

★ TRANSFORM ★

SOCIETY FOR THE PHYSICALLY DISABLED

ANNUAL REPORT FY2012/2013

EMPOWERMENT
CAN TRANSFORM
LIVES.

Society for the
Physically Disabled

MAKE A DIFFERENCE IN
TRANSFORMING
OUR SOCIETY INTO AN
inclusive and
VIBRANT ONE

TRANSFORM POTENTIAL
INTO
PRODUCTIVITY

ENGAGE AND EMPOWER
TO INSPIRE CHANGE



PEOPLE WITH DISABILITIES CAN PICK UP SKILLS TO KEEP UP WITH THE PACE OF AN INCREASINGLY DIGITAL WORLD.

INDEPENDENCE GOES HAND-IN-HAND WITH INTEGRATION

BREAKING BARRIERS, UNLOCKING POTENTIALS
ONE SMALL STEP

TO EMBRACE DIFFERENCES IS TO BREAK the divide.

READY TO TAKE ON THE CHALLENGE?
STEP UP AND BE PART OF THE

in helping people with disabilities,
ONE GIANT LEAP
IN BUILDING A MORE INCLUSIVE SOCIETY.

STEP FORWARD.



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OUR MISSION

THE SOCIETY FOR THE PHYSICALLY DISABLED (SPD) IS COMMITTED TO WORKING IN PARTNERSHIP WITH PEOPLE WITH DISABILITIES TO DEVELOP THEIR POTENTIAL TO THE FULLEST SO THAT THEY CAN BE SELF-RELIANT AND INDEPENDENT.

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OUR VISION

TO BUILD AN INCLUSIVE COMMUNITY WHERE EVERYONE IS A PART OF IT, AND NOT APART FROM IT.

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OUR VALUES

WE ARE COMMITTED TO OUR CLIENTS AND MISSION. WE PLACE INTEGRITY WITH COMPASSION AS A KEY VIRTUE AND WE STRIVE TO BE PROFESSIONAL IN OUR SERVICE DELIVERY.

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 Society for the Physically Disabled

SPD
ABILITY CENTRE

2 PONDOK DUKUN 1 SEGER



BOARD OF MANAGEMENT



Board of Management

Ms Chia Yong Yong ¹

President (2008 to current)
Vice-President (2006 to 2008)
Lawyer, Yusarn Audrey

Mr Ngan Wan Sing, Winston ²

Vice-President (2012 to current)
Honorary Assistant Treasurer
(2010 to 2012)
Partner, Ernst & Young LLP

Ms Poh Hwee Hian ⁴

Honorary Treasurer (2008 to 2010,
2012 to current)
Honorary Assistant Treasurer
(2007 to 2008)
Trade Marketing Director,
Samsung Asia Pte Ltd

Mr Kamalarajan Malaiyandi Chettiar ³

Honorary Assistant Treasurer
(2012 to current)
Lawyer, Rajan Chettiar & Co

Ms Suman K Balani ⁶

Member

Prof Ho Lai Yun, BBM, JP, PBS ⁵

Member

Mr Lee Han Yang, BBM ⁸

Member

Mr Low Wong Fook ¹⁰

Member

Mr See Cher ⁷

Member

Mr Soh Chee Keong, BBM ⁹

Member

Mr Yeo Jeu Nam ¹²

Member

Mr Abhimanyau Pal ¹¹

Ex-Officio Secretary



Budget and Programme Committee

Ms Chia Yong Yong
Chairperson

Mr Kamalarajan Malaiyandi Chettiar
Member

Prof Ho Lai Yun, BBM, JP, PBS
Member

Mr Lee Han Yang, BBM
Member

Mr Ngan Wan Sing, Winston
Member

Ms Poh Hwee Hian
Member

Audit Committee

Mr Yeo Jau Nam
Chairperson

Ms Suman K Balani
Member

Mr Low Wong Fook
Member

HR & Remuneration Committee

Mr Soh Chee Keong, BBM
Chairperson

Ms Suman K Balani
Member

Mr See Cher
Member

The SPD Charity Show 2013 Committee

Ms Chia Yong Yong
Chairperson

Ms Suman K Balani
Member

Mr Ngan Wan Sing, Winston
Member

Ms Poh Hwee Hian
Member

Mr Soh Chee Keong, BBM
Member

MANAGEMENT STAFF



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1 Raymond Chang
Manager, IT

2 Yvonne Chew
Senior Teacher, EIPIC

3 Chia Woon Yee
Director, Technology
& Vocational Training

4 Jeffrey Chin
Assistant Director,
Rehabilitation Services/
Employment and Care Support

5 Debbie Chow
Senior Manager,
SPD Therapy Hub

6 Elaine Goh
Manager, Human Resource

7 Kunal Gosh
Centre Head, Building Bridges
EIPIC Centre (Jurong)

8 Khoo Khee Ling
Head, Community
& Social Service Department

9 Geraldine Lai
Manager, Communications

10 Lee Hui Lin
Head, Programme
& Service Development

11 Loi Boon Lee
Director, Community Partnerships

12 Timothy Ng
Head, Operations,
Vocational Training



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- 13 Abhimanyau Pal**
Executive Director
(from 1 December 2010)
- 14 Royson Poh**
Senior Assistant Director,
Vocational Training
- 15 Quah Siok Hua**
Manager, Finance
- 16 Sharon Sim**
Assistant Manager,
SPD Therapy Hub
- 17 Katherine Sng**
Assistant Director,
Community Partnerships

- 18 Ivan Tan**
Curriculum & Training Specialist
- 19 Michelle Tan**
Manager, Corporate Development
- 20 Helen Tay**
Senior Manager, Fundraising
& Volunteer Management
- 21 Susan Teo**
Assistant Manager, Day Activity Centre
- 22 Tommy Tng**
Head, Business Development,
Production Workshop

- 23 Monica Tung**
Senior Assistant Director,
Corporate Services
- 24 Neha Umang**
Assistant Manager,
Rehabilitation Centre
- 25 Joyce Wong**
Deputy Director, Rehabilitation Services
- 26 Sarah Yong**
Head, Clinical Services, Specialised
Assistive Technology Centre
- 27 Zunaidah Binte Shahul Hamid**
Manager, SPD@Tampines

PROGRAMMES AND SERVICES OVERVIEW

CHILDREN & YOUTH

Continuing Therapy Programme

- Occupational and speech therapy services for children under 16 years old

Development Support Programme

- Early intervention programme targeted at children below 6 years old who are in mainstream pre-schools but has mild learning or developmental difficulties

EIPIC

- Early intervention support for infants and children below 6 years old

Identification and Classroom Management of Pre-Schoolers with Learning Difficulties

- Equip pre-school teachers with understanding of the learning difficulties and behavioural issues that children with developmental delay face

SPD Education Programme

- Bursary award
- Case management
- Learning and development programmes
- School integration support
- SPD Youth Aspiration Award
- Tuition support

ADULTS AND THE ELDERLY

Ability Enterprise

- Provide supported employment at Production Workshop
- Bookbinding and book restoration
- Production and sale of notebooks, lifestyle gifts, printing and greeting cards

Day Activity Centre

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

Dysphagia Management Intervention and Training Programme

- Dysphasia management for people with disabilities and elderly with swallowing difficulties
- Caregiver training
- Training and development of health professionals and nursing staff

Employment Support Programme

- Promote the inclusion of people with disabilities in the workforce
- Job matching and placement services
- Post placement job support

IT Apprenticeship Programme (ITAP)

- Structured courses on office administration
- Develop job competencies through commercial projects and internship placements

Multimedia Centre

- Web design and maintenance
- Web hosting and domain registration
- E-greeting cards and digital art
- e-Filing of income tax returns for taxi drivers



Rehabilitation Services

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

Sheltered Workshop

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

ALL AGES

Door-to-Door Transport

- Timely and reliable transport service for people with disabilities who are unable to take public transport to our centres due to their physical limitations or route accessibility

Infocomm Accessibility Centre

- IT training for people with disabilities
- Vocational training in office skills
- Loan of AT devices for purpose of trial, training or temporary replacement
- Collaborate with Government agencies and Voluntary Welfare Organisations (VWOs) to promote IT literacy among people with disabilities
- Advocate and promote digital accessibility
- Administer the NEU PC Programme under IDA
- Scholarship administration

SPD Therapy Hub

(Services are provided to partner organisations)

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

Specialised Case Management Programme

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

Specialised Assistive Technology Centre

- Assistive Technology (AT) consultation and training for clients and caregivers
- AT training for professionals working with people with disabilities
- Promote AT use in schools, workplaces and other VWOs
- Adaptation and modification of existing AT devices that are commercially unavailable



KEY HIGHLIGHTS FOR FY2012/2013

THE HIGHLIGHTS

2012

May 2012

SPD was one of three service partners appointed by the Government to run the Development Support Programme for pre-schoolers in mainstream schools with mild learning disabilities or developmental delays.

July 2012

The Building Bridges EIPIC Centre was opened in Jurong to cater to the growing number of children who require early intervention support services.

SPD began collaborating with the Community Health Centre to provide therapy services to residents in Tampines.

August 2012

Three support groups were set up by our social workers and case management officers to provide caregiver support to parents and caregivers.

September 2012

The IAC, together with TAFEP and EEN, staged the 'Towards an Inclusive Workforce Employers Forum', an event which for the first time involved public and private sector leaders in a panel discussion on the framework and policies needed for a fair and inclusive employment workplace environment.

October 2012

The Therapy Hub Network was initiated with five other partner organisations to identify service gaps in the sector and enhance service delivery.

November 2012

SPD received the Charity Council's inaugural Charity Governance Award 2012 in recognition of our high standards of governance practices.

2013

January 2013

SPD received accreditation from the Ministry of Health to provide rehabilitation services to the community for two more years under the SPD Rehabilitation Centre and SPD@Tampines.

March 2013

The fourth SPD Charity Show was staged and raised \$4.1 million to fund the running of our programmes and services.

Building Bridges EIPIC Centre organised its first Sports Day and Healthy Lifestyle event to encourage interaction and family bonding.



 Society for the Physically Disabled



ONLY FOR PEDESTRIANS

PRESIDENT'S REVIEW

The SPD building that I first stepped foot into in 1997 was not quite the same as the present day SPD Ability Centre. Now, a bigger and taller building stands in its place, boasting an additional floor and two new annexes built to accommodate more programmes and services to serve the growing number of clients.

Guided by our vision to build an inclusive community, we have evolved and grown over the years. We constantly review and change the way we operate in order to stay relevant in the support that we offer our clients so that they are not left behind in our fast-paced society.

In the past year, the Employment and Care Support Division was set up, encompassing the Day Activity Centre, Sheltered Workshop, Production Workshop and Employment Support Programme. This is to allow us to better plan our resources while achieving seamless collaboration in providing support for employment and community integration of persons with disabilities.

The focus on employment support has also allowed us to transit the trainees from the Multimedia Centre to open employment. We are happy to celebrate their success in the open employment though it meant discontinuing services provided by the Multimedia Centre to our supporters.

We grew our support services for children. Our second Building Bridges EIPIC Centre was opened in Jurong to provide early intervention support for children with special needs. We were also proud to see our Therapy Outreach Programme for Pre-Schoolers develop to a national-level programme, now spearheaded by Ministry of Social and Family Development (MSF) and named the Development Support Programme. Our workshops for teachers of pre-schoolers with mild learning disabilities further focus on 'training the trainers' so that they are empowered to identify issues early and provide better care for their charges.

In fact, enabling the sector through the training of health-care professionals and allied educators was the focus of a number of our programmes in the year - from equipping pre-school teachers with the skills to identify and manage children with learning difficulties in classrooms to providing nurses and formal caregivers with dysphagia management training so that they can give better care to their charges. At the same time, an assistive technology (AT) guidebook is being developed by the team to enable therapists and educators in special education (SPED) schools and VWOs that are working with persons with disabilities to conduct basic AT assessments and introduce proper use of AT devices to their clients.

To bring our services into the natural learning environment, our trainers have been conducting training at SPED schools to introduce Information and Communication Technology (ICT) to students with disabilities. We are pleased to share that this had resulted in greater outreach with more children with disabilities benefiting from their acquired ICT skills.

Broadening our support to include those with sensory and learning disabilities was an important milestone in the history of SPD. We took the step in July 2012 to adjust our mission statement to better reflect those we serve.

As a VWO that relies on the goodwill of the community and its partners, we have an obligation to be transparent and accountable in how the organisation is run. Winning the inaugural Charity Governance Award 2012 in the category of large charities in November was a recognition of our rigorous practices, and a huge honour and encouragement for us. But more importantly, we hope it has offered our stakeholders an assurance that the resources which they had contributed were allocated and deployed effectively.

While we might have evolved and transformed over the years, enabling people with disabilities continues to be the core of what we do and their integration into the mainstream society remains our goal and vision.



We are heartened by the trust from the public and the authorities who renewed our accreditation as a community rehabilitation service provider for two more years. We strive to fulfil our responsibilities with integrity and compassion.

Several activities were organised in the year to garner support and raise funds so that our clients could continue to benefit from our services. The SPD Charity Show 2013 was one of the biggest highlights on our calendar which accounted for close to 80 per cent of the \$5 million that we needed to raise in the year.

We thank our donors, volunteers and partners for being with us every step of this journey. I would also like to take this opportunity to thank the staff, management and Board of Management for their contributions in the year.

With Singapore ratifying the United Nations Convention on the Rights of Persons with Disabilities, we envisage an exciting era ahead for the sector and we have every confidence in contributing to the positive impact.



Chia Yong Yong
President





REHABILITATION SERVICES



ADULT REHABILITATION

REHABILITATION SERVICES

PARTNERING TOWARDS INDEPENDENCE



John Chan, 69, occupational therapy and physiotherapy

CASE STUDY

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Mdm Liew Sok Lay was 39 and at the height of her career. The secretary at a shipping company was also a dedicated mother to four school-going children. She started to experience occasional bouts of migraine but did not think much of it. They were precursor to a stroke which hit her in December 2011. After spending a few months in hospital, she was discharged and referred to SPD in February 2012 for physiotherapy and occupational therapy twice a week each.

After the stroke, Sok Lay found difficulties performing basic activities of daily living such as eating, reaching out for a cup of water and walking. She also suffered from severe expressive aphasia which resulted in difficulties in articulating words. With guidance and encouragement from her therapists, Sok Lay worked to improve her mobility, balance and physical endurance.

In less than 12 months, Sok Lay showed marked improvement and was eventually able to take the public transport independently. Her upper limb strength and dexterity also improved, allowing her to go about her daily activities such as making a cup of drink on her own more freely. Sok Lay was discharged from the programme in March 2013 and continues doing rehabilitation exercises at home.

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Providing affordable day rehabilitation services and follow-up rehabilitation and support for people with physical disabilities

Accreditation

We have successfully renewed our Day Rehabilitation Centre accreditation with the Ministry of Health (MOH) for another two years, enabling us to continue providing rehabilitation services to the community. The audit for the renewal was conducted by the Agency for Integrated Care (AIC) and MOH in early 2013.



Student Training and Attachment

To guide and prepare the next generation of therapists, we provided clinical attachment to nine physiotherapy and seven occupational therapy students from Nanyang Polytechnic (NYP) for a period of three to five weeks. We also offered support to a small group of final-year physiotherapy students from the school who conducted a comparative study between the Able-X and Nintendo Wii, both computer-based systems that are used as rehabilitation tools, to understand our clients' preference in using various technological devices as part of their rehabilitation. In addition, we hosted over 80 student physiotherapists from NYP when they visited SPD in October 2012 for a one-day observational attachment.

In the year ahead, we plan to grow our caregiver training programme and enhance our direct therapy services to clients with chronic conditions.

Dysphagia Management Intervention and Training Programme

We successfully secured a three-year funding from the Tote Board Community Healthcare Fund (TBCHF) to operate a Dysphagia Management Intervention and Training Programme starting from October 2012.

