 1 (revised) changes the requirements from presenting a statement of recognised gains and losses to a statement of changes in total funds.

SSAP34 (revised) prescribes the accounting treatment and disclosure for employee benefits which are set out in note 2(e) below.

##### (b) Revenue recognition

Government subventions, donations and other income are recognised when the rights to receive payment is established.

Fee income represents tuition fee and fees charged to the parents of students for transportation that are recognised when the services are rendered.

Donations received for specific projects planned for the future and tuition fees relating to future periods are accounted for as receipts in advance in the balance sheet.

Interest income is recognised on a time proportion basis, taking into account the principal amounts outstanding and the interest rates applicable.

##### (c) Fixed assets

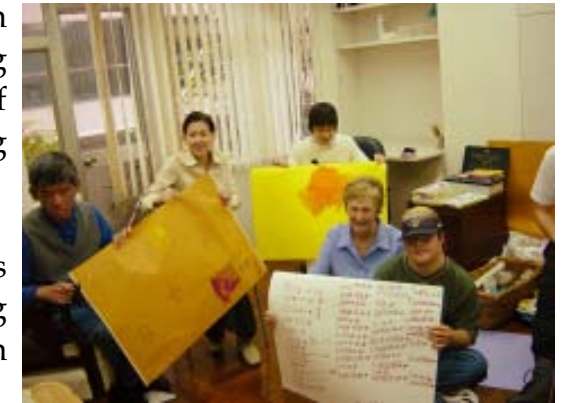
It is the Trust's policy to expense all fixed assets immediately on acquisition.

## Art

Art Therapy, which is a combination of non-verbal and verbal communication and therapeutic support, became a part of the HKVC program this year. Each group met weekly for six sessions.

Art Therapy over the past year has mainly focused on strengthening social skills and self-awareness, enhancing self-worth and self-confidence, exploring new ways of expressing and being with others, and developing personal goals through the creative process.

I believe that Members have made some new discoveries about themselves and others in the group; and by taking positive risk in this way, new avenues of communication can be achieved in the wider community.



## Advocacy Group

The Advocacy Group has been meeting weekly. We have been working on quite a few issues that relate to the whole idea of advocacy. We believe becoming a self-advocate involves the following:

- For growing up
- learning
- gaining confidence
- speaking up for ourselves
- thinking for ourselves
- being brave
- being independent
- working together
- expressing ourselves
- making new friends

Some activities we did include:

- discussing our likes and dislikes
- understanding 'inclusion'
- personal and group goal-setting
- starting a project

As well as self-advocacy issues, we have also been gaining a better understanding of community advocacy. We have been talking about how we can improve community attitudes towards people with disabilities. Not only have we been looking at our own needs, but also the needs of other people and thinking of ways we could try and do things to help all people with special needs.

In the coming year we hope to do a community awareness project, focusing on the theme of 'inclusion'. Inclusion means 'being with one another and caring for one another'. The goals will be to:

- educate the community about everybody's need to feel included
- for the members to gain hands-on experience about doing a group project from start to finish.



*Not only have we been looking at our own needs, but also the needs of other people and thinking of ways we could try and do things to help all people with special needs.*

# Work Placement Programme

The HKVC is committed in enabling all members to gain work experience whether in a paid or voluntary capacity.

The importance of this is crucial as it gives members the opportunity to take part in the world of work.

For most of us work is a vital part of our identity it gives us the freedom to earn and spend to live and learn- it is with this impetus that our members are encouraged, supported, trained to explore real work environments.

At present members are in the following work placements- Hong Kong University, Hong Kong Polytechnic University, PR Plus, Lucy's Restaurant, Pumpnickel, Miller International, St John's Cathedral, Oxfam, Halcrow China Ltd, Castaway, St James' Settlement. YMCA, YWCA and reading group at local kindergarten.



## Crossroads Work Placement

Over the past year, two groups of members have been taking part in a work placement at Crossroads International. Crossroads is a charitable organization which receives donations of new or second-hand goods from the community in Hong Kong and distributes them globally to countries in need, be it desks and chairs to Bosnia or an x-ray machine to Bangladesh.

