

NO BARRIERS





A SOCIETY THAT EMBRACES DIFFERENCES AND ACCEPTS VARYING ABILITIES

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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.



self-reliance



partnership

unlock potentials



accept

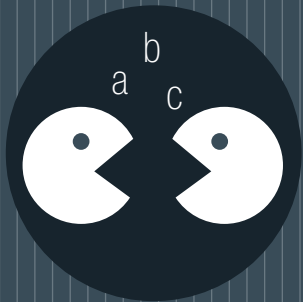


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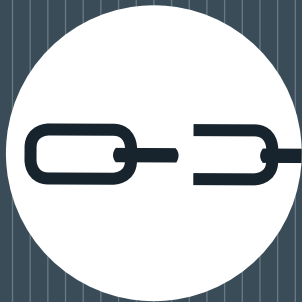


maximise abilities

integrate



break barriers

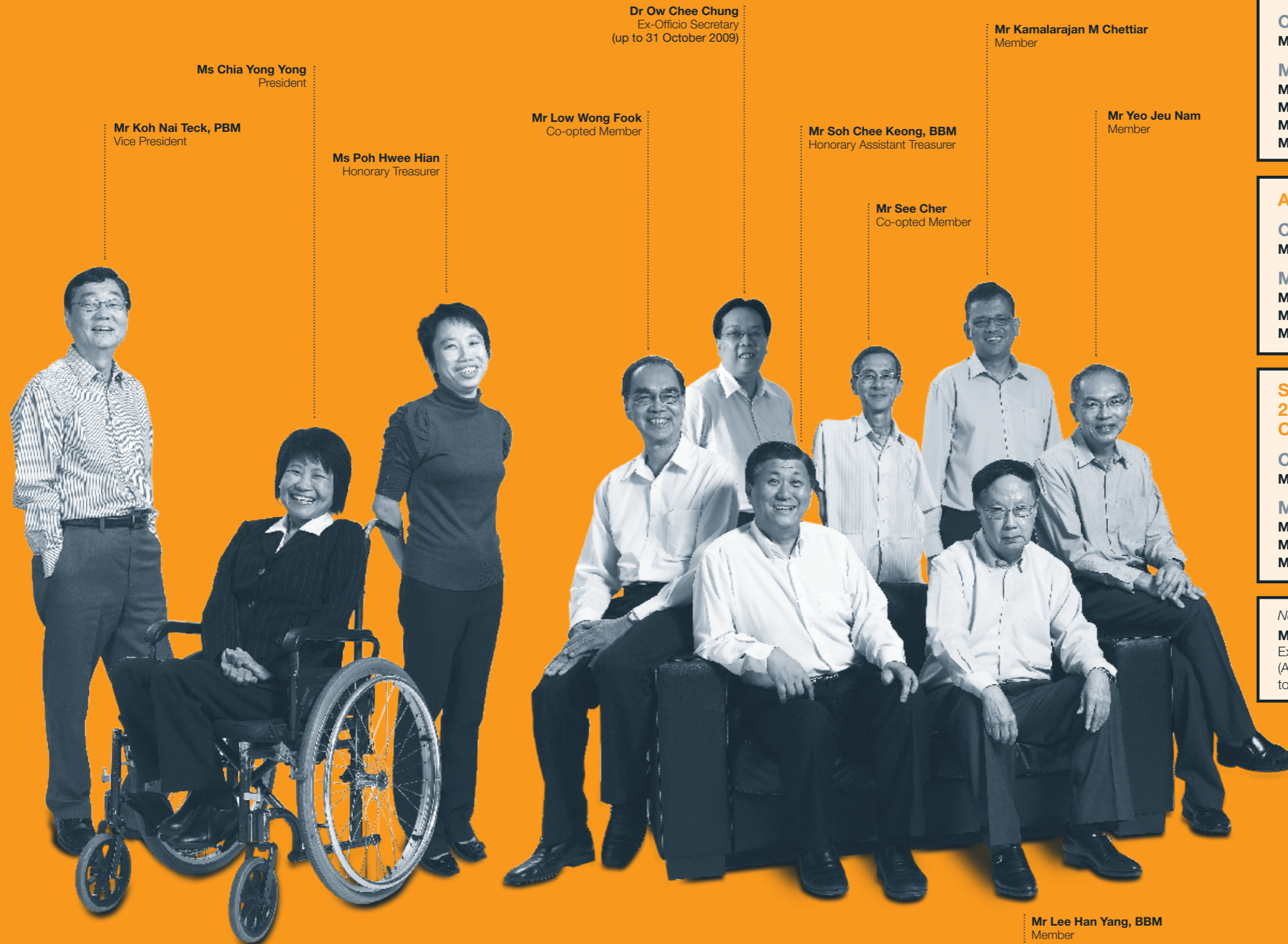


independence



a part of all

board of management



Ms Chia Yong Yong
President

Mr Koh Nai Teck, PBM
Vice President

Ms Poh Hwee Hian
Honorary Treasurer

Mr Low Wong Fook
Co-opted Member

Dr Ow Chee Chung
Ex-Officio Secretary
(up to 31 October 2009)

Mr Soh Chee Keong, BBM
Honorary Assistant Treasurer

Mr See Cher
Co-opted Member

Mr Kamalarajan M Chettiar
Member

Mr Yeo Jeu Nam
Member

Mr Lee Han Yang, BBM
Member

BUDGET AND PROGRAMME COMMITTEE

Chairman
Ms Chia Yong Yong

Members
Mr Koh Nai Teck, PBM
Mr Lee Han Yang, BBM
Ms Poh Hwee Hian
Mr Soh Chee Keong, BBM

AUDIT COMMITTEE

Chairman
Mr Low Wong Fook

Members
Mr Koh Nai Teck, PBM
Ms Poh Hwee Hian
Mr See Cher

SPD CHARITY SHOW 2009 ORGANISING COMMITTEE

Chairman
Ms Chia Yong Yong

Members
Mr Koh Nai Teck, PBM
Ms Poh Hwee Hian
Mr See Cher

Not in Photo
Ms Loi Boon Lee
Ex-Officio Secretary
(Acting from 1 November 2009
to 31 March 2010)

2009/2010

Divisions, Departments and Functions

Rehabilitation Services

ADULT REHABILITATION PROGRAMME

- Therapy services for neurological, orthopaedic and other medical/ surgical conditions
- Therapy@Home service
- Home assessment
- Caregiver training

PAEDIATRIC REHABILITATION PROGRAMME

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

SPD THERAPY HUB

(Services listed are provided to partner organisations)

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



SPD@TAMPINES

- Adult Rehabilitation Programme
- Paediatric Rehabilitation Programme
- Therapy@Home service
- Specialised Case Management Programme

DAY ACTIVITY CENTRE

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

DYSPHAGIA MANAGEMENT PROGRAMME

- Swallowing management programme for people with disabilities and elderly with swallowing difficulties

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
- Case management
- Learning and development programmes
- School integration support
- SPD Service Card
- SPD Youth Aspiration Award
- Tuition support



Ability Enterprise : Technology

PRODUCTION WORKSHOP

- Employment opportunities
- Bookbinding and book restoration
- Production of fabric- and leather-bound photo albums
- Production of notebooks, lifestyle gifts and greeting cards
- Sale of products in trade fairs and exhibitions

MULTIMEDIA CENTRE

- Web page design and maintenance
- Web hosting
- Domain registration
- Creation of electronic greeting cards
- Creation of digital art
- Data entry
- e-Filing of income tax returns for taxi drivers

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 (VWOs) to implement AT in their programmes and facilities
- Promotion of AT through collaborative efforts with Government agencies, schools and VWOs
- Adaptation and modification of existing devices and fabrication of devices that are not commercially available
- Co-ordination of promotions and public education efforts on AT

ASSISTIVE TECHNOLOGY LOAN LIBRARY

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

INFOCOMM ACCESSIBILITY CENTRE

- Provision of elementary to intermediate level IT training courses
- Collaboration with Government organisations and VWOs to promote IT literacy among people with disabilities
- Co-ordination of the NEU PC Programme under IDA
- Administration of Microsoft Unlimited Potential Scholarship Fund



Divisions, Departments and Functions



Vocational Training and Rehabilitation

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 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



**EMPLOYMENT
SUPPORT PROGRAMME**

(launched in March 2010)

- Promotion of employment and retention of people with disabilities in the open job market
- Provision of job matching and job placement services
- Provision of job support to assist clients in adapting to and coping with job scope and working environment



Community Partnerships

FUNDRAISING

- Implementation of fundraising programmes and projects through direct marketing, events and appeals
- Corporate partnerships
- Share, Touch And Reach-out (STAR) monthly donation programme
- Donation box drive

**COMMUNICATIONS
AND ADVOCACY**

- Public relations and publicity strategies
- Publications and other corporate print and audio-visual materials
- Corporate website and Facebook account
- 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
- Security and fire safety
- Dedicated transport service
- Membership



“When we **M** do
the best we
can, we never
know **what**
miracle is
wrought **in our**
life, or in the
life of another.”

 Helen Keller

NO 
BARRIERS 

president's review

Our financial year 2009/2010 held its fair share of highs and lows for SPD.

The year began on a high with a visit by Her Royal Highness Princess Maha Chakri Sirindhorn of the Kingdom of Thailand on 24 May 2009. She had come to further understand how SPD used technology to enable people with disabilities. Her Royal Highness toured our technology-related programmes, tried her hand at assistive technology software and gave the comprehensive range of technology services SPD provides for people with disabilities the thumbs-up.

It was another proud moment when the Specialised Assistive Technology Centre was appointed as a Centre of Specialisation by the National Council of Social Service in August. The appointment was a recognition of SPD as an assistive technology expert, able to build capability and provide advice, consultation and coaching to other agencies in assistive technology services.

New programmes launched in the year include the Dysphagia Management Programme, set up to address a service gap which we had identified in 2007. The community-based swallowing management programme provides professional speech therapy services to treat and manage swallowing difficulties in the elderly and people with disabilities.

Under the Vocational Training and Rehabilitation Division, the Employment Support Programme began providing job placement services and job support at the end of the financial year to help people with physical and sensory

disabilities. The pilot programme was made possible with funding from the National Council of Social Service. It is one of three centralised job placement/job support centres in Singapore.

On the fundraising front, we are happy to have met our target despite the slow down in donations since the economic crisis. What contributed greatly to the success was the SPD Charity Show <<真情无障爱>> which was staged for the second time. Another star-studded affair, the show, broadcast 'live' over MediaCorp's Channel U on 6 December 2009, raised \$3.3 million which helped significantly towards the overall fundraising target of \$4.6 million.

Our branding efforts over the years were recognised when SPD was named one of five winners of the Singapore Prestige Brand Award 2009 – Special Merit. The award recognises and honours Singapore brands that have successfully developed and managed their brands.

The demise of Emeritus Professor Kiang Ai Kim on 22 July 2009 was exceedingly sad for us. Since joining SPD in 1982, Prof Kiang had been a sincere and passionate force within SPD. Among his many significant contributions was the special attention he paid to the employment of people with disabilities. He will always be remembered.

The year also saw a change in the management team when Dr Ow Chee Chung, SPD's Executive Director since 2003, rejoined the government sector. Dr Ow, with his boundless energy and drive, had initiated the high performance management WOW! culture that helped propel

SPD's tremendous growth. He left behind a stable organisation boasting a competent staff to continue the good and professional work of SPD.

The many achievements we had were made possible because of the help rendered to us by various pockets in the community, not least the National Council of Social Service, Ministry of Community Development, Youth and Sports, Ministry of Health, Infocomm Development Authority of Singapore, other Government organisations, corporate partners, clients, volunteers, donors, and staff. I take this opportunity to thank everyone, including our Board of Management, for the support in the past year.

The year ahead will be one of consolidation for us, so that we can look within ourselves with the aim to deliver even more through our programmes and services. We look forward to your continued support as we work towards making tomorrow a better one for people with disabilities.



Chia Yong Yong (Ms)
President



The year ahead will be one of consolidation for us, so that we can look within ourselves with the aim to deliver even more through our programmes and services. We look forward to your continued support as we work towards making tomorrow a better one for people with disabilities.

corporate scorecard

VISION

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

MISSION

The Society for the Physically Disabled 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.