In contrast with the earlier Dysphagia Clinic - Swallowing Management Programme for the Elderly which ran for two years from October 2009, the programme focuses on developing training content and identification criteria for formal caregiver training.

This training content is designed to enhance the capabilities of VWOs by enabling their formal caregivers such as nursing and care staff to screen, plan and manage their patients more closely. This would in turn benefit more patients. In addition, dysphagia screening and management services conducted by our speech therapists will be conducted concurrently.

The programme provided 10 hours of training over two days in March 2013 for 15 participants which included nursing aides, nurses and nurse clinicians from Apex Harmony Lodge.

We are also developing two training manuals as resource materials for health-care attendants and staff nurses.

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of therapy sessions provided at SPD Ability Centre	8,346	7,751	7,750
No. of people helped through therapy sessions at SPD Ability Centre	259	249	303

ADULT REHABILITATION

PROFILE OF ADULT REHABILITATION CLIENTS AT SPD ABILITY CENTRE

Diagnosis \ Age	Age							Subtotal	%
	16 - 24 yrs	25 - 34 yrs	35 - 44 yrs	45 - 54 yrs	55 - 64 yrs	65 - 74 yrs	75 yrs and Above		
Cardiorespiratory	0	0	0	0	2	1	5	8	3%
Neurology	8	8	15	27	28	33	39	158	61%
Orthopaedic	0	2	2	3	5	11	18	41	16%
Others*	3	7	5	3	6	8	20	52	20%
Subtotal	11	17	22	33	41	53	82	259	100%
	4%	7%	8%	13%	16%	20%	32%	100%	

* Includes clients with dysphagia, musculoskeletal or multiple geriatric issues



EARLY INTERVENTION SERVICES FOR CHILDREN

REHABILITATION SERVICES

AN EARLY START, A BETTER TOMORROW



Cheong Nur Faidisha Qistina, 3, intervention and therapy services

CASE STUDY

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Cheong Nur Faidisha Qistina was a timid 3-year-old when she was enrolled at the Building Bridges EIPIC Centre in Jurong in August 2012. Suspected to be suffering from cerebral palsy, Qistina needed assistance when balancing, even while sitting on a chair.

She would cry during therapy sessions and had difficulties socialising with both her teachers and peers. Five months into the programme with five hours of intervention every week, Qistina demonstrated spontaneity while socialising in a group and is more confident sitting and balancing on her own. Qistina has also shown marked improvement in her social-communication skills, and has started using two- to three-word phrases to express herself.

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Providing early intervention support for children with special needs

Building Bridges EIPIC Centre

SPD operates the Early Intervention Programme for Infants and Children (EIPIC) at two locations - Tiong Bahru and Jurong - to offer therapy and educational support services to children under 6 years old who have been diagnosed with a disability or have shown delay in development.

The EIPIC centre in Jurong, our second, was opened in July 2012 to cater to the growing demand for early intervention therapy services. The new set-up, situated in Jurong East Avenue 1, occupies two ground floor units at the void deck of Block 337.

In the year, our EIPIC programme served 134 clients from the two centres.

Events

Building Bridges organised a Children's Day celebration for the young clients from the two centres and their families. Music, games and craft activities provided opportunities for the children to engage in peer-to-peer interaction.

New to the neighbourhood, we organised an open house on 10 November 2012 for the residents and community organisations in Jurong. Grassroots leaders including Mr Ang Wei Neng, Member of Parliament for Jurong GRC, graced the occasion. Assimilation into the social service landscape such as ComCare Local Network, South West CDC and Neighbourhood Link was a priority in the centre's community outreach efforts.

Building Bridges held its first Sports Day and Healthy Lifestyle event at the Tiong Bahru Community Centre on 22 March 2013 to encourage interaction and family bonding. More than 100 clients and their families turned up for the event. Students from Nanyang Junior College volunteered as game masters and Traders Hotel's executive chef also conducted a demonstration on healthy cooking.

EARLY INTERVENTION SERVICES FOR CHILDREN

REHABILITATION SERVICES



Parental Involvement

As parents play a critical role in facilitating the child's development, it is our requirement that parents attend their child's case conference every six months to review their progress and jointly set intervention goals for the next half-year.

Parents are also encouraged to participate in parent training programmes, parental support groups, agency visits, and family recreational activities that the two centres organise. Parental support groups provide parents with emotional support to cope with the disabilities of their children. They are also empowered with relevant skills and knowledge through this social network.

Our social workers and case management officers had set up three such support groups for parents and caregivers which attracted 25 active participants in the year.

More structured caregiver support and training programmes are in the pipeline. We will also incorporate more enrichment activities, such as outings and day camps, into the current curriculum to reinforce the children's learning at the centres.

Description	FY2012/2013	FY2011/2012	FY2010/2011
*No. of children served under EIPIC programme at SPD Ability Centre	52	24	-
**No. of children served under EIPIC programme at Jurong	82	-	-

* Building Bridges EIPIC Centre in SPD Ability Centre began operations in October 2011

** Building Bridges EIPIC Centre in Jurong began operations in July 2012

EARLY INTERVENTION SERVICES FOR CHILDREN

REHABILITATION SERVICES

PROFILE OF CHILDREN SERVED AT BUILDING BRIDGES EPIC CENTRE IN SPD ABILITY CENTRE

Diagnosis	Age	0 - 17 mths	18 mths - 6 yrs	Subtotal	%
Autism spectrum disorder (ASD)		0	19	19	37%
Non-ASD		4	29	33	63%
Subtotal		4	48	52	100%
		8%	92%	100%	

PROFILE OF CHILDREN SERVED AT BUILDING BRIDGES EPIC CENTRE IN JURONG (JULY 2012 TO MARCH 2013)

Diagnosis	Age	0 - 17 mths	18 mths - 6 yrs	Subtotal	%
Autism spectrum disorder (ASD)		0	40	40	49%
Non-ASD		0	42	42	51%
Subtotal		0	82	82	100%
		0%	100%	100%	





EARLY INTERVENTION SERVICES FOR CHILDREN



T Vehtrivel, 10, speech therapy

Continuing Therapy

Children under 16 years old who are diagnosed with special needs can turn to the Continuing Therapy (CT) Programme for support through occupational and speech therapy services. Minimising the risk of developing long-term disabilities is one of the main goals of the programme.

This centre-based programme complements the therapy services the child receives in his special school. It is also extended to children in mainstream schools who require on-going therapy services to improve their functional and academic performances.

Offering therapy packages to cater to the needs of the children will be the programme's focus in the coming year. We will also continue exploring the feasibility of operating on weekends and extending our hours in the evening to enable more children to benefit from the programme.

We will conduct more sensory motor as well as speech and language workshops for teachers and allied educators in mainstream schools to empower them to provide better support to children with special needs in mainstream schools.

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of Continuing Therapy sessions provided at SPD Ability Centre	1,420	1,631	1,838
No. of children helped under Continuing Therapy at SPD Ability Centre	143	169	161

Therapy Sessions Conducted Under the Continuing Therapy Programme at SPD Ability Centre

Type of Service	No. of Therapy Sessions
Occupational Therapy	500
Speech Therapy	903
Group Therapy	17
Total	1,420

EARLY INTERVENTION SERVICES FOR CHILDREN

PROFILE OF CLIENTS UNDER THE CONTINUING THERAPY PROGRAMME AT SPD ABILITY CENTRE

Diagnosis	Age	0 - 6 yrs	7 - 12 yrs	13 - 16 yrs	Subtotal	%
Attention deficit hyperactivity disorder		0	1	1	2	1%
Autism spectrum disorder		16	39	4	59	41%
Global developmental delay		5	13	4	22	15%
Learning disabilities		0	5	0	5	4%
Physical disabilities		1	2	1	4	3%
Speech & language impairment		9	24	5	38	27%
Others		2	9	2	13	9%
Subtotal		33	93	17	143	100%
		23%	65%	12%	100%	



A PARTNER OF CHOICE FOR QUALITY REHABILITATION

Providing high-standard outcome-based therapy services and continuity of care to voluntary welfare organisations

The SPD Therapy Hub was set up to provide occupational therapy, physiotherapy and speech therapy services to other VWOs to address the shortfall in resources in the health-care sector.

We signed a Memorandum of Understanding with long-term partner Peacehaven Nursing Home which outsourced its entire therapy service to SPD Therapy Hub from January 2013.

In the year, we succeeded in recruiting 50% more therapists to serve the community's growing demands for rehabilitation services.

To respond better to the sector's needs and improve our service delivery, we started the Therapy Hub Network involving five partner organisations. Set up in October 2012, the networking group aims to identify service gaps in the sector so that more help can be made available to those who need it.

In accordance with the Allied Health Professions Act enacted to raise the professionalism of the sector, we will require all our therapists to be registered with the Allied Health Professions Council by December 2013.

For the professional growth and career development of our therapists, we will also ensure that they complete the 'Professional staff (therapist) training track and development' log card.



Description	FY2012/2013	FY2011/2012	FY2010/2011
*No. of organisations served	32	32	32
**No. of people helped	3,014	3,249	2,984

*Number includes internal programmes and partner organisations

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

REACHING OUT TO THE HEARTLANDS

CASE STUDY

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Angeline Ang was 45 and working as a beautician when she survived a stroke in May 2012. She was referred to SPD@Tampines in October 2012 with weakness in her right upper and lower limbs as a result of the stroke.

At the time of admission, Angeline could neither move her right arm nor perform any functional task with her right hand, which was her dominant hand. She was only able to walk up to 50 metres with a quad-stick and assistance from another person. Angeline also had to rely on a wheelchair when going out.

With occupational therapy and physiotherapy twice a week at SPD@Tampines, Angeline showed improvements in many areas. For instance, she was eventually able to use her right hand more effectively when performing daily tasks, such as holding and pinching objects, eating and taking money from her purse. To be able to write her name was also a milestone in her recovery journey. Angeline is now able to walk up to 200 metres on even surface unaided, climb the stairs and even take public transport with minimal assistance.

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Bringing quality adult and early intervention services to people living in the east

Adult Rehabilitation Services

SPD@Tampines received the accreditation from the Ministry of Health to provide rehabilitation services to the community for another two years. This also affirmed our status as a trusted service provider.

The centre collaborated with the Tampines Community Health Centre (CHC) in July 2012 to provide physiotherapy to residents in Tampines who require rehabilitation services for musculoskeletal conditions such as muscular pains and backaches. With this partnership, patients were able to receive timely health-care support at the community level.

We have seen an increase in the number of referral cases from CHC in the year. We were also in discussion with Tampines Polyclinic to refer patients with musculoskeletal conditions to SPD when they close for renovation.

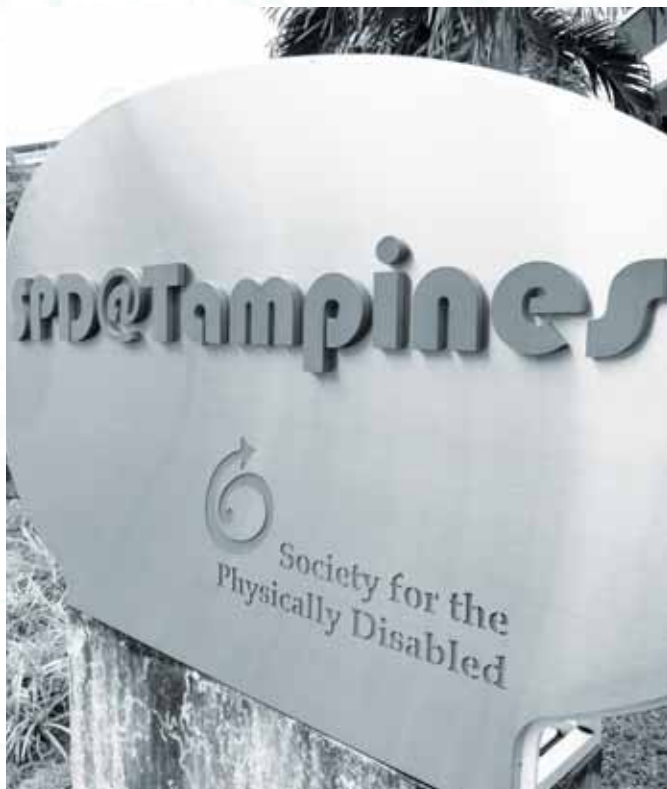
In the year ahead, we plan to be proactive in approaching nursing homes and homes for the elderly to offer our services to their residents. Strengthening our collaboration with grassroots organisations will continue to be one of our main outreach efforts.

Early Intervention Support for Children

SPD had pioneered some of the early intervention efforts to prepare pre-schoolers between 3 and 6 years old with mild learning difficulties or developmental delays for mainstream education. It was a significant milestone for us when our Therapy Outreach Programme for Pre-Schoolers' (TOPPS) framework was adapted for national roll-out with funding support from the Ministry of Social and Family Development (MSF). The programme was named Development Support Programme (DSP) and was first piloted in May 2012.

We maintained two clinical teams to provide therapy services and a team of Learning Support Educators (LSEs) who are trained to screen and identify children in their schools for intervention support. We had provided support to over 90 pre-schoolers in the year since we started providing the service in May 2012. In the coming year, we hope to extend our services to serve children in the western part of Singapore.

Continuing Therapy (CT) Programme is also offered at our satellite centre in Tampines to support children under 16 years old. Our therapists and social workers had also engaged allied educators and teachers in schools to help students with special needs.



Workshops for Teachers and Caregivers

In the year, we provided more assistance to teachers and caregivers to help facilitate learning in mainstream schools for students with disabilities. We will continue to organise training workshops that focus on sensory, motor, speech and language learning to equip the teachers with skills they need to help the students.

To equip the pre-school sector to better serve children with learning difficulties, we continued to conduct the 'Identification and Classroom Management of Pre-Schoolers with Learning Difficulties' workshop. In the year, we have provided over 147 hours of training to 191 pre-school teachers through the three-day workshop.

Collaboration with North East CDC

Together with the North East CDC, we piloted a project in January 2013 to use augmentative and alternative communication (AAC) devices during therapy sessions to help young clients improve in their speech, language and communications skills. iPads, sponsored by the North East CDC, were used as AAC devices in the project. Approximately 200 children with special needs is to benefit from the programme.

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of therapy sessions provided at SPD@Tampines	4,219 for children 3,562 for adults	3,851 for children 3,343 for adults	3,489 for children 2,482 for adults
No. of people helped at SPD@Tampines	367 children 191 adults	352 children 141 adults	275 children 138 adults



PROFILE OF PAEDIATRIC REHABILITATION CLIENTS AT SPD@TAMPINES

Diagnosis	Age					Subtotal	%
		0 - 6 yrs	7 - 12 yrs	13 - 16 yrs	18 yrs		
Attention deficit hyperactivity disorder		1	4	1	1	7	2%
Autism spectrum disorder		29	54	10	1	94	26%
Global developmental delay		13	32	0	0	45	12%
Learning disabilities		96	9	3	0	108	29%
Physical disabilities		2	3	1	0	6	2%
Speech & language impairment		15	65	6	0	86	23%
Others		5	15	1	0	21	6%
Subtotal		161	182	22	2	367	100%
		44%	49%	6%	1%	100%	

PROFILE OF ADULT REHABILITATION CLIENTS AT SPD@TAMPINES

Diagnosis	Age							Subtotal	%	
		16 - 24 yrs	25 - 34 yrs	35 - 44 yrs	45 - 54 yrs	55 - 64 yrs	65 - 74 yrs			75 yrs and Above
Cardiorespiratory		0	0	0	0	0	2	2	4	2%
Neurology		3	6	7	20	26	20	33	115	60%
Orthopaedic		2	4	2	10	11	8	15	52	27%
Others*		1	0	0	1	2	7	9	20	11%
Subtotal		6	10	9	31	39	37	59	191	100%
		3%	5%	5%	16%	21%	19%	31%	100%	

* includes clients who have dysphagia, musculoskeletal or multiple geriatric issues.



