

# SPD

inclusion  
and  
integration

MAXIMISE  
ABILITIES

SOCIETY  
FOR THE  
PHYSICALLY  
DISABLED

To build an inclusive community where everyone is a part of it, and not apart from it.

ANNUAL REPORT FY 2008 / 2009

BREAKING  
BARRIERS  
UNLOCKING  
POTENTIALS

**MAKING A  
DIFFERENCE**

COMMITMENT  
INTEGRITY  
CARING  
PROFESSIONALISM

SELF-RELIANCE



Society for the  
Physically Disabled

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## MISSION

The Society for the Physically Disabled (SPD) is committed to working in partnership with people with physical disabilities to develop their potential to the fullest so that they can be self-reliant and independent.

## VISION

To build an inclusive community where everyone is a part of it, and not apart from it.



# PRESIDENT'S REVIEW

We started the year at the same time that Mr Goh Seng Hua and his wife first came to SPD. Owing to severe dementia and physical disabilities, Mr Goh needed the constant care of his wife. With no children or close relatives to help, Mrs Goh, who also has osteoporosis, suffered caregiving strain and stress. Mr Goh began regular therapy at the SPD Rehabilitation Centre, and after a fall, so did Mrs Goh.

Our social worker regularly counselled Mrs Goh and monitored the well-being of the couple. Volunteers were roped in to provide a listening ear to Mrs Goh and to bring Mr Goh for regular check-ups at the hospital. We also referred them to a community-based personal hygiene service to help with the bathing of Mr Goh at home.

As we work towards realising our core values of being caring and committed to our clients, compassion is exercised with professionalism: we are indeed proud that the Ministry of Health has acknowledged the value and professionalism of the SPD Rehabilitation Centre by extending Government subvention to the centre.

The SPD Rehabilitation Centre is also the first day rehab centre to pilot new indicators to measure the outcome of day rehab centres in Singapore. Likewise, the appointment by the National Council of Social Service (NCSS) of SPD's Specialised Assistive Technology Centre as a Centre of Specialisation for assistive technology is a recognition of our efforts in

harnessing the benefits of technology to improve the lives of people with disabilities, a recognition we are honoured to accept.

In keeping with our core value of corporate integrity, we have progressed from creating awareness and understanding of 'governance' to execution. Good governance is taken seriously and compliance is now a critical performance indicator for all staff, especially those in the senior management.

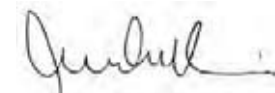
We developed a Board handbook which spells out and acquaints Board members with their roles and responsibilities. The Board also formalised two Board committees, key of which is the Audit Committee to assist the Board in fulfilling an independent audit function, and establishing policies and practices to minimise risks and manage the internal control environment.

In the year, we also continued with our advocacy role in promoting and advancing the welfare of people with disabilities. Our specialist staff sat in different government agencies and committees and we worked with the mass media and voluntary welfare

organisations (VWOs) in pushing out the agenda on equal opportunity and equal accessibility for an inclusive society. A major highlight is the commission of a five-part info-educational series, '亮点人生, 真情无障爱 Breaking Barriers, Unlocking Potentials', over Channel 8 to help increase understanding and dispel negative perceptions of people with disabilities.

Through the year, in fulfilling our roles, our work was made lighter for the help we received from many quarters. I take this opportunity to thank the Board, staff, Government organisations and corporate partners, NCSS, National Volunteer & Philanthropy Centre, VWOs from the disability sector, our sponsors, donors and volunteers and our clients and their caregivers, for your partnership and support.

Looking forward, we hope for your continued support as we strive on to improve the lives of people with disabilities.



Chia Yong Yong  
President

"Through the year, in fulfilling our roles, our work was made lighter for the help we received from many quarters. I take this opportunity to thank the Board, staff, Government organisations and corporate partners, NCSS, National Volunteer & Philanthropy Centre, VWOs from the disability sector, our sponsors, donors and volunteers and our clients and their caregivers, for your partnership and support."

# BOARD OF MANAGEMENT

FY2008 / 2009



Ms Chia Yong Yong  
President



Mr Koh Nai Teck, PBM  
Vice President



Ms Poh Hwee Hian  
Honorary Treasurer



Mr Soh Chee Keong, BBM  
Honorary Assistant Treasurer



Mr Kamalarajan Malaiyandi Chettiar  
Member



Mr Lee Han Yang, BBM  
Member



Mr Low Wong Fook  
Co-opted Member



Mr See Cher  
Co-opted Member



Mr Yeo Jiu Nam  
Member



Dr Ow Chee Chung  
Ex-Officio Secretary

**Budget and Programme Committee**

- Chairman Ms Chia Yong Yong
- Member Mr Koh Nai Teck
- Member Mr Lee Han Yang
- Member Ms Poh Hwee Hian
- Member Mr Soh Chee Keong

**Audit Committee**

- Chairman Mr Low Wong Fook
- Member Mr Koh Nai Teck
- Member Ms Poh Hwee Hian
- Member Mr See Cher

Mr Seamus Ching-Chia Phan (photo not in page)  
Member from 23 August 2008 to 22 February 2009

# DIVISIONS, DEPARTMENTS AND FUNCTIONS

## REHABILITATION SERVICES

### Adult Rehabilitation Programme

- Therapy services for neurological, orthopaedic and other medical/ surgical conditions
- Specific therapy programmes (ie. Back Care, Pain Management, Stroke Rehabilitation)
- Home therapy
- Home assessment
- Caregiver training
- Wellness programmes
- Mobility aid consultation and training
- Mobility aid loan scheme



### Paediatric Rehabilitation Programme

- Early Intervention Programme for Infants and Children (EIPIC) up to 6 years old
- Providing Access to Early Support (PACES) for children from 3 to 6 years old
- Continuing Therapy for children below 16 years old
- Caregiver training

### SPD Therapy Hub

*(Services listed are provided to partner organisations)*

- Occupational therapy, speech therapy and physiotherapy
- Consultation and rehabilitation programme development
- Supervision and consultation for junior therapists
- Training and development for rehabilitation support staff
- Caregiver training

### SPD@Tampines

- Adult Rehabilitation Programme
- Paediatric Rehabilitation Programme
- SPD Therapy Hub
- Therapy@Home
- Specialised Case Management Programme
- Wellness Club



### Day Activity Centre

- Training in activities of daily living and community living skills
- Pre-vocational training
- Social and recreational activities

## COMMUNITY & SOCIAL SERVICE DEPARTMENT



### Specialised Case Management Programme

- Case management
- Counselling
- Consultancy on disability issues
- Motivational coaching
- Caregiver support and training
- Befriending service
- Wellness programmes
- Psycho-educational workshops
- Administration of financial assistance schemes

### SPD Education Programme

- Educational bursary award
- Scholarship award
- Case management
- Learning and development programmes
- School integration support

## ABILITY ENTERPRISE

### Production Workshop

- Supported employment for people with physical disabilities
- Bookbinding and book restoration
- Production of photo albums, notebooks, corporate gifts and greeting cards

### Multimedia Centre

- Supported employment for people with physical disabilities
- Web page design and maintenance
- Web hosting
- Domain registration
- Creation of digital art and electronic greeting cards
- e-Filing of income tax returns for taxi drivers

### Sheltered Workshop

- Vocational skills training
- Consultation and assessment of trainees on vocational skills and further development
- Certified on-the-job training

### IT Apprenticeship Programme

- Provision of on-the-job training and structured courses to equip trainees with necessary skills set for employment in the areas of corporate services, multimedia design and music and video production
- Development of necessary work competencies in trainees through scenario-based modules, commercial projects, internship placements, structured courses and personal development





## TECHNOLOGY

### Specialised Assistive Technology Centre

- Assistive technology (AT) consultation and training for clients and family members
- AT training for professionals working with people with disabilities
- Collaboration with Voluntary Welfare Organisations (VWO) to implement AT in their programmes and facilities
- Promotion of AT through collaborative efforts with Government agencies, schools and VWOs

- Development of culturally-sensitive and cost effective technology solutions through collaborations with schools and research institutes as well as volunteers with technical expertise

### Infocomm Accessibility Centre

- Provision of elementary to intermediate level IT training courses
- Collaboration with Government organisations and/or VWOs to promote IT literacy among people with disabilities

- Co-ordination of the NEU PC Programme under IDA

### Assistive Technology Loan Library

- Loan of AT devices for trial, training or temporary accommodation

## COMMUNITY PARTNERSHIPS



### Fundraising

- Implementation of fundraising programmes and projects through direct marketing, events and appeals
- STAR monthly donation programme
- Donation box drive

### Communications & Advocacy

- Public relations and publicity strategies
- Publications and other corporate print and audio-visual materials
- Corporate website
- Hosting of visits

- Promotion of key messages through the media, events, collaterals and other opportunities

### Volunteer Management

- Recruitment, training and development of volunteers
- Matching and deployment
- Volunteer appreciation and motivation programmes







## CORPORATE SERVICES

### Finance

- Financial accounting and statutory reporting
- Cash and assets management
- Budgetary control
- Internal control system
- Systems appraisal
- Financial evaluation, advice and assistance

### Human Resource

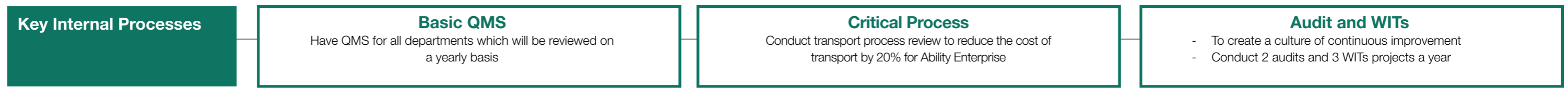
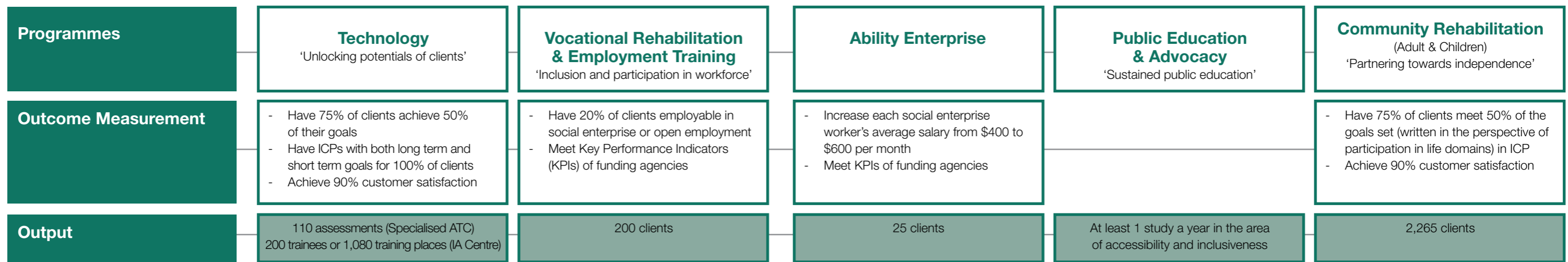
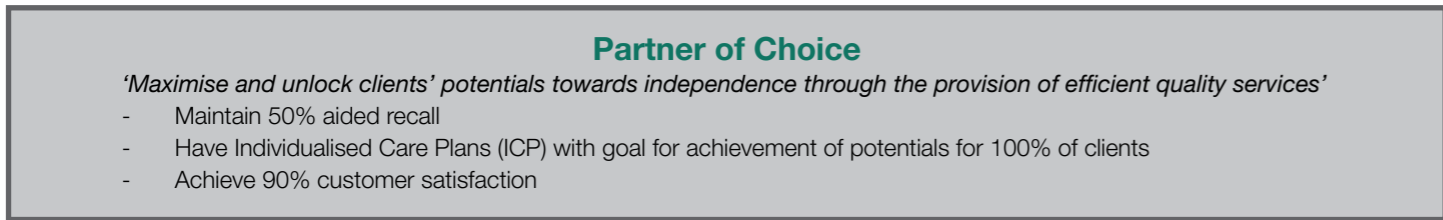
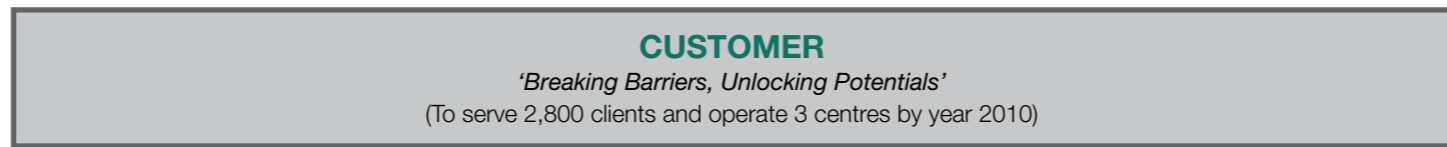
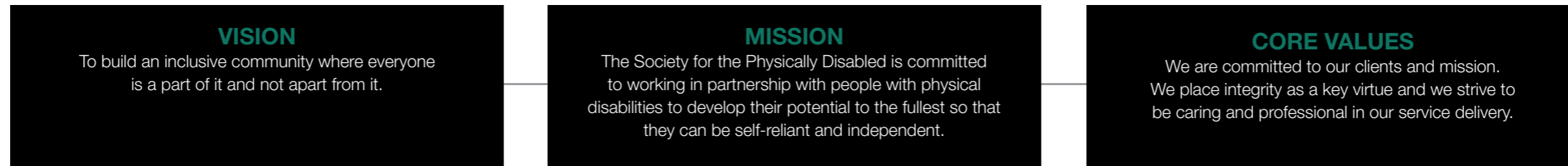
- Recruitment
- Benefits and compensation
- Payroll administration
- Performance appraisal and career progression planning
- Training and development

### Administration

- Administrative and logistical support
- Estate management
- Workplace safety
- Dedicated transport service for clients
- Membership



# CORPORATE SCORECARD FY2009/2010



# REHABILITATION CENTRE



In January, the centre secured the Ministry of Health subvention for a period of two years. This would go into providing subsidies for eligible clients under the Adult Rehabilitation Programme.

## Partnering Towards Independence

Sixty-two-year-old Mdm Cheang Yiew Yuen first came to the SPD Rehabilitation Centre in November 2008. Then, she had difficulty walking and relied on her maid for her daily activities. With less than six months of therapy, she was able to walk without aid and resume her cherished hobby of karaoke. She was also on her way to returning to working as a newspaper vendor.