CORE VALUES

We are committed to our clients and mission. We place integrity as a key virtue and we strive to be caring and professional in our service delivery.

CUSTOMER
 'Breaking Barriers, Unlocking Potentials'
 (To serve 3,000 clients and have 3 rehabilitation centres by year 2010)

PARTNER OF CHOICE
 'Maximise and unlock clients' potentials towards independence through the provision of efficient quality services'

- Maintain 50% aided recall
- Have Individualised Care Plans (ICPs) with goal for achievement of potentials for 100% of the clients
- Achieve 90% customer satisfaction

A PART, NOT APART
 'Every disabled person is able to participate in all life domains'

- Improve public understanding of people with disabilities by 5% from NCSS' 2004 survey on attitudes and perceptions toward people with disabilities
- Attain more than 50% of respondents having a positive impression of people with disabilities

Programmes

TECHNOLOGY 'Unlock potentials of clients'	VOCATIONAL TRAINING & EMPLOYMENT 'Inclusion and participation in workforce'	ABILITY ENTERPRISE 'The alternate workforce'	PUBLIC EDUCATION & ADVOCACY 'Sustained public education'	COMMUNITY REHABILITATION (ADULT & CHILDREN) 'Partnering towards independence' 'An early start, a better tomorrow'
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Outcome Measurement

<ul style="list-style-type: none"> Have 75% of clients achieve 50% of their goals Have ICPs with both long term and short term goals for 100% of clients Achieve 90% customer satisfaction 	<ul style="list-style-type: none"> Have 12% of clients employable in social enterprise or open employment Meet Key Performance Indicators (KPIs) of funded programmes 	<ul style="list-style-type: none"> Provide supported employment for up to 25 clients Meet KPI of funding agencies Achieve 90% customer satisfaction 	<ul style="list-style-type: none"> To generate at least 200 media reports in the year with at least 20% touching on advocacy-related matters, and conduct 1 study every 2 to 3 years in the area of accessibility and inclusive society 	<ul style="list-style-type: none"> Have 75% of clients meet 50% of the goals set (written in the perspective of participation in life domains) in ICP Achieve 90% customer satisfaction
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Output

450 clients	280 clients	Sales revenue of \$504,000		2,550 clients
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Key Internal Processes

<p>BASIC QMS Have QMS for all departments which will be reviewed on a yearly basis</p>	<p>CRITICAL PROCESS To review and enhance current procedure for procurement</p>	<ul style="list-style-type: none"> To create a culture of continuous improvement Conduct 2 audits and 3 WITs projects a year
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Support Services

<p>HUMAN RESOURCE 'A quality & committed team'</p> <ul style="list-style-type: none"> Achieve less than 6% staff turnover rate Have 100% of professional staff qualified in their respective area of work Achieve 90% and above employee satisfaction 	<p>FINANCE 'Financially-viable organisation with sound corporate governance'</p> <ul style="list-style-type: none"> Achieve budget (within +/- 5% variance) Comply with statutory/funding regulations and requirements 	<p>IT 'Robust and reliable IT system'</p> <ul style="list-style-type: none"> Achieve 90% of uptime for essential applications Set up and streamline client clinical and financial information by 2010 	<p>COMMUNITY PARTNERSHIPS 'Partner of choice for community involvement'</p> <ul style="list-style-type: none"> Fulfillment rate of SPD fundraising needs Fulfillment rate of SPD volunteer needs
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rehabilitation Centre

Partnering Towards Independence



Mdm Ong Chia Kee, 37, suffered a stroke while giving birth to her baby boy in late 2009. When she first arrived at the SPD Rehabilitation Centre, she was unable to use her left arm and required assistance from her maid for most of her activities of daily living. After undergoing only four months of therapy, Chia Kee showed significant improvement and now requires minimal assistance in walking, toileting, transferring, showering and dressing herself. Today, she is most happy at being able to bottle-feed her baby boy independently.



The SPD Rehabilitation Centre is focused on providing affordable day rehabilitation services after acute care treatment at hospitals, and rehabilitation and support for people with physical disabilities. As in the case of Chia Kee, the centre helps to maximise clients' potential to work and live independently.

The Dysphagia Management Programme (DMP) was launched in October 2009. It was conceived following a survey we conducted in May 2007 among professionals working with the elderly which revealed insufficient speech therapy services for the elderly, limited knowledge among nursing home staff of how to manage clients with swallowing problems, and minimal access to dysphagia management services in intermediate- and long-term care (ILTC) facilities.

The DMP, the first community-based swallowing management programme, is supported by the Ministry of Health which funds a large part of the pilot programme for two years. Through the programme, we aim to help 250 people with swallowing difficulties and 250 caregivers and staff of ILTC facilities by October 2011.

In the year, SPD collaborated with St Luke's Hospital, St Andrew's



Community Hospital and Ang Mo Kio-Thye Hua Kwan Hospital in conducting the 'Reinventing Community Based Geriatric Rehabilitation: Embracing Changes, Moving Ahead' symposium held on 7 November 2009. The day-long event saw 150 participants from the ILTC and social service sectors gather at the SPD Ability Centre for a sharing session by specialists Dr Jenny Chung, Associate Professor at the Hong Kong Polytechnic University, and Ms Catherine Marie Hazzard from the United States of America, as well as local specialists

from the Singapore General Hospital and Changi General Hospital, and representatives from the Ministry of Health.

Staff from the centre also conducted 280 hours of training for students of the NITEC in Social Service course.

In the upcoming year, we aim to set up a more effective system for regular and systematic review of all clients and to implement a new fee structure for all internal and external therapy clients.

	FY2009/2010	FY2008/2009	FY2007/2008
No. of therapy sessions provided	8,783	9,257	9,631
No. of people helped	289	272	287



Profile of Adult Rehabilitation Clients at SPD Ability Centre

Diagnosis	Age Range							Subtotal	%
	16-24	25-34	35-44	45-54	55-64	65-74	75 & above		
Amputee	0	0	1	0	2	1	1	5	2%
Cerebral Palsy	10	15	4	4	0	0	0	33	11%
Motor Neurone Disease	0	0	0	0	1	1	0	2	1%
Multiple Sclerosis	0	0	1	1	0	0	1	3	1%
Orthopaedic Conditions	0	0	1	3	0	7	4	15	5%
Parkinson's Disease	0	0	0	1	1	1	2	5	2%
Spinal Cord Injury	1	1	4	3	3	3	1	16	6%
Spinal Cord Related Diseases	1	0	2	3	3	2	5	16	6%
Stroke	3	1	17	19	34	26	31	131	45%
Traumatic Brain Injury	1	6	1	2	1	0	1	12	4%
Others	4	7	8	6	9	6	11	51	17%
Subtotal	20	30	39	42	54	47	57	289	100%
%	7%	10%	13%	15%	19%	16%	20%	100%	

Referral Sources for Adult Rehabilitation Clients at SPD Ability Centre

Diagnosis	Referral Centre				Subtotal	%
	Hospitals/ Clinics	Agency for Integrated Care	Voluntary Welfare Organisations	Self- Referral		
Amputee	2	4	1	3	10	6%
Cerebral Palsy	1	0	1	1	3	2%
Cervical Spondylosis	0	0	0	0	0	0%
Dementia/Parkinson's Disease	1	6	0	0	7	4%
Motor Neurone Disease	0	1	0	1	2	1%
Orthopaedic Conditions	4	11	0	0	15	9%
Stroke	6	62	2	4	74	44%
Spinal Cord Injury	0	3	1	0	4	2%
Spinal Cord Related Diseases	0	9	0	2	11	7%
Traumatic Brain Injury	1	3	1	0	5	3%
Others	1	34	1	2	38	22%
Subtotal	16	133	7	13	169	100%
%	9%	79%	4%	8%	100%	

paediatric rehabilitation programme

An Early Start, a Better Tomorrow



Chan Wei Kit used to be uncomfortable at maintaining eye contact when communicating and had difficulty in vocalising and articulating certain sounds. He was also unable to focus on any one task for long.

The 4-year-old, diagnosed with developmental delay, started receiving fortnightly speech therapy at SPD from late 2007. His improvements following therapy have been significant. He is now able to hold a conversation using complete sentences and maintain his attention on any given task. Wei Kit is now waiting to be enrolled in a regular pre-school.



The Paediatric Rehabilitation Programme provides early support for special needs children such as Wei Kit to minimise the risk of their developing a long term disability. The programme complements the therapy services the child receives in his/her special school setting and supports children who attend mainstream education and who require continuous therapy services.



In the year, three workshops were conducted for caregivers to help them better understand and look into the needs of the charges under their care. Topics such as fine and gross motor skills, oro-motor skills

and handwriting skills were covered. For the year ahead, we will continue to develop specialised programmes such as the Sensory Integration Praxis Test and thereafter market

them to service users and referral agencies. We will also look at developing home exercise resources for caregivers.

	FY2009/2010	FY2008/2009	FY2007/2008
No. of therapy sessions provided	2,032	2,110	1,883
No. of people helped	147	146	143



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

Type of Service	No. of Therapy Sessions
Occupational Therapy	1,118
Speech Therapy	887
Home Therapy	27
Total	2,032

Profile of Paediatric Rehabilitation Clients at SPD Ability Centre

Diagnosis	Age Range			Subtotal	%
	0-6	7-12	13-16		
Autism Spectrum Disorder / Attention Deficit Hyperactivity Disorder	15	48	7	70	48%
Global Developmental Delay	8	18	0	26	18%
Learning Disabilities	0	2	1	3	2%
Physical Disabilities	0	4	4	8	5%
Speech and Language Impairment	7	16	2	25	17%
Others	2	10	3	15	10%
Subtotal	32	98	17	147	100%
%	22%	67%	11%	100%	

Referral Sources for Paediatric Rehabilitation Clients at SPD Ability Centre

Diagnosis	Referral Source			Subtotal	%
	Hospitals / Clinic	Voluntary Welfare Organisation	Self-Referral		
Autism Spectrum Disorder	28	1	2	31	32%
Attention Deficit Hyperactivity Disorder	6	0	2	8	8%
Global Developmental Delay	22	2	3	27	28%
Speech and Language Impairment	12	1	2	15	16%
Physical Disabilities	2	0	0	2	2%
Others	12	0	2	14	14%
Subtotal	82	4	11	97	100%
%	85%	4%	11%	100%	

SPD therapy hub

A Partner of Choice for Quality Rehabilitation

The SPD Therapy Hub provides occupational therapy, physiotherapy and speech therapy services to various community organisations including special schools, day rehabilitation centres, nursing homes, and community hospitals.

During the year, the SPD Therapy Hub was appointed by the National Council of Social Service (NCSS) to provide clinical supervision to newly-graduated therapists, junior therapists, and foreign therapists. This is to ensure that they receive proper guidance and that they benefit from a more structured learning process, exchange of ideas, and professional support through the guidance of experienced therapists. The definitive supervision structure would help them to deal with challenges and obstacles that

occur in the course of their work, thereby equipping them with the level of competency needed to function professionally.

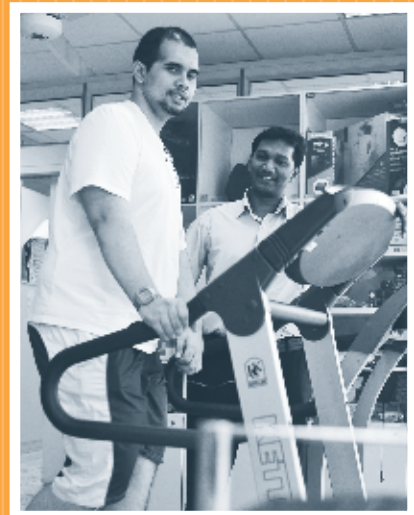
The SPD Therapy Hub served 1,244 clients from partner organisations, and 848 clients from programmes within SPD.

The preparation for the adoption of the Allied Health Bill in the near future would see a greater demand for quality and excellence in disciplines like physiotherapy, occupational therapy and speech therapy. The services of the SPD Therapy Hub will be of help to VWOs during this transition.

The SPD Therapy Hub will continue to grow and expand according to the needs of the community and interests of partner organisations.