TOWARDS GREATER INDEPENDENCE

Providing care and training opportunities for people with disabilities

CASE STUDY

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Yuet Jun Kai sustained brain injury in 2005 due to neuroleptic malignant syndrome which deprived his brain of oxygen. He was enrolled in SPD's DAC a year later and required moderate assistance in life skills. With the degeneration of his cognitive abilities, Jun Kai could not follow complex instructions and was also unable to grasp the concept of money. He had very minimal social interaction skills. When he first joined DAC, Jun Kai had random outbursts of temper and was unable to interact with his peers in group sessions.

Through training and social interaction at DAC, Jun Kai has slowly picked up life skills. Today, the 30-year-old is an independent, sociable and well-mannered gentleman. Besides succeeding in managing his temperament, his social skills have also improved. Admirably, Jun Kai has put the basic computer skills he picked up at DAC to good use. He is currently enrolled in SPD's Sheltered Workshop where he performs simple data entry work.

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Care and Training for People with Disabilities

In the Day Activity Centre (DAC), people with disabilities are given opportunities to engage in activities to help them in their activities of daily living, community living, pre-vocational training and social interaction. Here, we also provide caregivers and family members with respite and the opportunity to continue working without having to worry about the care of their loved ones.

Experiential IT Participation

Incorporating the use of IT into our clients' training schedule was a new focus for DAC in the year. Activities ranged from using the computer to access basic games to using basic functions in the Microsoft Office suite. Through such infocomm exposure, about 45 clients had the opportunity to experience the use of computer in their training and three of them were eventually enrolled in SPD's Sheltered Workshop where they were engaged in simple data entry work.

Diverse Talents

We actively help develop the talents of our DAC clients in different interest areas such as sports, drama and singing. An annual competition was organised in December 2012 to showcase their talents. The DAC choir also represented SPD at many community events, including Embrace 2012 – an event organised by Central Singapore CDC in conjunction with the International Day of Persons with Disabilities 2012.

Besides focusing on improving daily living skills, we will provide more opportunities to promote experiential learning for our clients in the coming year to explore new interests and uncover talents.

Satisfaction Survey

In our annual caregiver satisfaction survey conducted in November 2012, 82% of the caregivers responded that their loved ones had benefited from the activities and training in DAC, surpassing the 75% benchmark set by the National Council of Social Service.





Lee Yoke Sui, 40, day care

Training Conducted at DAC

Area of Training	No. of Hours
Activities of Daily Living	2,481
Pre-Vocational Skills	3,670
Community Living Skills	1,874
Socio-Recreational Skills	2,420
Total	10,445

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of training hours provided	10,445*	12,128	11,517
No. of people helped	72	58	62

*DAC was operating with fewer training officers in the year due to recruitment challenges, resulting in a drop in training hours

PROFILE OF DAC CLIENTS

Diagnosis	Age	16 - 24 yrs	25 - 34 yrs	35 - 44 yrs	45 - 54 yrs	55 - 64 yrs	Subtotal	%
	Cerebral palsy		6	11	5	2	1	25
Intellectual disabilities		1	1	3	0	3	8	11%
Stroke		0	0	4	4	2	10	14%
Traumatic brain injury		0	2	5	2	0	9	12%
Others		8	4	3	5	0	20	28%
Subtotal		15	18	20	13	6	72	100%
		21%	25%	28%	18%	8%	100%	





Eddie Neo, 38, day care



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**COMMUNITY & SOCIAL
SERVICE DEPARTMENT**

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SPECIALISED CASE MANAGEMENT PROGRAMME

COMMUNITY & SOCIAL SERVICE DEPARTMENT

STRENGTHENING THROUGH SUPPORT



Jeffrey Koh, 20, day care and counselling support

SPECIALISED CASE MANAGEMENT PROGRAMME

STRENGTHENING THROUGH SUPPORT

CASE STUDY

XX

41-year-old Jumani Bin Jemari was hit by a lorry in a road accident in October 2010. The accident left him with a traumatic brain injury and he became totally dependent on his wife for most of his activities of daily living. The family lost their only source of income as the father of three young boys was the sole breadwinner.

They were referred to SPD's SCMP which rendered assistance to the family. Besides tapping into the SPD Casework Fund that offered \$300 in financial assistance to the family every month for 12 months, SPD also helped Mr Jumani, who relies on a wheelchair for mobility after the accident, to apply for full waiver of his therapy and transport fees. As his injuries affected his ability to speak, his social worker applied for a fully-subsidised assistive technology training so that he is able to communicate with his family using alternative communication devices.

The family has also been receiving \$30 worth of NTUC vouchers every month since May 2012. In addition to helping the family tap into community funds for financial assistance, the counselling and caregiver's support that SPD offered had also helped the family emotionally and psychologically.

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Empowering individuals with disabilities to lead fulfilling lives

Helping people with acquired disabilities cope with challenges and realising their potentials are what we hope to achieve through the Specialised Case Management Programme (SCMP). A comprehensive spectrum of care and support is provided to people with disabilities and their families through counselling, guidance and case management, occasionally leveraging on SPD's range of programmes and services.

In the year, we served 459 clients under SCMP.

Demand for Elderly Care

An increase in public awareness and the Government's efforts to boost elderly-related services could have attributed to the increase in the number of elderly clients who were referred to SPD. We will work towards increasing our collaboration with other service providers to ensure resources are effectively deployed and not duplicated.

Caregiver Support

During the year, the caregiver support framework was developed to look into the welfare of caregivers and empower them to better care for their loved ones. Three support groups were set up by our social workers and management officers in August 2012 to provide caregiver support to parents and caregivers. A series of caregiver programmes tailored to meet the needs of other SPD programmes are in the pipeline.

With the help of volunteer group, the Freedom Adventure Club, the SCMP team organised a Family Day in September 2012 for about 50 clients and their families. The event created quality bonding time for our clients and their families at the newly-opened Gardens by the Bay.



Collaboration

Since August 2010, we have been appointed by the Ministry of Defence (MINDEF) to provide community and clinical rehabilitation support to servicemen who are injured during service, resulting in permanent or temporary physical disability. The partnership with MINDEF was renewed for another three years from July 2012 to July 2015.

SPD participated in a post graduate research study to help improve social service delivery standards and organisational management through feedback of NCSS' outcome management protocol.

We also supported a post graduate public health student in her research into the quality of life of primary caregivers of people with disabilities in Singapore. The research findings will provide useful insights and help enhance our programmes and services.

In the coming year, monthly case discussions and sharing of the latest developments in the social service arena will be facilitated to elevate the professionalism of the team. It will also boost our capabilities as we work towards becoming the subject matter expert in the disability sector.





 NatSteel

NATSTEEL-SPD BURSARY AWARDS 2013

Presented to

SECONDARY SCHOOL STUDENTS

Bursary Awards **\$17,600**

|| LEARN, | GROW, | SERVE

CASE STUDY

XX

Life took a drastic turn when Toh Wee Yang was 9. His teacher noticed that he had difficulties climbing stairs and suggested that his parents bring him for a medical check-up. Several tests later, with his condition deteriorating rapidly, he was diagnosed with muscular dystrophy and neuromuscular scoliosis. In less than 18 months, Wee Yang lost all control of his lower limbs and had to be dependent on his parents for all activities of daily living. He also had to rely on a wheelchair to get around.

A year into his diagnosis, Wee Yang enrolled in the SPD Education Programme. An operation on his spine put him out of school for three months and SPD arranged for a volunteer tutor to help him catch up with his studies while at home. SPD also helped him acquire a wheelchair to provide ample support to his deteriorating frame. Wee Yang also received the SPD Education Programme bursary awards which pays for his school fees, lightening the family's finances. The NTUC Daily Needs Programme administered by SPD helps with the daily expenses of the family which relies on Wee Yang's eldest brother as the sole breadwinner.

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Providing educational support and opportunities in learning and development to level the playing field for students with physical disabilities

Bursaries

Minister for Education Mr Heng Swee Keat presented \$77,500 in bursaries sponsored by NatSteel Holdings to 94 students with disabilities and students whose parents were disabled at the annual SPD Education Programme Award Presentation Ceremony held on 26 January 2013.

With medical advancements and better health-care support, fewer children are born with physical disabilities today. More support from community resources has also helped in lightening the financial burden of some families, which led to the gradual decline in the number of bursary recipients in recent years.

During the year, we were able to reach out to more students through talks in classrooms and assemblies. We will continue to work closely with schools to raise awareness of the needs of students with disabilities in mainstream schools and improve the support available to them.



SPD EDUCATION PROGRAMME

COMMUNITY & SOCIAL SERVICE DEPARTMENT



Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of physically disabled students helped under the SPD Education Programme	147	141	145
Amount disbursed through bursary award	\$77,500	\$84,750	\$91,200
No. of bursary award recipients	94	122	129
No. of training places provided for learning and development for students with disabilities and their families	231	225	243
No. of training places provided for learning and development for educators and peers of students with disabilities	313	149*	1,549

* More talks were conducted in the year at classroom level instead of assembly level



SPD Youth Aspiration Award 2013 recipients: Harun Rahamad (left), 23 and Kelvin Chua (right), 14



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NURTURING TALENTS

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We believe in the importance of education as it gives every child a head start in life. Children should not be denied a chance at education just because of their disabilities. Beyond the academics, we also seek to nurture well-rounded youths and students with disabilities. Their interests and talents may open doors to a brighter future where they can make full use of their abilities and be independent.

SPD Youth Aspiration Award

The SPD Youth Aspiration Award was introduced in 2010 with the aim of inspiring talented youths with physical disabilities to pursue their interests, by alleviating their financial burdens with grants of up to \$5,000 per recipient. The award is open for application to youths with physical disabilities studying from Secondary 1 to university levels to pursue interests in the areas of visual and/or performing arts, sports or community service.



Two youths who overcame their disabilities to pursue their interests in soccer and yo-yo received the SPD Youth Aspiration Award which was presented by Minister for Education Mr Heng Swee Keat at the annual SPD Education Programme Award Presentation Ceremony held at the Resorts World Sentosa Singapore on 26 January 2013.

Microsoft Unlimited Potential Scholarship

SPD has been administering the Microsoft Unlimited Potential Scholarship since it was launched in 2009. The scholarship seeks to nurture and develop students with disabilities who demonstrate excellent academic credentials, strong leadership potential, and a passion for creativity, higher learning and innovation.

Four students were awarded the Microsoft Unlimited Potential Scholarship to further their tertiary education in IT at the 'Towards An Inclusive Workforce Employers' Forum', held at Livewire@Marina Bay Sands on 27 September 2012.

APB Foundation Scholarship for Persons with Disabilities

We resumed our partnership with the Asia Pacific Breweries (APB) Foundation and started administering the APB Foundation Scholarship for Persons with Disabilities in January 2013. It is a multi-disciplinary scholarship that recognises excellent academic results of students with physical, hearing, visual or speech impairment, and supports the completion of their undergraduate studies at a recognised local university.

Five students received the scholarship from Ms Indranee Rajah, Senior Minister of State for Law and Education, who was the guest-of-honour at the award ceremony on 15 January 2013. It recorded the highest number of recipients in a year since the scholarship's inception in 2004. The annual scholarship quantum was also raised from \$11,000 to \$12,000 for each student to help them cope with rising tuition fees.



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**SPD ABILITY
ENTERPRISE**

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ENHANCING EMPLOYABILITY

Providing supported employment for people with disabilities

The SPD Ability Enterprise was set up to help people with physical disabilities gain financial independence through supported employment and training.

Production Workshop

Our experienced craftsmen continued to produce quality handmade lifestyle gifts such as photo frames and notebooks for sale. The Production Workshop (PWS) was also engaged mainly in providing bookbinding and book restoration services. We saw an increase in thesis and document binding for students in the year which could be due to greater awareness of the service among the student community.

Overall revenue from PWS remained fairly consistent with previous years' with the main source of revenue coming from bookbinding orders from libraries.



Multimedia Centre

Over the years, the Multimedia Centre (MMC) has seen the progression of a number of designers to open employment, a move that aligned with our goal of integrating people with disabilities into mainstream society. We closed the MMC on 1 September 2012 after all the designers found jobs outside. Although the centre's closure affected the bottom line, income from our greeting cards project helped to defray the operating costs of the Ability Enterprise.

The Ability Enterprise will continue to help people with disabilities in the programme enhance their financial independence by leveraging on their skills and talents through viable commercial opportunities.



Sales Revenue of SPD Ability Enterprise

Description	FY2012/2013	FY2011/2012	FY2010/2011
Sales revenue for PWS	\$139,000	\$135,000	\$196,000
Sales revenue for MMC	\$191,000	\$252,000	\$246,000
Total sales revenue	\$330,000	\$387,000	\$442,000

No. of people with disabilities at SPD Ability Enterprise

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of people with disabilities at PWS	12	12	14
No. of people with disabilities at MMC	3	3	4
Total no. of clients	15	15	18



TECHNOLOGY



SPECIALISED ASSISTIVE TECHNOLOGY CENTRE

TECHNOLOGY

PROVIDING OPPORTUNITIES, UNLOCKING POTENTIALS



Ruth Yong, 28, consultation and assessment for AT devices

CASE STUDY

XX

Vincent Wan led an active lifestyle and enjoyed various sports such as golf and running. He also loved travelling and was engaged in missionary work. That all changed in 2011 when he was diagnosed with motor neuron disease, commonly known as amyotrophic lateral sclerosis. His health deteriorated rapidly after that. He relied on a ventilator to help him breathe and was also bed-bound. In addition, the 54-year-old required moderate to maximum assistance in managing his daily activities.

Vincent was referred to SPD's Specialised ATC to be evaluated for the suitability of using an assistive technology (AT) device to access the computer, as he was unable to use standard keyboards and mouse. After the assessment, he was prescribed the EZ Keys software, an on-screen keyboard and mouse emulation on the computer screen, along with a specs switch. The keys on the computer screen scan the alphabets and Vincent would press the specs switch to select the characters he wants to form words to communicate with his loved ones and those around him.

Vincent was not able to write a book which the AT devices were originally intended to help him do. However, the AT devices gave him computer access and more importantly, a window to the world outside of his bed.

Vincent passed away on 23 June 2013.

XX

Unlocking the potential of people with disabilities with assistive technology

The Specialised Assistive Technology Centre (Specialised ATC) continued to empower people with disabilities with the use of AT devices. Besides needs assessment, the Specialised ATC also provided adaptation and modification services for devices that were not readily available in the market. The centre will continue to advocate the use of AT in areas of daily living and encourage the innovation and development of AT devices through public education talks and courses.

In the year, we served 119 clients through 137 comprehensive assessments and 207 training hours. Due to the profile and AT needs of our clients, fewer training hours were required.

Development of AT Portal

With the re-appointment by the National Council of Social Service as the Centre of Specialisation for training and capability building in AT in March 2012, the Specialised ATC took on the task of developing an online resource for educators and allied health professionals. The 'Essentials of Assistive Technology' is a portal containing resources, forms and checklists that will guide users in integrating AT in different environments. The project is estimated to be completed by March 2014.

Collaborations

Specialised ATC is collaborating with Rainbow Centre - Margaret Drive School to integrate AT into its classrooms to help pupils with multiple disabilities access the computer. The collaboration will see our AT specialists working with the school's teachers to empower them with theoretical knowledge and practical training on the use of AT devices in classrooms. It will also include on-the-job training where the teachers will receive hands-on training in assessments, integration of computer access using AT in the classrooms as well as discussions and de-briefing with our AT specialists.

In the coming year, we hope to work with more Special Education (SPED) Schools to integrate AT into their classrooms to enhance their students' learning experience. We will also work towards strengthening our resources to enable us to serve visually-impaired clients better.

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of people served by Specialised ATC *	137	140	108

* includes comprehensive assessment clients who had been newly assessed and those who had their goals reviewed



BRIDGING THE DIGITAL DIVIDE

CASE STUDY

XX

Tan Siew Ling was 10 when she was diagnosed with optic atrophy. The condition caused her eyesight to degenerate so much so that she is now totally blind. Despite the odds, the 25-year-old made it through mainstream education and graduated with an economics degree in 2010. However, employment was hard to come by for Siew Ling after graduation.

