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慈明會

THE COMFORT CARE CONCERN GROUP

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目錄

機構簡介	3
組織架構圖	5
主席的話	6
服務匯報	7
哀傷輔導及喪親支援服務	
「共童導過」兒童哀傷輔導服務	
殯儀支援服務	
末期病患人士服務 義	
工培訓及持續支援 社	
區生死教育	
籌款及推廣工作匯報	14
九龍殯儀館捐款箱	
服務統計	15
財政報告	20
鳴謝	37
捐款表格	39

機構簡介

贍明會是一間非政府資助的社會服務機構，自 1987 年服務香港，致力幫助末期病患者得到安慰和支持，有尊嚴地走完人生的旅程；也協助喪親者安然地與逝世親友道別，在生死離別的體驗中，重拾信心，重整生活，再活出精彩的未來。本會是香港社會服務聯會的會員機構，亦是香港賽馬會慈善信託基金和香港公益金的受惠團體。

宗旨 跳出生命幽谷 活出人生彩虹

核心價值

安慰：心靈安慰 釋懷困苦
關懷：伴你同行 關懷愛心
關心：積極人生 關心社群

服務對象

- 末期病者及其家屬
- 喪親人士

服務範圍

- 哀傷輔導服務
- 兒童及青少年哀傷輔導服務
- 哀傷輔導小組
- 喪親人士互助活動（「向日葵互助會」）
- 殯儀支援服務
- 「過來人」義工服務
- 末期病患人士及家屬輔導服務
- 醫院、院舍及家居探訪
- 義工訓練及關懷服務
- 生死教育
- 專業訓練

榮譽贊助人

香港聖公會教省主教長鄺保羅大主教

馬安妮太平紳士

榮譽顧問

陳智思先生

衍空法師

黎守信醫生

李錦洪先生

吳思源先生

謝建泉醫生

義務法律顧問

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義務核數師

李湯陳會計師事務所

董事會

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副主席 楊偉芳女士

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義務秘書 郭敏怡女士

董事 林雅頌女士

陳智豪博士

陳寶妍女士

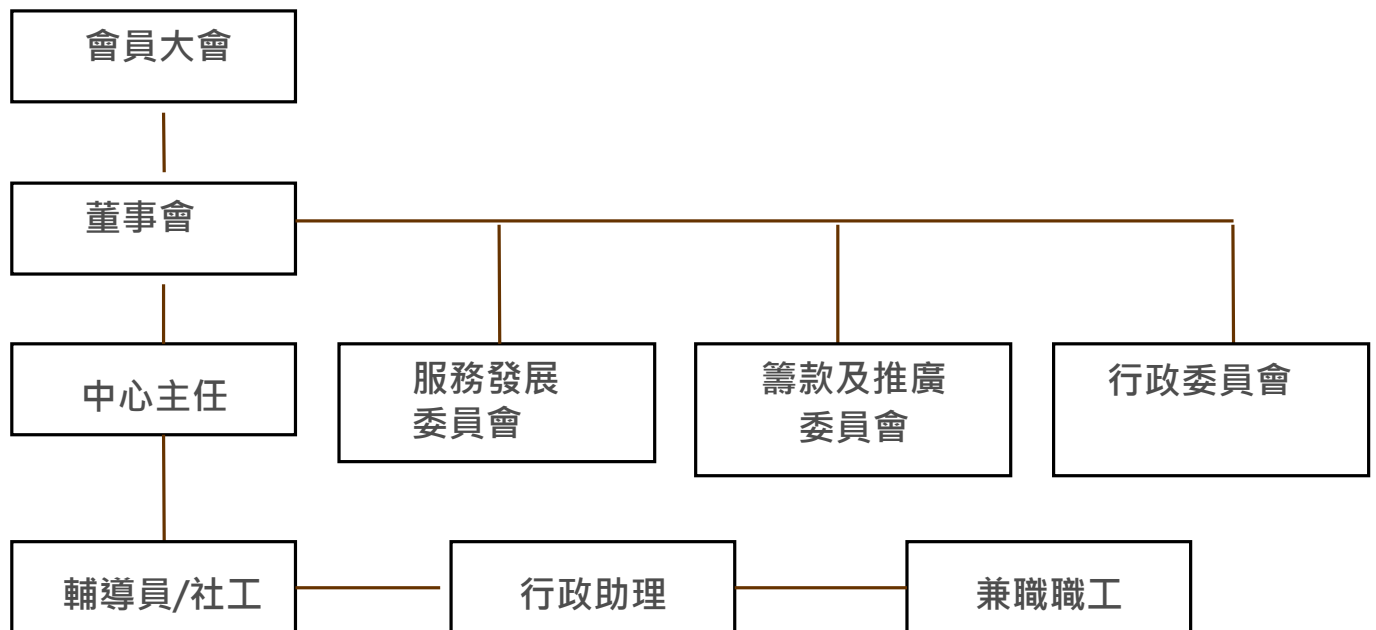
黃凱怡女士

謝俊仁醫生

賴嘉年先生

鄧惠雄先生

組織架構圖



職員

中心主任 黃志安先生 (至 2015 年 12 月)