The members are met by support workers in Central or make their own way to Crossroads On arrival, members accompanied by are assigned jobs. These can involve anything from counting books to packing soft toys. All the staff at Crossroads have got to know the members who have become a valued addition to the volunteer staff. Lately the members have been doing some very physical work, which, although tiring has been enjoyable for all involved.

Crossroads was based in a warehouse at the old Kai Tak airport, because the site is due to be re-developed, the organization has recently moved out to a former British Army barracks site in the Gold Coast near Tuen Mun. In order to get the new premises ready for Crossroads the buildings had to be thoroughly cleaned and scrubbed. Every week for the past several months the members have gamely donned gloves, face masks and brandished mops and bleach to wash away several years worth of grime and dirt. All without exception are now dab hands with the pallet knife to scrape away old paint.

Let the members comments speak for themselves:

"I like working at Crossroads and meeting new friends" Mihiro Masuda

"I like to work with toys. I love scrubbing and cleaning". Suzette Levy

Recent developments have seen members who used to work half days at Crossroads now work for a full day. The two groups that went on separate days have been combined into one group. There are several benefits as a result. The larger group allows the fostering of a team spirit among members. They can now sit down with other fellow volunteers for lunch and get to know more people. The members' efforts will be recognized once certain length-of-service milestones are reached with official certificates awarded by Crossroads staff.

Working at Crossroads has proved to be a resounding success, the members enjoy what they do and have made many new friends and Crossroads staff appreciate the work that they do.

An especial word of thanks must be given to Ms. Deborah Kruse, volunteer coordinator at Crossroads for her unfailing support and assistance throughout the year.



## HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST

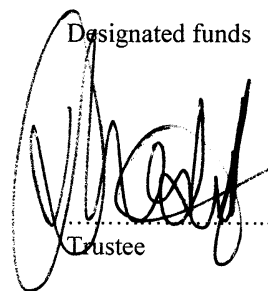

### STATEMENT OF CHANGES IN TOTAL FUNDS FOR THE YEAR ENDED 31ST MARCH 2003

Note	2003 HK\$	2002 HK\$
Total funds as at 1st April	2,213,453	659,766
Net surplus for the year	444,904	1,553,687
Total funds as at 31st March	2,658,357	2,213,453

**HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST**

**BALANCE SHEET  
AS AT 31ST MARCH 2003**

	Note	2003 HK\$	2002 HK\$
Fixed assets	6	-	-
Current assets			
Other receivables, deposits and prepayments		177,222	52,936
Bank balances and cash		313,002	317,957
Designated bank balances	8	2,266,584	1,937,205
		<u>2,756,808</u>	<u>2,308,098</u>
Current liabilities			
Due to Social Welfare Department	7	34,317	20,658
Other payables		6,600	-
Receipts in advance	2(b)	57,534	73,987
		<u>98,451</u>	<u>94,645</u>
Net current assets		<u>2,658,357</u>	<u>2,213,453</u>
Net assets		<u>2,658,357</u>	<u>2,213,453</u>
Represented by:			
General funds			
Accumulated funds		391,773	276,248
Designated funds	8	2,266,584	1,937,205
		<u>2,658,357</u>	<u>2,213,453</u>

 Trustee  
 Trustee

# Residential Home

In December last year the much anticipated residential project in Discovery Bay opened. Five young women embarked upon an exciting development in their lives. The majority of the group had only ever lived at home with their families. All the women had been preparing for the move into the apartment for some months. The apartment focuses upon the principle of independent living. Support staff stay in Discovery Bay, where the emphasis is on support, rather than doing. With time and continued support I expect that we can enable the young women to develop to their full potential.



The young women are encouraged to make as many lifestyle choices as possible whilst in Discovery Bay. From the meals they prepare, to how they spend their leisure and relaxation time. They all do their fair share of shopping, housework and cleaning. There have been plenty of disagreements, as you would expect with any group of people living together. This has allowed relationships in the group to develop with a greater sense of honesty and awareness of each other needs.



Back in December the young women stayed for just three nights. They can now stay for four nights. We hope it will not be too long until they can stay up to five nights. We anticipate that with a strong network of Discovery Bay volunteers, the group of young women will be able to develop as individuals. Enjoying a network of lasting friendships, accessing the fantastic leisure facilities and importantly, a sense of belonging in the Discovery Bay Community.