Siew Ling heard about IAC from a friend, and signed up for its IT Apprenticeship Programme (ITAP) to help increase her employability. She received training in frequently-used office software, business letter writing, data entry, mail merging and resume writing. She also underwent soft skills training where she learnt conflict management and decision making. After her ITAP training, she was matched to a job at Microsoft Singapore where she worked on a part-time basis. Siew Ling is currently employed in a home-based job with a recruitment agency on a full-time basis.

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Bridging the digital divide and enhancing employability for people with disabilities

The Infocomm Accessibility Centre (IAC) conducts IT and office skills training for people across disability types to enhance their employability in this digital age. Through its Assistive Technology (AT) Loan Library, the centre also provides loan and training in the use of AT devices to people with disabilities as well as health-care professionals and educators.

IAC is the administrator of both the Asia Pacific Breweries Foundation Scholarship for Persons with Disabilities and the Microsoft Unlimited Potential Scholarship. The centre also continued to administer the Infocomm Development Authority's NEU PC Plus Programme for people with disabilities so that those from low-income households have the opportunity to own a brand new computer.

In the year, IAC served 520 clients and provided 1,501 training places. The successful outreach to SPED schools has resulted in more training places being offered. IAC's IT courses were integrated into the academic curriculum and allowed the students to advance progressively to higher level IT courses over the school terms.

Employers' Forum and Award Presentation

The 'Towards An Inclusive Workforce Employers' Forum' was held at Livewire@Marina Bay Sands on 27 September 2012 to highlight the multiple partnership approach needed in supporting employment for people with disabilities and helping employers embrace inclusivity. Jointly organised by IAC, Tripartite Alliance for Fair Employment Practices and Enabling Employers' Network, the event was attended by close to 120 corporate partners. Course certificates were also presented to nine graduands of the IT Apprenticeship Programme.



Computer course conducted for APSN (Katong) students

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of training places offered	1,501	867	819
No. of people with disabilities helped	520	531	496
No. of items loaned from AT Loan Library	32	60	52
No. of people served by AT Loan Library	6	11	14



VOCATIONAL TRAINING



IT APPRENTICESHIP PROGRAMME (ITAP)

VOCATIONAL TRAINING

ENHANCING EMPLOYMENT OPPORTUNITIES



Kuah Chai Yoke, 28, vocational training

ENHANCING EMPLOYMENT OPPORTUNITIES

CASE STUDY

XX

Zakiah Bte Zainal was born pre-term, resulting in the loss of vision in her right eye as well as the use of functions in the right side of her body. She overcame numerous obstacles and remained in mainstream education, completing her GCE 'N' Levels and thereafter obtaining a NITEC in Service Skills (Office) in 2009.

Zakiah enrolled in ITAP's Corporate Services track in November 2009 where she was introduced to assistive technology for computer access. In addition to greater ease of computer access, Zakiah was also able to pick up new IT and office skills.

Through SPD's Employment Support Programme (ESP), Zakiah secured a full-time job as an administrative assistant at a construction firm in August 2012 after completing her training at ITAP. Her positive attitude, perseverance and soft skills training that she picked up from ITAP helped in her transition to the dynamic work environment. Her employer has also reciprocated her efforts by placing trust and having confidence in her.

XX

Providing relevant and practical IT skills training to enhance the employability of people with disabilities

In the year, we continued to provide vocational training, which included IT knowledge, soft skills and life skills to prepare trainees with disabilities for open employment. The year's IT Apprenticeship Programme (ITAP) cohort saw 12 of the 18 trainees graduating from the programme. They received their certificates at the 'Towards An Inclusive Workforce Employers' Forum' on 27 September 2012. Five of them have also successfully found jobs in open employment.

Review

The ITAP curriculum underwent a review which affected the intake for the year. ITAP will be renamed the IAC Certificate in Office Skills in the new reporting year to focus on training and Workforce Skills Qualification certification by the Workforce Development Agency.





Chang Zhong Yan, 20, vocational training

SHAPING PERSONAL CAPABILITIES



CASE STUDY

XX

Chan Sze Ting was diagnosed with aphasia, a disorder of the brain which affects her ability to speak, read and write. Also suffering from epilepsy and weakness on the right side of her body, the 23-year-old joined SPD's Sheltered Workshop in July 2010 for vocational training in the hope that she could be employed in the open market one day.

Sze Ting started out with simple packing and sorting of items before her good work attitude and abilities showed her potential to take on greater responsibilities. Her supervisors trained her to commute independently before posting her to Asian Warehousing, a work enclave in Penjuru, Jurong, in November 2010 where Sze Ting was involved in more intensive packing and sorting tasks. She also took on the responsibilities of helping her workshop supervisor with simple administrative work.

Impressed with her performance, Sze Ting's supervisors recommended her to SPD's Employment Support Programme where she was successfully matched to a Japanese manufacturing firm as a production operator in March 2013. Sze Ting continued to receive job support from her placement officer at SPD who ensured that she adjusted well to her new work environment.

XX

Providing a supported environment for people with disabilities unable to work in open employment

Administrative Skills Training

Trainees at the Sheltered Workshop engage in simple sub-contract work which also serves as training for employment in the open market. We identify trainees with higher functional abilities for posting to companies where their exposure to a real-work environment could help improve their employability.

In the year, we provided a total of 1,847 training hours to 127 trainees. It was also the first time that we introduced office-related services such as data entry, scanning and mail merging to companies. These are provided under our Techwerkz programme, formed as the workshop's administrative training arm.

We were given an opportunity to engage the business community at the Fuji Xerox Empowers 2012 Conference on 22 November 2012 where we spoke on how to empower people with disabilities through employment and the use of assistive technology in workplace accommodation.

We look forward to securing more contract jobs and providing more training opportunities for the trainees in the year ahead.

SHAPING PERSONAL CAPABILITIES



Soh Ban Chew, 58, vocational training

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of Sheltered Workshop trainees served	127	126	93
Sales revenue at Sheltered Workshop	\$130,774	\$142,814	\$94,085



INDEPENDENCE THROUGH EMPLOYMENT

CASE STUDY

XX

Joycelin Toh has cerebral palsy and relies on a pair of elbow crutches for mobility. Despite her disability, the 22-year-old is independent in her activities of daily living. While still studying at a SPED school, Joycelin attended several computer-related courses conducted by IAC in 2007. After graduation, she enrolled in IAC's ITAP in 2010 to broaden her knowledge in IT and office skills.

Following the completion of her ITAP training, Joycelin progressed to SPD's Techwerkz programme in November 2011 where she gained industrial experience by working on commercial data entry projects that SPD secured. She excelled in her work and also took on additional responsibilities to mentor new trainees in their work.

Through ESP, Joycelin was placed on a full-time apprenticeship with a social enterprise in November 2012.

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Providing job placement and job support for people with disabilities

We continued to promote the hiring of people with disabilities in open employment through our Employment Support Programme (ESP). We match the abilities of job seekers with disabilities to suitable job openings, offering support to both employers and employees to help them overcome challenges that may arise in the course of employment. The support that we offer includes contract negotiation, job coaching, workplace conflict resolution and counselling. Following up with successfully-placed candidates has eased our clients in their transition to their new work environment.

In the year, we served 157 clients, held 59 assessment sessions and successfully placed 37 candidates in open employment. We also secured meetings with 63 new potential employers and processed 72 job vacancies.

SPD is a member of the Disability Employment Workgroup (DEW) chaired by the National Council of Social Service and set up to help shape the employment landscape for people with disabilities.

Employment Forums and Conferences

We brought the message of employability of people with disabilities to close to 400 business and human resource leaders at the Singapore Tripartism Forum's Conference on Fair Employment Practices in April 2012. Besides sharing at our information booth, we also conducted a post conference workshop on job accommodation for people with disabilities for 15 HR practitioners.

A member of the organising committee of the 'Towards An Inclusive Workforce Employers' Forum', the ESP hosted a roundtable discussion at SPD on 27 September 2012 on the subject of employment of people with disabilities with 28 representatives from various voluntary welfare organisations and Government agencies.

In the upcoming year, we will continue with our outreach to the business community via collaborative projects with SNEF, TAFEP and referral agencies. We plan to work closely with our clients to develop employment plans and introduce more IT and soft skills training to improve their employability. We will also work towards collaborating with the WDA's Career Centre to develop a workflow of client referral and to find ways to improve the efficiency of our job placement processes.



Kelvin Ang, job placement support

Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of ESP clients served	157	123	65
No. of successful job placements	37	32	26



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**PUBLIC EDUCATION, OUTREACH
AND ADVOCACY**

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PUBLIC EDUCATION, OUTREACH AND ADVOCACY

PUBLIC EDUCATION,
OUTREACH AND ADVOCACY

IMPROVING THE LIVES OF PEOPLE WITH DISABILITIES

A SMALL GESTURE BUT A BIG HELP TO HER

Acceptance of people with disabilities can be demonstrated in many simple ways. Holding the lift, giving way in buses and trains, focusing on what they can do rather than what they can't - it is usually such little things that mean a lot.

This International Day of Persons with Disabilities, on 3 December, pledge your commitment towards greater acceptance in our community. Your affirmation will inspire others to do the same and give people with disabilities the courage to explore life's possibilities.

A PART, NOT APART.

www.facebook.com/SPDSingapore
www.spd.org.sg

Public Talks and Seminars

To help volunteers organise activities that are accessible to people with disabilities, our social workers conduct talks to facilitate their event planning. Such disability awareness talks were organised for a group of Outward Bound student leaders on 9 November 2012 and 20 volunteers at the National University of Singapore's Volunteers' Symposium on 10 December 2012. Our social workers also spoke to a group of 23 youths on 28 July 2012 who were planning to organise an activity for people with disabilities, briefing them on common issues and challenges that people with disabilities face as well as some basic wheelchair management techniques.

Upon the invitation of the Subordinate Courts, we also conducted disability awareness training for approximately 100 of its staff on 24 May 2012 which included judges as well as administrative and court staff.

Reaching Out to Schools

Several school talks were conducted in the year with the objective of inculcating greater acceptance and integration of students with disabilities in mainstream schools. Our social worker was invited to Gan Eng Seng Primary School where she addressed 16 teaching staff and close to 250 students over two days in February 2013.

We conducted 24 school talks in conjunction with the SPD Charity Hongbao 2013 where the do's and don'ts of peer to peer interaction with fellow students with disabilities and other disability issues were shared with students from pre-schools to secondary schools.

Our AT specialists also hosted schools, tertiary institutions and VWOs at the Specialised ATC and also conducted talks and workshops to promote the use of AT devices. They spoke about AT at a lecture given to NUS Bioengineering students and provided hands-on experiential sessions to students from Ngee Ann Polytechnic's Diploma in Child Psychology and Early Childhood as well as Occupational Therapy and Physiotherapy students from Nanyang Polytechnic. AT was also on the agenda of a PS21 Learning Journey organised for officers in public service.

Discussions

SPD participated in the focus group discussion on the review of public transport concessions as part of the Ministry of Transport's call for a fare review on public transportation. This presented an opportunity for us to highlight the need for affordable public transport for people with disabilities.



Participation in Events

SPD joined the fight against stroke by participating in a health carnival that the National Healthcare Group organised in conjunction with World Stroke Day held at the Yio Chu Kang Community Club on 20 October 2012.

International Day of Persons with Disabilities 2012

We commemorated International Day of Persons with Disabilities (IDPD) 2012 with an outdoor media campaign with the support of SMRT and SMRT Media to appeal for greater integration and acceptance of people with disabilities in the community through small simple acts. Thirteen posters were installed in SMRT train stations from 29 November to 26 December 2012. The poster designs subsequently won the Award of Excellence (Gold) in May 2013 at The Communicator Awards, a leading international awards programme that recognises big ideas in marketing and communications.

SPD also participated in an IDPD event “Embrace 2012 – One Community for All” organised by Central Singapore CDC which was held on 2 December 2012 at Ngee Ann City Civic Plaza. We sold lifestyle gifts which were handmade by our craftsmen from PWS to demonstrate the capabilities of people with disabilities. Our DAC clients also performed at the event which was graced by Acting Minister for Social and Family Development Mr Chan Chun Sing.

Visits

In the year, we hosted about 670 visitors at our three centres to generate more awareness of disability issues and shared some of our best practices. Technology and vocational training were areas that most visitors requested to visit.

Our guests included local and overseas government representatives, students, lecturers, health-care professionals and social workers. We hosted students from Nanyang Polytechnic and Ngee Ann Polytechnic, National University of Singapore, UniSIM and National Institute of Education and staff from SPED schools. There were also visiting students and allied health-care practitioners from South Korea and Japan. Additionally, we received staff from corporate organisations including Microsoft Singapore and Singapore Tote Board.

A number of Government officials visited SPD to orientate themselves with the organisation as well as the social service sector. These visitors included Acting Minister for Social and Family Development Mr Chan Chun Sing, Minister of State for Community Development, Youth and Sports Mdm Halimah Jacob, Minister for Health Mr Gan Kim Yong and Minister of State for Health Dr Amy Khor. The Permanent Secretary of Sabah’s Project Development Steering Committee, Datuk Asnimar Hj. Sukardi, as well as delegates from the Information Accessibility Department of South Korea’s National Information Society Agency (NIA) and Macau’s Social Welfare Bureau also visited SPD on their trips to Singapore.

Media

We leveraged on the mass media to reach out to a wider audience and bring more awareness to the public on topics relating to disabilities.

The SPD Charity Show 2013, our biggest fundraising event for the year, received extensive coverage in the various media. Popular artistes on the show which attracted younger and tech-savvy fans also created online buzz on Facebook, fan blogs and YouTube.

SPD received numerous coverage in the media for winning the Charity Governance Award 2012 for large charities in November 2012. We were also one of the two VWOs to be featured in a programme broadcast over MediaCorp Channel 8 on 16 February 2013 which touched on the topic of charity governance in the sector.

Topics relating to education fronted many of our media efforts during the year. The inspiring stories of two young recipients of the SPD Aspiration Award 2013 who overcame their disabilities to pursue their interests were featured in a number of media. Our scholarships for students with disabilities – APB Foundation Scholarship for Persons with Disabilities and Microsoft Unlimited Potential Scholarship – were also media highlights for SPD.



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COMMUNITY PARTNERSHIPS

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EFFECTIVE AND EFFICIENT FUNDRAISING



SPD Events

We raised \$5.64 million in the year under review, meeting and surpassing the \$5 million fundraising goal that was set for the year.

The contributions from a number of corporate partners ensured that we were able to continue running our programmes and fulfilling our obligations to our clients.

They included Far East Organization, Asia Pacific Breweries Foundation, NTUC FairPrice Foundation, Microsoft Singapore, NatSteel Holdings Pte Ltd, San Wang Wu Ti Religious Society, Presto Expat Motoring Services Pte Ltd, Loyang Tua Pek Kong and Kwan Im Thong Hood Cho Temple.

The SPD Charity Show 2013 telecast 'live' over MediaCorp Channel 8 on 17 March 2013 was our biggest fundraiser for the year. With the support of corporate donors and the general public who made contributions by calling the donation hotline numbers, we exceeded the show's \$3.5 million target with a total collection of \$4.1 million.

The annual SPD Charity Hongbao raised more than \$190,000 from 113 educational institutions including childcare centres, kindergartens, primary and secondary schools, and junior colleges. Traditionally involving only students, the project was extended to 33 corporations and their staff, resulting in an increase of about \$40,000 raised compared to the previous year.

We held our flag day on 2 March 2013 and collected over \$151,000. More than 3,500 volunteers including students, individuals, staff and beneficiaries were deployed for the fundraiser.

Corporate Partnerships and Third Party Events

The Kowloon Club raised more than \$12,000 for SPD through a charity walk. Seventeen clients from the Sheltered Workshop joined more than 100 participants and volunteers for the walk at Waterway@Punggol on 7 April 2012 where a cheque presentation was held.