For the year, the SPD Rehabilitation Centre focused on providing affordable day rehabilitation services after acute care treatment at hospitals, and rehabilitation and support for people with physical disabilities to help maximise their potential to work and live independently.

Aside from this, efforts were also made towards greater accessibility and public education. In November 2008, the centre participated in a pilot

project by Ngee Ann Polytechnic, Building and Construction Authority and CapitaLand Retail Ltd, investigating the usefulness of integrating RFID/WiFi technology into building systems and facilities to enhance accessibility. An occupational therapist and three clients took part by trying out the Real-Time Location System for Barrier-Free Accessibility and Services in Buildings at Plaza Singapura and giving their feedback.

Therapists also helped provide close to 300 hours of training for students under the NITEC in Social Services held from April to May 2008.

In the course of the year, Head of the Rehabilitation Centre Tay Hwee Lin was nominated by the National

Council of Social Service (NCSS) to be part of the Occupational Therapy Regulatory Workgroup (Community Sector) that conceptualises and details the regulatory policies within the occupational therapist profession in Singapore.

In January 2009, the centre secured the Ministry of Health subvention for a period of two years. This would go into providing subsidies for eligible clients under the Adult Rehabilitation Programme.

Looking forward, the centre plans to provide speech therapy services to clients of the Rehabilitation Centre and to embark on a research study to improve the therapy programmes provided.

	FY2008/2009	FY2007/2008	FY2006/2007
No. of therapy sessions provided	9,257	9,631	9,555
No. of people helped	272	287	282

## Therapy Sessions Conducted for Adult Rehabilitation Clients at SPD Ability Centre

Type of Service	No. of Therapy Sessions
Centre-Based Therapy	9,231
Home Therapy	26
Total	9,257



## Profile of Adult Rehabilitation Clients at SPD Ability Centre

Age Range	16-24	25-34	35-44	45-54	55-64	65-74	75 & above	Subtotal	%
<b>Diagnosis</b>									
Amputee	0	0	0	0	1	1	0	2	1%
Cerebral Palsy	11	13	4	3	1	0	0	32	12%
Multiple Sclerosis	0	2	0	0	0	0	0	2	1%
Orthopaedic Conditions	0	1	1	0	0	5	3	10	4%
Parkinson's Disease	0	0	0	1	1	0	1	3	1%
Spinal Cord Injury	0	4	4	2	4	2	1	17	6%
Spinal Cord Related Diseases	3	2	1	4	5	1	8	24	9%
Stroke	1	2	14	19	36	15	24	111	41%
Traumatic Brain Injury	0	5	3	3	1	0	0	12	4%
Others	7	10	7	8	9	5	13	59	21%
Subtotal	22	39	34	40	58	29	50	272	100%
%	8%	14%	13%	15%	21%	11%	18%	100%	

## Referral Sources for Adult Rehabilitation Clients at SPD Ability Centre

Referral Source	Hospitals/ Clinics	Integrated Care Services	Voluntary Welfare Organisations	Self-Referral	Subtotal	%
<b>Diagnosis</b>						
Amputee	2	2	0	1	5	3%
Cerebral Palsy	0	1	5	1	7	4%
Cervical Spondylosis	1	3	0	0	4	2%
Dementia/Parkinson's Disease	2	1	0	0	3	2%
Orthopaedic Conditions	2	13	1	3	19	11%
Stroke	7	49	4	6	66	38%
Spinal Cord Injury	11	2	3	1	17	10%
Traumatic Brain Injury	1	3	0	1	5	3%
Others	8	33	5	2	48	27%
Subtotal	34	107	18	15	174	100%
%	20%	61%	10%	9%	100%	

# PAEDIATRIC REHABILITATION PROGRAMME



## An Early Start, a Better Tomorrow

The Paediatric Rehabilitation Programme provides early support for special needs children such as five-year-old Raphael Tan to minimise the risk of them developing a long term disability.

Raphael, who has global developmental delay, was unable to concentrate and express himself in complete sentences, write legibly and engage in physical activities such as jumping.

Having undergone speech and occupational therapy in SPD from July 2008, he is now able to communicate his thoughts better and focus for 20 minutes without being distracted. His writing has also improved and he is able to jump without guidance.

The programme complements the therapy services the child receives in his/her special school setting

and supports children who attend mainstream schools and who require continuous therapy services.

In the year, workshops were also conducted for caregivers to help them better understand and look into the needs of their charges. Therapists also conducted modules for the students in the NITEC in Social Service course by the Social Service Training Institute (SSTI) held from April to May 2008.

A survey conducted with clients and caregivers in the year showed that all the respondents were satisfied with the services provided by the Paediatric Rehabilitation Programme, a 10% improvement from the previous year.

For the year ahead, we hope to develop specialised programmes such as the Sensory Integration Praxis Test and a clinical protocol for neuro-development treatments.

	FY2008/2009	FY2007/2008	FY2006/2007
No. of therapy sessions provided	2,110	1,883	1,597
No. of children helped	146	143	102

## Therapy Sessions Conducted Under the Paediatric Rehabilitation Programme at SPD Ability Centre

Type of Service	No. of Therapy Sessions
Occupational Therapy	1,095
Speech Therapy	975
Home Therapy	40
Total	2,110

## Profile of Paediatric Rehabilitation Clients at SPD Ability Centre

Age Range	0-6	7-12	13-16	Subtotal	%
<b>Diagnosis</b>					
Autism Spectrum Disorder	22	40	10	72	49%
Global Developmental Delay	7	11	0	18	12%
Learning Disabilities	0	3	0	3	2%
Physical Disabilities	1	7	7	15	10%
Speech & Language Impairment	5	3	0	8	6%
Others	10	19	1	30	21%
Subtotal	45	83	18	146	100%
%	31%	57%	12%	100%	

## Referral Sources for Paediatric Rehabilitation Clients at SPD Ability Centre

Referral Source	Hospitals/ Clinics	Voluntary Welfare Organisations	Self-Referral	Subtotal	%
<b>Diagnosis</b>					
Autism Spectrum Disorder	47	3	4	54	43%
Global Developmental Delay	5	1	3	9	7%
Speech & Language Impairment	20	0	3	23	18%
Physical Disabilities	4	3	0	7	6%
Others	27	0	5	32	26%
Subtotal	103	7	15	125	100%
%	82%	6%	12%	100%	



# SPD THERAPY HUB

Plans for the future include improving the clinical supervision structure for junior therapists and developing clinical protocols in at least two areas.



## A Partner of Choice for Quality Rehabilitation

Established in 2005, the SPD Therapy Hub provides outcome-based high quality therapy services at nursing homes, day rehabilitation centres, day activity centres, special schools and early intervention programmes.

This service has been extended to community hospitals with Ang Mo Kio Thye Hwa Kuan Hospital and St Andrew's Community Hospital taking up the service for the first time this year. The services were well-received and the hospitals expressed interest

in extending their contracts for the following year.

The targeted number of clients we aimed to serve for FY2008/2009 was 1,470 but the Therapy Hub exceeded this by serving 1,879. A survey conducted in the year turned in mostly satisfactory responses in the 18 programmes that the Therapy Hub served.

Plans for the future include improving the clinical supervision structure for junior therapists and developing clinical protocols in at least two areas.

	FY2008/2009	FY2007/2008	FY2006/2007
No. of partner organisations served	18	19	18
No. of people helped	1,879	Over 1,400	About 1,200

# DAY ACTIVITY CENTRE

## Towards Greater Independence

When 52-year-old stroke survivor Vivien Ng first joined the Day Activity Centre (DAC) in July 2006, she needed her maid around most of the time. Now, she is less dependent on the maid, and is able to do her laundry and simple cleaning at home. She is also more confident going out and does not need someone to physically stand next to her all the time.

Care and training on simple life skills were provided throughout the year by the training officers and therapists for people with physical disabilities at the DAC. These were done in both group and individual sessions.

Regular activities of the centre included swimming and library visits once a week. This year, with the help of volunteers from Timberland and PeopleSearch, the DAC clients also got to visit Changi Airport's Terminal 3 and take a ride on the Singapore Flyer.

On 11 December 2008, a class of 20 students from the ITE College West (Bukit Batok) Fitness Training Course held a health fitness appraisal for the clients. The students taught the clients simple exercises and breathing techniques and through a questionnaire, helped to determine whether they were leading healthy lifestyles.

In the year, annual case conferences were held among the training officers, occupational therapists, case management officers, clients and caregivers to discuss the clients' progress. Separately, the relevant staff and therapists also discussed and reviewed the progress of the clients.

In the last quarter of 2008, a survey was held with caregivers to find out their general perception of the service their loved ones were receiving. Out of 46 survey forms distributed, 34 responses (74%) were received. All of the respondents were satisfied with the service and the quality of care provided.



Care and training on simple life skills were provided throughout the year by the training officers and therapists for people with physical disabilities at the DAC.

	FY2008/2009	FY2007/2008	FY2006/2007
No. of training hours provided	10,668.5	11,250	-
No. of people helped	54	58	66







### Training Conducted at the DAC

Area of Training	No. of Hours
Activities of Daily Living	2,886
Community Living Skills	2,283
Pre-Vocational Skills	3,139.5
Socio-Recreational Skills	2,360
Total	10,668.5

### Profile of DAC Clients

Age Range	16-24	25-34	35-44	45-54	55 & above	Subtotal	%
<b>Diagnosis</b>							
Cerebral Palsy	6	12	1	2	0	21	39%
Intellectual Disabilities	1	3	2	3	1	10	18%
Stroke	0	2	2	2	0	6	11%
Traumatic Brain Injury	0	4	3	1	0	8	15%
Others	3	1	4	1	0	9	17%
Subtotal	10	22	12	9	1	54	100%
%	18%	41%	22%	17%	2%	100%	



# SPECIALISED CASE MANAGEMENT PROGRAMME



## Strengthening Through Support

The Specialised Case Management Programme (SCMP) aims to provide counselling, assistance, case management support and advice for people with disabilities and their families. The SCMP leverages on existing SPD programmes and services to provide a comprehensive spectrum of support and care.

When the social workers from SCMP first visited Michael Quek in June 2008, the 45-year-old stroke survivor was suffering from depression, grieving about his stroke and failed marriage, and refusing social interaction. They counselled Michael and recommended that he undergo computer courses at the Infocomm Accessibility Centre. Having taken their advice, Michael today has found his confidence and is full of zest.

In the year, 269 home visits were conducted and 1,000 people helped

under the SCMP. Events and outings were organised for clients and caregivers throughout the year, one of which was the Mothers' Day event at the Esplanade Concert Hall and Philatelic Museum on 11 May 2008 which saw 18 clients attending and bonding with their mothers.

Clients like Michael were referred to the SCMP by hospitals, community organisations, family service centres, the Disability Information and Referral Centre (DIRC), Integrated Care Services, informal contacts, SPD's internal departments and the media.

Partnership efforts saw senior social worker Angela Chung participating in a focus group discussion organised by the Ministry of Community Development, Youth & Sports (MCYS) on 10 March 2009 where she shared her views on the effects of the economic downturn on social services, particularly on physically disabled people.

The department's social workers also conducted modules for the students in SSTI's NITEC in Social Service course held from April to May 2008.

Previously, the SCMP was funded by various private organisations. In October 2008, we secured mainstream funding from the NCSS.

The SCMP aims to build up its expertise and professionalism in working with people with disabilities as well as help more people with newly-acquired disabilities by networking with the hospitals, Agency for Integrated Care, Centre for Enabled Learning (which has taken over the services of DIRC), Singapore National Stroke Association, and Tetraplegia Work Group.



	FY2008/2009	FY2007/2008	FY2006/2007
No. of people helped under the SCMP	*1,000	421	182

\*The SCMP has been building its capability over the years from when it began in October 2006

# SPD EDUCATION PROGRAMME



## I Learn, I Grow, I Serve

The SPD Education Programme aims to level the playing field for children and youth with disabilities through educational support, opportunities in learning and development, rehabilitation, advocating equal accessibility, working with parents, teachers and peers, and case management.

We produced the Disability Resource Handbook for Teachers to help integrate more students with physical disabilities in mainstream schools. The handbook launched at the SPD Education Programme Awards Presentation Ceremony in January 2009 was given to mainstream primary and secondary schools. It contained information such as tips on how to interact with students with

physical disabilities, the challenges they and their families face, how the curriculum and environment can be modified to integrate disabled students in a mainstream classroom, wheelchair handling techniques and also a checklist for physical access.

To better support the recipients during the economic downturn, the SPD bursary scheme was enhanced. Physically disabled students or parents were given a service card which entitled them to access essential services at SPD amounting up to \$300 for one year. This new enhancement helped to ensure that needy disabled recipients or their disabled parents would not be deprived of rehabilitative and training opportunities in the economic crisis.



In the year, the Learning & Development Centre (LDC) collaborated with many corporate sponsors, schools, Government agencies and VWOs to organise outings and create learning opportunities for students with physical disabilities enrolled under the programme.



The service card was a welcome respite for students such as 19-year-old Nurshazhilla Bte Abd Razid who required therapy services and who relied on her mother since her father passed away in August 2008.

SPD continued to administer the disbursement of the Asia Pacific Breweries Foundation Scholarship to two existing scholars, Pearl Lee and Ye Yaosheng.

In the year, the Learning & Development Centre (LDC) collaborated with corporate sponsors, schools, Government agencies and VWOs to organise outings and create learning opportunities for students with physical disabilities enrolled under the programme. The activities included therapeutic horse-riding sessions for children with special needs organised by the Hongkong and Shanghai Banking Corporation

Limited and various outings organised by the Freedom Adventure Club.

The department is looking to review the bursary award scheme in the face of the economic downturn, organise activities that would centre on personal effectiveness and promote participation in science exploration and school activities among students with physical disabilities.

	FY2008/2009	FY2007/2008	FY2006/2007
No. of physically disabled students helped under the SPD Education Programme	170	168	-
No. of physically disabled students and students with physically disabled parents served through bursary award	*157	225	245
Amt. disbursed through bursary award	\$124,100	\$239,450	\$283,550
Amt. disbursed through service cards <sup>#</sup>	\$41,100	-	-

\*The eligibility criteria for the bursary award was streamlined in the year. Assistance is now given to students with physically disabled parents and who are studying in primary to junior college levels

#The service card was a new initiative introduced in the year

	FY2008/2009	FY2007/2008	FY2006/2007
No. of training places provided at LDC for students with disabilities and their families	*376	195	141
No. of training places provided at LDC for caregivers	#-	48	259
No. of training places provided at LDC for educators and peers of students with disabilities	+581	1,367	-

\*The year saw more corporate partners initiating service learning projects for LDC's clients

#Training for caregivers in the year was provided by the Specialised Case Management Programme

+Fewer school assembly talks were conducted with the availability of the Disability Resource Handbook for Teachers

# SPD@TAMPINES



## Reaching Out to the Heartlands

An extension of the Rehabilitation Centre, SPD@Tampines aims to bring quality adult and paediatric rehabilitation services to people living in the east.