*...has allowed relationships in the group to develop with a greater sense of honesty and awareness of each others needs...*

## Independent Living – Member's View

Before Christmas we moved into a flat in Discovery Bay, Lantau Island. It takes us 20 minutes to get there from Central. We live by ourselves, with support staff. Living away from home gives the chance to learn how to be independent and do things for ourselves in the flat.



We do all the house work and go to Park 'n' shop to get all the house hold things and food. The flat is big; it has four bedrooms and a large sitting room. We have got some nice furniture in it, which we choose. Mihiro and Suzette share a room, Laurie and Joanne share a room and Marie Jane currently has her own room.



Discovery Bay is nice, it's beautiful but quiet.

Written by Marie Jane Manomaiudom & Mihiro Masuda

# The Fringe



Members of the Hong Kong Vocational Centre took their creative programme up to another level. For the last two years performances ranging from Dance, Drama, Music and Poetry were staged at the Fringe Theatre.

This has enabled each member to choose his or her own particular creative medium and then to have the opportunity of performing at a public arena. In terms of personal achievement it has given members the confidence and a sense of pride to take part in such a venture.

It has also meant that Members have had to develop a discipline in preparing to put on a performance that has required concentration and determination in achieving the necessary standards.

...discipline in preparing to put on a performance...



## HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2003

	Note	2003 HK\$	2002 HK\$
<b>Income</b>			
Social Welfare Department Subvention		891,849	784,428
Donations	3	740,952	1,927,233
Fee income	2(b)	787,425	498,652
Interest income		7,012	23,535
Other income		66,092	54,661
		<u>2,493,330</u>	<u>3,288,509</u>
<b>Expenditure</b>			
Inauguration expenses		-	39,111
Renovation and refurbishment expenses		202,250	81,905
Teaching and non-teaching staff salaries	4	1,377,200	1,253,682
Transportation		37,683	25,347
Insurance		12,918	1,100
Repairs and maintenance		4,068	9,350
Audit fee		8,249	7,836
Classroom supplies		298,392	177,311
Printing and stationery		22,281	54,148
Telephone and fax		13,486	14,075
Cleaning expenses		15,600	2,520
Advertising expenses		210	-
Sundry expenses		30,808	45,523
Donations to Growing Together Limited		209	-
Library resources		11,413	5,893
		<u>2,034,767</u>	<u>1,717,801</u>
Surplus for the year		458,563	1,570,708
Less: Surplus refundable to Social Welfare Department	7	(13,659)	(17,021)
Net surplus for the year		444,904	1,553,687
Accumulated funds brought forward		276,248	659,766
Total available for appropriations		721,152	2,213,453
Less: Appropriation to designated funds	8	(413,589)	(1,941,435)
Add: Transfer from designated funds	8	84,210	4,230
Accumulated funds carried forward		<u>391,773</u>	<u>276,248</u>

# Financial Report

## AUDITORS' REPORT TO THE TRUSTEES OF HONG KONG VOCATIONAL CENTRE CHARITABLE TRUST (established in Hong Kong)

We have audited the accounts on pages 2 to 8 which have been prepared in accordance with accounting principles generally accepted in Hong Kong.

### Respective responsibilities of trustees and auditors

The Deed of Declaration of Trust requires the trustees to prepare accounts which give a true and fair view. In preparing accounts which give a true and fair view it is fundamental that appropriate accounting policies are selected and applied consistently.

It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

### Basis of opinion

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

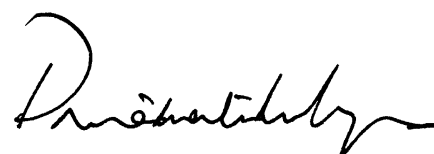
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the accounts are free from material misstatement. In forming our opinion we also evaluated the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

### Opinion

In our opinion the accounts give a true and fair view of the state of affairs of the Hong Kong Vocational Centre Charitable Trust as at 31st March 2003 and of its net surplus for the year then ended and have been properly prepared in accordance with the provisions of the Deed of Declaration of Trust dated 6th October 1993.