INCLUDE

INTEGRATE



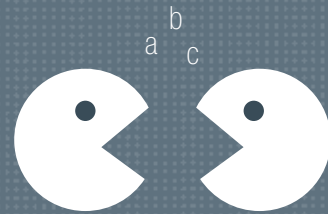
	FY2009/2010	FY2008/2009	FY2007/2008
No. of partner organisations served	23*	18*	19
No. of people helped	2,092**	1,879**	Over 1,400

* Number includes internal programmes and partner organisations

** Number includes clients served in internal programmes and partner organisations

day activity centre

Towards Greater Independence



Mdm Foo Fong Nguan was enrolled in SPD's Day Activity Centre in May 2009 and has shown great improvement since. The 41-year-old stroke survivor received training in activities of daily living and pre-vocational and community living skills. Fong Nguan is now able to go about some of her daily activities, such as toileting, without any assistance from her maid. Formerly introverted, she has grown more confident, initiating conversations without needing prompts. To enhance her communication skills, Fong Nguan has started writing the synopsis of shows she has watched and sharing them with her family.



The Day Activity Centre (DAC) provides care and training opportunities in simple life skills for people with disabilities, based on their abilities and needs, in order to help them achieve their highest level of functioning. Leaving their child/ward in the care of the DAC, caregivers also get respite from their caregiving duties so they can work or pursue their own interests without worry.

The DAC provides training in activities of daily living, pre-vocational skills, community living skills and socio-recreational skills. DAC clients go for regular outings including visits to the nearby market and shopping centre as well as weekly trips to the swimming pool and library.

As in previous years, a case conference was held between the training officers, occupational therapists, case management officers and the clients and caregivers in the course of the year to discuss the clients' progress. Case reviews were held in June and December between staff and therapists to discuss and review individual client's progress.

In the last quarter of 2009, a survey was held with caregivers to find out their level of satisfaction with DAC's services. Out of 51 survey forms distributed, 45 responses were received with 82% of caregivers indicating satisfaction with the services provided by DAC.

The DAC will continue to provide quality training and at the close of the year, was also working with a volunteer to develop a music training programme for the clients to be held twice a month to prepare them for performances at future internal events. A sports event aimed at promoting wellness will be organised in the next financial year.





	FY2009/2010	FY2008/2009	FY2007/2008
No. of training hours provided	10,800	10,668.5	11,250
No. of people helped	57	54	58

Training Conducted at DAC

Area of Training	No. of Hours
Activities of Daily Living	2,955.5
Pre-Vocational Skills	2,807.5
Community Living Skills	2,439
Socio-Recreational Skills	2,598
Total	10,800



Profile of DAC Clients

Age Range \ Diagnosis	16-24	25-34	35-44	45-54	55 & above	Subtotal	%
Cerebral Palsy	4	12	2	0	2	20	35%
Intellectual Disabilities	1	2	1	3	1	8	14%
Stroke	0	1	2	2	0	5	9%
Traumatic Brain Injury	1	1	3	2	0	7	12%
Others	2	5	7	3	0	17	30%
Subtotal	8	21	15	10	3	57	100%
%	14%	37%	26%	18%	5%	100%	

specialised case management programme

Strengthening Through Support



A case of mistaken identity more than 20 years ago resulted in Mr Mohamed Noor Bin Anwar Hussin being attacked on the streets, causing him to sustain traumatic brain injuries. Mohamed Noor is now unable to walk, has constant tremors in his limbs and speaks with a slur. Divorced and unemployed since then, the 53-year-old is grateful for the support he has been receiving through the Specialised Case Management Programme since 2007. Here, social workers helped him to apply for additional financial assistance and sourced for and acquired mobility aids, including a motorised wheelchair and foldable aluminium ramp. Mohamed Noor is now able to live more independently.



The Specialised Case Management Programme (SCMP) aims to empower and instill confidence in individuals with physical disabilities to enable them to cope with life challenges, and help them realise their potential in order to lead fulfilling lives. Through the programme, we provide counselling, assistance, case management support and advice for people with disabilities and their families. SCMP leverages on existing SPD programmes and services to provide a comprehensive spectrum of support and care.

In the year, close to 300 home visits were conducted and 663 people helped under the SCMP. Clients were referred to SCMP from hospitals, community organisations, family service centres (FSC), the Centre for Enabled Living (CEL), Agency for Integrated Care (AIC), informal contacts, and SPD's internal departments. Social workers also offered help to two people with newly-acquired disabilities whom they came to know of through the news.



The year saw the social workers giving talks on subjects pertaining to social work and disability issues to students at universities, polytechnics and primary schools. The team also participated in a focus group discussion organised by the Ministry of Community Development, Youth and Sports (MCYS) on the effects of the economic downturn on social services, and conducted networking sessions with partners.

Two workshops were conducted for clients and their caregivers, including one on financial education. This was done in collaboration with CEL and the Special Needs Trust Company. Lectures were also delivered to the NITEC in Social and Community Service course students, an ongoing practice.

Two students who undertook the Diploma in Counselling at the Academy of Human Development and the Edith Cowan University completed their internships under the supervision of SCMP social workers.

The department launched the SPD Common Means Testing System for programmes which did not require mainstream funding. This system was based on a WITS project proposed by the Community & Social Service Department (CSSD) in 2008 to streamline SPD's means test framework. Under this revised system, a client who receives subsidies for one programme will automatically receive a similar subsidy for another programme,



holder, such as knowing which number to call if the client is lost. Also, offers and discounts will be extended to the cardholders upon presentation of the DDR identity card at any participating outlets.

In the year ahead, we aim to reach out to and help more people with newly-acquired disabilities by networking with community agencies that include FSCs, self-help groups and Community Development Councils through seminars, activities for clients and caregivers, and training and consultancy provided to VWOs.

should the client be admitted to the other SPD programme within a period of six months. The benefits of this initiative include faster response time to the clients' needs as checks can be done directly on the means test database for subsidy levels. This helps to prevent duplication of resources as the same client need not apply for a new subsidy each time he taps on a new programme within the validity period. For clearer communication, the means test outcomes will be communicated to the clients via official letters.

provision of co-ordinated services to clients.

The system allows the generation of DDR identity cards for persons with disabilities. The card enables members of the public to render appropriate assistance to the

The Developmental Disability Registry (DDR) is an electronic system developed by the NCSS which SCMP implemented in the year. The use of the DDR enables us to manage our clients' information more effectively and systematically track their development over time. It can also further aid SCMP in the



	FY2009/2010	FY2008/2009	FY2007/2008
No. of people helped under SCMP	663*	1,000	421

* Admissions were streamlined in the year, and changes made to the admission criteria

SPD education programme

I Learn, I Grow, I Serve

After his father passed away two years ago, 12-year-old Mohamed Syukur bin Mohamed and his mother had to move in with his uncle. In January 2009, whilst Mohamed Syukur was at home and alone, he felt a sudden pain in his back. He had to be taken to the hospital and was subsequently diagnosed with spinal cord injuries. He then lost his ability to walk.

A recovering Mohamed Syukur could not go to school for a year thereafter. SPD's case workers contacted his school and met up with his principal and teachers to discuss and prepare for his reintegration back to school. Mohamed Syukur's classmates were also given a talk to prepare them in welcoming him back.

As his mother needed to take care of him and was therefore unable to work, case workers applied for funding from the Toh Kian Chui Foundation to support their daily expenses and the LTA Cares Fund for his transportation to and from school. Mohamed Syukur also participated actively in events and activities organised by the SPD Learning and Development Centre. Case workers continue to provide psycho-emotional counselling, educational support, integrated support services and financial assistance.



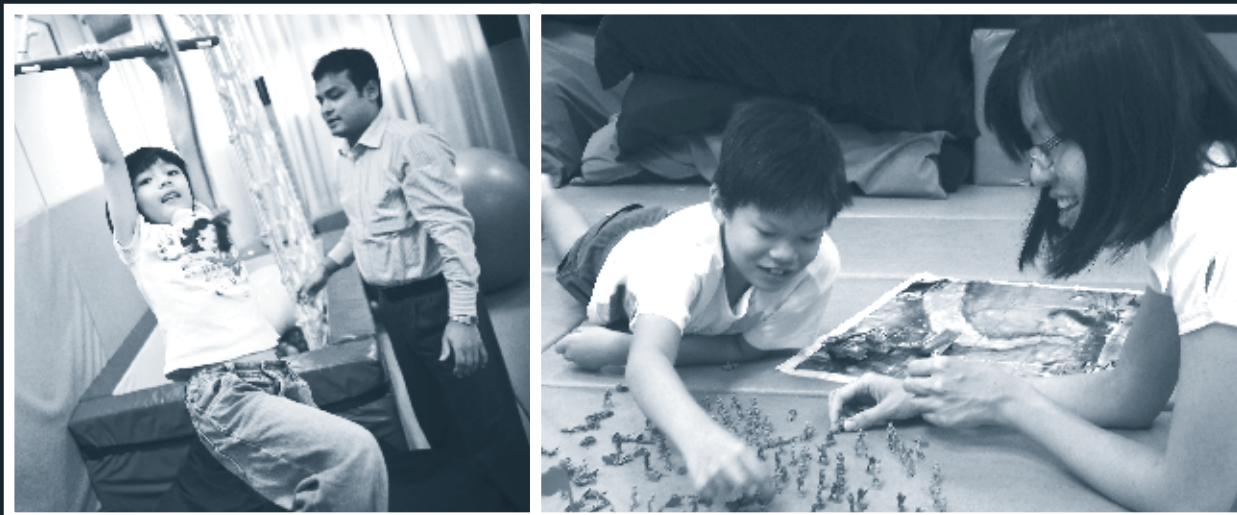
The SPD Education Programme aims to level the playing field for children and youth with disabilities through educational support, opportunities in learning and development, rehabilitation services, advocacy on the reduction of barriers of accessibility, working with parents, teachers and peers, and case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

This year, the SPD Education Programme Awards Presentation Ceremony was held on 30 January 2010 at the Singapore Botanic Gardens. The event saw \$108,850 in bursary awards presented to 155 students with disabilities and students whose parent/s were disabled. Of these, 131 also received \$300 each in the form of a service card to be used for enrolment in SPD's programmes and services. At the same



event, the Asia Pacific Breweries Foundation-SPD Scholarship was presented to the last remaining scholar, 22-year-old Pearl Lee from the NTU School of Business. She would be graduating in May 2010.





	FY2009/2010	FY2008/2009	FY2007/2008
No. of physically disabled students helped under the SPD Education Programme	166	170	168
Amount disbursed through bursary award	\$99,750	\$124,100	\$239,450
Amount disbursed through service cards	\$36,000	\$41,100	-
No. of training places provided at LDC for students with disabilities and their families	137	376*	195
No. of training places provided at LDC for educators and peers of students with disabilities	1,935	1,367	-

* The year saw more corporate partners initiating service learning projects for Learning & Development Centre's (LDC's) clients

The SPD Youth Aspiration Award was launched at the event with the purpose of inspiring talented youths with physical disabilities to pursue their interests outside of the academic arena. The award is the only one exclusive to youths with physical disabilities with a talent or interest in visual and performing arts, sports and community service. It provides a grant of up to \$5,000 per recipient to be used in the year to develop a talent, and covers such expenses as training sessions and equipment purchase. The inaugural award was given out to two recipients in the year.



SPD@Tampines

Reaching Out to the Heartlands

Von Millard Aguilando was diagnosed with Autism Spectrum Disorder. The 7-year-old boy was referred by the Child Development Unit to SPD where we provided rehabilitation services in the areas of speech, gross and fine motor skills, academic readiness and social skills. He initially had difficulties staying focused on tasks and following instructions and needed constant prompting to initiate conversations. After months of therapy, Von is better able to focus and even stays engaged in a reciprocal game of 'throw and catch' with his therapists. He has also shown marked improvement in his social interaction skills, maintaining eye contact and interacting more meaningfully with his therapists and teachers.



SPD@Tampines is SPD's first satellite centre, bringing quality adult and paediatric rehabilitation services to people living in the east.

In the year, the daily rehabilitation sessions for adults rose from 16 to 24, possibly due to the completion of the lift upgrading project at the block where the centre is located. The muster of clients stood at around 60.