The centre had a slow start to the year due to an unforeseen lift upgrading project which blocked the main office and Adult Rehabilitation Centre up to December 2008. The upgrading project affected the centre's visibility in the neighbourhood as well as accessibility to it.

The adult rehabilitation section served a total of 50 clients and operated at about 45% of its capacity of 20 clients per day. With the Ministry of Health's subvention of the Rehabilitation Centre at SPD Ability Centre in Tiong Bahru, we expect the number of referrals to increase.

The Wellness Programme's components included exercise regimes planned and supervised

by trained therapists for older adults at risk of acquiring physical disabilities, health promotion and public education. Health and fitness screenings and workshops were conducted for Tung Ling Community Service, St Hilda's Community Service and Macpherson Wellness Centre as part of our community outreach effort.

The Continuing Therapy Programme sustained a high take-up rate averaging at around 70% of its capacity of 12 clients per day.



As Providing Access to Early Support (PACES) and Early Intervention for Infants and Children (EIPIC) were newly introduced at SPD@Tampines, the priority was to ramp up capacity. SPD was the only VWO running an EIPIC programme without Government subvention. The challenge was to strike a balance between providing a quality programme with higher emphasis on therapy and the financial sustainability of the programme. EIPIC was operating at 50% capacity with 15 clients.

With growing interest from eldercare agencies to promote health and wellness among older adults, future plans include making the Wellness Programme more structured through collaboration with SSTI and Community Development Councils so that more eldercare agency staff can be trained to plan and execute wellness programmes and exercises for their clients.

Four-year-old Ahmad Raimy Bin Zukifli was diagnosed with speech and language delay and when he enrolled with SPD@Tampines, could only produce one-word utterances. After a year of therapy, he showed tremendous improvement in many aspects, particularly his social communication, speaking in four- to five-word sentences.

With the formation of a tripartite partnership between SPD with the PAP Community Foundation and

KK Hospital's Department of Child Development, we hope to secure funding in 2009 to serve more children with special needs such as Raimy.



	FY2008/2009	FY2007/2008
No. of therapy sessions provided	2,755 for children 1,880 for adults	1,057 for children 1,190 for adults
No. of people helped	153 children 120 adults	203 children 54 adults

\*SPD@Tampines was opened on 30 June 2007

## Profile of Adult Rehabilitation Clients at SPD@Tampines

Age Range \ Diagnosis	16-24	25-34	35-44	45-54	55-64	65-74	75 & above	Subtotal	%
Amputee	0	0	0	0	1	1	0	2	2%
Cerebral Palsy	0	1	0	0	0	0	0	1	1%
Multiple Sclerosis	0	0	0	0	0	0	0	0	0%
Orthopaedic Conditions	0	1	0	0	0	1	2	4	3%
Parkinson's Disease	0	0	0	0	1	3	2	6	5%
Spinal Cord Injury	0	0	1	0	1	0	1	3	2%
Spinal Cord Related Diseases	0	0	0	1	1	2	0	4	3%
Stroke	1	1	4	11	11	15	17	60	50%
Traumatic Brain Injury	1	0	0	0	1	0	0	2	2%
Others	3	2	3	4	1	4	21	38	32%
Subtotal	5	5	8	16	17	26	43	120	100%
%	4%	4%	7%	13%	14%	22%	36%	100%	

## Profile of Paediatric Rehabilitation Clients at SPD@Tampines

Age Range \ Diagnosis	0-6	7-12	13-16	Subtotal	%
Autism Spectrum Disorder	27	32	1	60	39%
Global Developmental Delay	13	8	0	21	14%
Learning Disabilities	2	6	0	8	5%
Physical Disabilities	1	0	0	1	1%
Speech & Language Impairment	18	14	1	33	21%
Others	11	14	5	30	20%
Subtotal	72	74	7	153	100%
%	47%	48%	5%	100%	

# SPD ABILITY ENTERPRISE

## Enhancing Employability

At the SPD Ability Enterprise, we work towards maximising the potential of people with disabilities through vocational skills training and employment.

## Production Workshop

Bookbinding services at the Production Workshop (PWS) achieved a remarkable turnover of \$80,000, an increase of 20% compared to the previous year. In contrast, the demand for leather-bound photo albums reduced substantially as more people turned to digital methods to save images.



Looking forward, we aim to replace the sale of albums with that of lifestyle gifts which saw a 100% increase in sales, achieving over \$30,000.

## Multimedia Centre

The core business of the Multimedia Centre (MMC) continued to be web and graphic designing and production of flash animation and seasons' greeting cards.

The MMC performed well in the year with revenue exceeding the target. This affirms the potential for growth for the centre and we envisage that this will open up new opportunities for the gainful employment of more people with disabilities under this programme.

With the prize money of \$15,000 won from the previous year's The Pitch by the National Volunteer and Philanthropy Centre (NVPC), we were able to acquire upgraded computer systems and software, allowing the designers to work more effectively and thereby, providing more jobs and opportunities for people with disabilities in the areas of web and graphic design.

In appreciation of their support in providing reliable transport for people with disabilities, MMC continued to offer free e-filing services to taxi drivers. e-Filing was done for a total of 1,084 drivers, securing us IRAS' Top e-Filing Centre award for the fifth year running.



A first of its kind, the 'Glimpses of Singapore – A Photographic Journal by People with Physical Disabilities, 31 December 2008' coffee table book was launched on 27 February 2009 at the University of Nevada Las Vegas. The pictures in the book were taken by 12 people with physical disabilities from SPD who took part in 'My Viewfinder', a photography event organised by DASE and Eye é City which was held on the last day of 2008.

## Sheltered Workshop

Owing to the economic slowdown in the second half of 2008, the volume of works at the Sheltered Workshop shrank substantially. Shipments of electronic parts for packaging were reduced drastically and sub-contract work from other sources was downsized. The overall revenue fell by 45%. It was good news therefore when the Sheltered Workshop was awarded the job of sorting and packing old magazines for sale by the National Library Board for the fourth year running.

# IT APPRENTICESHIP PROGRAMME



## Technology Increases Employability

The IT Apprenticeship Programme (ITAP) was officially launched on 3 July 2008 together with the Infocomm Accessibility Centre. A complementing service of the centre, the programme provides relevant and practical IT skills training to enhance the employability of people across disability types. Apprenticeship training is provided in the areas of corporate, multimedia and audio-visual services.

ITAP training consists of competency training, commercial projects and internship placements. Trainees undergo scenario-based training modules designed for both practice and assessment. The modular approach enables the trainees

to learn at their own pace.

In ITAP, the trainees engage in commercial projects under the guidance of professional trainers, which allows them to be exposed to work industry expectations while building up relevant work experience.

Internship placements are offered to trainees when available. ITAP's trainers continue to mentor trainees on such placements through regular site visits and coaching. Trainees who meet their employers' expectations have the opportunity to transit into employment.

Trainees recruited in the year included people with physical and sensory impairments, and intellectual and learning disabilities. Six trainees were placed in open employment in the first

year of operation.

Thirty-year-old Lee Pei Ling was one of them. Despite a muscle degenerating condition that limited the movement of her limbs, Pei Ling was able to fulfill her dream and land a job as a visual communications designer in the open market. The opportunity came about within seven months since she began training at ITAP in May 2008.

In the year ahead, we will look into developing new apprenticeship tracks in the areas of IT support and book-keeping to open more



	FY2008/2009
No. of trainees helped	41
No. of successful placements	6

\*The ITAP was officially launched on 3 July 2008



# SPECIALISED ASSISTIVE TECHNOLOGY CENTRE



Shin Hui was recommended a high tech language-based voice output device and received training on how to use it. She borrowed the device for trial at home and school and at the close of the year, was using it to communicate her wants and needs efficiently.

## Providing Opportunities, Unlocking Potentials

The Specialised Assistive Technology Centre (ATC) aims to unlock the potential of individuals with disabilities through the use of assistive technology (AT).

In the year, the centre attended to clients from four to 80 years old referred from VWOs, hospitals, mainstream schools, private centres and therapists. Ninety-five were placed on a one-off fast track where a few training sessions were necessary, and 32 on the extensive track where up to eight training or assessment sessions were needed before a prescription could be made.

Project AT for All (PATA) was started in April 2008 with the aim of modifying and adapting existing devices and fabricating those which are commercially unavailable to better fit the needs of people with disabilities. The project combined the guidance and clinical input of staff of the centre with the technical knowledge and expertise of professional and student volunteers in fabrication work. In the financial year, PATA received 65 projects and recruited 73 volunteers.

From August 2008 to April 2009, the Specialised ATC provided guidance to five third year NUS Department of Mechanical Engineering students on their project 'Toilet Transfer System for People with Severe Disabilities'. The centre was also invited to judge in the ITE-IBM Assistive Technology Design Competition 2009.

In collaboration with Microsoft Singapore and the IT Apprenticeship Programme (ITAP), text files were converted into DAISY (Digital Accessible Information System) format digital talking books using the Open XML platform available in Microsoft Word, with the aim of enabling individuals with print disability better ease of reading and navigation. The converted books were tested out by visually-impaired students from Ahmad Ibrahim Secondary School. The Specialised ATC and ITAP subsequently presented this project along with Microsoft at the Microsoft Interoperability Day on 28 April 2009.

In the year, seven workshops were conducted and 15 public education talks held to promote the use of AT. In August 2008, senior speech therapist Sarah Yong spoke at the International Society for Augmentative



and Alternative Communication (ISAAC) Biennial Conference held in Montreal, Canada. She presented a project in which we collaborated with the Rainbow Centre Margaret Drive School to integrate AT devices into classroom learning.

The Health Management International (HMI) engaged the centre to develop and deliver course contents for the module on AT for its WSQ Higher Certificate in Therapy Services. The first run was conducted on 16 and 17 March 2009 with 18 students at the SPD Ability Centre. Another two runs were scheduled for June and July 2009.

The AT Loan Library was launched on 3 July 2008 along with the Infocomm Accessibility Centre. A complementing service like ITAP, the library loans AT software and hardware devices to individuals with disabilities. This is beneficial for those seeking to try out a device in their everyday settings before making a decision to purchase, and for those whose devices are sent

for repair. The library served 38 clients by the end of the financial year.

At the close of the year, the Specialised ATC was appointed by NCSS as the Centre of Specialisation (COS) for AT. This appointment signified the increased recognition of the centre as a content developer, subject matter expert and trainer/consultant for other VWOs as well as lead agency in the area of AT for people with disabilities.

Following this, we will embark on a study of the needs, challenges and utilisation of AT in Singapore. The results from this research will be used for recommendations for future implementations of AT.

The data collection stage for research project 'Peer Mediated AAC Intervention in the Classroom', which we collaborated on with the Rainbow Centre Margaret Drive School in August 2007, was completed. At the close of the year, the data was in the final stages of analysis.

Preliminary findings showed evidence that children with communication difficulties could increase their communication competency if provided with a systematic language-based AT device for communication, much like what 12-year-old Han Shin Hui had demonstrated.

Shin Hui was diagnosed with Cutis Marmorata Telangiectica, a congenital neurocutaneous disorder characterised by a bluish marbling of the skin and venous organ abnormalities. She subsequently developed epilepsy, global developmental delay and glaucoma with partial loss in her left peripheral vision.

Shin Hui's difficulties in expressing herself often resulted in frustration and social and behavioral difficulties. Shin Hui was recommended a high tech language-based voice output device and received training on how to use it. She borrowed the device for trial at home and school and at the close of the year, was using it to communicate her wants and needs efficiently.

Plans for the new year for the centre include completing the research project and publishing the results, and further development as a COS. We also hope to further develop our AT services for the visually-impaired.



	FY2008/2009	FY2007/2008	FY2006/2007
No. of assessments	143	111	Over 100
No. of people helped	127	130	-
No. of training hours provided	1,084	-	1,198

# INFOCOMM ACCESSIBILITY CENTRE



## Bridging the Digital Divide

The Infocomm Accessibility Centre (IA Centre) provides IT training across disability types to bridge the digital divide and enhance the employability of people with disabilities.

The IA Centre started offering courses in April 2007 and was officially launched on 3 July 2008 at the SPD Ability Centre by Minister for Community Development, Youth and Sports Dr Vivian Balakrishnan.

In the year, the centre ran 27 basic courses and 19 intermediate ones. Two new technology labs were built, fully equipped with assistive technology devices, and six new training courses were introduced.

The centre became a certified training centre for Internet and Computing Core Certification (IC3) and was also accredited as a Certiport Test Centre for IC3, Adobe and the Microsoft Certified Application Specialist (MCAS) examinations.

One trainee who benefited from the certified training was 44-year-old Victor Sim. He completed the IT courses at the IA Centre successfully and became proficient in Excel, PowerPoint, Word, Photoshop and Dreamweaver. When he first enrolled in February 2008, Victor, who has chronic tophaceous gout and osteoporosis, was depressed at the difficulties he faced as a person with physical disabilities looking for a job.

He has since become more motivated after his training at the IA Centre.

In the year, an in-house trainer was also certified as a qualified MCAS Master Trainer.

An open house held on 17 October 2008 for Microsoft's partners and VWOs saw the launch of the Microsoft Unlimited Potential Scholarship and Training Grant.

The occasion was organised to showcase the centre which Microsoft's partners contributed to, and to introduce IA Centre's services to other VWOs. To date, four trainees were awarded the Microsoft Unlimited Potential Training Grant to sit for examinations, two of whom have passed.

To market the services of the IA Centre, booths were set up at various roadshows, most notably the NCSS 50<sup>th</sup> Anniversary Carnival in August 2008, and presentations held for VWOs to garner their support in sending their clients for IT training.

In the new year, we look towards providing more than 1,000 training places and to introducing new courses to benefit more people with disabilities.