### Use of this report

This report is intended for filing by Hong Kong Vocational Centre Charitable Trust with the Social Welfare Department of the Government of the HKSAR, and is not intended to be, and should not be, used by anyone except the above two parties for any other purposes. We do not assume responsibility towards or accept liability to any other person for the contents of this report.



PricewaterhouseCoopers  
Certified Public Accountants

Hong Kong, 23 OCT 2003

# Volunteers

Bernice Szeto	Hannah Beaton
Cho Hong Choi	Chris Fletcher
Lucy Humbert	Natasha Moorjani
Amber Long	Carolyn McCaughey
Mary McGinty	Sue Thornton
Amanda Moylan	Narelle Parr
Isabel Winter	Vicki Markani
Gabrielle Isbel	Nancy Rhind



## A Volunteer's Comment

by Nancy Rhind

Over the last three years, in the friendly atmosphere of the Centre, I've learned many things. I've learned from the staff the importance of a positive attitude, I've learned ways to encourage our members, to bring out their different talents and abilities, and from the members themselves, I've learned about facing challenges and overcoming difficulties.

*...it's nothing less than thrilling to watch one of our group master a new skill...*

I appreciate the good humour, the imagination and the dedication of the staff.

I love the spontaneous warmth and friendliness of our members, their openness and spirit, their genuine enjoyment in achieving something new. All of them are very much their own, individual persons, and it's nothing less than thrilling to watch one of our group master a new skill, perhaps take on new responsibility, or simply laugh more readily than before.

I was lucky to find HKVC. I regard it as a privilege to spend time with this refreshingly lively bunch of people and I know they all have more to teach me.

# Growing Together

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Since 1999, The Matilda Child Development Centre, Watchdog, the Springboard Project and the Hong Kong Vocational Centre (HKVC) have joined together to form a group named Growing Together to raise public support and awareness of the services they offer.

On October 5, 2002, Growing Together organized a Mini-Conference entitled "Towards Integration". HKVC was invited to present our view on the topic "Integrating the Young Adult into Society". Our Centre Manager, Helen Fletcher elaborated HKVC's philosophy of the person-centre approach toward integration and the opportunities and challenges that HKVC was facing in soliciting seeking job placements and gaining access to the community on this occasion. The presentation aroused great interest from parents of special children in participants. Also, it provided an opportunity for our members to speak in front of the public which illustrated a good example of integrating our members in the community.



# Acknowledgement

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During year 2001 to 2003, Hong Kong Vocational Centre has received \$511,609 donation towards its operation expenses and \$2,156,576 designated towards the Residential Home Project and Educational Resource Fund. These generous donations contributed 11% of the Centre's general expenditure and the main body of both the Residential Fund and the Educational Resource Fund. Moreover, this monetary support enables HKVC to offer additional services like music therapy, aromatherapy and drama lessons and allow us to establish the Residential Home Programme in Discovery Bay. With gratitude and appreciation, we would like to thank the following individuals and organizations for their generous support.

*With gratitude and appreciation...*

- American Women Association
- Matilda Charities Trust
- Queen Elizabeth Foundation
- Lotteries Fund
- Mr. & Mrs. Richard Liu Tai Fund
- Mr. & Mrs. Samuel Fang
- Zetland Lodge

# Staff List

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- Helen Fletcher – Centre Manager
- Surinder Punjya – Programme Coordinator
- Sissy Kwong – Administrator
- Jane Collins – Senior Support Worker
- Joanna Bowd – Senior Support Worker ( Residential)
- Kin Tang - Support Worker
- Evan Wong – Programme Assistant
- Edward Bunker – Part time Support Worker
- Elise Tang – Part time Support Worker ( Residential)
- Janeth Diminlig – Care Assistant
- Betty Chang – Care Assistant
- Peripatetic Staff: Yasmin Ho (Music) Mandy Chan (Drama) Julia Byne (Art) Reggae Siu (Pottery) Lucy Sharpe, Jacqui Parker (Dance) Vera Wong (Occupational Therapist SWD) Victor Cheung (Physiotherapist SWD)

# Trustees

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- David Nesbitt
- Alan Dick
- Anne Richardson
- Wendy Nesbitt
- Terry Scandrett