In the year, funding was secured from Temasek Cares for the Therapy Outreach Programme for Pre-Schoolers (TOPPS) for two years. Formerly known as PACES, TOPPS, which would take effect from 1 April 2010, is a community-based direct intervention programme delivered by professionals in pre-schools and childcare centres. It complements the existing Early Intervention Programme for Infants and Children (EIPIC) and Integrated Child Care Programme (ICCP) and provides needed support for children with disabilities in their early years.



The Continuing Therapy Programme operated at an average of about 80% of its capacity of 144 sessions a week.

The year saw staff present papers on dysphagia management at two local conferences and one on community outreach for young children with mild to moderate learning disabilities attending mainstream pre-schools at the International Association for the Scientific Study of Intellectual Disabilities, 2nd Asia Pacific Regional Congress.

We aim to develop the paediatric rehabilitation department's

specialised rehabilitation programmes such as handwriting clinics and social group training. Looking ahead, we will also administer surveys to explore collaborations with primary schools in the eastern part of Singapore to identify and support children with learning difficulties.

At the same time, we aim to further improve on rehabilitation standards for adult rehabilitation by developing systems, structures, and standards, and providing specialised training for staff and engaging caregivers actively in the rehabilitation process.



	FY2009/2010	FY2008/2009	FY2007/2008
No. of therapy sessions provided	2,938 for children	2,755 for children	1,057 for children
	2,156 for adults	1,880 for adults	1,190 for adults
No. of people helped	132 children	153 children	203 children
	115 adults	120 adults	54 adults

Profile of Adult Rehabilitation Clients at SPD@Tampines

Diagnosis \ Age Range	Age Range								Subtotal	%
	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65 - 74	75 & above			
Cerebral Palsy	3	0	1	0	0	0	0	4	3%	
Multiple Sclerosis	1	0	0	0	0	0	0	1	1%	
Orthopaedic Conditions	0	0	0	2	0	3	7	12	10%	
Parkinson's Disease	0	0	1	1	1	1	1	5	4%	
Spinal Cord Injury	0	0	0	1	0	0	1	2	2%	
Spinal Cord Related Diseases	1	1	1	0	2	2	1	8	7%	
Stroke	0	2	1	11	10	12	12	48	42%	
Traumatic Brain Injury	2	1	2	2	0	1	0	8	7%	
Others	1	0	1	3	7	4	11	27	24%	
Subtotal	8	4	7	20	20	23	33	115	100%	
%	7%	4%	6%	17%	17%	20%	29%	100%		

Profile of Paediatric Rehabilitation Clients at SPD@Tampines

Diagnosis \ Age Range	Age Range			Subtotal	%
	0 - 6 yrs	7 - 12 yrs	13 - 16 yrs		
Autism Spectrum Disorder	13	39	3	55	42%
Global Developmental Delay	2	6	0	8	6%
Learning Disabilities	3	9	0	12	9%
Physical Disabilities	1	1	3	5	4%
Speech & Language Impairment	11	29	0	40	30%
Others (Seizures, Fine Motor Delay etc)	4	8	0	12	9%
Subtotal	34	92	6	132	100%
%	26%	70%	4%	100%	

SPD ability enterprise

Enhancing Employability

The SPD Ability Enterprise provides people with disabilities with supported employment. The division consists of the Production Workshop (PWS) and Multimedia Centre (MMC).

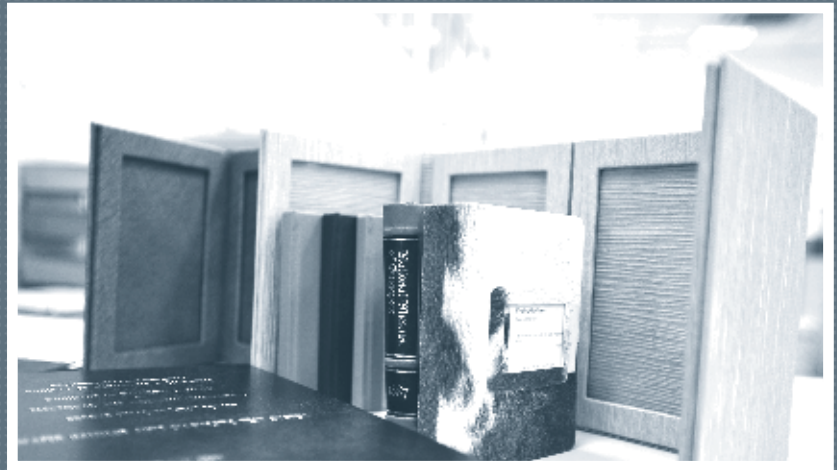
The year saw the SPD Ability Enterprise successfully secure a new funding quantum of \$109,000 from the NCSS to cover part of its operating and structural costs.

Production Workshop

The poor economy in the year and technological advancement could have contributed to the 50% dip in the projected sales income of the PWS. Several major libraries, former customers of the PWS, reduced their orders for bookbinding as a cost saving measure. Many also began converting their books to the digital media. Because of this, we shifted our focus to the binding of thesis for students from tertiary institutions.

Sale of leather-bound photo albums also fell victim to technological advancement with the current trend moving towards digitised photos instead of printed hard copies.

Despite the unsatisfactory sales in the bookbinding and photo album sections, PWS managed to secure several contracts in the year, most notably that of the National Library Board, to sort and pack 120,000 copies of used magazines. There was also a growing interest among individuals and corporate organisations in the range of notebooks made by the PWS craftsmen.



Heeding the Government's call to upgrade in employable skills, 16 of the PWS craftsmen completed an English language improvement course funded by SPUR.

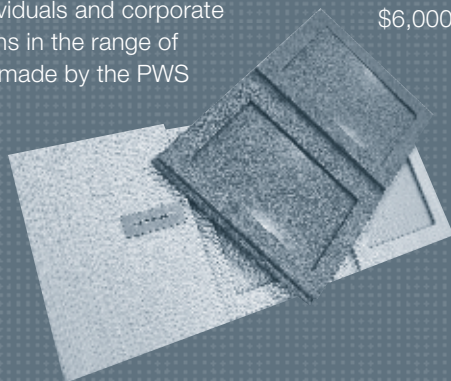
Multimedia Centre

Although the core businesses of the MMC were web designing and web maintenance, the team had the opportunity to showcase their photography skills, with pictures taken by the team displayed at Bras Basah Complex from 1 to 13 July 2009.

Having begun extending the service in 2004, the physically challenged designers from MMC once again showed their appreciation of taxi drivers by providing them with free income tax e-filing service. Held from 15 March to 18 April 2010, 993 taxi drivers benefited from the service and made a contribution of over \$6,000 in cash.



The annual greeting cards project continued to dominate the activities at the MMC. As anticipated, organisations moved from purchasing printed greeting cards to electronic cards as they became more conscious of doing their part for the environment. This trend created opportunities for the MMC designers to create more electronic cards while the demand for printed cards dipped slightly.



IT apprenticeship programme

Enhancing Employment Opportunities

In 2002, Ms Jess Lee suffered a stroke which affected the left side of her body. She underwent an operation and emerged with limited strength in her left limbs. The 34-year-old was an eager learner and committed worker with experience in administrative duties, yet she was unable to find a permanent full-time position for many years following her stroke.

Jess joined the IT Apprenticeship Programme in April 2009 where she upgraded her computer and administrative skills. In October 2009, she was accepted as an intern at a company that dealt in electronic appliances. There, she excelled as a customer service officer. Three months later, Jess was confirmed as a permanent full-time staff, taking a firm step towards being integrated into mainstream society and being financially independent.



The IT Apprenticeship Programme (ITAP) focuses on providing relevant and practical IT skills training in the corporate services, multimedia design, and music and video production tracks for clients with physical, sensory and developmental disabilities, to increase their employability.

The first ITAP graduation ceremony was held on 7 October 2009 in conjunction with the Microsoft Unlimited Potential Scholarship Awards presentation ceremony. Twenty trainees were presented with graduation certificates for successfully completing the ITAP course.

On 18 November 2009, we initiated the 'Web Accessibility Advocacy' project, partnering Infocomm Development Authority of Singapore (IDA) in incorporating web accessibility standards into the web interface standards for all Government websites. Prior to the project, a survey was also conducted on the baseline accessibility of local websites. The results were cited as part of our advocacy efforts calling for greater web accessibility to benefit people with disabilities.

ITAP was set up in 2008 as part of the Infocomm Accessibility Centre as a special public-people-private collaboration. This unique set up was presented at the International



Telecommunication Union (ITU)/ United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) conference by SPD's then Executive Director Dr Ow Chee Chung and IDA representative Ms Wong Shiow Pyng in August 2009. At the same event, ITAP training executive Mr Norrizwan Rasip and Microsoft Operations Pte Ltd National Technology Officer Mr Chew Tat Leong gave a presentation on our joint efforts in creating Digital Accessible Information SYstem (DAISY) books for people with print disabilities.

The stress on commercial companies from the economic downturn resulted in less projects and internship opportunities for ITAP trainees. In the next year, we will continue to source for and work with companies to place trainees in open employment. We will also be developing more tracks for trainees, including the Digital Music Apprenticeship and the Logistic Apprenticeship tracks in the upcoming year.

To augment SPD's vocational training services, the Employment Support Programme (ESP) was launched on 1 March 2010 to provide job placement and job support services for trainees undergoing SPD's vocational training programmes. In addition, the ESP also serves people with physical disabilities, hearing impairment and visual impairment who require direct job placement and support services. ESP will provide job matching and up to six months of job support upon successful placement, so as to ensure that the trainees will be able to adapt and sustain in the open employment. The ESP aims to help 54 clients in the coming year.

	FY2009/2010	FY2008/2009
No. of trainees helped	54	41
No. of successful placements	6	6

sheltered workshop

For Greater Integration into the Community



Mr Ng Gee Chung, 39, joined the Sheltered Workshop in February 2007. The mild mannered man with mild intellectual disabilities was referred to SPD by the then Disability Information and Referral Centre (DIRC) after his parents sought employment assistance for him.

Gee Chung's family was in financial difficulties. They had to pay for the medical fees of his parents and the residential fees of his disabled brother and grandmother who were both staying in community homes that could better cater to their needs.

While at the Sheltered Workshop, Gee Chung received vocational training and skills upgrading, and also an allowance for the work he completed. He finally landed a job as a dish washer in a hotel in March 2010, enabling him to help in alleviating his family's financial burden.



The Sheltered Workshop provides employment and vocational training, offering opportunities to engage in sub-contract work such as packaging, letter-shopping, tagging of products, assembly of components and price tagging. Here, people with disabilities earn an allowance as they work. Opportunities also exist for them to work on-site at the client's company in a real work environment, which may improve their future employment prospects.

As in the case of Gee Chung, the Sheltered Workshop aims to help people with disabilities to integrate into the community, increase their self-esteem and self-worth as well as provide pre-employment preparation and training.

Due to the economic crisis, the volume of work shrunk substantially in the second half of the year. Shipments of electronic parts for packaging were reduced and sub-contract work from various sources were also downsized. To counter this, the department worked on

forming new partnerships, and succeeded in clinching a new project with Asian Warehouse to conduct quality control checks on their goods from July to November 2009.

All those enrolled under the Sheltered Workshop attended a workplace literacy and numeracy test in March 2010 at the Workforce Development Agency training centre in preparation for upgrading courses to improve their literacy and numeracy skills.



specialised assistive technology centre

Providing Opportunities, Unlocking Potentials

Sixty-one-year-old Mr Chan Tian Song was diagnosed with polio since young. He wears calipers on his left leg to walk but would use a manual wheelchair for longer distances. As he grew older, Tian Song felt increasing weakness and fatigue in his lower limbs which led to his falling more often. After a particularly bad fall at home that fractured his wrist, he could no longer propel his manual wheelchair on his own.

At the Specialised Assistive Technology Centre, Tian Song was assessed on his ability to use a powered wheelchair which he hopes will allow him to be more independent in carrying out his activities of daily living, and reduce the risk and frequency of falls. He underwent three training sessions with our occupational therapist (OT) to ensure he knew how to use his powered wheelchair safely. The OT also accompanied him to the MRT station and showed him the safest way to board and alight from the train. Tian Song now looks forward to getting around independently in the community.



The Specialised Assistive Technology Centre (ATC) aims to unlock the potential of individuals with disabilities through the use of assistive technology (AT). The application of technology can help people with disabilities to overcome their limitations and enable them to perform activities of daily living.