	FY2008/2009	FY2007/2008
No. of training places offered	603	300
No. of people helped	226	108

\*The IA Centre was fully operational from its launch on 3 July 2008



# COMMUNICATIONS & ADVOCACY

## 亮点人生 真情无障爱

Breaking Barriers  
Unlocking Potentials



### Promoting Understanding

Since Wheelchair Accessible Buses (WABs) were introduced to the roads in 2006, there has been increasing confusion faced by some wheelchair-users who were refused boarding on public buses bearing the disabled-friendly label.

We collaborated with the Handicaps Welfare Association in October 2008 in submitting a letter to the media citing inconsistencies in the policies for the implementation of WABs. This prompted responses from the Land Transport Authority and SBS Transit and a commitment to making the transport system more accessible.

In the course of the year, we sent various other letters and commentaries to the media to improve the lives of people with disabilities in Singapore.

In May 2008, Today newspaper published our commentary on extending more help to community-based organisations to provide home-based services and reduce overall healthcare costs. We also advocated for the needs of people

with disabilities to be taken into account when discussions were rife in August on making sensitivity part of Singapore's value system.

In conjunction with International Day of Persons with Disabilities on 3 December 2008, we worked with the Today newspaper once again to publish yet another advocacy article calling for the removal of physical, social and mental barriers against people with disabilities. This was published amid the broadcast of a five-part info-educational series '亮点人生, 真情无障爱 Breaking Barriers, Unlocking Potentials' commissioned by SPD and made possible through the sponsorship of Lee Foundation and Chew How Teck Foundation.

The show, hosted by MediaCorp's Guo Liang and shown every Saturday over Channel 8 from 29 November to 27 December 2008 and again on Sundays from 8 February to 8 March 2009, featured the lives of 10 physically disabled people and the obstacles they overcame in everyday life.

The public education campaign addressed the misconception many

have that people with disabilities cannot be contributing members of the society. It highlighted the importance of identifying abilities and potential instead of focusing on limitations.

The series also generated greater awareness of the different services available in SPD to support and rehabilitate people with disabilities.





### Increasing Awareness

The department's objectives of managing public awareness and perception of SPD was crucial in the midst of growing public skepticism of charities. Functions included handling public and media enquiries and relations, producing corporate collaterals such as the quarterly newsletter ExtraPage and Annual Report, managing the corporate website, hosting visits and media engagement.

A new accessible website was launched on 3 July 2008 in conjunction with the opening of the Infocomm Accessibility Centre. With our services being extended to people

across disability types, this was an important advancement for greater inclusivity. In the year, the website received close to 190,000 visits.

Media solicitation for the info-educational series '亮点人生, 真情无障爱 Breaking Barriers, Unlocking Potentials' resulted in Sia Jin Zhu and her caregiver and sister Sharon Sia being featured in The New Paper on 15 December 2008. For her sacrifices in caring for her sister with congenital muscular dystrophy, Sharon Sia was subsequently voted The New Paper Hero of the Year.

The department looked into the design and installation of a corporate

showcase on the third floor walkway which gave SPD's visitors a better understanding of the organisation. The history, mission, programmes and services and goals were some of the information put up in the partly-sponsored showcase to help convey the corporate image and identity of SPD.

In the year, SPD Ability Centre at Tiong Bahru hosted over 300 visitors comprising mostly students, corporate supporters, VWO representatives, volunteers and foreign guests. SPD@Tampines hosted close to 30 visitors.

### Summary Coverage of SPD in Media from 1 April 2008 to 31 March 2009

	Articles/Broadcast Opportunities				
	No. of Occasions	English	Vernacular	Online	Others
Advocacy Platforms	20	53	44	11	-
Third Party Events	15	12	11	6	1
Solicited Opportunities	7	9	8	3	2
Unsolicited Opportunities	24	27	6	8	1
<b>Total</b>	<b>66</b>	<b>101</b>	<b>69</b>	<b>28</b>	<b>4</b>

# FUNDRAISING



## Effective and Efficient Fundraising

The Fundraising Department worked to establish the 'Breaking Barriers' branding to great effect this year. The branding was introduced in 2007 with the Breaking Barriers Walk.

The Breaking Barriers Pledge Card Collection saw more than 4,000 student and corporate volunteers helping, with 15 companies giving direct donations to support the cause. Close to \$100,000 was raised for the SPD Transport Subsidy Fund.

The Charity Hongbao Fundraising Drive, a collection among students during the Chinese New Year, was carried out in January 2009. Sixty-eight schools, kindergartens and childcare centres participated, raising \$109,000 to support SPD's services for children and youth.

We conducted our fourth flag day on 18 March 2009 with the warm support of more than 2,200 students, individuals, staff and beneficiaries.

About \$90,000 was raised through the one-day street collection.

Other fundraising efforts in the year included direct mail appeals to past donors and also to 1.1 million households via Singapore Power Services' utilities bill. SPD's monthly contribution programme, STAR (Share, Touch and Reach-out), and donation box collections remained a stable source of income for SPD.

As part of Microsoft's commitment to support the Infocomm Accessibility Centre over three years, the Microsoft Charity Futsal was organised which raised \$433,000 for the centre. The Bull Charge organised by the Singapore Exchange raised about \$100,000 for SPD's programmes and services for children and youth.

In celebration of Singapore's 43<sup>rd</sup> birthday, Starhub donated \$43,000 towards SPD's IT Apprenticeship Programme. ObTech Asia Pacific Pte Ltd continued its support for SPD by organising the charity golf for the third year running.

The Asia Pacific Breweries Foundation committed to two years' funding of the Groceries for Charity programme to provide basic food items to lower-income families SPD supported.

In the area of transport, the SMRT made a donation to SPD under its SMRT Gift of Mobility Programme, helping lower income clients pay their taxi fares.

To inspire confidence in the work of SPD, we will continue to build donor relations through bi-annual news updates of SPD's programmes and services and the progress of our clients in the coming year.



# VOLUNTEER MANAGEMENT



## To Build a Capable and Efficient Resource

The Volunteer Management Department works towards building a capable volunteer base to complement SPD's resources to meet services and programmes needs.

In the year, 8,484 volunteers provided help to SPD in many areas including administrative work, fundraising, befriending, home improvement,

social and recreational activities, modification of devices, hair-cutting services, groceries delivery and more.

Volunteers comprised students and individuals who signed up on their own or provided help through the companies they worked for. We saw more companies involving their employees in community work and more schools looking for service learning opportunities for their

students. Their consolidated efforts came up to about 11,684 volunteer sessions with each averaging three hours, translating to more than 35,000 hours given in service to SPD.

## Regular Programmes

The Groceries for Charity programme found a new sponsor in the Asia Pacific Breweries Foundation (APB Foundation). At the same time, APB also made a commitment to have its volunteers deliver groceries on a weekly basis to low-income families among SPD's clients.

Music therapy, a fortnightly programme for clients of the DAC, was led by volunteer Ms Frances Chua. Through the sessions, the clients learnt and practiced simple songs to build their confidence in vocal expressions. The sessions also enabled them to exercise their brain and memory functions, and helped to improve co-ordination and further encouraged physical involvement.

The Singapore SOKA Association volunteers' fortnightly visits remained a much anticipated activity for clients

...we saw more companies involving their employees in community work and more schools looking for service learning opportunities for their students. Their consolidated efforts came up to about 11,684 volunteer sessions...





of the DAC who enjoyed the infectious laughter, enthusiastic singing and delicious food that the volunteers brought.

Doctors from the Leong Clinic and volunteer hairstylists from Rieme Hair & Beauty Training Centre Pte Ltd and Taman Jurong Community Club faithfully provided the much-needed services for our clients, helping them to keep personal expenses down.

Volunteers helping out in DAC's swimming programme turned up every Friday to bring the clients to the swimming pool as part of their therapy. On a regular basis, the Freedom Adventure Club also organised fun and exciting activities for children with disabilities helped by SPD.

Employee volunteers of the Hongkong and Shanghai Banking Corporation Limited committed to the weekly Horse Riding Programme and also organised a cupcake-making workshop for SPD's younger clients in September 2008.

### Ad-hoc Programmes

More than 2,200 volunteers, comprising mainly students, were engaged in street collection of donations for SPD Flag Day on 18 March 2009.

Supporting SPD for the fourth year running, members of the Char Yong (Dabu) Association Youth Group gave our clients a treat with a trip on the Singapore Flyer in November 2008.

Microsoft Singapore took a step forward in employee volunteerism by bringing the children from SPD@Tampines' Paediatric Rehabilitation Programme for a swim and an outing to Kids' Explorer. This was part of the therapy programme planned by therapists of SPD@Tampines. Microsoft volunteers also helped to paint the house of a needy client and cleaned up the house of another.

To celebrate Singapore's 43<sup>rd</sup> birthday, Starhub invited our clients to a preview of the National Day Parade. Accompanied by Starhub volunteers, our clients were treated to a spectacular show and dinner to go with.

More corporate volunteers came forward to offer their services this year. Employees of Charles & Keith International Pte Ltd, The Timberland Company (Asia Pacific) Pte Ltd, United Premas Ltd, PeopleSearch Pte Ltd, FMC Technologies Singapore Pte Ltd and Siemens Singapore organised outings and parties for our clients in the year.

### Volunteer Well-Being

Continued efforts were made to foster closer relations with and among volunteers. This was done through two networking sessions comprising workshops on teambuilding and stress management.

Twelve volunteers received training at SSTI and NVPC to help them be more effective in their volunteer roles.

The annual volunteer appreciation party was organised at the Young Women's Christian Association (YWCA) where volunteers were treated to high tea, exciting games and performances.





# GOVERNANCE



In the year, we progressed from just creating awareness and understanding of 'governance', to execution and fulfillment, and ultimately making it a part of our culture and value system.

Good governance is taken seriously and the fulfillment and compliance will become a critical performance indicator for all staff, especially those in the senior management.





## Board of Management

At SPD's Annual General Meeting held on 23 August 2008, a new Board was elected to serve from 2008 to 2010. To facilitate the induction of the Board members, the management prepared a Board handbook containing information of our programmes and services, governance matters, key policies and procedures.

The handbook provided the Board members a better understanding of our work as well as helped to acquaint them with their roles and responsibilities.

In October 2008, the Board formalised two committees to assist it in its governance and operations. They were the:

### *Programme and Budget Committee*

The role of this committee was to assist the Board to screen, vet and advise on budget matters and programme initiatives as proposed by the management.

### *Audit Committee*

This committee was to assist the Board in ensuring that proper and appropriate internal control systems were put in place and documented, and to carry out periodic audit on controls, processes, key programmes and events.

On 17 June 2009, the Audit Committee met up with our auditors. Our auditors confirmed that they had found no major internal control issues during the audit for the financial year ended 31 March 2009.



Board Member	Designation for Term 2008-2010	Attendance at Board Meetings
Ms Chia Yong Yong	President	4 out of 6
Mr Koh Nai Teck, PBM	Vice President	5 out of 6
Ms Poh Hwee Hian	Honorary Treasurer	4 out of 6
Mr Soh Chee Keong, BBM	Honorary Assistant Treasurer	5 out of 6
Mr Kamalarajan Malaiyandi Chettiar	Member	4 out of 6
Mr Lee Han Yang, BBM	Member	3 out of 6
Mr Low Wong Fook	Co-opted Member	4 out of 6
Mr Seamus Ching-Chia Phan	Member (From 23 August 2008 to 22 February 2009)	2 out of 3
Mr See Cher	Immediate Past President (From 23 August 2008 to 5 January 2009) Member (Co-opted wef 5 January 2009)	6 out of 6
Mr Yeo Jeu Nam	Member	4 out of 6

### Scorecards

At our Organisation Excellence Day held in November 2008, we launched our corporate and divisional scorecards. These scorecards provided the management with a guiding framework towards achieving our mission and more importantly, allowed a more transparent and holistic way to monitor progress and outcome.

### Amendments to SPD's Constitution

At SPD's 44<sup>th</sup> Annual General Meeting held on 23 August 2008, members discussed and endorsed amendments to SPD's Constitution in the area of term limit for the Treasurer and its equivalent, in order to align it with the Code of Governance.

The amendments were subsequently approved by the NCSS and Registry of Societies and took effect from 17 December 2008.





## Salary Bands of Top Executives

The following table shows the annual basic salary banding of our top three key executives for the year:

Annual Basic Salary Range	No. of Executives
Less than \$100,000	2
\$100,000 - \$150,000	1

We adhere closely to the public sector bonus payout guidelines and quantum.

## Reserve Policy

We take a pragmatic approach to keeping reserves with a view to balance the immediate needs of our clients and our sustainability. National surveys show that many individual donors are from lower-middle and middle income groups and probably do not have huge savings themselves. With this in mind, we intend to

maintain our reserves at a level of no more than three years.

The reserves will help ensure financial stability and allow us to promote, develop and provide welfare programmes and services to people with physical disabilities. As at 31 March 2009, our reserves stood at about seven months.

Our Board regularly reviews our financial results/position via quarterly financial performance updates, forecasts, budgetary exercise and annual financial statements approval to ensure that we have adequate reserves to fulfill our continuing obligations.