A group of Latin dance enthusiasts staged the 'Passion for Life, Dance for Charity' event and raised more than \$21,000 for SPD through ticket sales, donations and an auction of dance lessons and dance-related items. The organisers also conducted a dance workshop for our clients from the Sheltered Workshop.

The NUS Business School raised about \$17,200 for SPD through its annual run at the Kent Ridge campus. Close to 40 staff and 20 clients participated in the run in support of the school's efforts.

Five groups of students from various schools including River Valley High School, CHIJ St. Nicholas Girls' School, Nanyang Girls' High School, Ngee Ann Secondary School, Raffles Girls' School and Hwa Chong Institution adopted SPD as the beneficiary of their fundraising efforts under the Citi-YMCA Youth for Causes initiative. About \$45,600 was raised through activities such as street sales and carnivals.

Others

During the year, corporate donation appeals and direct mail appeals to individuals who had donated to SPD in the past raised close to \$900,000.

Our monthly contribution programme, STAR, together with collections from donation boxes placed across Singapore, continued to provide us with a stable source of income.

We have improved donor relations by adopting the standard of contacting new donors within three days of receiving their contribution form to thank them and to explain the deduction process.

Online donations via platforms such as the SPD website and SG Gives raised close to \$127,000.



Description	FY2012/2013	FY2011/2012	FY2010/2011
Donations from individual donors	\$3,349,580	\$2,458,847	\$3,476,680
Donations from corporate donors	\$2,298,564	\$1,852,045	\$2,580,173
Total amount raised	\$5,648,144	\$4,310,892	\$6,056,853

BUILDING A CAPABLE AND EFFICIENT RESOURCE

In the year, 5,545 volunteers comprising students, individuals and employees of corporate partners offered their support to SPD in areas such as fundraising, befriending, administrative work, social and recreational activities, hair-cutting services and more. This translated to 7,328 volunteer sessions or close to 22,000 volunteer hours given in service to SPD.

Student Volunteers

Students made up 80% of our volunteer pool for the year. We depended on them for street collection during the SPD Flag Day on 2 March 2013.

Students were also involved in other areas such as care-giving, organising events for our clients and helping out at the Sheltered Workshop.



Corporate Volunteers

Staff from NTUC Fairprice Co-operative Ltd and Land Transport Authority visited the DAC monthly to provide assistance to the training officers, organise games and activities and volunteer as befrienders of the DAC clients. NatSteel Holdings employees also visited DAC on a number of occasions to provide caregiving and to befriend the clients. Holiday Inn Atrium hosted lunch for DAC clients twice at SPD and invited them for a Christmas lunch at their hotel.

New corporate volunteers in the year include GolinHarris whose staff helped to clean the home of an SCMP client, Lubrizol South East Asia who brought our young clients on an outing to Gardens by the Bay, Siemens Pte Ltd who organised a DAC sports challenge, Civil Service College who celebrated Chinese New Year for DAC clients with a party and Temasek Holdings who helped the Sheltered Workshop trainees with their contract work.

Regular Programmes

Our DAC clients always look forward to the activities that are organised by regular volunteer groups and individuals throughout the year. Volunteers from the Humane Society Singapore continued to bring their dogs to provide monthly pet therapy to the DAC clients. Our clients also enjoyed fortnightly visits from members of the Singapore Soka Association, who have been organising singing sessions for the DAC clients over the past eight years, and VocalHeart, led by long-time volunteer Ms Frances Chua since 2007, who conducts music therapy sessions.

The DAC's weekly Friday swimming programme has the support of long-time volunteers Mr Nicky Ting, Mr Teo Kok Chai, Mr Quek Wee Yeow and Mr Tam Puay Hoe who work with our training officers to provide aqua-exercises for DAC clients at a nearby public pool.

The Freedom Adventure Club (FAC), now a 35-member strong volunteer group, organised fun and exciting activities, which included bringing SPD's younger clients to the Singapore Discovery Centre and Outward Bound Singapore, and organising an outing for clients under SCMP to Gardens by the Bay with their families.

Volunteer hairstylists from Hair Fitness continued to provide much-needed hair cutting services to help SPD's clients keep their expenses down.

Activities for Volunteers

We organised several activities in the year to provide training for our volunteers and build camaraderie among them.

The Community Emergency Preparedness Programme by the Singapore Civil Defence Force equipped the volunteers with basic first aid and CPR skills while the 'Louder Than Words' workshop by Jill Lowe International provided interpersonal and communications skills training. The FAC recruitment drive had 15 new members joining the dedicated group.

Appreciation

A breakfast and movie screening were organised for about 145 volunteers at GV Suntec City on 24 November 2012 in appreciation of their dedication and service to SPD.



Description	FY2012/2013	FY2011/2012	FY2010/2011
No. of volunteers	5,545	8,452*	4,292
No. of volunteer sessions	7,328	10,054*	6,688
No. of service hours	21,984	30,162*	20,000

*Two SPD Flag Days were held in the year which required more help from volunteers

RAISING AWARENESS

Publication

ExtraPage was a vital communication tool used to update stakeholders and partners on SPD's events and other happenings. The quarterly newsletter had a print circulation of over 2,000 and almost 6,000 being sent out online with every issue. A separate bi-annual update was distributed to more than 10,000 donors keeping them abreast of news at SPD and how their donations had been utilised.

An online newsletter will replace ExtraPage and the bi-annual update for donors as we move into the digital age. With news posted online every fortnight, we can stay better connected with our stakeholders and show how the support we received has helped make positive changes to the lives of people with disabilities.

Online Presence

Increasing public awareness for SPD and people with disabilities in the social media realm was one of the areas the Communications Department focused on in the year as we doubled our Facebook postings to 199. The account had around 1,270 likes by the close of the financial year.

There was an increase in the number of visitors to the SPD website as it garnered 202,020 hits.



Corporate Collaterals

Corporate collaterals produced in the year included programme brochures and signs for the new reception counter. An updated SPD corporate video was introduced in October 2012 to reflect new programmes and services at SPD including the two satellite centres in Tampines and Jurong.

We plan to grow our online presence as part of stakeholders' engagement strategies to generate more awareness and support for SPD.



Summary Coverage of SPD in Media

Out of the 214 articles SPD was mentioned in the various forms of the media, the following issues were covered:

Area	No. of Articles/Broadcast Opportunities
Technology	2
Employment of people with disabilities	7
Transport accessibility	20
Integration/Acceptance of people with disabilities	13
Early intervention	2
Education	1
Public education on people with disabilities in general, including featuring people with disabilities	44
Client wellness	19
Corporate	3
Fundraising	70
Rehabilitation	13
Volunteering	2
Social service	18
Total	214



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CORPORATE SERVICES

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IMPROVING TRANSPARENCY AND ACCOUNTABILITY

SPD clinched the Charity Governance Award 2012 in the category for large charities in November 2012. The award is an initiative of the Charity Council organised in partnership with the NUS Asia Centre for Social Entrepreneurship and Philanthropy, and is aimed at promoting and inspiring good governance in the charity sector.

In the year, we continued adhering to the Charities Act, the Code of Governance for Charities & Institutions of a Public Character and regulations issued by the Charity Council, reporting regularly to the Ministry of Social and Family Development, Ministry of Health (MOH), National Council of Social Service and Agency for Integrated Care.

Our Board of Management is made up of volunteers who give their time and expertise for the benefit of people with disabilities. They are elected to the Board and serve for a period of two years before a new Board is elected. All Board members are not paid any remuneration or director's fees.

An election of the new Board of Management for the term 2012 to 2014 at SPD's Annual General Meeting held on 25 August 2012 saw the introduction of Professor Ho Lai Yun to the Board. No stranger to SPD, Prof Ho had been involved since 2005 in the development of various SPD programmes including the Continuing Therapy Programme, Therapy Outreach Programme for Pre-Schoolers and the SPD Therapy

Hub. At the point of joining the Board, Prof Ho was the Senior Consultant with MOH's Division of Medical Manpower and Development, Senior Consultant and Clinician Mentor at SGH, Senior Consultant and Advisory Board Director of KKH's Department of Child Development, and Eminent Professor of the Duke-NUS Graduate Medical School and Clinical Professor and Associate Dean of the Yong Loo Lin School of Medicine, NUS.

Reserves Policy

We continued to adopt a pragmatic approach in planning the organisation's reserves for the year. Our policy is to maintain a reserve of not more than three years to ensure that we meet the immediate needs of our clients and at the same time have sustainable resources to support people with physical disabilities through our various services and programmes.

As at 31 March 2013, SPD's reserves stood at about 9 months.

Our financial results and standings were reviewed by our Board through regular financial performance updates, forecasts, budgetary exercises and annual financial statements approval. This was to ensure that we had adequate reserves to fulfill our continuing obligations.

BOARD OF MANAGEMENT ATTENDANCE AT BOARD MEETINGS

Board Member	Designation for Term 2012-2014	Attendance at Board Meetings
Ms Chia Yong Yong	President	5 out of 6
Mr Ngan Wan Sing, Winston	Vice-President	4 out of 6
Ms Poh Hwee Hian	Honorary Treasurer	5 out of 6
Mr Kamalarajan Malaiyandi Chettiar	Honorary Assistant Treasurer	6 out of 6
Ms Suman K Balani	Member	6 out of 6
Prof Ho Lai Yun, BBM, JP, PBS (joined 25 August 2012)	Member	3 out of 3
Mr Lee Han Yang, BBM	Member	3 out of 6
Mr Low Wong Fook	Member	4 out of 6
Mr See Cher	Member	4 out of 6
Mr Soh Chee Keong, BBM	Member	4 out of 6
Mr Yeo Jeu Nam	Member	4 out of 6

Conflict of Interest Policy

All Board members and employees are to understand and comply with SPD's conflict of interest policy which requires each, when dealing in matters concerning SPD, to exercise his/her best care, skill and judgement for the sole benefit of SPD, and to make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. Staff and Board members are to be excluded from discussions and approvals of transactions to which they have a conflict of interest.

CODE OF GOVERNANCE EVALUATION CHECKLIST FOR THE YEAR ENDED 31 MARCH 2013

S/No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied with or not applicable)
BOARD GOVERNANCE				
A	Are there Board members holding staff appointments? (Skip items 1 and 2 if "No")		No	
1	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2	Not applicable	Not applicable as no staff serves as Board member
2	Staff does not chair the Board.	1.1.2	Not applicable	
3	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, eg. Finance Committee Chairman).	1.1.6	Complied	
4	The Board conducts regular self-evaluation to assess its performance and effectiveness.	1.1.10	Complied	
5	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	
6	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	Complied	
CONFLICT OF INTEREST				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	

S/No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied with or not applicable)
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
STRATEGIC PLANNING				
9	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	
10	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	
HUMAN RESOURCE MANAGEMENT				
11	The Board approves documented human resource policies for staff.	5.1	Complied	
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
13	There is a system to address grievances and resolve conflicts.	5.11	Complied	
FINANCIAL MANAGEMENT AND CONTROLS				
14	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
15	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
16	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
17	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
B	Does the charity invest its reserves? (Skip item 18 if "No")		No	
18	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.3	Not applicable	SPD does not invest its reserves

CODE OF GOVERNANCE EVALUATION CHECKLIST FOR THE YEAR ENDED 31 MARCH 2013

S/No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied with or not applicable)
FUNDRAISING PRACTICES				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
DISCLOSURE AND TRANSPARENCY				
20	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	
C	Are Board members remunerated for their Board services? (Skip items 21 and 22 if "No")		No	
21	No Board member is involved in setting his or her own remuneration.	2.2	Not applicable	SPD does not remunerate Board members for their Board services
22	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2	Not applicable	SPD does not provide remuneration/benefits to its Board members
D	Does the charity employ paid staff? (Skip items 23 and 24 if "No")		Yes	
23	No staff is involved in setting his or her own remuneration.	2.2	Complied	
24	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	
PUBLIC IMAGE				
25	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	

HUMAN RESOURCE AND ADMINISTRATION

CORPORATE SERVICES

A DYNAMIC FORCE, AN EFFECTIVE ORGANISATION



Human Resource

As of 31 March 2013, 174 staff were employed in SPD, including 11 craftsmen at the Production Workshop.

Recognising human resource as our most valuable asset, we tapped on training funds provided by the Government, such as NCSS' VWOs-Charities Capability Fund (VCF), AIC's Healthcare Manpower Development Programme and WDA's Skills Development Fund to train and develop our staff. The funds were used for training courses, overseas conferences and post-graduate courses. Overall, SPD invested close to \$147,000 on staff training, representing about 2% of the payroll.

Staff Engagement and Bonding

Four key corporate events were organised in the year to foster greater ties among staff - Organisation Excellence Day, Staff Day cum Annual Dinner, Healthy Lifestyle Day and Staff Cohesion Day. Social and recreational activities such as National Day celebration, year-end and festive celebrations were also organised to provide opportunities for staff across the programmes to get together.

Information Technology

The IT department maintained the IT infrastructure, security and networks at SPD Ability Centre and SPD@Tampines. With the establishment of Building Bridges EIPIC Centre in Jurong, the department also led the setting up of the IT infrastructure which was completed in June 2012.

During the year, the department also upgraded the network equipment including data and fibre cables at SPD@Tampines. Network security was boosted to protect the organisation against cyber threats. Windows Server Update Services (WSUS) for Windows was implemented for optimum network efficiency.

In the coming year, we look forward to completing the computer, notebook and server hardware upgrade and replacements at SPD Ability Centre. We are also looking into implementing the customer relationship management application to better manage donor information as well as the HR and payroll system and server to enhance its capabilities. A network upgrading exercise will also be carried out for the computers at DAC. Enhancing the Enterprise Resource Planning System is also in the pipeline next year. In addition, the department will also be working on a new network infrastructure to facilitate the expansion of the satellite centre in Jurong. The project is targeted for completion in August 2013.





Facility and Estate Management

We continued to engage the services of a private integrated facility management vendor for building maintenance and security.

The department provided administrative and project management support for the cyclical maintenance of the SPD Ability Centre which was successfully completed by 31 December with no lost-time incidents.

Transport

SPD continued to engage private transport providers to meet the transport needs of 407 clients from the three centres. In the year, an average of 81 trips were made each day.

Administration

The shared service office was set up to provide centralised billing and collection services, stationery and supplies procurement services and general office administrative support to the organisation.



FINANCIAL STATEMENTS

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STATEMENT BY THE BOARD OF MANAGEMENT

FINANCIAL
STATEMENTS

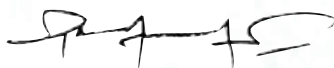
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(Registered in Singapore)

In the opinion of the Board of Management, the accompanying balance sheet, statement of financial activities 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 2013, and of the results of its financial activities and the cash flows of the Society for the year then ended.

On behalf of the Board of Management,



Chia Yong Yong
President



Poh Hwee Hian
Honorary Treasurer

Singapore
29 July 2013

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

FINANCIAL
STATEMENTS



(Registered in Singapore)

Report on the Financial Statements

We have audited the accompanying financial statements of The Society for the Physically Disabled (“the Society”), which comprise the balance sheet as at 31 March 2013, and the statement of financial activities and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

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 Charities Accounting Standards, the Societies Act Chapter 311 (“the Act”), and the Singapore Charities Act, Chapter 37 (“the Charities Act”), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. 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 about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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.

Opinion

In our opinion, the financial statements present fairly in all material respects, the state of the affairs of the Society as at 31 March 2013 and the financial activities and cash flows of the Society for the year then ended in accordance with the provisions of the Act, the Charities Act and the Charities Accounting Standards.

REPORT OF THE INDEPENDENT AUDITORS

TO THE MEMBERS OF THE SOCIETY FOR THE PHYSICALLY DISABLED

FINANCIAL
STATEMENTS



(Registered in Singapore)

Report On Other Legal and Regulatory Requirements

In our opinion,

- (a) the accounting and other records required by the Societies Regulations under the Act to be kept by the Society have been properly kept in accordance with the provisions of those Regulations; and
- (b) the fundraising appeals conducted by the Society during the year ended 31 March 2013 have been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Act and proper accounts and other records have been kept of the fundraising appeals.