The centre served 116 clients in the year. Ninety-eight were placed on the one-off fast track where only a few training sessions were necessary, and 18 on the intensive track where up to eight training sessions were needed before a prescription could be made.

Clients served were between the ages of 4 and 80 and were referred by VWOs, hospitals, mainstream schools, and private centres, with some clients seeking services on their own.

In a ceremony in August 2009, the centre was appointed as a Centre of Specialisation for AT. This was



part of an initiative by the NCSS to build a body of knowledge and specialisation in AT with the aim of transferring knowledge and expertise across the sector. Following this, the Specialised ATC was commissioned to conduct a study entitled 'Assistive Technology (AT) in Singapore – Needs, Challenges and Utilisation' to evaluate the needs, challenges and AT utilisation from the perspectives

of AT and non-AT users. Since then, a series of focus groups has been conducted with non-AT users from mainstream and special schools, and with individuals with disabilities who were employed. Face-to-face interviews will be conducted with AT users at a later stage.

The study involves collaboration with experts from the National University of Singapore, Nanyang Technological University, Nanyang Polytechnic and Western Australia's Centre for Inclusive Schooling. The results of this study would be presented to the NCSS as a basis for future policies and practices in AT.

Together with ITAP and the IAC, the Specialised ATC collaborated with the National Library Board (NLB) on a pilot project targeted to start in July 2010 to gather feedback on user satisfaction and reading experience in the use of Digital Accessible Information SYstem



(DAISY) talking books. The study aims to evaluate the feasibility of providing such books to the public along with a plan to convert a series of short stories from NLB's READ programme to DAISY talking books.

The Specialised ATC, with IAC and ITAP, also took part in discussions organised by IDA and NLB involving specialist in W3C Web Accessibility Initiative Ms Shawn Henry, and DAISY specialists Mr Hiroshi Kawamura and Ms Mayu Hamada. The discussions focused on strategies to improve web accessibility and standards and the introduction of DAISY talking books in Singapore.



The centre continued to conduct the HMI Therapy Assistants Training module on the introduction to AT and its applications. Besides theory on the use of AT, the potential therapy assistants were also given hands-on experience with AT devices.

In her visit to SPD on 24 April 2009, Her Royal Highness Princess Maha Chakri Sirindhorn of the Kingdom of Thailand toured the Specialised ATC and the AT Loan Library where staff provided her with a thorough explanation and hands-on demonstration of AT. She also had the opportunity to interact with some AT users.

On 22 and 23 June, two workshops were conducted on Augmentative

and Alternative Communication (AAC). The workshops, 'InterAAction' and 'Strategies for Supporting Aided Language Acquisition in Young Children who use AAC', were conducted by specially invited speakers, renowned AAC specialists Ms Hilary Johnson, Ms Karen Bloomberg and Ms Gayle Porter. The workshops were well attended by therapists and teachers from various VWOs.

Head of Clinical Services Sarah Yong presented three papers on AAC at the International Society for the Scientific Study of Intellectual Disability (IASSID) 2nd Asia Pacific Conference held in Singapore from 24 to 27 June 2009.

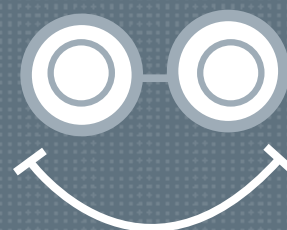
At the end of the year, Project AT for ALL (PATA) completed 156 projects including the fabrication of a shock-resistant carrier bag, a robotic arm mounted onto a wheelchair and various wheelchair modifications. The projects were successfully completed with the help of a pool of 225 volunteers and educational, research and corporate organisations.

The Specialised ATC looks forward to consolidating and further developing quality and variety of services provided, including more comprehensive services that suit the needs of people with visual impairment.

	FY2009/2010	FY2008/2009	FY2008/2009
No. of assessments	139	143	111
No. of people helped	116	127	130
No. of training hours provided	982	1,084	-

infocomm accessibility centre

Bridging the Digital Divide



Mr Eddie Neo was only 19 when he became disabled following a fight with rival gang members. He suffered traumatic head injuries which affected his movements since. In August 2009, at the recommendation of his social worker from SPD, Eddie enrolled himself in computer courses at the Infocomm Accessibility Centre to learn how to use Microsoft Office applications. He believes that knowledge in using the computer would increase his employability. Eight months on, Eddie is proficient in administrative support functions such as scanning of documents, data entry and uploading information onto websites. He also passed his Microsoft Certified Application Specialist 2007 (Word) examination in mid 2010. Now, he has greater confidence in securing a job in the open market.



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

In the year, IAC conducted 75 basic and 38 intermediate courses and introduced 10 new training courses. Most of the trainees who signed up for the courses were from partner VWOs.

The IAC launched the 'SOW – It's Time to Grow' campaign on 23 September 2009. It was designed to increase awareness of training opportunities and boost enrollment in IAC's courses.

We organised the Microsoft Unlimited Potential Scholarship Awards presentation ceremony on 7 October 2009. Three students

with disabilities pursuing their Diploma in IT received the award, along with the 20 trainees who received their IT Apprenticeship Programme (ITAP) graduation certificates for successfully completing the course.

The Digital Accessibility Forum was an event jointly organised by IAC and ITAP. Held on 19 November 2009, it brought together thought leaders in digital accessibility to highlight the importance of digital empowerment and equal access for people with disabilities.

A forum kicked off the event, featuring local and international speakers such as Ms Shawn Henry, a specialist in W3C Web Accessibility Initiative, and Mr Hiroshi Kawamura, President of the Digital Accessible Information SYstem (DAISY) Consortium. This was followed by workshops for the



participants on the development of digital information, digital talking books and PDF documents.

In the new year, we aim to provide over 1,000 more training places and introduce eight new courses to equip more people with disabilities with IT skills.

	FY2009/2010	FY2008/2009	FY2007/2008
No. of training places	827	603	300
No. of people helped	348	226	108

communications and advocacy

Sustained Public Education

partnerships

Advocacy

SPD advances the welfare of people with disabilities by highlighting, through partnerships and the media, issues and challenges they face which could be lessened with greater support from the community. The aim is to encourage their full and active participation in society on an equal basis with others.

Our efforts resulted in 11 articles and letters published in the media throughout the year on a variety of areas including governance issues and greater accessibility on the web, and in public transport and infrastructure.

Among them was an article by SPD's President Ms Chia Yong Yong citing the difficulties VVOs faced with governance requirements which made its way into The Straits Times' Review column. Entitled 'Accounting compliance comes at a hefty price', the article was published on 5 August 2009.

A letter calling for greater acceptance of people with disabilities was sent to the Today newspaper and published on 2 December 2009 to mark the International Day of Persons with Disabilities.



Communications

The department continued to handle public and media enquiries and relations, and worked on increasing public awareness of SPD and our programmes and services. Publications such as SPD's quarterly newsletter ExtraPage, Annual Report and half-yearly SPD Update, as well as the corporate website, ensured that supporters receive up-to-date information on the happenings in SPD.

In the year, the SPD Charity Show << 真情无障爱 >> garnered the greatest publicity in a single event, chalking up close to 1,000 mentions in the English medium and 2,000 in the vernacular medium.

The department saw to the set up of SPD's Facebook account which went 'live' in October 2009 as an informal communication medium between SPD and the public. A tool to reach

out to the community, especially the young and more technically-savvy, the platform allows for information of SPD's events and programmes and services to be put up to complement SPD's official website.

We received acknowledgement of our branding efforts when SPD became one of five non-profit organisations awarded the Special Merit Award in the Singapore Prestige Brand Award 2009 (SPBA) in November 2009. Jointly organised by the Association of Small & Medium Enterprises and Lianhe Zaobao, the SPBA recognises and honours Singapore brands that have developed and managed their brands effectively through various branding initiatives. The Special Merit Category was newly introduced that year, created to acknowledge good brand building practices among non-profit organisations.

In the year, a public relations agency was engaged to drum up publicity for the Infocomm Accessibility Centre (IAC). The department worked with the agency which secured 10 articles in various media by the end of the financial year. The agency also helped to secure an opportunity to discuss the issue of web accessibility and to share the details of the Digital Accessibility Forum over 938LIVE's The Living Room on 18 November. Ms Chia Woon Yee, SPD's Director of Technology, and Digital Accessibility Forum speakers Ms Shawn Henry and Mr Hiroshi Kawamura were in the 'live' panel discussion.

The department worked with SPD's social workers and recommended Julia Pang, an IAC trainee, to be featured in RenovAID, a series that saw experts comprising an interior designer and renovation contractor, reinventing the homes of low-income families through a complete makeover of their living space, with a total waiver of the renovation fees. The episode which aired over Channel 5 on 10 December 2009 saw Julia's house renovated and fitted with various accessibility features to meet her needs.

To establish the level of acceptance of people with disabilities in Singapore, and to measure the effect of the SPD Charity Show 2009 on the level of public awareness of SPD, the department conducted a market research. This was also done to find out if sentiments towards people with disabilities have changed since the NCSS did a similar survey in 2004. The research was conducted in two phases – in Oct 2009 before the SPD Charity

Summary Coverage of SPD in the Media

	No. of Occasions	Articles/Broadcast Opportunities			
		English	Vernacular	Online	Others
Advocacy Platforms	22	30	4	9	-
Third Party Events	17	33	32	14	3
Solicited Opportunities	9	27	4	4	-
Unsolicited Opportunities	22	17	7	10	-
Total	70	107	47	37	3



One of the key findings from the survey was that 47% of the population felt that people with disabilities were dependent and needed the help of other people all the time. This was a 7% improvement from that established in 2004. It was clear that more public education is needed to improve the public view of people with disabilities.

In the year, SPD hosted over 350 visitors at the SPD Ability Centre at Tiong Bahru as well as SPD@Tampines. Visitors comprised mostly students, corporate supporters, VWO representatives, volunteers and foreign guests.

Show, and in December 2009. Over 500 respondents between 15 and 65 years old participated in both surveys. The respondents were approached at random and door-to-door interviews were done so that results would be representative of the Singapore population. A separate survey was also conducted with 36 people with disabilities from SPD to gain an insight on the inhibitions of people with disabilities in stepping out and engaging in community activities.





fundraising

Effective and Efficient Fundraising



Despite the harsh economic climate, the Fundraising Department managed to meet the fundraising target of \$4.6 million for the year. The year was made more challenging by an increase in appeals for donations to help neighbouring countries deal with disasters. There was an apparent decrease in corporate donations but individuals continued to respond to donation appeals.

Events

The Breaking Barriers Carnival was SPD's largest outdoor fundraising event in the year. Organised in conjunction with the International Day of Persons with Disabilities, it was held at Ngee Ann City's Civic Plaza on 14 November 2009, and involved more than 100 volunteers from corporate partners. For every \$2 donation, donors were given a voucher that entitled them to redeem fruits, drinks or a chance to try their hand at an activity or participate in a game at the carnival. The event raised over \$70,000. To generate greater awareness, panels with information on disabilities were placed around the carnival ground.

The annual Charity Hongbao charity drive was conducted in February 2010. Once again, students were encouraged to make a donation during the Chinese New Year period to help people with disabilities. Students from 58 schools, kindergartens and childcare centres participated, raising more than \$92,000 for SPD's various programmes and services.

SPD Charity Show

SPD's second charity show << 真情无障爱 >> was staged on 6 December 2009 over Channel U. The three-hour show took on a different approach from the show done in 2007, involving MediaCorp TV artistes, renowned foreign celebrities, people with disabilities from overseas as well as clients of SPD. The show was well-received as evident from media reports, and raised \$3.3 million that contributed significantly to the fundraising target. The success of the show was made possible by the generosity of partners, donors and supporters.

Third-Party Events

As part of Microsoft's pledge to help SPD over three years, the Microsoft Rocks for Charity was organised, raising \$178,000 for the Infocomm Accessibility Centre.

Haw Par Healthcare Limited made a contribution of \$100,000 towards the SPD Transport Subsidy Fund, raising funds through the sale of Tiger Balm memorabilia at various tourist destinations in Singapore and also a carnival held at the Underwater World during the Chinese New Year period.