## Code of Governance Evaluation Checklist for the year ended 31 March 2009

S/No	Code Description	Code ID	Compliance	Explanation (If Compliance in Progress, Not Complied or Not Applicable)
<b>BOARD GOVERNANCE</b>				
<b>Board Roles, Composition and Bye-laws</b>				
1	The Board is wholly independent from the paid executive management of the charity. Where paid staff are on the Board, they comprise not more than one-third of the Board.	1.1.2a	Complied	No staff sits on the Board.
2	Paid staff does not chair the Board.	1.1.2b	Complied	
3	There is a maximum term limit of four consecutive years for the Treasurer (or equivalent) position.	1.1.6	Complied	Maximum term is two terms, equivalent to four years.
4	The Board conducts self-evaluation to assess its performance and effectiveness.	1.1.10	Complied	
<b>Board Structure</b>				
5	There are Board committees (or designated Board members) with documented terms of reference in place to oversee the following areas, where appropriate: <ul style="list-style-type: none"> <li>a. Audit;</li> <li>b. Programmes and Services;</li> <li>c. Fundraising; (Applicable to IPCs &amp; Large Charities)</li> <li>d. Appointment/Nomination; (Applicable to IPCs &amp; Large Charities)</li> <li>e. Human Resource; (Applicable to IPCs &amp; Large Charities) and</li> <li>f. Investment (Applicable to Large IPCs).</li> </ul>	1.2.1	Complied	An audit committee was set up in October 2008.
<b>Board Meetings</b>				
6	The Board meets regularly (or as required by the governing document).	1.3.2	Complied	

<b>STRATEGIC PLANNING</b>				
<b>Vision &amp; Mission</b>				
7	The Board periodically approves and reviews the vision and mission of the charity. They are documented and communicated to the public or its members.	2.1.1	Complied	
<b>Operations Plan</b>				
8	The Board regularly approves and reviews a strategic/work plan for the charity to ensure that the activities are aligned to the charitable objectives.	2.2.2	Complied	
<b>CONFLICTS OF INTEREST</b>				
<b>Related Party Transaction</b>				
9	There are documented procedures for Board members or paid staff to declare conflicts of interest to the Board.	3.1.1	Complied	
10	Board member with conflicts of interest do not vote or participate in decision-making in the matter.	3.1.2	Complied	
<b>HUMAN RESOURCE MANAGEMENT</b>				
<b>Staff &amp; Volunteers</b>				
11	There are documented human resource policies approved by the Board for paid staff (and volunteers, where appropriate).	5.1.1	Complied	
12	There are systems for regular supervision, appraisal and personal development of the executive head, paid staff (and volunteers, where appropriate).	5.1.5	Complied	
13	No paid staff or Board member (where applicable) is involved in setting his own remuneration.	5.1.6	Complied	
14	There is a system to address grievances and resolve conflicts for staff and volunteers.	5.1.11	Complied	
<b>FINANCIAL MANAGEMENT &amp; CONTROLS</b>				
<b>Budget Planning &amp; Monitoring</b>				
15	The Board approves an annual budget for the charity's corporate and programme plans and monitors its budget expenditure regularly.	6.1.1	Complied	

<b>Operational Controls</b>				
16	The Board ensures periodic internal audit on controls, processes, key programmes and events.	6.2.2	Compliance in Progress	Our audit committee will roll out audit plans and system reviews over the next two years.
17	The charity ensures internal control systems are in place with documented procedures, approved by the Board, for financial matters.	6.2.3	Complied	With the formation of an audit committee, we will further tighten controls in more areas of control.
<b>Asset Management</b>				
18	The charity discloses its reserves policy in the annual report.	6.3.1	Compliance in Progress	We will disclose our reserve policy in the FY2008/2009 annual report (latest by 30 September 2009).
19	The charity invests its reserves, if the governing document permits, in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, where appropriate.	6.3.5	Complied	
<b>DISCLOSURE &amp; TRANSPARENCY</b>				
20	The charity makes available to its stakeholders an annual report. (Financial accounts are tabled at the Annual General Meeting, if required by the governing document).	8.1.1	Complied	
21	Board members are not remunerated for their Board services.	8.1.2a	Complied	
22	The charity discloses the exact remuneration and benefits received by each individual Board member in the annual report.	8.1.2b	Not Applicable	Board members are not remunerated.
23	The charity discloses annual remuneration of the top three key executives in salary bands of less than \$100,000, and subsequent bands of \$50,000 in the annual report.	8.1.3	Compliance in Progress	We will disclose the annual remuneration (basic salaries) of our top three key executives in the required salary bands in our FY2008/2009 annual report (latest by 30 September 2009).  Note: We adhere closely to the public sector bonus payout quantum.
<b>PUBLIC RELATIONS &amp; CORPORATE COMMUNICATIONS</b>				
24	The charity communicates its mission, programmes or activities to key stakeholders.	9.1.1	Complied	

# HUMAN RESOURCE



## Building a Quality and Committed Team

In the year, we pledged to implement fair employment practices, respecting cultures, recognising value diversity and aiming to provide a conducive environment that would unleash each employee's full potential.

In the year, 125 staff were employed in SPD, including 17 craftsmen in the Production Workshop and five staff in the Multimedia Centre.

The department advocated good governance in human resource practice to attract and retain quality staff. We also focused on developing a culture of continuous learning and development, giving the staff opportunities to undergo training and thereby enhancing individual and organisational capabilities.

## Staff Well-Being

We obtained the Workplace Health and Sports Promotion grant to bring in more workplace health, sports and physical activities for our staff. With this, the Staff Well-Being Committee organised events including a health screening, health talk, blood

donation drive and yoga classes. A Christmas party was held to foster team bonding.

The Annual Dinner was organised to the theme of 'Imperial Dinner' and held at Huang Ting Restaurant on 9 January 2009.





# TRANSPORT



An average of 120 trips were made daily, ferrying about 270 people with disabilities for various programmes and services in SPD.

The demand for transportation for the clients continued to rise in the year. As before, we outsourced our transport operations to a private transport operator.

An average of 120 trips were made daily, ferrying about 270 people with disabilities for various programmes and services in SPD.

Client safety was our core concern in the year. There was no compromise to road safety or client safety and throughout the year, we worked closely with the transport provider to enhance practices and policies with the aim of reducing transport accidents to zero.



# FINANCIAL STATEMENTS

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## STATEMENT BY THE BOARD OF MANAGEMENT

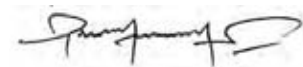
In the opinion of the Board of Management, the accompanying balance sheet, income and expenditure statement, statement of changes in funds and cash flow statement of the Society for the Physically Disabled ("the Society") together with the notes thereto are drawn up so as to give a true and fair view of the state of affairs of the Society as at 31 March 2009 and of the results of the activities, changes in funds and cash flows of the Society for the year then ended.

At the date of this statement there are reasonable grounds to believe that the Society will be able to pay its debts as and when they fall due.

On behalf of the Board of Management,



**CHIA YONG YONG**  
President



**POH HWEE HIAN**  
Honorary Treasurer

Singapore  
7 July 2009

# REPORT OF THE AUDITORS TO THE MEMBERS OF THE SOCIETY FOR THE PHYSICALLY DISABLED

(Registered in Singapore)

We have audited the accompanying financial statements of the Society for the Physically Disabled which comprise the balance sheet as at 31 March 2009, and the income and expenditure statement, statement of changes in funds and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

## Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Societies Act, Chapter 311 and the Singapore Financial Reporting Standards. This responsibility includes:

- (a) devising and maintaining a system of internal accounting controls sufficient to provide reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets;
- (b) selecting and applying appropriate accounting policies; and
- (c) making accounting estimates that are reasonable in the circumstances.

## Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance 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 entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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.

# REPORT OF THE AUDITORS TO THE MEMBERS OF THE SOCIETY FOR THE PHYSICALLY DISABLED

(Registered in Singapore)

## Opinion

In our opinion,

- (a) the financial statements are properly drawn up in accordance with the provisions of the Societies Act, Chapter 311 and Singapore Financial Reporting Standards so as to give true and fair view of the state of affairs of the Society as at 31 March 2009 and of the results, changes in funds and cash flows of the Society for the year ended on that date;
- (b) the accounting and other records have been properly kept.

During the course of our audit, nothing has come to our attention that caused us to believe that during the year:

- (i) the donation and other receipts of the Society were not used for approved projects and the purposes intended; and
- (ii) the 30% cap mentioned under Regulation 15 of the Charities Act (Chapter 37), Charities (Institutions Of A Public Character) Regulations 2007 as amended by the Charities Act (Chapter 37), Charities (Institutions Of A Public Character) (Amendment) Regulations 2008, has been exceeded.



**SUHAIMI SALLEH & ASSOCIATES**

Certified Public Accountants

Singapore  
7 July 2009

# BALANCE SHEET

AS AT 31 MARCH 2009

	Notes	2009 S\$	2008 S\$
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	6	5,966,617	6,803,815
Trade and other receivables	5	2,229,874	1,351,682
Prepayments		11,242	20,050
Inventories		40,756	38,133
		<u>8,248,489</u>	<u>8,213,680</u>
<b>Non-Current Assets</b>			
Property, plant and equipment	4	9,228,106	9,185,435
<b>Total Assets</b>		<u>17,476,595</u>	<u>17,399,115</u>
<b>Funds and Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	7	1,982,964	2,289,506
<b>Non-Current Liabilities</b>			
Deferred capital donations and grants	8	8,407,815	8,264,730
<b>Funds</b>			
Accumulated general fund	3a	6,060,396	5,812,617
Lee Boon Huat education fund	3b	131,606	130,142
Sinking fund	3c	893,814	883,870
SPD-RCSW IT training fund	3d	-	18,250
		<u>7,085,816</u>	<u>6,844,879</u>
<b>Total Funds and Liabilities</b>		<u>17,476,595</u>	<u>17,399,115</u>

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

# INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	2009 S\$	2008 S\$
<b>Income</b>			
Grants and funding		<b>3,149,493</b>	2,476,464
Donations	12	<b>3,597,026</b>	5,631,510
Programme fees		<b>1,248,304</b>	1,324,063
Membership fees		<b>30</b>	320
Bank interest		<b>54,529</b>	128,864
Sales of work		<b>660,878</b>	903,897
Miscellaneous income		<b>36,923</b>	23,497
Amortisation of deferred capital donations and grants	8	<b>1,069,038</b>	710,871
		<b>9,816,221</b>	11,199,486
<b>Expenditure</b>			
Allowance for doubtful receivables		<b>3,213</b>	2,070
Bad debt written off		<b>11,874</b>	2,092
Bank charges		<b>1,883</b>	2,669
Communications		<b>52,438</b>	57,876
Depreciation of property, plant and equipment	4	<b>1,387,245</b>	956,388
Education grant		<b>130,813</b>	241,211
Expenses relating to sales of work	9	<b>630,147</b>	763,887
Fundraising cost	12	<b>152,390</b>	977,298
General insurance		<b>44,206</b>	47,234
Miscellaneous expenses		<b>39,357</b>	21,853
Professional fees		<b>56,162</b>	41,705
Property, plant and equipment written off		<b>1,848</b>	471
Property, plant and equipment expensed off		<b>286,663</b>	68,131
Public education expenses		<b>457,724</b>	385,619
Rental of equipment		<b>25,055</b>	24,831
Rental of premises		<b>19,723</b>	18,002
Repairs and maintenance:			
- Equipment		<b>8,940</b>	28,104
- Land and building		<b>228,447</b>	263,928
- Motor vehicles		<b>44,331</b>	54,707

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

# INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	2009 S\$	2008 S\$
<b>Expenditure (Cont'd)</b>			
Specific assistance to clients		<b>69,052</b>	30,715
Staff benefits		<b>85,628</b>	51,607
Staff recruitment		<b>11,156</b>	20,635
Staff salaries and related costs [includes CPF of S\$513,703 (2008 - \$512,898)]	10	<b>4,915,665</b>	4,861,268
Staff training		<b>53,454</b>	41,343
Subscription		<b>3,458</b>	-
Supplies and materials		<b>99,391</b>	122,933
Transport		<b>29,653</b>	28,314
Transport assistance to clients		<b>547,152</b>	510,258
Utilities		<b>166,764</b>	132,911
Volunteer development and recognition		<b>11,452</b>	6,592
		<b>9,575,284</b>	9,764,652
<b>Surplus for the Year</b>			
		<b>240,937</b>	1,434,834
Surplus allocated to:			
Accumulated general fund	3a	<b>247,779</b>	1,418,291
Lee Boon Huat education fund	3b	<b>1,464</b>	1,579
Sinking fund	3c	<b>9,944</b>	14,964
SPD-RCSW IT training fund	3d	<b>(18,250)</b>	-
		<b>240,937</b>	1,434,834

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



## STATEMENT OF CHANGES IN FUNDS

AS AT 31 MARCH 2009

	Accumulated Lee Boon Huat			SPD-RCSW IT	
	General	Education	Sinking	Training	Total
	Fund	Fund	Fund	Fund	
	S\$	S\$	S\$	S\$	S\$
Balance at 1 April 2007	4,394,326	128,563	868,906	18,250	5,410,045
Surplus for the year	1,418,291	1,579	14,964	–	1,434,834
Balance at 31 March 2008	5,812,617	130,142	883,870	18,250	6,844,879
<b>Balance at 1 April 2008</b>	<b>5,812,617</b>	<b>130,142</b>	<b>883,870</b>	<b>18,250</b>	<b>6,844,879</b>
<b>Surplus/(Deficit) for the year</b>	<b>247,779</b>	<b>1,464</b>	<b>9,944</b>	<b>(18,250)</b>	<b>240,937</b>
<b>Balance at 31 March 2009</b>	<b>6,060,396</b>	<b>131,606</b>	<b>893,814</b>	<b>–</b>	<b>7,085,816</b>

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

# CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	2009 S\$	2008 S\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Operating surplus for the year</b>		<b>240,937</b>	1,434,834
Adjustments for:			
Amortisation of deferred capital donations	8	<b>(1,069,038)</b>	(710,871)
Depreciation on property, plant and equipment	4	<b>1,387,245</b>	956,388
Donations-in-kind		-	(152,515)
Gift vouchers from donation-in-kind		-	200
Loss on disposal of property, plant and equipment		<b>1,848</b>	471
Interest income earned		<b>(54,529)</b>	(128,864)
Operating surplus before working capital changes		<b>506,463</b>	1,399,643
(Increase)/Decrease in inventories		<b>(2,623)</b>	24,321
(Increase) in operating receivables		<b>(886,621)</b>	(836,886)
(Decrease)/Increase in operating payables		<b>(306,542)</b>	791,783
<b>Net cash flows (used by)/generated from operations</b>		<b>(689,323)</b>	1,378,861
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest income received		<b>71,765</b>	137,979
Proceeds from disposal of property, plant and equipment		-	6,602
Purchase of property, plant and equipment	4	<b>(1,431,763)</b>	(1,268,059)
<b>Net cash used in investing activities</b>		<b>(1,359,998)</b>	(1,123,478)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Deferred capital donations received	8	<b>1,212,123</b>	605,819
<b>Net cash generated from financing activities</b>		<b>1,212,123</b>	605,819
<b>Net (decrease)/increase in cash and cash equivalents</b>		<b>(837,198)</b>	861,202
<b>Cash and cash equivalents brought forward</b>		<b>6,803,815</b>	5,942,613
<b>Cash and cash equivalents carried forward</b>	6	<b>5,966,617</b>	6,803,815
<b>Cash and cash equivalents carried forward comprise:</b>			
Cash in hand		<b>7,520</b>	7,600
Cash at bank		<b>1,408,029</b>	1,895,682
Fixed deposits		<b>4,551,068</b>	4,900,533
	6	<b>5,966,617</b>	6,803,815

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

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 1. GENERAL INFORMATION

The Society is registered under the Societies Act, Chapter 311 and is domiciled in the Republic of Singapore. Its Unique Entity No (UEN) is S64SS0052D.