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

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

Suhaimi Salleh & Associates

Public Accountants and
Chartered Accountants
Singapore
29 July 2013

Audit Partner in-charge: Ainee Binte Ali

BALANCE SHEET

FINANCIAL STATEMENTS

as at 31 March 2013

	Notes	2013 S\$	(As Re-stated) 2012 S\$
ASSETS			
Non-Current Asset			
Property, plant and equipment	8	5,795,528	6,209,603
Current Assets			
Inventories	9	43,707	107,947
Trade and other receivables	10	3,494,203	1,302,358
Fixed deposits	11	10,029,344	9,968,885
Cash and cash equivalents	12	2,627,385	2,108,284
Total Current Assets		16,194,639	13,487,474
TOTAL ASSETS		21,990,167	19,697,077
LIABILITIES AND FUNDS			
CURRENT LIABILITY			
Trade and other payables	13	2,602,310	2,357,156
FUNDS			
Unrestricted Funds			
General fund	14	12,274,763	10,592,702
Designated property, plant and equipment fund	14	4,729,440	5,391,981
Designated sinking fund	14	802,044	901,337
		17,806,247	16,886,020
Restricted Funds			
Lee Boon Huat education fund	14	132,226	132,226
Programme funds	14	1,449,384	321,675
		1,581,610	453,901
Total Funds		19,387,857	17,339,921
TOTAL LIABILITIES AND FUNDS		21,990,167	19,697,077

The accompanying notes form an integral part of these financial statements

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2013

Notes

2013

As Re-stated
2012

	Unrestricted		Restricted		Total			
	Designated-Property, Plant and Equipment Fund	Designated-Sinking Fund	Subtotal	Programme Fund		Lee Boon Huat Education Fund	Property, Plant and Equipment Fund	Subtotal
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$
INCOME								
Income from Generated Funds								
Voluntary income	5,023,319	-	5,023,319	2,779,723	-	32,942	2,812,665	7,835,984
Activities for generating funds	185,263	-	185,263	-	-	-	-	185,263
Investment income	63,071	-	63,071	-	-	-	-	63,071
Income from Charitable Activities	2,159,365	-	2,159,365	5,050,764	-	-	5,050,764	7,210,129
Other Income	35,197	-	35,197	-	-	-	-	35,197
TOTAL INCOME	7,466,215	-	7,466,215	7,830,487	-	32,942	7,863,429	15,329,644
EXPENDITURE								
Cost of Generating Funds								
Cost of generating voluntary income	1,092,436	9,636	1,102,072	141,120	-	-	141,120	1,243,192
Fundraising trading: cost of goods sold and other costs	148,800	13,454	162,254	6,200	-	-	6,200	168,454
Charitable Activities	4,084,372	623,518	4,707,890	6,476,166	-	-	6,476,166	11,273,061
Governance Costs	525,351	59,163	584,514	12,487	-	-	12,487	597,001
TOTAL EXPENDITURE	5,850,959	705,771	6,556,730	6,635,973	-	-	6,635,973	13,281,708
NET INCOME/(EXPENDITURE)	1,615,256	(705,771)	820,480	1,194,514	-	32,942	1,227,456	2,047,936
TRANSFERS								
Transfers (from) funds	-	-	(10,288)	-	-	(32,942)	(32,942)	(43,230)
Transfers to funds	-	43,230	43,230	-	-	-	-	43,230
NET MOVEMENT IN FUNDS	-	43,230	(10,288)	32,942	-	(32,942)	(32,942)	-
RECONCILIATION OF FUNDS								
TOTAL FUNDS BROUGHT FORWARD,	10,914,377	-	11,815,714	-	132,226	-	132,226	11,947,940
AS REPORTED	(254,870)	(820,945)	(1,075,815)	254,870	-	-	254,870	(820,945)
Net Effect of CAS Adoption	-	-	-	-	-	-	-	-
Opening Balance of Deferred Capital Donations and Grants transferred to Designated Property, Plant & Equipment Fund	-	6,212,926	-	6,212,926	-	-	-	6,212,926
TOTAL FUNDS AS RESTATED	10,659,507	5,391,981	16,952,825	254,870	132,226	-	387,096	17,339,921
TOTAL FUNDS CARRIED FORWARD	12,274,763	4,729,440	17,806,247	1,449,384	132,226	-	1,581,610	19,387,857

The accompanying notes form an integral part of these financial statements

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STATEMENT OF CASH FLOWS

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for the year ended 31 March 2013

	Notes	2013 S\$	(As Re-stated) 2012 S\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating income for the year		2,047,936	148,141
Adjustments for:			
Depreciation of property, plant and equipment	8	1,034,039	1,060,766
Loss on disposal of property, plant and equipment		64	157
Costs of donated stocks sold		5,724	-
Interest income earned		(63,071)	(52,636)
Operating income before working capital changes		3,024,692	1,156,428
Decrease in inventories		58,516	19,750
(Increase)/decrease in trade and other receivables		(2,197,369)	1,438,996
Increase in trade and other payables		245,154	146,844
Net cash flows generated from operating activities		1,130,993	2,762,018
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment in fixed deposits		(60,459)	(5,740,332)
Interest income received		68,595	32,507
Purchase of property, plant and equipment	8	(620,028)	(523,786)
Net cash flows used in investing activities		(611,892)	(6,231,611)
CASH FLOWS FROM FINANCING ACTIVITIES			
		-	-
Net increase/(decrease) in cash and cash equivalents		519,101	(3,469,593)
Cash and cash equivalents brought forward		2,108,284	5,577,877
Cash and cash equivalents carried forward	12	2,627,385	2,108,284
Cash and cash equivalents carried forward comprise:			
Cash in hand		6,751	167,623
Cash at bank		2,620,634	1,440,661
Short-term deposits		-	500,000
Cash and cash equivalents	12	2,627,385	2,108,284

The accompanying notes form an integral part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

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for the year ended 31 March 2013

1. CORPORATE INFORMATION

The Society is registered under the Societies Act, Chapter 311 and is domiciled in the Republic of Singapore. Its Unique Entity Number (UEN) is S64SS0052D.

The registered address of the Society is 2 Peng Nguan Street, SPD Ability Centre, Singapore 168955.

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES

(a) Statement of compliance

The financial statements have been prepared in accordance with the provisions of the Charities Accounting Standards (CAS) issued by the Accounting Standards Council of Singapore, the Societies Act Cap. 311 ("the Act") and the Singapore Charities Act, Cap. 37 ("the Charities Act").

(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) Change in basis of accounting

In prior years, the Society prepared its financial statements in accordance with the Singapore Financial Reporting Standards (FRS). In the current financial year commencing 1 April 2012, the Society has opted to adopt the CAS. The effect on the adoption of the CAS are disclosed in Note 26.

(d) Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation. 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 statement of financial activities 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.

Individual asset items in excess of S\$500 are capitalised when acquired.

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES (CONTINUED)

(d) Property, plant and equipment (Continued)

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

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

Renovation in-progress included in property, plant and equipment are not depreciated when it is not yet available for use.

Assets 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.

The residual value, useful life and depreciation method are reviewed at each financial year-end and adjusted prospectively, if appropriate.

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss on derecognition of the asset is included in the statement of financial activities in the year the asset is derecognised.

Fully depreciated assets still in use are retained in the financial statements.

(e) 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.

Donated stocks for resale are valued at net realisable value. Donated stock of gift vouchers and petrol cash cards are valued based on their face value.

(f) Financial assets

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

Investments in financial assets are initially recognised at the transaction price excluding transaction costs, if any, which shall be recognised as expenditure immediately in the statement of financial activities. Subsequent to initial measurement, investments in financial assets are measured at cost less any accumulated impairment losses.

NOTES TO THE FINANCIAL STATEMENTS

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for the year ended 31 March 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES (CONTINUED)

(f) Financial assets (Continued)

Impairment of financial assets

At the end of each reporting period, financial assets are assessed for any objective evidence of impairment. If there is objective evidence of impairment, an impairment loss is recognised immediately in the statement of financial activities.

Reversal of impairment loss

If, in a subsequent period, the amount of an impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss will be reversed. Any reversal however shall not exceed what the carrying amount would have been had the impairment not been recognised previously. The reversed amount shall be recognised in the statement of financial activities immediately.

(g) Trade and other receivables

Trade and other receivables excluding prepayments are initially recognised at their transaction price, excluding transaction costs, if any. Transaction costs are recognised as expenditure in the statement of financial activities. Prepayments are initially recognised at the amount paid in advance for the economic resources expected to be received in the future.

(h) Cash and cash equivalents

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

(i) Financial liabilities

Financial liabilities are recognised as soon as there is a present legal or constructive obligation to the expenditure. Liabilities arise when there is a present obligation to make a transfer of value to another party as a result of past transaction or event.

(j) Trade and other payables

Trade and other payables excluding accruals are recognised at their transaction price excluding transaction costs, if any, at both initial recognition and at subsequent measurement. Transaction costs are recognised as expenditure in the statement of financial activities as incurred. Accruals are recognised at the best estimate of the amount payable.

(k) Provision for liabilities and charges

Provisions are recognised only when a present obligation (legal or constructive) exists as a result of a past event, it is probable that a transfer of economic benefits in settlement will be required, and the amount of the obligation can be estimated reliably. The amount of provision recognised is the best estimate of the expenditure required to settle the obligation at the reporting date. The best estimate of the expenditure required to settle the obligation is the amount that would rationally be paid to settle the obligation at the reporting date or to transfer it to a third party.

(l) Funds

Fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes if any by action of the management. Externally restricted funds may only be utilised in accordance with the purposes established by the source of such funds and are in contrast with unrestricted funds over which management retains full control to use in achieving any of its institutional purposes. An expense resulting from the operating activities of a fund that is directly attributable to the fund is charged to that fund. Common expenses if any are allocated on a reasonable basis to the funds based on a method most suitable to that common expense.

NOTES TO THE FINANCIAL STATEMENTS

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for the year ended 31 March 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES (CONTINUED)

(m) Related parties

Related parties include all of the following:

- (a) A person or a close member of that person's family is related to the Society if that person:
 - (i) Has control or joint control over the Society;
 - (ii) Has significant influence over the Society; or
 - (iii) Is a governing Board member, trustee or member of the key management personnel of the Society or of a parent of the Society.

- (b) An entity is related to the Society if any of the following conditions applies:
 - (i) The entity and the Society are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
 - (ii) The entity is an associate or joint venture of the Society (or an associate or joint venture of a member of a group of which the Society is a member) and vice versa;
 - (iii) The entity and the Society are joint ventures of the same third party;
 - (iv) The entity is a joint venture of a third entity and the Society is an associate of the third entity and vice versa;
 - (v) The entity is controlled or jointly controlled by a person identified in (a); and
 - (vi) A person identified in (a)(i) has significant influence over the entity or is a governing Board member, trustee or member of the key management personnel of the entity (or of a parent of the entity).

(n) Leases

(i) Operating lease

Leases are classified as operating leases when the lessor effectively retains substantially all the risks and benefits of ownership of the leased item. Operating lease payments are recognised as an expense in the statement of financial activities on a straight-line basis over the lease term.

The aggregate benefit of incentives provided by the lessor is recognised as a reduction of rental expense over the lease term on a straight-line basis.

(ii) Finance lease/Hire purchase lease

Leases of assets which the Society assumes substantially the risks and rewards of ownership are classified as finance leases.

Finance leases are capitalised at the inception of the lease at the lower of the fair value of the leased property, plant and equipment and the present value of the minimum lease payments.

Each lease payment is allocated between the liability and the finance charges so as to achieve a constant rate on the finance balance outstanding. The corresponding rental obligations, net of finance charges, are included in borrowings. The interest element of the finance cost is taken to the statement of financial activities on the remaining balance of the liability for each period.

(o) 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.

NOTES TO THE FINANCIAL STATEMENTS

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for the year ended 31 March 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES (CONTINUED)

(p) Recognition of income

Income (both for income and endowment funds) is recognised in the statement of financial activities when the effect of a transaction or other event results in an increase in the Society's net assets. Income is recognised when the following 3 factors are met:

(i) Entitlement

The Society has control over the rights or other access to the resource, enabling the Society to determine its future application;

(ii) Certainty

It is probable that the income will be received; and

(iii) Measurement

The amount of the income can be measured by the Society with sufficient reliability.

The following specific recognition criteria must also be met before income is recognised:

(i) Donations

Donations are recognised when received. Income recognition is only deferred when the donor specifies that the donations can only be used in future accounting periods or the donor has imposed certain conditions which must be met before the Society has unconditional entitlement.

(ii) Grants

Grants are not recognised until there is reasonable assurance that the grant will be received and all conditions attached to it have been met. Grants for capital expenditures are recognised in the statement of financial activities when the Society has entitlement to the income and the grant is not deferred over the useful life of the asset.

(iii) Programme and transport fees

Programme and transport fees represent income from rendering of services to people with physical disabilities. Such fees are recognised as income once the services are rendered.

(iv) Interest

Interest income is recognised as the interest accrues based on the effective interest method.

(q) Recognition of expenditures

Expenditures are recognised in the statement of financial activities once the goods or services have been delivered or rendered unless the expenditure qualifies for capitalisation as assets such as inventory and property, plant and equipment. Expenditure on performance-related grants are recognised to the extent the specified service or goods have been provided. Expenditures in the statement of financial activities are classified under the costs of generating funds, cost of charitable activities and governance costs.

(i) Classification

Cost of generating funds

All cost associated with generating income from all sources other than from undertaking charitable activities are included under cost of generating funds.

Cost of charitable activities

All resources applied in undertaking activities to meet the Society's charitable objectives are classified under cost of charitable activities.

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES (CONTINUED)

(q) Recognition of expenditures (Continued)

Governance costs

This includes costs of governance arrangements which relate to the general running of the Society as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work. These activities provide the governance infrastructure, which allows the charity to operate, and to generate the information required for public accountability. They include the strategic planning processes that contribute to future development of the Society.

(ii) Allocation of costs

Where appropriate, expenditures which are specifically identifiable to each cost classification are allocated directly to the type of costs incurred. Where apportionment between each costs classification is necessary, the following apportionment bases are applied:

- Usage;
- Head count i.e. on the number of people employed within an activity;
- Floor area occupied by an activity;
- On time basis; and
- Expenditure total.

(r) 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.

(s) Significant accounting judgements and estimates

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

NOTES TO THE FINANCIAL STATEMENTS

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for the year ended 31 March 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND ESTIMATES (CONTINUED)

(s) Significant accounting judgements and estimates (Continued)

Judgements. In the process of applying the Society's accounting policies, management did not make any critical judgement, apart from those involving estimations, which has a significant effect on the amounts recognised in the financial statements.

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

(i) Estimated allowance for impairment of receivables

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

Trade and other receivables amounted to S\$3,470,613 and S\$1,289,633 as of 31 March 2013 and 2012, respectively. Based on management's assessment, no allowance for debt impairment is required in 2013 and 2012 respectively.

(ii) Estimated useful lives of property, plant and equipment

Management determines the estimated useful lives and the related depreciation for its property, plant and equipment based on the period over which the property, plant and equipment are expected to provide economic benefits. Management's estimation of the useful lives of property, plant and equipment is based on collective assessment of industry practice, internal technical evaluation and experience with similar assets.

These estimations are reviewed periodically and could change significantly due to physical wear and tear, technical or commercial obsolescence and legal or other limits on the use of property and equipment and intangible assets. Management will increase the depreciation where useful lives are less than what have previously been estimated.

A reduction in the estimated useful lives of property, plant and equipment and would increase recorded expenses and decrease non-current assets. Based on management's assessment, no change in the estimated useful lives of property, plant and equipment is required as of the reporting date. The carrying value of property, plant and equipment as of 31 March 2013 and 2012 amounted to S\$5,795,528 and S\$6,209,603 respectively.