Aussino Home Fashions organised a charity sale of bed linens and bathroom accessories designed by the Multimedia Centre designers and IT Apprenticeship Programme trainees. The products were quickly sold out, raising \$100,000 for SPD.

The Singapore Infocomm Technology Federation organised a mass spinning event with participation from the IT industry, helping to raise \$30,000 for SPD.

Others

Two direct mail appeals sent to past donors raised over \$500,000 for SPD's overall programmes and services. A mail-drop exercise to 500,000 households in Singapore raised over \$100,000 and appeals made in the year to corporate organisations, temples and foundations raised over \$350,000. SPD's monthly contribution programme, Share, Touch And Reach-out (STAR), and donation box collection remained a stable source of income for SPD.



volunteer management

To Build a Capable and Efficient Resource



Volunteers continued to play an important role in SPD in supplementing the work of staff, complementing SPD's resources to meet service and programme needs. With their varied backgrounds, skills, knowledge and personalities, the volunteers helped to enhance the areas that they were involved in.

In the year, 1,880 volunteers contributed their efforts and time over 4,780 sessions and engaged in administrative work, fundraising, befriending, home improvement, social and recreation for clients, modification of devices, IT training, hair-cutting services, groceries delivery and more. They comprised students and individuals who signed up on their own or who provided help through the companies they worked for. Each volunteer session averaged at three hours, translating to more than 14,000 hours of service given in aid at SPD.



Regular Programmes

Staff volunteers from Asia Pacific Breweries Foundation (APB Foundation) extended their participation in the Groceries for Charity programme for the second year. They delivered groceries sponsored by the Foundation to SPD's clients from low-income families on a weekly basis.

Clients of the Day Activity Centre (DAC) continued to enjoy music therapy sessions conducted fortnightly by Ms Frances Chua and her team of volunteers. Dedicated volunteers from Singapore SOKA Association unfailingly turned up at the DAC every two weeks to interact with the clients there.

Doctors from the Leong Clinic and volunteer hairstylists from Rieme Hair & Beauty Training Centre Pte Ltd and Taman Jurong Community Club faithfully applied their skills for the benefit of SPD's clients to help keep their expenses down.

DAC's swimming programme remained a regular weekly programme involving volunteers. Every Friday, training officers and volunteers would bring the DAC clients to a nearby public pool for some exercise and fun. Volunteers from the Freedom Adventure Club (FAC) also arranged activities for SPD's younger clients on a regular basis, including a year-end Christmas Party organised for the second year running.

Other organised activities included a walk from HortPark to Mount Faber Loop for the clients at the Sheltered Workshop, a half-day guided tour at Hay Dairy and Bollywood Veggies organised for children and youth of SPD, and a telematch and treasure hunt at Labrador Park.



Ad-Hoc Activities

Staff volunteers from Holiday Inn Atrium Singapore offered quarterly caregiving services at the DAC. The volunteers organised activities and even hosted the DAC clients on a few occasions at the hotel, including a year-end Christmas party.

About 40 volunteers from Levi Strauss & Co. volunteered their services by giving the walls of SPD Ability Centre a fresh coat of paint, and also helped to put up drawings done by paediatric rehabilitation client Jamie Lyn Ng Jia Le on SPD's walls.

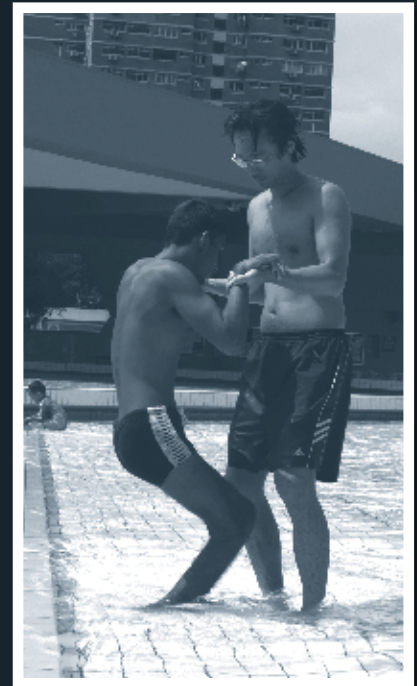
Staff of Johnson Controls (S) Pte Ltd spent their community day organising activities, complete with

food and prizes, for children with physical disabilities.

Volunteer Well-Being

The well-being of SPD's volunteers remained one of the vital concerns of the department. Activities were specially organised in the year to foster closer ties among the volunteers.

The first volunteer networking session was held at SPD Ability Centre where occupational therapist Ritesh Kumar Sinha conducted an informative workshop on wheelchair handling techniques. Thereafter was a session on balloon sculpturing where the volunteers learnt the skill from professional balloon artist Mr Chia Meng Choon.



A day-long outing was organised to three locations for the second networking session. Volunteers were taken on a guided tour of an ointment and medicated balm factory, the NEWater Centre and a vegetable farm. Thereafter, they were treated to a vegetarian lunch.

A trip to the Underwater World at Sentosa was held as the final networking session for the year. The volunteers were treated to a dolphin show before going on a guided tour.



governance

Improving Organisational Effectiveness for Greater Accountability



we have adequate reserves to fulfill our continuing obligations. To strengthen its governance functions, SPD's Board embarked on a formal and structured process to systematically evaluate its own performance. The SPD Board purchased the Online Board Assessment Survey (OBAS) consultancy service offered by the Social Service Training Institute School of Non-Profits. All Board members participated and completed the OBAS questionnaire in January 2010. The process helped the Board to reflect on how well it was meeting its responsibilities, both for the Board as a whole as well as individually for each Board member. The survey helped to identify areas of strengths and areas for improvement. The Board would study and review those areas identified for development.

Salary Bands of Top Executives

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

Annual Remuneration*	No. of Executives
\$100,000 - \$150,000	3

* Annual remuneration includes salary, bonus and employer's CPF contribution

SPD is a large Institution of a Public Character (IPC) based on the Code of Governance (COG) classification of turnover/ expenditure. To ensure that the organisation is managed by a competent and professional team, SPD's senior management salary scale was pegged at 'up to and not exceeding' NCSS' second tier top management salary banding.

groups who 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 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 2010, SPD's reserves stood at about nine months.

Reserve Policy

SPD takes a pragmatic approach to keeping reserves with a view to balancing the immediate needs of our clients and our sustainability. National surveys have shown that many individual donors are from lower-middle and middle income

The Board regularly reviews our financial results and position via quarterly financial performance updates, forecasts, budgetary exercise and annual financial statements approval to ensure that



Board of Management Attendance at Board Meetings

Board Member	Designation for Term 2008-2010	Attendance at Board Meeting
Ms Chia Yong Yong	President	5 out of 6
Mr Koh Nai Teck, PBM	Vice President	4 out of 6
Ms Poh Hwee Hian	Honorary Treasurer	6 out of 6
Mr Soh Chee Keong, BBM	Honorary Assistant Treasurer	5 out of 6
Mr Kamalarajan Malaiyandi Chettiar	Member	5 out of 6
Mr Lee Han Yang, BBM	Member	4 out of 6
Mr Low Wong Fook	Co-Opted Member	4 out of 6
Mr See Cher	Co-Opted Member	6 out of 6
Mr Yeo Jeu Nam	Member	3 out of 6

Code of Governance Evaluation Checklist for the Year Ended 31 March 2010

S/No.	Code Description	Code ID	Compliance	Explanation (If Compliance in Progress, Not Complied or Not Applicable)
BOARD GOVERNANCE				
Board Roles, Composition and Bye-laws				
1	The Board is wholly independent from the paid executive management of the charity. If the governing document permits paid staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2a	Complied	
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	
4	The Board conducts self-evaluation to assess its performance and effectiveness.	1.1.10	Complied	
Board Structure				
5	There are Board committees (or designated Board members) with documented terms of reference in place to oversee the following areas, where appropriate: a. Audit; b. Programmes and Services; c. Fundraising (Applicable to IPCs & Large Charities); d. Appointment/Nomination (Applicable to IPCs & Large Charities);	1.2.1	Complied	

	e. Human Resource (Applicable to IPCs & Large Charities); and f. Investment (Applicable to Large IPCs).			
Board Meetings				
6	The Board meets regularly with a quorum of at least one-third or three members (or as required by the governing document).	1.3.2	Complied	
STRATEGIC PLANNING				
Vision & Mission				
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	
Operations Plan				
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	
CONFLICTS OF INTEREST				
Related Party Transaction				
9	There are documented procedures for Board members or paid staff to declare actual or potential conflicts of interest to the Board.	3.1.1	Complied	
10	Board members with conflicts of interest do not vote or participate in decision making in the matter.	3.1.2	Complied	
HUMAN RESOURCE MANAGEMENT				
Staff & Volunteers				
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 key 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	
FINANCIAL MANAGEMENT & CONTROLS				
Budget Planning & Monitoring				
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	



Operational Controls				
16	The Board ensures periodic internal reviews on controls, processes, key programmes and events.	6.2.2	Complied	
17	The charity ensures internal control systems are in place with documented procedures, approved by the Board, for financial matters.	6.2.3	Complied	
Asset Management				
18	The charity discloses its reserves policy in the annual report.	6.3.1	Complied	
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	
DISCLOSURE & TRANSPARENCY				
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	Complied	
PUBLIC RELATIONS & CORPORATE COMMUNICATIONS				
24	The charity communicates its mission, programmes or activities to key stakeholders.	9.1.1	Complied	

human resources and administration

A Quality and Committed Team



Staff remained a vital asset to the organisation. This year we continued to develop, retain and invest in talents. We established our training framework for the professional staff and focused on implementing the professional training roadmap.

We took advantage of the Government Training Scheme to strengthen staff capability. The craftsmen at the Production Workshop attended the Workplace Literacy course to enhance their listening, speaking, reading and writing skills in the English language, while the Vocational Training team attended a customised Singapore Workforce Skill Qualification course in Community and Social Service (Disability Services) to help them better manage their clients. Both were training programmes offered under SPUR.

In the year, core training was also provided for general support staff to equip them with knowledge and skills to strengthen their capability and enable them to perform better in their jobs.

Overall, more than \$137,000 was invested on training, representing 2% of overall payroll.

Recreation and Welfare

The Staff Well-Being Committee organised a series of activities to foster teamwork and interaction. These were held throughout the year and included the Annual Dinner and Dance, National Day Celebrations, Racial Harmony celebrations and Staff Day.



Transport

SPD's dedicated transport service helps to ferry those clients who are unable to take public transport to SPD for the various programmes and services.

In the year, an average of 120 trips was made daily, ferrying about 250 people with disabilities.

Client safety continued to be our core concern in the year. We aim to provide a timely, reliable, affordable and safe transport service for people with disabilities.

financial statements

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statement by the board of management

In the opinion of the Board of Management, the accompanying statement of financial position, statement of comprehensive income, statement of changes in funds and statement of cash flows 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 2010, and of the results of the activities, changes in funds and cash flows of the Society for the year then ended.

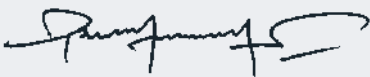
At the date of this statement there are reasonable grounds to believe that the Society will be able to pay its debts as and when they fall due.

On behalf of the Board of Management,



CHIA YONG YONG

President



POH HWEE HIAN

Honorary Treasurer

Singapore
28 June 2010

report of the auditors

to the members of society for the physically disabled

(registered in singapore)

We have audited the accompanying financial statements of the Society for the Physically Disabled ("Society"), which comprise the statement of financial position as at 31 March 2010, and the statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory 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 ("the Act") 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 statements of comprehensive income and statements of financial position 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 judgment, 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 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 Act and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Society as at 31 March 2010 and of the results, changes in funds and cash flows of the Society for the year ended on that date; and
- (b) the accounting and other records required by the Act to be kept by the Society have been properly kept in accordance with the provisions of the Act.