The office of the Society is located at 2 Peng Nguan Street, SPD Ability Centre, Singapore 168955.

The principal activities of the Society are the promotion, development and provision of welfare programmes and services to people with physical disabilities, so as to develop their potential to the fullest.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Statement Of Compliance

The financial statements have been prepared in accordance with Singapore Financial Reporting Standards (FRS).

In the current financial year the Society has adopted all the new and revised FRSs and interpretation of FRS ("INT FRS") issued by the Accounting Standards Council that are relevant to its operation and effective for annual periods beginning on or after 1 April 2008. The adoption of these new/revised FRSs and INT FRSs has no material effect on the financial statements.

The Board of Management anticipate that the adoption of the new/revised FRS, INT FRS and amendments to FRSs that were issued at the date of authorisation of these financial statements but not yet effective until future periods will have no material impact on the financial statements of the Society in the period of their initial adoption.

### (b) Basis Of Preparation

The financial statements are expressed in Singapore dollars which is the Society's functional and presentation currency, and have been prepared on the historical cost basis except as disclosed in the accounting policies below.

The preparation of the Society's financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the reporting date. However, uncertainty about these assumptions and estimates could result in outcomes that could require a material adjustment to the carrying amount of the asset or liability affected in the future. They are assessed on an on-going basis and are based on experience and relevant factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### Judgements

In the process of applying the Society's accounting policies, management has made the following judgement, apart from those involving estimations, which has the most significant effect on the amounts recognised in the financial statements:

#### (i) Functional Currency

Management has determined that its functional currency is the Singapore dollar. It is the currency of the primary economic environment in which the Society operates.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (b) Basis Of Preparation (Cont'd)

#### Estimates and Assumptions

The key assumptions concerning the future and other key sources of estimation involving uncertainty at the balance sheet date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

#### (i) Estimated Useful Lives of Property, Plant and Equipment

Management determines the estimated useful lives and the related depreciation for its property, plant and equipment based on the period over which the property, plant and equipment are expected to provide economic benefits. Management's estimation of the useful lives of property, plant and equipment is based on collective assessment of industry practice, internal technical evaluation and experience with similar assets. These estimations are reviewed periodically and could change significantly due to physical wear and tear, technical or commercial obsolescence and legal or other limits on the use of property, plant and equipment and intangible assets. Management will increase the depreciation where useful lives are less than what have previously been estimated.

A reduction in the estimated useful lives of property, plant and equipment would increase recorded expenses and decrease non-current assets. The carrying value of property, plant and equipment as of 31 March 2009 and 2008 amounted to \$9,228,106 and \$9,185,435, respectively (see Note 4).

#### (ii) Estimated Allowance for Impairment

The Society assesses whether objective evidence of impairment exists for receivables that are individually significant, and collectively for receivables that are not individually significant. Allowance for impairment is maintained at a level considered adequate to provide for potentially uncollectible receivables.

Trade receivables as of 31 March 2009 and 2008, amounted to \$195,508 and \$316,519 with allowance for impairment of \$8,066 and \$4,853, respectively (see Note 5).

#### (iii) Net Realisable Value of Inventories

The Society writes down the cost of inventories whenever net realisable value of inventories becomes lower than cost due to damage, physical deterioration, obsolescence, changes in price levels or other causes. The lower of cost and net realisable value of inventories is reviewed on a regular basis to reflect the accurate valuation in the financial records. Inventory items identified to be obsolete and unusable are also written off and charged as expense for the period.

The carrying values of inventory amounted to \$40,756 and \$38,133 as of 31 March 2009 and 2008, respectively. There is no allowance for inventory obsolescence in 2009 and 2008.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (b) Basis Of Preparation (Cont'd)

#### Estimates and Assumptions (Cont'd)

#### (iv) Impairment of Non-Financial Assets

FRS requires that an impairment review be performed when certain impairment indicators are present.

Property, plant and equipment are subject to impairment test or whenever there is a strong indication that the asset is impaired.

Management is required to make estimates and assumptions to determine the future cash flows to be generated from the continued use and ultimate disposition of these assets in order to determine the value of these assets. While the Society believes that the assumptions used are reasonable and appropriate, these estimates and assumptions can materially affect the financial statements. Future adverse events may cause management to conclude that the affected assets are impaired and may have a material impact on the financial condition and results of operation of the Society.

The carrying values of property, plant and equipment as of 31 March 2009 and 2008 amounted to \$9,228,106 and \$9,185,435, respectively (see Note 4).

There are no provisions for impairment losses recognised in 2009 and 2008.

### (c) Financial Assets

Financial assets are recognised on the balance sheet when, and only when, the Society becomes a party to the contractual provisions of the financial instrument.

Non-derivative financial assets with fixed or determinable payments that are not quoted in an active market are classified as loans and receivables. Such assets are carried at amortised cost using the effective interest method. Gains and losses are recognised in income and expenditure statement when the loans and receivables are derecognised or impaired, as well as through the amortisation process.

### (d) Financial Liabilities

Financial liabilities include accruals and other current liabilities. Financial liabilities are recognised on the balance sheet when, and only when, the Society becomes a party to the contractual provisions of the financial instrument. Financial liabilities are initially recognised at fair value of consideration received less directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method.

Gains and losses are recognised in the income and expenditure statement when the liabilities are derecognised as well as through the amortisation process. The liabilities are derecognised when the obligation under the liability is discharged or cancelled or expired.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (e) Impairment Of Financial Assets

The Society assesses at each balance sheet date whether there is any objective evidence that a financial asset or group of financial assets is impaired.

If there is objective evidence that an impairment loss on loans and receivables carried at amortised costs has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. The carrying amount of the assets is reduced through the use of an allowance account. The amount of the loss is recognised in the income and expenditure statement.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed. Any subsequent reversal of an impairment loss is recognised in the income and expenditure statement, to the extent that the carrying value of the assets does not exceed its amortised cost at the reversal date.

### (f) Derecognition Of Financial Assets And Financial Liabilities

A financial asset is derecognised where the contractual rights to receive cash flows from the asset have expired.

On derecognition of a financial asset, the difference between the carrying amount and the sum of the consideration received is recognised in the income and expenditure statement.

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or has expired.

Where an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in the income and expenditure statement.

### (g) Cash And Cash Equivalents

Cash and cash equivalents comprise cash on hand, cash at bank and short-term, highly liquid investments that are readily convertible to known amount of cash which are subject to an insignificant risk of changes in value. These also include bank overdrafts that form an integral part of the Society's cash management.

### (h) Inventories

Inventories, comprising mainly raw materials for book-binding and photo albums and finished goods such as photo albums and hand-made notebooks, are valued at the lower of cost and net realisable value. Cost is determined on a first-in first-out basis. Allowance is made, where necessary for obsolete, slow-moving and defective inventory in arriving at the net realisable value. Net realisable value is the estimated selling price in the ordinary course of operations less the estimated costs necessary to make the sale.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (i) Property, Plant And Equipment

Property, plant and equipment are stated at cost, less accumulated depreciation and impairment losses if any. All items of property, plant and equipment are initially recorded at cost.

The initial cost of property, plant and equipment comprises its purchase price, including import duties and non-refundable purchase taxes and any direct attributable costs of bringing the asset to its working condition and location for intended use. Any trade discounts rebates are deducted in arriving at the purchase price. Expenditures incurred after the property, plant and equipment have been put into operation, such as repairs and maintenance and overhaul costs, are normally charged to the income and expenditure statement in the period in which the costs are incurred.

In situations where it can be clearly demonstrated that the expenditures have resulted in an increase in the future economic benefits expected to be obtained from the use of an item of property, plant and equipment beyond its original assessed standard of performance, the expenditures are capitalised as additional costs of property, plant and equipment.

Depreciation is computed on a straight-line basis over the estimated useful life of the assets as follows:

Leasehold building	12 - 25 years
Satellite centre	5 years
Machinery	10 years
Computer equipment	3 years
Electrical equipment	5 years
Motor vehicles	5 years
Office equipment, furniture and fittings	5 - 10 years
Assistive devices and technical aids	3 - 5 years

Fully depreciated property, plant and equipment are retained in the accounts until they are no longer in use.

The useful life and depreciation method are reviewed annually to ensure that the method and period of depreciation are consistent with the expected pattern of economic benefits from items of property, plant and equipment.

The gain or loss arising on disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amounts of the asset and is recognised in the income and expenditure statement.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (j) Impairment Of Non-Financial Assets (Cont'd)

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Whenever, the carrying amount of an asset exceeds its recoverable amount, an impairment loss is recognised in the income and expenditure statement.

Reversal of impairment losses recognised in prior years is recorded when there is an indication that the impairment losses recognised for the asset no longer exist or have decreased. The reversal is recorded in income. However, the increased carrying amount of an asset due to a reversal of an impairment loss is recognised to the extent it does not exceed the carrying amount that would have been determined (net of amortisation or depreciation) had no impairment loss been recognised for that asset in prior years.

### (k) Provisions

Provisions, if any, are recognised when the Society has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. If the effect of the time value of money is material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessment of the time value of money and, where appropriate, the risks specific to the liability. When discounting is used, the increase in the provision due to the passage of time is recognised as interest expense.

### (l) Contingencies

Contingent liabilities are not recognised in the financial statements. They are disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is not recognised in the financial statements but disclosed when an inflow of economic benefit is probable.

### (m) Government Grants

Grants from the government to meet the Society's operating expenses are recognised as income to match the related operating expenditure.

Operating grants are accounted for on the accrual basis.

### (n) Operating Leases

Leases of assets in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Rentals on operating leases are charged to the income and expenditure statement on a straight-line basis over the lease term. Lease incentives, if any, are recognised as an integral part of the net consideration agreed for the use of the leased asset. Penalty payments on early termination, if any, are recognised in the income and expenditure statement when incurred.



# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (o) Deferred Capital Donations And Grants

Deferred capital donations and grants represents:

- i) deferred capital fund transferred from building fund upon completion of the construction of building or at a distinct phase of the construction for the purpose of identifying the utilisation of building construction and its related expenditures, and
- ii) deferred capital fund received/receivable for purchase of property, plant and equipment.

Deferred capital donations and grants is systematically amortised to the income and expenditure statement over the estimated useful life of the relevant property, plant and equipment.

### (p) Recognition Of Income And Expenses

- i) Programme fees

Programme fees represent income from rendering of services to the disabled people. Such fees are recognised as income once the services are rendered.

- ii) Donations, grants and funding, and interest income

Donations are recognised on an accrual basis when the donations are committed to the Society.

Grants and funding are recorded on the accrual basis.

Interest income is accrued on a time proportioned basis using the effective interest method.

- iii) Expenses

Expenses are accounted for on the accrual basis.

### (q) Employee Benefits

- i) Pensions and other post employment benefits

The Society makes contribution to the Central Provident Fund scheme in Singapore, a defined contribution pension scheme. These contributions are recognised as an expense in the period in which the related service is performed.

- ii) Employee leaves entitlement

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for leave as a result of services rendered by employees up to the balance sheet date.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 3. FUNDS

### (a) Accumulated general fund

	2009 S\$	2008 S\$
Balance at beginning of year	5,812,617	4,394,326
Income	9,823,063	11,182,943
Amount utilised during the year	(9,575,284)	(9,764,652)
Surplus for the year	247,779	1,418,291
Balance at end of year	<u>6,060,396</u>	<u>5,812,617</u>

The accumulated general fund is for the purpose of meeting operating expenses incurred by the Society. It comprises both solicited funds and funds received from the government and the National Council of Social Service as well as programme fees and other income.

### (b) Lee Boon Huat education fund

	2009 S\$	2008 S\$
Balance at the beginning of the year	130,142	128,563
Other income	1,464	1,579
Balance at end of year	<u>131,606</u>	<u>130,142</u>

The fund is for the provision of education assistance to needy and deserving disabled students or students with disabled parents.

### (c) Sinking fund

	2009 S\$	2008 S\$
Balance at beginning of year	883,870	868,906
Other income	9,944	14,964
Balance at end of year	<u>893,814</u>	<u>883,870</u>

The sinking fund is for the purpose of meeting cost of major repairs and replacements.