(t) Events after the reporting date

Post year-end events that provide additional information about the Society's position at the 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.

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2013

3. INCOME

	2013										As Re-stated 2012		
	Unrestricted					Restricted					Total	Total	
	General Fund	Designated- Equipment Fund	Designated- Sinking Fund	Subtotal	Programme Fund	Lee Boon Huat Education Fund	Property, Plant and Equipment Fund	Subtotal	Total	S\$			
Income from Generating Funds													
Voluntary Income													
Grants and funding	34,408	-	-	34,408	2,120,490	-	32,942	2,153,432	2,187,840	1,385,230			
Grants - capital grants	-	-	-	-	-	-	-	-	-	3,460			
Donations	4,988,911	-	-	4,988,911	659,233	-	-	659,233	5,648,144	4,310,892			
	5,023,319	-	-	5,023,319	2,779,723	-	32,942	2,812,665	7,835,984	5,699,582			
Activities for generating funds													
Sales of works	185,263	-	-	185,263	-	-	-	-	185,263	245,722			
	185,263	-	-	185,263	-	-	-	-	185,263	245,722			
Investment income													
Bank interest	63,071	-	-	63,071	-	-	-	-	63,071	52,636			
	63,071	-	-	63,071	-	-	-	-	63,071	52,636			
Income from Charitable Activities													
Grants and funding	1,215	-	-	1,215	5,050,764	-	-	5,050,764	5,051,979	2,380,838			
Programme fees	1,774,452	-	-	1,774,452	-	-	-	-	1,774,452	1,361,418			
Transport fees	125,273	-	-	125,273	-	-	-	-	125,273	125,878			
Sales of works	258,425	-	-	258,425	-	-	-	-	258,425	284,169			
Membership fees	-	-	-	-	-	-	-	-	-	200			
	2,159,365	-	-	2,159,365	5,050,764	-	-	5,050,764	7,210,129	4,152,503			
Other Income													
Income from sale of property, plant and equipment written off	662	-	-	662	-	-	-	-	662	4,233			
Miscellaneous income	34,535	-	-	34,535	-	-	-	-	34,535	7,906			
	35,197	-	-	35,197	-	-	-	-	35,197	12,139			
Total Income	7,466,215	-	-	7,466,215	7,830,487	-	32,942	7,863,429	15,329,644	10,162,582			

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2013

4. COST OF GENERATING VOLUNTARY INCOME

	2013										As Re-stated 2012	
	Unrestricted					Restricted					Total	Total
	General Fund	Designated- Property, Plant and Equipment Fund	Designated- Sinking Fund	Subtotal	Programme Fund	Lee Boon Huat Education Fund	Property, Plant and Equipment Fund	Subtotal	Total	Total		
S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	
Communication	1,820	-	-	1,820	241	-	-	241	2,061	1,675		
Depreciation	2,077	9,636	-	11,713	276	-	-	276	11,989	23,539		
Direct fundraising expenses	732,076	-	-	732,076	97,115	-	-	97,115	829,191	174,016		
Insurance	341	-	-	341	45	-	-	45	386	1,002		
Maintenance - land & building	2,888	-	-	2,888	383	-	-	383	3,271	5,325		
Maintenance - vehicle	787	-	-	787	104	-	-	104	891	607		
Miscellaneous expenses	-	-	-	-	-	-	-	-	-	69		
Public education expenses	1,734	-	-	1,734	230	-	-	230	1,964	-		
Rental of office equipment	546	-	-	546	72	-	-	72	618	1,772		
Staff associated costs	2,389	-	-	2,389	317	-	-	317	2,706	6,430		
Staff costs	304,875	-	-	304,875	40,442	-	-	40,442	345,317	299,726		
Staff training	905	-	-	905	120	-	-	120	1,025	10,431		
Staff transport	3,254	-	-	3,254	432	-	-	432	3,686	1,539		
Supplies and materials	1,211	-	-	1,211	161	-	-	161	1,372	3,391		
Support costs (see Note 15)	28,629	-	-	28,629	-	-	-	-	28,629	18,938		
Transport assistance to clients	1,489	-	-	1,489	198	-	-	198	1,687	3,647		
Utilities	2,500	-	-	2,500	332	-	-	332	2,832	3,771		
Volunteer expenses	4,915	-	-	4,915	652	-	-	652	5,567	3,920		
	1,092,436	9,636	-	1,102,072	141,120	-	-	141,120	1,243,192	559,798		

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2013

5. FUNDRAISING TRADING COSTS

	2013										As Re-stated 2012	
	Unrestricted					Restricted					Total	Total
	General Fund	Equipment	Designated- Sinking Fund	Subtotal	Programme Fund	Lee Boon Huat Education Fund	Property, Plant and Equipment Fund	Subtotal	Total	S\$		
Communication	140	-	-	140	6	-	-	6	146	528		
Depreciation	2,494	13,454	-	15,948	104	-	-	104	16,052	32,671		
Expenditure relating to sales of work	79,877	-	-	79,877	3,329	-	-	3,329	83,206	142,923		
Fixed assets expense off	-	-	-	-	-	-	-	-	-	167		
Insurance	913	-	-	913	38	-	-	38	951	1,609		
Maintenance - equipment	-	-	-	-	-	-	-	-	-	32		
Maintenance - land & building	6,260	-	-	6,260	183	-	-	183	6,443	14,122		
Maintenance - vehicle	2,340	-	-	2,340	97	-	-	97	2,437	2,257		
Rental of office equipment	-	-	-	-	-	-	-	-	-	11		
Staff associated costs	142	-	-	142	6	-	-	6	148	2,533		
Staff costs	25,244	-	-	25,244	1,052	-	-	1,052	26,296	137,284		
Staff training	-	-	-	-	-	-	-	-	-	859		
Staff transport	251	-	-	251	10	-	-	10	261	277		
Sundry	13	-	-	13	-	-	-	-	13	-		
Supplies and materials	503	-	-	503	21	-	-	21	524	723		
Support costs (see Note 15)	22,049	-	-	22,049	997	-	-	997	23,046	47,667		
Transport assistance to clients	4,772	-	-	4,772	199	-	-	199	4,971	16,498		
Utilities	3,802	-	-	3,802	158	-	-	158	3,960	9,998		
	148,800	13,454	-	162,254	6,200	-	-	6,200	168,454	410,159		

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2013

6. CHARITABLE ACTIVITIES

	2013										As Re-stated 2012	
	Unrestricted					Restricted					Total	Total
	General Fund	Equipment Fund	Designated- Sinking Fund	Subtotal	Programme Fund	Lee Boon Huat Education Fund	Property, Plant and Equipment Fund	Subtotal	Total	Total		
S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$		
Communication	11,509	-	-	11,509	18,918	-	-	18,918	30,427	18,910		
Depreciation	11,161	623,518	-	634,679	249,469	-	-	249,469	884,148	891,817		
Education assistance to clients	137,902	-	-	137,902	82,000	-	-	82,000	219,902	128,093		
Fixed assets expense off	9,814	-	-	9,814	67,237	-	-	67,237	77,051	9,798		
Insurance	13,921	-	-	13,921	16,999	-	-	16,999	30,920	32,164		
Expenditure relating to sales of work	156,037	-	-	156,037	222,486	-	-	222,486	378,523	381,751		
Maintenance - equipment	2,655	-	-	2,655	12,307	-	-	12,307	14,962	2,609		
Maintenance - land & building	126,047	-	89,005	215,052	128,872	-	-	128,872	343,924	228,772		
Maintenance - vehicle	7,847	-	-	7,847	26,708	-	-	26,708	34,555	29,812		
Miscellaneous expenses	41	-	-	41	136	-	-	136	177	720		
Other assistance to clients	124,288	-	-	124,288	1,315	-	-	1,315	125,603	141,168		
Professional fees	22,416	-	-	22,416	159,725	-	-	159,725	182,141	100,874		
Public education expenses	14,114	-	-	14,114	17,065	-	-	17,065	31,179	122,346		
Rental of office equipment	5,766	-	-	5,766	5,847	-	-	5,847	11,613	12,598		
Recruitment expenses	1,596	-	-	1,596	3,035	-	-	3,035	4,631	10,051		
Rental of premises	14,108	-	-	14,108	34,914	-	-	34,914	49,022	23,458		
Staff associated costs	31,472	-	-	31,472	49,700	-	-	49,700	81,172	75,501		
Staff costs	2,427,939	-	-	2,427,939	3,468,662	-	-	3,468,662	5,896,601	4,416,134		
Staff training	14,141	-	-	14,141	12,007	-	-	12,007	26,148	101,621		
Staff transport	15,584	-	-	15,584	27,634	-	-	27,634	43,218	35,462		
Subscriptions	226	-	-	226	703	-	-	703	929	945		
Sundry	62	-	-	62	62	-	-	62	62	-		
Supplies and materials	37,610	-	-	37,610	105,866	-	-	105,866	143,476	90,860		
Support costs (see Note 15)	598,981	-	-	598,981	1,244,472	-	-	1,244,472	1,843,453	1,028,045		
Transport assistance to clients	214,897	-	-	214,897	407,998	-	-	407,998	622,895	618,807		
Utilities	84,020	-	-	84,020	112,086	-	-	112,086	196,106	180,376		
Volunteer expenses	218	-	-	218	5	-	-	5	223	-		
	4,084,372	623,518	89,005	4,796,895	6,476,166	-	-	6,476,166	11,273,061	8,682,692		

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7. GOVERNANCE COSTS

	2013						As Re-stated 2012	
	General Fund	Designated-Property, Plant and Equipment Fund	Designated-Sinking Fund	Subtotal	Programme Fund	Lee Boon Huat Education Fund	Property, Plant and Equipment Fund	Total
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$
Audit fees	17,963	-	-	17,963	12,487	-	-	30,450
Bank charges	416	-	-	416	-	-	-	416
Communication	1,109	-	-	1,109	-	-	-	1,109
Depreciation	13,266	59,163	-	72,429	-	-	-	72,429
Rental of office equipment	752	-	-	752	-	-	-	752
Fixed assets expense off	618	-	-	618	-	-	-	618
Insurance	849	-	-	849	-	-	-	849
Loss on property, plant and equipment written-off	-	-	-	-	-	-	-	-
Maintenance - equipment	2,374	-	-	2,374	-	-	-	2,374
Maintenance - land & building	88,182	-	-	88,182	-	-	-	88,182
Maintenance - vehicle	1,426	-	-	1,426	-	-	-	1,426
Miscellaneous expenses	6	-	-	6	-	-	-	6
Professional fees	5,346	-	-	5,346	-	-	-	5,346
Public education expenses	93,181	-	-	93,181	-	-	-	93,181
Recruitment expenses	854	-	-	854	-	-	-	854
Staff costs	279,016	-	-	279,016	-	-	-	279,016
Staff associated costs	9,710	-	-	9,710	-	-	-	9,710
Staff transport	350	-	-	350	-	-	-	350
Staff training	3,438	-	-	3,438	-	-	-	3,438
Subscriptions	288	-	-	288	-	-	-	288
Supplies and materials	2,426	-	-	2,426	-	-	-	2,426
Utilities	3,777	-	-	3,777	-	-	-	3,777
Volunteer expenses	4	-	-	4	-	-	-	4
	525,351	59,163	-	584,514	12,487	-	-	597,001
								12,487
								361,792

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8. PROPERTY, PLANT AND EQUIPMENT

	Leasehold Building	Assistive Devices/ Technical Aids	Computer Equipment	Office Equipment, Furniture and Fittings	Motor Vehicles	Satellite Centre	Electrical Equipment	Machinery	Renovation in-progress	Total
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$
2013										
Cost										
At 1 April 2012	14,267,049	1,330,657	1,172,965	1,055,842	411,037	326,559	135,276	41,265	412,509	19,153,159
Additions	-	34,827	198,564	106,754	-	152,080	127,213	590	-	620,028
Disposals	-	-	(1,477)	-	-	-	(1,926)	-	-	(3,403)
Reclassifications	(5,571)	-	-	-	-	418,080	-	-	(412,509)	-
At 31 March 2013	14,261,478	1,365,484	1,370,052	1,162,596	411,037	896,719	260,563	41,855	-	19,769,784
Accumulated depreciation and impairment										
At 1 April 2012	8,939,936	1,294,543	1,010,580	903,709	362,705	315,674	89,795	26,614	-	12,943,556
Charge for the year	658,470	21,105	146,018	42,958	14,199	112,654	35,000	3,635	-	1,034,039
Disposals	-	-	(1,477)	-	-	-	(1,862)	-	-	(3,339)
Reclassifications	(1,949)	-	-	-	-	1,949	-	-	-	-
At 31 March 2013	9,596,457	1,315,648	1,155,121	946,667	376,904	430,277	122,933	30,249	-	13,974,256
Net carrying value										
At 31 March 2013	4,665,021	49,836	214,931	215,929	34,133	466,442	137,630	11,606	-	5,795,528
2012										
Cost										
At 1 April 2011	14,267,049	1,318,739	1,204,414	1,055,842	473,209	326,559	132,193	41,265	-	18,819,270
Additions	-	11,918	96,276	-	-	-	3,083	-	412,509	523,786
Disposals	-	-	(127,725)	-	(62,172)	-	-	-	-	(189,897)
At 31 March 2012	14,267,049	1,330,657	1,172,965	1,055,842	411,037	326,559	135,276	41,265	412,509	19,153,159
Accumulated depreciation and impairment losses										
At 1 April 2011	8,280,589	1,240,838	975,716	838,997	393,838	250,362	69,230	22,960	-	12,072,530
Depreciation for the year	659,347	53,705	162,432	64,712	31,039	65,312	20,565	3,654	-	1,060,766
Disposals	-	-	(127,568)	-	(62,172)	-	-	-	-	(189,740)
At 31 March 2012	8,939,936	1,294,543	1,010,580	903,709	362,705	315,674	89,795	26,614	-	12,943,556
Net carrying value										
At 31 March 2012	5,327,113	36,114	162,385	152,133	48,332	10,885	45,481	14,651	412,509	6,209,603

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9. INVENTORIES

	2013 S\$	2012 S\$
Finished good	29,910	15,983
Raw materials	10,327	14,240
Gift vouchers and cash cards	3,470	72,000
Donated stocks for resale	-	5,724
	43,707	107,947

10. TRADE AND OTHER RECEIVABLES

	2013 S\$	2012 S\$
		(As Re-Presented)
Trade receivables	338,778	158,199
Less: Allowance for debt impairment	-	-
	338,778	158,199
Grant receivable	1,518,235	986,933
Donation receivables	1,543,681	-
Deposits and other receivables	69,919	144,501
Prepayments	23,590	12,725
	3,494,203	1,302,358

11. FIXED DEPOSITS

	2013 S\$	2012 S\$
Fixed deposits	10,029,344	9,968,885

The fixed deposits have an interest rate of return of 0.43% to 0.74% (2012: 0.18% to 0.88%) per annum with maturity periods ranging from 120 days to 365 days (2012: 121 days to 398 days).

12. CASH AND CASH EQUIVALENTS

	2013 S\$	2012 S\$
Cash at bank	2,620,634	1,440,661
Cash in hand	6,751	167,623
Short-term deposits	-	500,000
	2,627,385	2,108,284

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13. TRADE AND OTHER PAYABLES

	2013 S\$	2012 S\$
Trade payables	720,836	451,446
Other payables	66,368	32,265
Advance receipts	541,047	871,943
Accruals	1,273,409	1,000,402
Deposits received	650	1,100
	2,602,310	2,357,156

14. FUNDS

(a) Unrestricted Funds

General funds

This fund is expendable at the discretion of the members of the Society's Board of Management in furtherance of the Society's objects.