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
28 June 2010

statement of financial position

as at 31 March 2010

		(As Represented)	(As Represented)
	2010	2009	2008
	S\$	S\$	S\$
Notes			
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	5,235,676	4,890,297
Fixed deposits	7	2,082,253	1,076,320
Trade and other receivables	5	2,127,141	2,229,874
Prepayments		16,253	11,242
Inventories		36,872	40,756
		9,498,195	8,248,489
			8,213,680
NON-CURRENT ASSETS			
Property, plant and equipment	4	7,928,118	9,228,106
			9,185,435
TOTAL ASSETS		17,426,313	17,476,595
			17,399,115
FUNDS AND LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	8	1,260,641	1,982,964
			2,289,506
NON-CURRENT LIABILITIES			
Deferred capital donations and grants	9	7,309,618	8,407,815
			8,264,730
FUNDS			
Accumulated general fund	3a	7,826,235	6,060,396
Lee Boon Huat education fund	3b	132,171	131,606
Sinking fund	3c	897,648	893,814
SPD-RCSW IT training fund	3d	-	-
		8,856,054	7,085,816
			6,844,879
TOTAL FUNDS AND LIABILITIES		17,426,313	17,476,595
			17,399,115

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

statement of comprehensive income

for the year ended 31 March 2010

	Notes	2010 S\$	2009 S\$
INCOME			
Grants and funding		4,096,999	3,149,493
Donations	13	4,671,850	3,597,026
Programme and transport fees		1,174,041	1,248,304
Membership fees		120	30
Bank interest		22,543	54,529
Sales of work		436,532	660,878
Miscellaneous income		20,713	36,923
Gain on sale of property, plant and equipment		1,451	-
Amortisation of deferred capital donations and grants	9	1,174,263	1,069,038
		11,598,512	9,816,221
EXPENDITURES			
Bad debts and allowance for impairment of receivables		14,537	15,087
Bank charges		2,195	1,883
Communications		41,496	52,438
Depreciation of property, plant and equipment	4	1,477,469	1,387,245
Education grant		141,224	130,813
Expenses relating to sales of work	10	532,212	630,147
Fund-raising cost	13	685,869	152,390
General insurance		35,920	44,206
Miscellaneous expenses		4,780	39,357
Professional fees		97,265	56,162
Property, plant and equipment written off		883	1,848
Property, plant and equipment expensed off		55,458	286,663
Public education expenses		384,881	457,724
Rental of equipment		19,622	25,055
Rental of premises		19,739	19,723
Repairs and maintenance:			
- Equipment		9,619	8,940
- Land and building		201,546	228,447
- Motor vehicles		51,079	44,331
Specific assistance to clients		54,419	69,052
Staff benefits		74,824	85,628
Staff recruitment		12,525	11,156
Staff salaries and related costs (includes CPF of S\$502,323) (2009 - \$513,703)	11	4,892,759	4,915,665
Staff training		76,707	53,454

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

statement of comprehensive income

for the year ended 31 March 2010

	Notes	2010 S\$	2009 S\$
EXPENDITURES (continued)			
Subscription		4,087	3,458
Supplies and materials		106,047	99,391
Transport		25,859	29,653
Transport assistance to clients		616,563	547,152
Utilities		183,704	166,764
Volunteer development and recognition		4,986	11,452
		9,828,274	9,575,284
SURPLUS FOR THE YEAR			
		1,770,238	240,937
Surplus allocated to:			
Accumulated general fund	3a	1,765,839	247,779
Lee Boon Huat education fund	3b	565	1,464
Sinking fund	3c	3,834	9,944
SPD-RCSW IT training fund	3d	-	(18,250)
		1,770,238	240,937

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

statement of changes in funds

for the year ended 31 March 2010

	Accumulated General Fund	Lee Boon Huat Education Fund	Sinking Fund	SPD-RCSW IT Training Fund	Total
	S\$	S\$	S\$	S\$	S\$
Balance at 1 April 2008	5,812,617	130,142	883,870	18,250	6,844,879
Surplus for the year	247,779	1,464	9,944	(18,250)	240,937
Balance at 31 March 2009	6,060,396	131,606	893,814	-	7,085,816
Balance at 1 April 2009	6,060,396	131,606	893,814	-	7,085,816
Surplus for the year	1,765,839	565	3,834	-	1,770,238
Balance at 31 March 2010	7,826,235	132,171	897,648	-	8,856,054

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

statement of cash flows

for the year ended 31 March 2010

		(As Represented)
	2010	2009
Notes	S\$	S\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating surplus for the year	1,770,238	240,937
Adjustments for:		
Amortisation of deferred capital donations	9 (1,174,263)	(1,069,038)
Depreciation on property, plant and equipment	4 1,477,469	1,387,245
Donations-in-kind	(13,632)	-
Loss on disposal of property, plant and equipment	883	1,848
Gain on sale of property, plant and equipment	(1,451)	-
Bad debts and allowance for impairment of receivables	14,537	15,087
Interest income earned	(22,543)	(54,529)
Operating surplus before working capital changes	<u>2,051,238</u>	521,550
Decrease/(Increase) in inventories	3,884	(2,623)
Decrease/(Increase) in trade and other receivables	88,009	(910,516)
(Increase)/Decrease in prepayments	(5,011)	8,808
(Decrease) in operating payables	(722,323)	(306,542)
Net cash flows generated from/(used in) operations	1,415,797	(689,323)
CASH FLOWS FROM INVESTING ACTIVITIES		
(Investment)/Withdrawal in fixed deposits	(1,005,933)	1,043,088
Interest income received	22,730	71,765
Proceeds from disposal of property, plant and equipment	1,451	-
Purchase of property, plant and equipment	4 (164,732)	(1,431,763)
Net cash used in investing activities	(1,146,484)	(316,910)
CASH FLOWS FROM FINANCING ACTIVITIES		
Deferred capital donations received	9 76,066	1,212,123
Net cash generated from financing activities	76,066	1,212,123
Net increase in cash and cash equivalents	345,379	205,890
Cash and cash equivalents brought forward	4,890,297	4,684,407
Cash and cash equivalents carried forward	6 5,235,676	4,890,297
Cash and cash equivalents carried forward comprise:		
Cash in hand	7,670	7,520
Cash at bank	1,372,169	1,408,029
Short term deposits	3,855,837	3,474,748
	6 5,235,676	4,890,297

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

notes to the financial statements

for the year ended 31 March 2010

1. Corporate 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. Significant Accounting Policies And Estimates

(a) Statement of compliance

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

(b) Basis of preparation

(i) Functional and presentation currency

The financial statements are expressed in Singapore dollars which is the Society's functional and presentation currency.

(ii) Basis of measurement

The financial statements have been prepared under the historical cost convention except as described in the accounting policies below.

(c) Interpretations and amendments to FRS

In the current financial year, the Society has adopted all the new and revised FRS and interpretations of FRS ("INT FRS") that are relevant to its operations and effective in the current financial year. The adoption of the standard did not have any material effect on the financial statements except for the change in the presentation of the financial statements.

(i) Adoption of FRS 1 Presentation of Financial Statements – Revised presentation

The Society adopted the revised FRS 1 which became effective in the current financial year. This standard requires the separation of owner and non-owner changes in equity. The statement of changes in equity includes only details of transaction with owners and all non-owner changes in equity are presented in statement of comprehensive income. The Society opted to present one single statement for non-owner changes in funds and income and expense recognised during the year.

In addition, the Society opted to replace the term balance sheet with statement of financial position, income and expenditure statement with statement of comprehensive income and cash flow statement with statement of cash flows.

(ii) Standards issued but not yet effective

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 have not been applied in preparing these financial statements. Management believes that the adoption of the revised standards and interpretations will have no material impact on the financial statements in the period of initial application.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(d) Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation and any impairment in value. 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 directly attributable costs of bringing the asset to its working condition and location for its intended use. Any trade discounts and rebates are deducted in arriving at purchase price. Expenditure incurred after the property, plant and equipment have been put into operation, such as repairs and maintenance and overhaul costs, is normally charged to the profit or loss in the period in which the costs are incurred.

In situations where it can be clearly demonstrated that the expenditure has 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 originally assessed standard of performance, the expenditure is capitalised as an additional cost 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

Asset held under finance leases are depreciated over their expected useful lives on the same basis as owned assets or, where shorter, the term of the relevant lease.

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

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

(e) Impairment of non-financial assets

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 comprehensive income statement.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(e) Impairment of non-financial assets (cont'd)

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.

(f) 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 an annual weighted average basis and includes freight and handling charges. 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 business less the estimated costs of completion and the estimated costs necessary to make the sale.

(g) Financial assets

Financial assets are recognised in the statement of financial position when, and only when, the Society becomes a party to the contractual provisions of the financial instrument.

(i) Classification

Loans and receivable

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 initially recorded at fair value plus directly attributable transaction costs. Subsequent to initial recognition, such assets are carried at amortised cost using the effective interest method. Gains and losses are recognised in the statement of comprehensive income when the loans and receivables are derecognised or impaired, as well as through the amortisation process.

The Society's financial assets under loans and receivables are cash and cash equivalents, trade and other receivables, and deposits.

Financial assets at fair value through profit or loss

Derivative financial assets acquired principally for the purpose of selling them in the near term are classified as financial asset at fair value through profit or loss. Such assets are initially recorded at fair value. Subsequent to initial recognition, gain or losses arising from the changes in fair value are recognised in the statement of comprehensive income.

The Society has no financial asset through profit or loss.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(g) Financial assets (cont'd)

(i) Classification (cont'd)

Held-to-maturity financial assets

If the Society has the positive intent and ability to hold debt securities to maturity, then such financial assets are classified as held-to-maturity. Such assets are initially recorded at fair value plus any directly attributable transaction cost. Subsequent to initial recognition, such assets are carried at amortised cost using the effective interest method, less any impairment loss.

The Society has no held-to-maturity financial assets.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are not classified as financial assets through profit or loss, loans and receivable and held-to-maturity financial assets. Such assets are initially recorded at fair value plus any directly attributable transaction cost. Subsequent to initial recognition, such assets are carried at fair value and changes therein are recorded as part of other comprehensive income. When an investment is derecognised, the cumulative gain or loss in equity is transferred to comprehensive income.

The Society has no asset classified under available-for-sale financial asset.

(ii) Impairment

The Society assesses at each reporting 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 financial assets 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 statement of comprehensive income.

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 statement of comprehensive income, to the extent that the carrying value of the assets does not exceed its amortised cost at the reversal date.

(h) Financial liabilities

Financial liabilities are recognised in the statement of financial position 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.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(h) Financial liabilities (cont'd)

Gains and losses are recognised in the statement of comprehensive income when the liabilities are derecognised as well as through the amortisation process.

The Society's financial liabilities consist of trade payables and other payables.

(i) 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 statement of comprehensive income.

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 statement of comprehensive income.

(j) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, cash at bank and short-term, highly liquid investments with varying maturity periods of between one and three months, that are readily convertible to known amount of cash which are subject to insignificant risk of changes in value.

(k) Provisions

Provisions are recognised when the Society has a present obligation (legal or constructive) where as a result of past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligations and a reliable estimate can be made of the amount of obligation. Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate.

(l) 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.

(m) 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

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(m) Deferred Capital Donations and Grants (cont'd)

- ii) deferred capital fund received/receivable for purchase of property, plant and equipment.

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

(n) Recognition of Income and Expenses

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Society and the revenue can be reliably measured. Revenue is measured at fair value of the consideration received or receivable. The following specific recognition criteria must also be met before revenue is recognised:

i) Programme fees

Programme fees represent income from rendering of services to the people with physical disabilities. 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.

(o) Employee benefits

(i) Pensions & other past employment benefits

The Society makes contributions 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 leave 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 reporting date.

(p) Leases

(i) Operating Lease

Operating leases, which occur when the lessor effectively retains substantially all the risks and benefits of ownership of the leased item, are recognised as an expense in the statement of comprehensive income on a straight line basis over the lease term.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(p) Leases (cont'd)

(ii) Finance lease

Finance leases, which transfer to the Society substantially all the risks and rewards incidental to ownership of the leased item, are capitalised at the inception of the lease at the fair value of the leased asset or, if lower, at the present value of the minimum lease payments. Any initial direct costs are also added to the amount capitalised. Lease payments are apportioned between the finance charges and reduction of the lease liability so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged to the statement of comprehensive income.

Capital leased assets are depreciated over the shorter of the estimated useful life of the asset and the lease term, if there is no reasonable certainty that the Society will obtain ownership by the end of the lease term.

(q) Finance costs

Interest expenses and similar charges are recognised in the statement of comprehensive income in the period in which they are incurred, except to the extent that they are capitalised as being directly attributable to the acquisition, construction or production of an asset which necessarily takes a substantial period of time to prepare for its intended use or sales.