### (d) SPD-RCSW IT training fund

	2009 S\$	2008 S\$
Balance at beginning of year	18,250	18,250
Amount utilised during the year	(18,250)	-
Balance at end of year	<u>-</u>	<u>18,250</u>

This fund is designated to meet the IT training needs of the disabled people.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

### 4. PROPERTY, PLANT AND EQUIPMENT

	Leasehold building S\$	Satellite centre S\$	Machinery S\$	Computer equipment S\$	Electrical equipment S\$	Motor vehicles S\$	Office equipment, furniture and fittings S\$	Assistive devices/ technical aids S\$	Total S\$
<b>Cost</b>									
At 1 April 2007	13,880,767	–	66,313	368,387	82,058	635,984	854,152	181,417	16,069,078
Additions (Purchases)	–	326,559	22,085	56,192	16,412	59,129	71,835	715,847	1,268,059
Additions (Donations-in-kind)	–	–	–	152,315	–	–	–	–	152,315
Disposals	–	–	(36,000)	(48,603)	(3,594)	(139,075)	(936)	–	(228,208)
<b>At 1 April 2008</b>	<b>13,880,767</b>	<b>326,559</b>	<b>52,398</b>	<b>528,291</b>	<b>94,876</b>	<b>556,038</b>	<b>925,051</b>	<b>897,264</b>	<b>17,261,244</b>
Additions (Purchases)	380,711	–	1,266	454,609	30,422	–	162,473	402,282	1,431,763
Additions (Donations-in-kind)	–	–	–	–	–	–	–	–	–
Disposals	–	–	(4,800)	–	(4,550)	–	(13,424)	–	(22,774)
<b>At 31 March 2009</b>	<b>14,261,478</b>	<b>326,559</b>	<b>48,864</b>	<b>982,900</b>	<b>120,748</b>	<b>556,038</b>	<b>1,074,100</b>	<b>1,299,546</b>	<b>18,670,233</b>
<b>Accumulated depreciation and impairment</b>									
At 1 April 2007	(5,686,483)	–	(51,110)	(272,840)	(59,486)	(472,723)	(656,429)	(141,484)	(7,340,555)
Addition: Depreciation	(626,506)	(54,427)	(4,487)	(60,821)	(8,679)	(68,951)	(46,949)	(85,568)	(956,388)
Less: Disposals	–	–	32,669	48,603	1,737	137,189	936	–	221,134
<b>At 1 April 2008</b>	<b>(6,312,989)</b>	<b>(54,427)</b>	<b>(22,928)</b>	<b>(285,058)</b>	<b>(66,428)</b>	<b>(404,485)</b>	<b>(702,442)</b>	<b>(227,052)</b>	<b>(8,075,809)</b>
Addition: Depreciation	(650,300)	(65,312)	(4,453)	(182,673)	(13,377)	(68,994)	(59,906)	(342,230)	(1,387,245)
Less: Disposals	–	–	4,800	–	2,703	–	13,424	–	20,927
<b>At 31 March 2009</b>	<b>(6,963,289)</b>	<b>(119,739)</b>	<b>(22,581)</b>	<b>(467,731)</b>	<b>(77,102)</b>	<b>(473,479)</b>	<b>(748,924)</b>	<b>(569,282)</b>	<b>(9,442,127)</b>
<b>Net carrying value</b>									
At 31 March 2008	7,567,778	272,132	29,470	243,233	28,448	151,553	222,609	670,212	9,185,435
<b>At 31 March 2009</b>	<b>7,298,189</b>	<b>206,820</b>	<b>26,283</b>	<b>515,169</b>	<b>43,646</b>	<b>82,559</b>	<b>325,176</b>	<b>730,264</b>	<b>9,228,106</b>

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 5. TRADE AND OTHER RECEIVABLES

	2009 S\$	2008 S\$
Trade receivables	195,508	316,519
Allowance for impairment	<b>(8,066)</b>	(4,853)
	<b>187,442</b>	311,666
Grant receivable	<b>1,893,363</b>	843,534
Deposits and other receivables	<b>149,069</b>	196,482
	<b><u>2,229,874</u></b>	<b><u>1,351,682</u></b>

## 6. CASH AND CASH EQUIVALENTS

	2009 S\$	2008 S\$
Cash in hand	7,520	7,600
Cash at bank	<b>1,408,029</b>	1,895,682
Fixed deposits	<b>4,551,068</b>	4,900,533
	<b><u>5,966,617</u></b>	<b><u>6,803,815</u></b>

## 7. TRADE AND OTHER PAYABLES

	2009 S\$	2008 S\$
Trade payables	<b>332,944</b>	152,417
Other payables	<b>33,520</b>	27,336
Advance receipts	<b>812,918</b>	1,256,677
Accruals	<b>802,782</b>	852,926
Deposits received	<b>800</b>	150
	<b><u>1,982,964</u></b>	<b><u>2,289,506</u></b>

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 8. DEFERRED CAPITAL DONATIONS AND GRANTS

	Building fund S\$	IDA grant S\$	MCYS grant S\$	Tote Board grant S\$	Total S\$
<b>Cost</b>					
At 1 April 2007	14,568,321	–	–	–	14,568,321
Additions during the year	–	605,819	–	–	605,819
<b>At 31 March 2008 and 1 April 2008</b>	<b>14,568,321</b>	<b>605,819</b>	<b>–</b>	<b>–</b>	<b>15,174,140</b>
<b>Additions during the year</b>	<b>–</b>	<b>643,294</b>	<b>538,891</b>	<b>29,938</b>	<b>1,212,123</b>
<b>At 31 March 2009</b>	<b>14,568,321</b>	<b>1,249,113</b>	<b>538,891</b>	<b>29,938</b>	<b>16,386,263</b>
<b>Accumulated amortisation</b>					
At 1 April 2007	(6,198,539)	–	–	–	(6,198,539)
Amortisation during the year	(661,030)	(49,841)	–	–	(710,871)
<b>At 31 March 2008 and 1 April 2008</b>	<b>(6,859,569)</b>	<b>(49,841)</b>	<b>–</b>	<b>–</b>	<b>(6,909,410)</b>
<b>Amortisation during the year</b>	<b>(661,030)</b>	<b>(358,324)</b>	<b>(47,069)</b>	<b>(2,615)</b>	<b>(1,069,038)</b>
<b>At 31 March 2009</b>	<b>(7,520,599)</b>	<b>(408,165)</b>	<b>(47,069)</b>	<b>(2,615)</b>	<b>(7,978,448)</b>
<b>Net carrying value</b>					
At 31 March 2008	7,708,752	555,978	–	–	8,264,730
<b>At 31 March 2009</b>	<b>7,047,722</b>	<b>840,948</b>	<b>491,822</b>	<b>27,323</b>	<b>8,407,815</b>

- a) Deferred capital donations and grants for building refers to deferred capital fund transferred from building fund upon completion of the construction of building.
- b) Infocomm Development Authority of Singapore (IDA) has awarded the Society a grant to set up an Infocomm Accessibility Centre (IA Centre). This grant spans across three years. It covers both capital and operating expenditure. The capital portion, incurred to date is reflected above and the operating expenditure portion has been included in the income and expenditure statement.

This centre is set up to provide training in infocomm technology across disability types, including physical disabilities, sensory impairments and developmental disabilities. It is equipped with a wide range of assistive technology devices to help people with special needs to overcome their limitations.

- c) The Ministry of Community Development, Youth and Sports (MCYS) and the Singapore Totalisator Board (Tote Board) co-funded the setup of the Society's Infocomm Technology Apprenticeship Programme (ITAP). The funding covers both capital and operating expenditure. The capital portion, incurred to date is reflected above and the operating expenditure portion has been included in the income and expenditure statement.

The Society's IT Apprenticeship Programme serves to bridge the gap between training and employment for people with disabilities. It provides on-the-job training and structured courses to equip trainees with the necessary skills set for employment.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 9. EXPENSES RELATING TO SALES OF WORK

	2009 S\$	2008 S\$
Cost of sales:		
Opening inventory	38,133	62,453
Purchases	133,441	193,401
Closing inventory	<u>(40,756)</u>	<u>(38,133)</u>
	<b>130,818</b>	217,721
Other expenses:		
Transport	53,304	49,027
Workers salaries and related cost [include CPF of \$17,771 (2008- \$17,042)]	<b>208,771</b>	190,663
Trainees' allowances	<b>206,826</b>	249,436
Trainees' and workers' benefit	<b>30,428</b>	57,040
	<b><u>630,147</u></b>	<b><u>763,887</u></b>

## 10. STAFF SALARIES AND RELATED COSTS

Included in staff salaries and related costs is key management remuneration and key management employer CPF amounting to S\$714,437 (2008 - S\$822,033) and S\$69,105 (2008 - S\$80,927) respectively.

## 11. OPERATING LEASE COMMITMENTS

At the balance sheet date, the Society was committed to making the following lease rental payments under non-cancellable operating leases for office equipment:

	2009 S\$	2008 S\$
Not later than one year	18,417	8,652
Later than one year and not later than five years	<b>59,154</b>	13,115
	<b><u>77,571</u></b>	<b><u>21,767</u></b>

## 12. DONATIONS

	2009 S\$	2008 S\$
Gross donations and sponsorships	<b>3,597,026</b>	5,631,510
Direct cost of fund raising expenses	<b>(152,390)</b>	(977,298)
Percentage of direct fund raising expenses over gross donations and sponsorships	<b>4%</b>	17%

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

## 13. FINANCIAL RISK MANAGEMENT

The Society does not have any written risk management policies and guidelines and does not use derivative and other instrument in its risk management activities.

### Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

As at balance sheet date, there were no significant concentrations of credit risk. Cash is placed with financial institution of good standing. The maximum exposure to credit risk is represented by the carrying amount of each financial asset as indicated in the balance sheet.

### Interest rate risk

The Society's exposure to market risk for changes in interest rates relates primarily to interest-bearing deposit placed with financial institutions. The Society's policy is to place surplus funds in fixed deposits at favourable interest with financial institutions in Singapore.

### Foreign currency risk

The Society's operational activities are carried out in Singapore dollar, which is the functional currency. Majority of the transaction are paid for in local currency. There is minimal exposure to any risk arising from movement in foreign currencies exchange rates, as the Society has no significant transaction in foreign currency.

### Liquidity risk

The Society's liquidity risk is minimal as it maintains sufficient funds to meet its committed liabilities.

## 14. FINANCIAL INSTRUMENTS

### Fair value

The carrying amounts of the financial assets and financial liabilities as reflected in the balance sheet approximate their respective fair values.

The Society does not anticipate that the carrying amounts recorded at balance sheet date would be significantly different from the values that would eventually be received or settled.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2009

#### **15. DONATIONS / GRANTS AND SPONSORSHIP TO OTHER CHARITIES**

The Society did not provide any donations/grants and sponsorship to other charities during the financial year.

#### **16. TAX EXEMPT RECEIPTS**

During the financial year, the Society issued tax exempt receipts for donations collected amounting to S\$2,624,101 (2008: S\$5,648,154).

#### **17. RECOMMENDED ACCOUNTING PRACTICE 6 (RAP 6)**

The accounts of the Society have not been prepared in accordance with RAP 6 which is recommended for all charities in Singapore.

#### **18. AUTHORISATION OF FINANCIAL STATEMENTS**

The financial statements of the Society for the Physically Disabled for the year ended 31 March 2009 were authorised for issue by the Board of Management on 7 July 2009.



# OUR SUPPORTERS

## \$100,000 and above

- Asia Pacific Breweries Foundation
- Microsoft Singapore Pte Ltd
- National Infocomm Competency Centre (In members' Voluntary Liquidation)
- President's Challenge
- Singapore Exchange Limited (The Bull Charge 2008)
- Singapore Power Limited
- South East Community Development Council

## \$50,000 to \$99,999

- Chew How Teck Foundation

## \$10,000 to \$49,999

- Catholic Junior College
- DBS Bank Ltd
- Glencore Singapore Pte. Ltd.
- Hsieh Fu Hua
- Kuan Im Tng Temple (Joo Chiat)
- Lee Foundation, Singapore
- Lee Hsien Loong
- Lucy Seet Trust
- M + W Zander (S) Pte Ltd
- ObTech Asia Pacific Pte Ltd
- ObTech Asia Pacific Sdn Bhd
- SMRT Corporation Ltd
- StarHub Limited
- Tan Ean Kiam Foundation
- Tay Han Seng
- The Shaw Foundation Pte
- The Trustees of the Grace Shua and Jacob Ballas (English) Charitable Trust
- Vina Satiadhi

## \$5,000 to \$9,999

- AEB GmbH
- Centraland Limited
- Charles & Keith International Pte Ltd
- Chongzheng Primary School
- Hong Leong Foundation

- Hoy San Stevedoring Pte Ltd
- Joo Soon Hardware (Pte) Ltd
- Joseph Grimberg
- Lee Jackson
- Lee Kim Tah Foundation
- Li Heng Chemical Fibre - Technologies Ltd
- Ng Kin In Fiona
- Noble Resources Pte Ltd
- Nokia Pte Ltd
- Quek Robert
- Quek Ronnie
- Reuben Meyer Trust Fund
- SK Energy Asia Pte Ltd
- Tan Chin Tuan Foundation
- Tan Phek Wan
- Thomson Shin Min Foundation
- Tuas Pek Kong Keng Management Council
- WongPartnership LLP
- Yeap Lam Hai

## \$1,000 to \$4,999

- Alenu Group of Companies
- Ang Eng Hieang
- Ang Hwee Yang
- Asia Enterprises (Private) Limited
- Auric Pacific Group Limited
- Avnet Azure Pte Ltd
- Avnet Partner Solutions Pte Ltd
- Beijing 101 Hair Consultants Pte Ltd
- Boey Siok Kim Magdalene
- Bosch Rexroth Pte Ltd
- Cashew Chemicals Pte Ltd
- Cathay Photo Store Private Limited
- Centurion Investment Management Pte Ltd
- Chan Christine
- Chan Mei Lide
- Chan See Moi
- Chan Swee Yee
- Chang James Chee Kiong
- Charlie Company's 40th Anniversary Celebrations (6 April 2008)

- Chay Chin Leong
- Chay Oh Moh
- Cheah Hock Leong
- Chen Chean Nan Victor
- Cheng Jian Fenn
- Cheng Shih-Jung
- Cheong Wai Kun
- Cheong Yok Keat
- Chew Beng Eng Evelyn
- Chew Irene
- Chew Luck Choon
- Chia Swee Hoon
- Chiang Ging Seng
- Chiang Hock Seng Patrick
- Chiang Pik Wan Erica
- Chng Hwang Yang
- Chong Hong Kheong
- Chong Khee Yin
- Chong Ngee Chong
- Chong Pik Wan
- Choon Huat Engineering Pte Ltd
- Chow Pak Kin
- Chow Pei Pei Cindy
- Chua Boon Yiang
- Chua Buan Ling Alicia
- Chua Kim Chiu
- Chua Li-Wen
- Chua Saw Chin Jennifer
- Chung Pui Lan Pauline
- Chung Wing Keong
- Church of the Risen Christ
- Commerzbank International Trust (S) Ltd
- ConventionPro International
- Dilhan Pillay Sandrasegara
- Diong Yong Siong
- Elias Park Primary School
- Eng Kwee Chew
- Expandore Electronics Pte Ltd
- Fa Yew Construction Pte Ltd
- Fam Dulcie
- First DCS Pte Ltd
- FMC Technologies (S) Pte Ltd
- Foo Keong Tatt
- Fung Mabel
- Gan Seow Ann
- Goh Angeline