Designated funds

Designated fund is part of unrestricted funds earmarked for a particular project. The designation is for administrative purpose only and does not restrict the Board of Management's discretion to apply the fund. As at the reporting date, the designated funds of the Society are as follows:

(i) Property, plant and equipment fund

This fund represents the carrying value of property, plant and equipment purchased using grants and donations specifically provided for the purchase of the asset. The costs of such assets once acquired are transferred from the property, plant and equipment restricted fund to the property, plant and equipment designated fund. This fund is then reduced annually by charging the depreciation expense of the asset acquired.

(ii) Sinking fund

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

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14. FUNDS (CONTINUED)

(b) Restricted Funds

Restricted funds are funds subject to specific funds which may be declared by the donor(s) with their authority or created through legal process, but still within the wider objects of the Society.

As at reporting date, the Society has the following restricted funds:

Programme funds

The Society runs various programmes to assist people with disabilities to develop their potential to the fullest. The grants and donations received specifically for the purpose of funding these programmes are classified under programme funds.

Details of some of the main programmes carried out by the Society are described below:

- (i) The Day Activity Centre (DAC) provides day care for people with physical and multiple disabilities. The primary aim is to nurture self-help skills through a balanced and structured programme on social and recreational activities of daily living. At the same time, the programme helps provide caregivers and family members with respite and gives them the opportunity to continue working without having to worry about the care of their disabled relative.

The DAC runs specialised programmes for those with congenital disabilities (people born with physical disabilities) and acquired disabilities (those who become physically disabled due to medical conditions or accidents) in a safe and caring environment during the day.

- (ii) The Early Intervention Programme for Infants and Children (EIPIC) is a centre-based programme catering to children with developmental needs. It provides educational and therapy services for children aged 6 and below diagnosed with special needs that will affect their development.

EIPIC aims to facilitate development and improvement in:

- Gross motor and fine motor skills
- Cognitive skills
- Speech, language and communication skills
- Social skills
- Self-help skills

The Society was appointed by the Ministry of Social and Family Development (MSF) and the National Council of Social Service (NCSS) to set up two EIPIC centres:

- Building Bridges EIPIC Centre (Tiong Bahru), started on 3 October 2011 for children who live in the central areas;
- Building Bridges EIPIC Centre (Jurong East), started in June 2012 for children who live in the west.

- (iii) The SPD Therapy Hub started from an awareness of the growing need for step down rehabilitation and community-based therapy services in Singapore.

Having begun operations from January 2005, the SPD Therapy Hub is piloted and developed jointly between the Society and the NCSS, with support from the MSF.

The SPD Therapy Hub is a provider of rehabilitation services including physiotherapy, occupational therapy and speech therapy for VWOs serving children with special needs, the elderly and people with disabilities. The SPD Therapy Hub recruits, supervises and manages a pool of qualified therapists to provide these services to the clients/ residents at day rehabilitation centres, day care centres, elderly nursing homes, special schools, early intervention programmes and any other service provision setting for people with disabilities and/or the elderly. The therapists are assigned on a contractual basis to VWOs interested in engaging quality rehab services for their clients/residents.

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for the year ended 31 March 2013

14. FUNDS (CONTINUED)

(b) Restricted Funds (Continued)

Programme funds (Continued)

- (iv) The Sheltered Workshop provides employment and vocational training through sub-contract work like packaging, letter-shopping, tagging of products and the like, where trainees can earn an allowance as they work. Through the sub-contract jobs with various organisations, trainees have the opportunity to work on site at the clients' companies in a real work environment, thus improving their future employment prospects.

The Sheltered Workshop aims to give people with disabilities:

- Community integration and participation
- Increased self-esteem and self-worth
- Pre-employment preparation and training

- (v) The SPD Education Programme aims to level the playing field for students with physical disabilities. The programme adopts an integrated approach to assist them in their physical, intellectual and psychosocial development, to help maximise their potential. The components under the SPD Education Programme include Bursary Award, SPD Aspiration Award, Learning & Development Centre and Case Management Service.

Lee Boon Huat education fund

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

Property, plant and equipment fund

When funds are provided specifically for the purchase of property, plant and equipment, the funds received are classified under the property, plant and equipment restricted funds. Once acquired, depending on the terms of the funds provided, if the use of the asset purchased is not restricted, the costs of the asset will then be transferred to the property, plant and equipment designated fund as described under Note 14 (a) above.

15. SUPPORT COSTS

Support costs have been allocated as follows:

	Costs of Generating Voluntary Income S\$	Costs of Fundraising Trading S\$	Costs of Charitable Activities S\$	Costs of Governance S\$	Total S\$	Basis of Apportionment
Human Resources	16,489	-	421,825	68,353	506,667	Headcount
Finance	-	4,400	297,129	104,046	405,575	Total Expenditure
Information Technology	5,093	-	130,275	18,099	153,467	Headcount
Customer Service	-	1,614	108,943	39,433	149,990	Total Expenditure
Procurement	-	322	21,734	7,867	29,923	Total Expenditure
Facilities	7,047	9,840	400,061	43,266	460,214	Floor Area
Communication	-	6,870	463,486	167,843	638,199	Total Expenditure
	28,629	23,046	1,843,453	448,907	2,344,035	

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15. SUPPORT COSTS (CONTINUED)

Included in the support costs of costs of generating voluntary income, costs of fundraising trading and costs of charitable activities are the following expenses:

	Costs of Generating Voluntary Income S\$	Costs of Fundraising Trading S\$	Costs of Charitable Activities S\$	Total S\$
Depreciation	801	452	48,168	49,421
Maintenance - land & building	6,410	8,772	366,553	381,735
Public education expenses	-	3,814	257,435	261,249
Staff associated costs	1,997	79	55,418	57,494
Staff costs	17,073	8,464	1,002,881	1,028,418

16. FEES FOR AUDIT EXAMINATION OF THE FINANCIAL STATEMENTS

	2013 S\$	2012 S\$
Auditor's fees for reporting on the financial statements	11,500	10,750
Other fees paid to auditor for Income and Expenditure Statement and Muster audits	18,950	17,325
	30,450	28,075

No other financial services were provided by the auditors during the year.

17. DONATIONS

	2013 S\$	2012 S\$
Gross donations and sponsorships	5,648,144	4,310,892
Direct cost of fundraising expenses	(829,191)	(174,016)
Percentage of direct fundraising expenses over gross donations and sponsorships	15%	4%

A major fundraising event "SPD Charity Show" was staged on 17 March 2013 to raise funds and create awareness of the Society's services and programmes.

18. EMPLOYEE BENEFITS

(a) Staff costs

	2013 S\$	2012 S\$
Short-term benefits		
Staff salaries and bonus	6,707,277	5,248,604
Workers' salaries and bonus	300,133	185,941
Other short-term benefits (i.e. medical, insurance premiums, welfare and long service awards)	167,036	129,843
	7,174,446	5,564,388
Defined contribution plan		
Employer's CPF contributions	848,523	655,441
	8,022,969	6,219,829

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18. EMPLOYEE BENEFITS (CONTINUED)

(b) Compensation of key management personnel

	2013 S\$	2012 S\$
Short-term benefits		
Salaries and bonus	649,437	518,303
Defined contribution plan		
Employer's CPF contributions	73,990	45,023
	723,427	563,326

(c) Salary bands

The salary banding of the top three paid employees who each receives annual remuneration exceeding \$100,000 is as follows:

	2013	2012
Number of employees per band		
S\$100,000 to S\$200,000	3	3

The annual remuneration consists of salary, bonus, allowance and employer's CPF.

19. TRANSFERS BETWEEN FUNDS

During the financial year, the following transfers between funds took place.

From Fund	To Fund	Reason	Amount S\$
Restricted property, plant and equipment fund	Designated property, plant and equipment fund	Transfer made as the income has been fully utilised to purchase the asset.	32,942
Designated sinking fund	Designated property, plant and equipment fund	Transfer made from sinking fund to settle the remaining cost of the asset purchased using the restricted property, plant and equipment fund.	10,288
			43,230

20. 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:

	2013 S\$	2012 S\$
Payable within 1 year	34,770	15,396
After 1 year but within 5 years	90,167	12,966
	124,937	28,362

21. TAX-EXEMPT RECEIPTS

During the financial year, the Society issued tax-exempt receipts for donations collected amounting to S\$3,265,879 (2012: S\$4,463,779).

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22. RELATED PARTY TRANSACTIONS

(a) Sale and purchase of goods and services

There was no related party transactions during the year (2012: S\$Nil).

(b) Remuneration paid to Board of Management

None of the members of the Board of Management was paid any remuneration nor given any benefits during the current and previous year.

23. LOANS

During the year there was no loan made to any employees, member of the Board of Management, related parties or third parties.

24. INCOME TAX

The Society is an approved charity organisation under the Charities Act, Chapter 37. No provision for taxation has been made in the financial statements as the Society is exempt from income tax in accordance with the provisions of Section 13(1)(zm) of the Income Tax Act, Chapter 134.

25. DONATIONS / GRANTS AND SPONSORSHIP TO OTHER CHARITIES

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

26. EFFECTS OF CAS ADOPTION

(a) Prior period adjustment

In prior periods the Society prepared its accounts based on the Singapore Financial Reporting Standards (FRS). In the current financial year, however, the Society adopted the Charities Accounting Standards (CAS). As a result of this change in accounting standards, the following prior period adjustments were effected to restate the 2012 comparatives in the financial statement to conform with CAS:

Deferred capital donations and grants

In prior periods, grants and donations received for the purchase of property, plant and equipment were not recognised as income but were credited to the deferred capital donations and grants account. Income was recognised annually by amortising the costs of the assets purchased over its estimated useful lives.

When such assets purchased were disposed or written off, the net carrying values of the assets were debited to the deferred capital donations and grants account and credited to the statement of comprehensive income.

Under CAS, all donations and grants received for the purchase of property, plant and equipment are recognised as income in the statement of financial activities and not deferred over the useful life of the asset. Once the asset is acquired, the costs of the assets is transferred to either the unrestricted fund or unrestricted designated fund. The relevant fund will then be reduced over the useful life of the asset in line with the depreciation. If an unrestricted designated fund is created, the depreciation expense of the asset will be debited to the unrestricted designated fund where the asset is held.

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26. EFFECTS OF CAS ADOPTION (CONTINUED)

(a) Prior period adjustment (Continued)

Accordingly, the following adjustments were made to restate the 2012 comparatives in the balance sheet and the statement of financial activities in order to conform with the CAS accounting treatment for such grants and donations:

	Effects in 2012 S\$
Balance Sheet	
Decrease in deferred capital donations and grants	(5,391,981)
Increase in unrestricted designated fund account	5,391,981
Statement of Financial Activities	
Reversal of amortisation of deferred capital donations and grants	(824,248)
Reversal of deferred capital donations and grants written off	(157)
Donations received for purchase of property, plant and equipment recognised as income	3,460
Decrease in net income	(820,945)

Restricted programme fund

In prior periods, all income and expenses relating to programme funds were included as part of the general unrestricted fund.

Under CAS, all grants and donations received specifically for programmes are classified under restricted programme fund.

Accordingly, a restatement was done on the earliest period i.e. 31 March 2011, for which it was practicable to do so. There is no effect in 2011 as the restricted programme fund suffered a deficit in that year and the deficit has been absorbed by the unrestricted general fund.

The following adjustment was made to restate the 2012 comparatives in the balance sheet and the statement of financial activities to conform with the CAS accounting treatment for restricted programme funds.

	Effects in 2012 S\$
Balance Sheet	
Increase in restricted programme fund	254,870
Decrease in unrestricted general fund	(254,870)
Statement of Financial Activities	
Decrease in net income of unrestricted general fund	(254,870)
Increase in net income of restricted programme fund	254,870

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26. EFFECTS OF CAS ADOPTION (CONTINUED)

(b) Reclassification

The following reclassifications were made to the 2012 comparatives of the statement of financial activities in order to conform to the classifications under CAS.

	As Previously Presented	Adjustment	Income from Generating Funds			As Re-presented			Total
			Voluntary Income	Property, Plant and Equipment Fund	Activities for Generating Funds	Investment Income	Income from Charitable Activities	Other Income	
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	
Income									
Donations	4,310,892	-	4,310,892	-	-	-	-	4,310,892	
Grants and funding	3,766,068	-	1,385,230	-	-	2,380,838	-	3,766,068	
Grants – capital	-	3,460	-	3,460	-	-	-	3,460	
Programme and transport fees	1,487,296	-	-	-	-	1,487,296	-	1,487,296	
Amortisation of deferred capital donations and grants	824,248	(824,248)	-	-	-	-	-	-	
Sales of work	529,891	-	-	-	245,722	284,169	-	529,891	
Bank interest	52,636	-	-	-	-	52,636	-	52,636	
Miscellaneous income	8,063	(157)	-	-	-	-	7,906	7,906	
Gain on disposal of property, plant and equipment	4,233	-	-	-	-	-	4,233	4,233	
Membership fees	200	-	-	-	-	200	-	200	
	10,983,527	(820,945)	5,696,122	3,460	245,722	52,636	4,152,503	12,139	
								10,162,582	

See Note 26(a)

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26. EFFECTS OF CAS ADOPTION (CONTINUED)

(b) Reclassification (Continued)

Account Title	As Previously Presented		As Re-presented				Total
	S\$	Adjustment S\$	Cost of Generating Voluntary Income S\$	Fundraising Trading Cost S\$	Charitable Activities S\$	Governance Costs S\$	
Expenditures							
Staff cost	5,992,273	(940,589)	299,726	137,284	4,416,134	198,540	5,051,684
Depreciation of property, plant and equipment	1,060,766	(26,202)	23,539	32,671	891,817	86,537	1,034,564
Transport assistance to clients	638,952	-	3,647	16,498	618,807	-	638,952
Expenses relating to sales of work	524,674	-	-	142,923	381,751	-	524,674
Repairs and maintenance: land and building	270,395	(18,268)	5,325	14,122	228,772	3,908	252,127
Utilities	209,846	(12,934)	3,771	9,998	180,376	2,767	196,912
Fundraising costs	174,016	-	174,016	-	-	-	174,016
Public education expenses	163,527	(32,258)	-	-	122,346	8,923	131,269
Professional fees	148,949	(28,075)	-	-	100,874	20,000	120,874
Specific assistance to clients	141,168	-	-	-	141,168	-	141,168
Education grant	128,093	-	-	-	128,093	-	128,093
Staff training	118,835	(5,080)	10,431	859	101,621	844	113,755
Supplies and materials	105,362	(8,805)	3,391	723	90,860	1,583	96,557
Staff benefits	95,571	(9,242)	6,430	2,533	75,501	1,865	86,329
Staff transport claim	38,390	(940)	1,539	277	35,462	172	37,450
Insurance	37,982	(2,271)	1,002	1,609	32,164	936	35,711
Communications	36,292	(12,985)	1,675	528	18,910	2,194	23,307
Repairs and maintenance: vehicles	33,753	-	607	2,257	29,812	1,077	33,753
Rental of premises	23,458	-	-	-	23,458	-	23,458
Repairs and maintenance: equipment	18,313	(13,620)	-	32	2,609	2,052	4,693
Rental of office equipment	16,346	(1,562)	1,772	11	12,598	403	14,784
Recruitment expenses	14,889	(4,070)	-	-	10,051	768	10,819
Property, plant and equipment expensed off	13,124	(2,768)	-	167	9,798	391	10,356
Volunteer development and recognition	3,920	-	3,920	-	-	-	3,920
Subscription	3,478	(2,160)	-	-	945	373	1,318
Bank charges	993	(782)	-	-	-	211	211
Miscellaneous expenses	919	(114)	69	-	720	16	805
Property, plant and equipment written-off	157	-	-	-	-	157	157
Audit fees	-	28,075	-	-	-	28,075	28,075
Support costs	-	1,094,650	18,938	47,667	1,028,045	-	1,094,650
	10,014,441	-	559,798	410,159	8,682,692	361,792	10,014,441

27. AUTHORISATION OF FINANCIAL STATEMENTS

The financial statements for the year ended 31 March 2013 were authorised for issue in accordance with a resolution of the Board of Management on 29 July 2013.



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



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