(r) 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.

(s) Events after the financial reporting date

Post year-end events that provide additional information about the Society's position at the financial reporting date (adjusting events) are reflected in the financial statements. Post year-end events that are not adjusting events are disclosed in the notes to the financial statements when material.

(t) Significant accounting judgements and estimates

The preparation of financial statements in conformity with FRSs requires management to make judgements, estimates and assumptions that affect the application of the accounting policies and the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of income and expenditures during the financial year.

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Society makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results and may have a significant risk of resulting in a material adjustment to the amounts of assets and liabilities within the next financial year.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(t) Significant accounting judgements and estimates (cont'd)

(i) Judgements made in applying accounting policies

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

Functional currency

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

(ii) Key sources of estimation uncertainty

The key assumptions concerning the future and other key sources of estimation 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:

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 the property, plant and equipment is based on collective assessment of industry practice, internal technical evaluation and experience with similar assets.

The estimation of the useful lives of the property, plant and equipment 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. The depreciation charge is increased where useful lives are less than previously estimated lives.

The carrying value of the property, plant and equipment as of 31 March 2010 and 2009 amounted to \$7,928,118 and \$9,228,106, respectively (see Note 4).

Impairment of property, plant and equipment

Property, plant and equipment are also subjected to impairment test whenever there is a strong indication that the asset is impaired. This requires significant judgement of the duration, extent and other factors to which the fair value of property, plant and equipment is less than its carrying amount, including factors such as industry and sector performance, changes in technology and operational and financing cash flow.

Based on the Management's evaluation, no provision for impairment losses is required as of 31 March 2010 and 2009.

notes to the financial statements

for the year ended 31 March 2010

2. Significant Accounting Policies And Estimates (cont'd)

(t) Significant accounting judgements and estimates (cont'd)

(ii) Key sources of estimation uncertainty (cont'd)

Impairment of trade and other receivables

The Society assesses at statement of financial position date whether there is objective evidence that a financial asset is impaired. To determine whether there is objective evidence of impairment, the Society considers factors such as the probability of insolvency or significant financial difficulties of the debtor and default or significant delay in payments.

Where there is objective evidence of impairment, the amount and timing of future cash flows are estimated based on historical loss experience for assets with similar credit risk characteristics.

Trade and other receivables as of 31 March 2010 and 2009 amounted to \$2,127,141 and \$2,229,874, respectively. Allowance for impairment of receivables for 2010 and 2009 amounted to \$290 and \$8,066, respectively.

3. Funds

(a) Accumulated general fund

	2010	2009
	S\$	S\$
Balance at the beginning of the year	6,060,396	5,812,617
Income	11,592,661	9,823,063
Amount utilised during the year	(9,826,822)	(9,575,284)
Surplus for the year	1,765,839	247,779
Balance at end of year	7,826,235	6,060,396

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.

notes to the financial statements

for the year ended 31 March 2010

3. Funds (cont'd)

(b) Lee Boon Huat education fund

	2010	2009
	S\$	S\$
Balance at the beginning of the year	131,606	130,142
Other Income	565	1,464
Balance at end of year	<u>132,171</u>	<u>131,606</u>

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

(c) Sinking fund

	2010	2009
	S\$	S\$
Balance at the beginning of the year	893,814	883,870
Other income	3,834	9,944
Balance at end of year	<u>897,648</u>	<u>893,814</u>

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

(d) SPD-RCSW IT training fund

	2010	2009
	S\$	S\$
Balance at the beginning of the year	-	18,250
Amount utilised during the year	-	(18,250)
Balance at end of year	<u>-</u>	<u>-</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 2010

4. Plant, Property & Equipment

	Leasehold Building	Satellite Centre	Machinery	Computer Equipment	Electrical Equipment	Motor Vehicles	Office Equipment, Furniture and Fittings	Assistive Devices/ Technical Aids	Total
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$
At cost									
At 1 April 2008	13,880,767	326,559	52,398	528,291	94,876	556,038	925,051	897,264	17,261,244
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)
At 31 March 2009 and 1 April 2009	14,261,478	326,559	48,864	982,900	120,748	556,038	1,074,100	1,299,546	18,670,233
Additions (Purchases)	-	-	-	89,058	47,017	-	21,201	7,456	164,732
Additions (Donations-in-kind)	-	-	-	13,632	-	-	-	-	13,632
Disposals	-	-	-	(1,520)	(6,326)	(53,103)	(24,841)	-	(85,790)
At 31 March 2010	14,261,478	326,559	48,864	1,084,070	161,439	502,935	1,070,460	1,307,002	18,762,807
Accumulated depreciation and impairment									
At 1 April 2008	6,312,989	54,427	22,928	285,058	66,428	404,485	702,442	227,052	8,075,809
Charge	650,300	65,312	4,453	182,673	13,377	68,994	59,906	342,230	1,387,245
Write-off	-	-	(4,800)	-	(2,703)	-	(13,424)	-	(20,927)
At 31 March 2009 and 1 April 2009	6,963,289	119,739	22,581	467,731	77,102	473,479	748,924	569,282	9,442,127
Charge	658,232	65,312	4,288	262,463	17,807	39,924	65,571	363,872	1,477,469
Write-off	-	-	-	(1,520)	(5,443)	(53,103)	(24,841)	-	(84,907)
At 31 March 2010	7,621,521	185,051	26,869	728,674	89,466	460,300	789,654	933,154	10,834,689
Net carrying value									
At 31 March 2009	7,298,189	206,820	26,283	515,169	43,646	82,559	325,176	730,264	9,228,106
At 31 March 2010	6,639,957	141,508	21,995	355,396	71,973	42,635	280,806	373,848	7,928,118

notes to the financial statements

for the year ended 31 March 2010

5. Trade And Other Receivables

	2010 S\$	2009 S\$
Trade receivable	137,222	195,508
Less: Allowance for impairment of receivables	(290)	(8,066)
	136,932	187,442
Grant receivable	424,900	1,893,363
Deposits and other receivables	1,565,309	149,069
	2,127,141	2,229,874

6. Cash And Cash Equivalents

	2010 S\$	(As Represented) 2009 S\$	(As Represented) 2008 S\$
Cash at bank	1,372,169	1,408,029	7,600
Cash in hand	7,670	7,520	1,895,682
Short term deposits	3,855,837	3,474,748	2,781,125
	5,235,676	4,890,297	4,684,407

7. Fixed Deposits

	2010 S\$	(As Represented) 2009 S\$	(As Represented) 2008 S\$
Fixed deposits	2,082,253	1,076,320	2,119,408
	2,082,253	1,076,320	2,119,408

The fixed deposits have an average maturity of up to 153 days (2009: 182 days) with effective interest rates ranging from 0.4075% to 0.4650% per annum (2009: 0.45% per annum)

8. Trade And Other Payables

	2010 S\$	2009 S\$
Trade payables	157,407	332,944
Other payables	24,345	33,520
Advance receipts	399,912	812,918
Accruals	678,277	802,782
Deposits received	700	800
	1,260,641	1,982,964

notes to the financial statements

for the year ended 31 March 2010

9. Deferred Capital Donations And Grants

	Building fund S\$	IDA grant S\$	MCYS grant S\$	Tote Board grant S\$	Total S\$
Cost					
At 1 April 2008	14,568,321	605,819	-	-	15,174,140
Additions during the year	-	643,294	538,891	29,938	1,212,123
At 31 March 2009 and 1 April 2009	14,568,321	1,249,113	538,891	29,938	16,386,263
Additions during the year	-	7,692	64,775	3,599	76,066
Disposals during the year	(43,392)	-	-	-	(43,392)
At 31 March 2010	14,524,929	1,256,805	603,666	33,537	16,418,937
Accumulated amortisation					
At 1 April 2008	(6,859,569)	(49,841)	-	-	(6,909,410)
Additions during the year	(661,030)	(358,324)	(47,069)	(2,615)	(1,069,038)
At 31 March 2009 and 1 April 2009	(7,520,599)	(408,165)	(47,069)	(2,615)	(7,978,448)
Additions during the year	(661,030)	(406,231)	(101,370)	(5,632)	(1,174,263)
Disposals during the year	43,392	-	-	-	43,392
At 31 March 2010	(8,138,237)	(814,396)	(148,439)	(8,247)	(9,109,319)
Net carrying value					
At 31 March 2009	7,047,722	840,948	491,822	27,323	8,407,815
At 31 March 2010	6,386,692	442,409	455,227	25,290	7,309,618

- 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 (IAC). This grant commences from 1 September 2007 and 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 statement of comprehensive income.

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 Information 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 statement of comprehensive income.

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 2010

10. Expenses Relating To Sales Of Work

	2010 S\$	2009 S\$
Cost of sales:		
Opening inventory	40,756	38,133
Purchases	90,834	133,441
Closing inventory	<u>(36,872)</u>	<u>(40,756)</u>
	94,718	130,818
Other expenses		
Transport	14,540	53,304
Workers salaries and related cost (include CPF of S\$19,167 (2009 – S\$17,771))	224,225	208,771
Trainees' allowances	157,152	206,826
Trainees' and workers' benefit	41,577	30,428
	<u>532,212</u>	<u>630,147</u>

11. Key Management Remuneration

Included in staff salaries and related costs is key management remuneration and key management employer CPF contribution amounting to S\$804,119 (2009 - S\$714,437) and S\$74,952 (2009 - S\$69,105) respectively.

12. 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:

	2010 S\$	2009 S\$
Not later than one year	15,396	18,417
Later than one year and not later than five year	43,758	59,154
	<u>59,154</u>	<u>77,751</u>

13. Donations

	2010 S\$	2009 S\$
Gross donations and sponsorships	4,671,850	3,597,026
Direct cost of fund raising expenses	(685,869)	(152,390)
Percentage of direct fund raising expenses over gross donations and sponsorships	15%	4%

A major fund raising event "SPD Charity Show" was staged on 6 December 2009 to raise funds and create awareness of the Society's services and programmes.

notes to the financial statements

for the year ended 31 March 2010

14. Financial Risk Management Objectives And Policies

The Society is exposed to various financial risks arising from its operations. The key financial risks include interest rates risk, foreign currency risk, credit risk, and liquidity risk. The Society's Board of Management reviews and agrees policies and procedures for the management of these risks.

The following describes the Society's exposure to the above-mentioned financial risks and the objectives, policies and processes for the management of these risks:

Interest rate risk

This is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

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 deposits in fixed deposits at favorable interest rates with financial institutions in Singapore.

Foreign currency risk

This financial risk arises from changes in foreign currency exchange rates, which are expected to have an adverse effect on the Society in the current reporting period and in future years.

Majority of the Society's transactions are settled in Singapore dollar. In the opinion of the Board of Management, the Society do not have significant foreign currency risk exposure.

Credit risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the Society.

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 statement of financial position.

Liquidity risk

Liquidity risk is the risk that the Society will encounter difficulty in meeting financial obligations due to shortage of funds. The Society's exposure to liquidity risk arises primarily from mismatches of the maturities of financial assets and liabilities.

The Society manages the liquidity risk by maintaining adequate funds to provide flexibility in meeting the Society's day to day requirements and continuously monitoring forecasts and actual cash flows.

notes to the financial statements

for the year ended 31 March 2010

15. Financial Instruments

Fair value

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

The Society does not anticipate that the carrying amounts recorded at the statement of financial position date would be significantly different from the values that would eventually be received or settled.

16. Donations / Grants And Sponsorship To Other Charities

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

17. Tax Exempt Receipts

During the financial year, the Society issued tax exempt receipts for donations collected amounting to S\$2,767,159.25 (2009: S\$2,624,101).

18. 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.

19. Comparatives

The 2009 and 2008 comparatives for deposits more than 3 months maturity which were previously classified under cash and cash equivalents have been reclassified to fixed deposits in the statement of financial position (see notes 6 and 7). The reclassification is done to conform to the current year's presentation and to better reflect the liquidity of the deposits.

As a result of the reclassification, appropriate changes were also made to the comparatives in the statement of cash flows.

20. Authorisation Of Financial Statements

The financial statements for the year ended 31 March 2010 were authorised for issue by the Board of Management on 28 June 2010.

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