- Goh Guan Leong
- Goh Pi Lee Beverly
- Goh Tiam Hock Amos
- Gurbinder Singh
- Gwee Tiong Kee Ronald
- Hai Soon Diesel & Trading Pte Ltd
- Han Seng Juan
- Harry Elias
- Harry Elias Partnership
- Heng Cheng Mian
- Hewlett-Packard Singapore (Sales) Pte Ltd
- Ho Cheong Weng
- Hon Ivy Valerie
- Howe Teong Bin Ronald
- Hui Kim Hoong Francis
- Interlocal Exim Pte Ltd
- J M McCormack
- Jardine Cycle & Carriage Limited
- JCS
- Joanna Siy Cheng
- Joseph Yuvaraj Pillay
- Katsumoto Numata
- Keith De Vaz
- Keith Timimi
- Kenmoore Assets Pte Ltd
- Khiew Kim Choy
- Khoo Choon Tin
- Khoo Teck Chuan
- Kian Hong Cycles
- Lam Kim Meng
- Lars Sorensen
- Latiff Ibrahim
- Lee Ah Kok
- Lee Choon Bok
- Lee Huey Ling
- Lee Kok Choy
- Lee Mary B P
- Lee Pheng Hui Brian
- Lee Tuan
- Lee Wei Mun Edmund
- Lee Yih Chyi Yvonne
- Leng Ern Jee Temple
- Leong Khay Huay Kuan
- Leong Tuck Weng
- Leong Wai See
- Leong Yoke May
- Lew Yee Wan Elaine
- LH
- LHS Electronic Enterprise
- Liau Suzanne
- Lim Chin Hwee Damien
- Lim Kia Wee
- Lim Kim Huat
- Lim Leong Chuan
- Lim Oon Teik Eugene
- Lim Pin Pin
- Linn Yeh Ching
- Loh Kim Kang David
- Loh Loon Tong
- Loh Ser Kheng Dale Lincoln
- Loh Sin Gee
- Loi Boon Lee
- Looi Hwee Choo
- Luke Anne
- M P A Singapore
- M Ramaswami
- Mangala Vihara (Buddhist Temple)
- Matthew Lee
- McConnell Dowell South East Asia Pte Ltd
- McGallen & Bolden Associates
- Meghal P Muranjan
- Mercator Lines (Singapore) Limited
- Merrill Lynch (Singapore) Pte Ltd
- Mitsui Sumitomo Insurance (Singapore) Pte Ltd
- Muk Siak Ling Veronica
- Muthu Arusu
- Nam Ann Siang Theon
- Neo Chye Lian Nancy
- Netherlands Charity Association
- Ng Eng Khin
- Ng Eng Seng
- Ng Lian Chian
- Ng Seok Lau
- Ng Siok Poh
- NTUC Fairprice Foundation Ltd
- OES Construction Pte Ltd
- Ong Beng Guek
- Ong Chin Sing
- Ong Gelene
- Ong Kheng Lu Lucille Frances
- Ong Mong Siang
- PACC Ship Managers Pte Ltd
- Petrojaya Marine Sdn Bhd
- Poh Beng Wee
- Precise Tooling System
- Prof Michael A Witt
- Prof Kiang Ai Kim
- Puat Jit Buddhist Temple
- Raffles Girls' Primary School
- Raymond Chu Hwa Teck
- Regain Industry & Engineering Pte Ltd
- Ricoh (Singapore) Pte Ltd
- Roger John Dyer
- SBS Transit Ltd
- Seck Wai Kwong
- See Cher
- Seet Iris
- Seok Keng Hoe Sylvia
- Seu Teck Sean Tong Yiang Sin Sia
- Shenton Investment Pte Ltd
- Sim Hak Khiang
- Sim Kim Lian
- SNPL Charity Fund
- Soh Kim Chua
- StarHub Cable Vision Ltd
- Tam Chee Chong
- Tampines Chinese Temple
- Tan Beng Soon
- Tan Chin Kok Jim
- Tan Eng Keng
- Tan Gek Tiang
- Tan Geok Lan Jenny
- Tan Gim Choo
- Tan Kee Soon
- Tan Ley Kiang
- Tan Li Mien
- Tan Mary
- Tan Molly
- Tan Roy
- Tan See Hong
- Tat Hong Heavy Equipment Pte Ltd
- Tay Chee Kwong
- Tay Chuan Yao
- Temasek Holdings
- Teo Hong Lim
- Tet Alliance Asia Pte Ltd
- The late Ms Lee Lay Kah
- Thirunanam Agasthian
- Thong Chee Kong
- Thong Teck Sian Tong Lian Sin Sia
- Tian Jin Restaurant Pte Ltd
- Toh Hong Huat
- Tow S Kim
- Trans-Orient Shipping Pte Ltd
- Tseng Charles
- United Overseas Bank Limited
- UOB Kay Hian Pte Ltd
- Uptron Pte Ltd
- Wong Chee Khin David

- Wong Chi Kong Thomas
- Wong Kim Feng
- Wong Kim Yin
- Wong Liang Ying
- Wong Sook Wah
- Wong Yung Guang Raymond
- Woon Tek Seng
- Woon Wee Hao
- Yan Kit Village Chinese Temple
- Yap On Koy
- Yap Peng Tuan
- Yek Tiew Chan
- Yeo Basil
- Yeo Rosy
- Yeo Wai Soon Kenny
- Yong Mao Holdings Ltd
- Yu Ming

### Supporters/Organisers of Events, Donations-in-Kind and Services Offered to SPD

- Alkhair Mosque
- ABC Children's Place
- Ai Tong School
- Anderson Junior College
- Anglo-Chinese School (Barker Road)
- Artifela Design
- Asia Pacific Breweries Foundation
- Big Apple Child Care & Development Centre
- Blangah Rise Primary School
- Boon Lay Secondary
- Bowen Secondary School
- Bukit Merah Secondary School
- Bukit Panjang Government High School
- Bukit Timah Primary School
- Bukit View Primary School
- Canberra Primary School
- Canberra Secondary School
- Catholic High School
- Cedar Girls' Secondary School
- Char Yong (Dabu) Association – Youth Group
- Charles & Keith International Pte Ltd
- Cherie Hearts @ Harbourfront Pte Ltd
- Cherie Hearts Bright Kidz Pte Ltd
- Cherie Hearts Child Care & Development Centre
- Cherie Hearts Child Development Pte Ltd
- Cherie Hearts Discovery School Pte Ltd
- Cherie Hearts Educare Pte Ltd (UB1)
- Cherie Hearts Educare Pte Ltd (UB2)
- Cherie Hearts Edukidz Pte Ltd
- Cherie Hearts Garden Of Joy Pte Ltd
- Cherie Hearts Junior Academy Pte Ltd
- Cherie Hearts Kids Cottage
- Cherie Hearts Kids Haven Pte Ltd
- Cherie Hearts Kidz Lodge Pte Ltd
- Cherie Hearts Kidz Paradise
- Cherie Hearts Kindercare Pte Ltd
- Cherie Hearts Learners' Cove
- Cherie Hearts Learning Hub
- Cherie Hearts Merryland Pte Ltd
- Cherie Hearts Nurture Cottage Pte Ltd
- Cherie Hearts Play House Pte Ltd (CL1)
- Cherie Hearts Play House Pte Ltd (CL2)
- Cherie Hearts Precious Tots Pte Ltd
- Cherie Hearts Preschool Pte Ltd
- Cherie Hearts School House Pte Ltd
- Cherie Hearts Treehouse Pte Ltd
- Chestnut Drive Secondary School
- CHIJ St. Theresa's Convent
- CHIJ St. Nicholas Girls' School
- Chua Chu Kang Secondary School
- Chung Cheng High School (Main)-NCC
- Chung Cheng High School (Main)-Chinese Chess
- Clementi Primary School
- Clementi Town Secondary School
- Coral Primary School
- Coral Secondary School
- Corporation Primary School
- CreativeLand
- Crescent Girls' School
- Crescent Girls' School (teachers)
- Curious Minds Childcare Pte Ltd
- Digital Inclusion
- Drew Ameroid (S) Pte Ltd
- Dunman High School
- Eager Beaver Schoolhouse Pte Ltd
- En Youth
- Eton House International
- Eton House Pre School Pte Ltd (Newton)
- Eton House Pre School Pte Ltd (Outram Rd)
- Eton House Pre School Pte Ltd (Vanda Rd)
- Eton House Pre School Pte Ltd (Whitley)
- Eureka Schoolhouse Pte Ltd
- Evergreen Primary School
- Fairfield Methodist Secondary School
- Farrer Park Primary School
- Fernvale Primary School
- FMC Technologies Singapore Pte Ltd
- Fuchun Secondary School
- Gan Eng Seng Primary School
- German European School Association Singapore
- Grace Child Development Centre
- Greenridge Primary School
- Happy Camper
- Heartyland Infant & Child Care Centre
- HSBC Ltd
- Hua Yi Secondary School
- Huamin Primary School
- Hwa Chong Institute
- Interest Group (Jane)
- ITE College Central (Bedok)
- ITE College Central (Yishun)
- ITE College West (Dover)
- ITE East
- ITE College Central (MacPherson)
- Joyland Child Care & Development Centre
- Junior Playworld Childcare
- Jurong Primary School
- Jurong Secondary School
- Juying Primary School
- Kheng Cheng School
- Kids Space Educare Pte Ltd
- Kinderland Preschool (Yio Chu Kang)
- Kranji Secondary School
- Kuo Chuan Presbyterian Primary School

- Leong Clinic
- Lianhua Primary School
- Linda Koh
- Little Footies Schoolhouse
- Mee Toh School
- Methodist Girls' School (Secondary)
- Microsoft Singapore Pte Ltd
- Milk & Honey Day Care Centre
- Montessori @ Graceland Pte Ltd
- Motorola
- MTV Networks Asia
- My First Classroom
- Nan Chiau High School
- Nan Chiau Primary School
- Nanyang Girls' High School
- Nanyang Girls' School (Citibank YMCA Youth for Causes 2008 -YOUth L08king Ahead)
- NatSteel Holdings
- Ngee Ann Polytechnic
- Ngee Ann Secondary School
- Northland Primary School
- NTUC Childcare Co-operative Ltd (Kallang Bahru)
- NTUC Childcare Co-operative Ltd (Sembawang Close)
- Nuture Tots Pre School Pte Ltd
- PCF Bedok Reservoir-Punggol Education Centre (Blk 713)
- PCF Bukit Gombak Sparkletots Infant Care And Childcare Centre
- PCF Cashew Education Centre (Blk 545)
- PCF Fengshan Education Centre (Blk 775)
- PCF Fengshan Sparkletots Child Care Centre (Blk 76)
- PCF Geylang Serai Education Centre (Blk 15)
- PCF Hong Kah North Education Centre (Blk 276D)
- PCF Hougang Education Centre (Blk 328)
- PCF Kampong Glam Education Centre (Blk 2)
- PCF Kampong Glam Education Centre (Blk 463)
- PCF Kampong Ubi-Kembangan Education Centre (Blk 311)
- PCF Kampong Ubi-Kembangan Education Centre (Blk 116)
- PCF Kolam Ayer Education Centre (Blk 59)
- PCF Kolam Ayer-Kallang Bahru Education Centre (Blk 64)
- PCF Kreta Ayer-Kim Seng Education Centre ( Blk 79)
- PCF Moulmein Education Centre (Blk 105)
- PCF Pasir Ris East Education Centre (Blk 197)
- PCF Pasir Ris East Education Centre (Blk 213)
- PCF Pasir Ris East Education Centre (Blk 216)
- PCF Pasir Ris East Education Centre (Blk 426)
- PCF Pasir Ris West Education Centre (Blk 517)
- PCF Pasir Ris West Education Centre (Blk 630)
- PCF Pasir Ris West Education Centre (Blk 738)
- PCF Pioneer Kindergarten
- PCF Punggol East Education Centre (Blk 124A)
- PCF Punggol North Education Centre (Blk 171B)
- PCF Punggol South Education Centre (Blk 535)
- PCF Tampines West Education Centre (Blk 140)
- PCF Tampines West Education Centre (Blk 803)
- PCF Tampines West Education Centre (Blk 887)
- PCF Tanjong Pagar Education Centre (Blk 2)
- PCF Telok Blangah Education Centre (Blk 78A)
- PCF Tiong Bahru Education Centre (Blk 130)
- PCF Tiong Bahru Education Centre (Blk 6)
- PCF Woodlands Education Centre (Blk 601)
- PCF Woodlands Education Centre (Blk 624B)
- PCF Woodlands Education Centre (Blk 652)
- PCF Woodlands Education Centre (Blk 824)
- PCF Woodlands Education Centre (Blk 853)
- PCF Woodlands Education Centre (Blk 875)
- PCF Woodlands Education Centre (Blk 899B)
- PCF Woodlands Sparkletots Childcare Centre (Blk 677)
- PCF Zhenghua Education Centre (Blk 620)
- PCF Zhenghua Education Centre (Blk528)
- Pei Hwa Secondary School
- Pentecost Methodist Church Kindergarten
- PeopleSearch Pte Ltd
- Ping Yi Secondary School
- Raffles Junior College
- Rieme Hair & Beauty Training Centre Pte Ltd
- Riverside Secondary School
- Saraswathy Kindergarten
- School Zone Pte Ltd
- Seng Kang Primary School
- Serangoon Secondary School
- Shuqun Primary School
- Siemens Pte Ltd (Industry Sector)
- Singapore Girls' Homes
- Singapore Polytechnic
- Singapore SOKA Association
- SmartGro Tiny Tots
- South East Community Development Council
- South View Primary School
- Singapore Civil Defence Force
- Singapore Institute of Manufacturing Technology
- St. Francis of Assisi Kindergarten (Boon Lay)
- St. Gabriel's Secondary School
- St. Hilda's Secondary School
- St. Joseph's Institution
- St. Margaret's Secondary School
- Sunny Grove Child Care & Educational Services
- Sunshine Schoolhouse
- Tai Pei Child Care Centre
- Taman Jurong Community Club
- Tanjong Katong Girls' School
- Temasek Junior College
- Temasek Polytechnic
- Temasek Secondary School
- The Pre-Schoolers Childcare & Development Centre Pte Ltd

- The Timberland Company (Asia Pacific) Pte Ltd
- United Premas Ltd
- Victoria Junior College
- Victoria Secondary School
- VocalHeart
- Wellington Primary School
- Wesley Child Development Centre
- Westview Primary School
- Westwood Secondary School
- Woodlands Ring Secondary School
- Xinghua Primary School
- Xishan Primary School
- Yayasan Mendaki
- Yew Tee Primary School
- Yio Chu Kang Secondary School
- Yu Neng Primary School
- Yuan Ching Secondary School
- Yuhua Secondary School
- Yusof Ishak Secondary School
- Yuying Secondary School
- Zhangde Primary School
- Zhonghua Primary School

We are unable to acknowledge all the help and support given to SPD in the year in these pages, but we sincerely thank all donors, volunteers, supporters, friends, and well-wishers who have given of themselves to make a difference in the lives of our clients.





2 Peng Nguan Street  
SPD Ability Centre  
Singapore 168955  
Telephone: 6579 0700  
Fax: 6323 7008  
E-mail: [information@spd.org.sg](mailto:information@spd.org.sg)  
Website: [www.spd.org.sg](http://www.spd.org.sg)