輔導員/社工 李秀英小姐

許明儀小姐

黃清揚小姐

鄧海甄小姐

梁嘉儀小姐

行政助理(半職) 李彥儀小姐

兼職職工 曾杏娟女士

主席的話

陳永佳先生

轉眼又是一年了，很高興在這時間和大家分享贐明會過去一年的工作。

在服務統計而言，相信不需要我在此贅述，從各項報表中可得窺全貌。

在過去一年，我們仍一如既往，有我們的哀傷輔導，殯儀支援服務，義工培訓，社區教育等工作，除此以外，我們的向日葵小組仍然成為我們工作的支柱之一，以服侍那些曾經經歷哀傷離通的家屬。

在新的一年，我們會以新的精神和態勢去面對我們的挑戰。我希望藉此機會向董事

會各董事致謝，多謝他們過去一年的辛勞，向我們的同工多謝，感謝他們的努力，向我們的義工團隊致敬，沒有了他們不斷的努力，贐明會的工作實在不能展開得如此的順利，更要怠謝香港賽馬會慈善基金及香港公益金的支持，這兩個支持團體不單提供財政的資助，更在我們的服務上，不斷的加以提醒和支援，使我們獲益匪淺，更希望借此機會向各位曾捐助我們的熱心人士、團體、機構和商號致謝，期望你們繼續的支持和扶助。

服務匯報

與末期病患者和喪親人士同行，為他們提供不同的關懷和專業輔導服務，是本會一直以來持守的宗旨。去年，我們的服務需求不斷上升，為了協助有需要的服務對象，在他們感到困難和哀痛的日子，陪伴在旁，本會繼續努力提供專業輔導和關懷服務，以下是各項服務的資料和數據：

1. 哀傷輔導及喪親支援服務

個人及家庭哀傷輔導

過去一年，本會共收到 212 個喪親個案(成年人士)，為他們提供哀傷輔導服務，透過個別面談或家庭輔導的形式，協助他們渡過哀傷的歷程，並且適應新的生活，重拾信心，積極面對未來。

據本會統計，這些輔導個案之中，其中女性求助者佔 82%，男性佔 18%，比例約 4：1，情況跟過往相約。求助者包括不同年齡的人士，最多為 50-59 歲(27%)，其次為 40-49 歲(24%)、30-39 歲(20%)，這三個年齡組別共佔了總個案數字的七成。約 90%的個案擁有香港永久居民的身份，其餘 10%為來港不足七年的新移民和持雙程證人士。經濟狀況方面，不足兩成個案(16%)正接受綜合社會保障援助，超過四成個案(46%)仍靠工作維生，另外 20%依靠積蓄和 14%依賴家人的支援來維持生活。這些求助人士遍佈全港，居住九龍區的佔最多，有 44%，另外 42%居住在新界各區，只有 7%居於香港島。個案來源方面，去年仍然以自洽/電話查詢和朋友介紹佔最多，共有 37%，來自綜合家庭服務中心和其他不同非政府機構的轉介合共 32%，其他來源還包括醫院轉介(29%)。

本會按個案的類別，和他們的個別情況，採取切合他們的輔導策略，以更有效協助他們渡過人生最艱難的時段。

哀傷輔導小組

透過同路人之間的共鳴感和互相支持，協助喪親者渡過哀傷，本會去年共舉辦了 7 個共 49 節的哀傷治療小組。哀傷治療小組按喪親人士的個案類別和背景為組合準則，設立不同的同質小組(homogenous groups)，包括喪夫、喪子女或喪失兄弟姊妹等等組別。小組由輔導員帶領及推行，為加強治療效果，我們更會安排同有喪親經驗的義工參與，以自己的經歷鼓勵小組組員，給予他們盼望之餘，同時又主動給予他們支持和鼓勵。

伴行哀傷路

「伴行哀傷路」是為喪親人士設立的一次性簡介和分享會，由輔導員講解喪親帶來身心社靈的反應，並由「過來人」義工分享他們的故事。期望能減輕參加者對喪親的焦慮和不必要的擔憂，給予他們希望和信心，面對未來的道路。在過去一年，我們舉辦了 6 次「伴行哀傷路」活動，約百名的喪親人士和陪伴的親友曾經參與。更深入了解本身的狀況後，部份參加者會向本會申請哀傷輔導服務。

義工關懷探訪

很多喪親者在渡過哀傷的路途中會感到十分孤單，部份人士更缺乏別人的關懷。他們希望有人能聆聽他們的傾訴，和他們心中的傷痛，但身旁的親友卻往往不知如何回應，致使喪親者內心的痛苦更無從傾訴。為此，去年本會持續安排義工探訪喪親人士，讓他們感受到別人的關懷和溫暖，從而得著力量，繼續努力活下去。義工們細心聆聽，分擔喪親者的傷痛，紓減他們積壓內心的愁苦。

喪親人士互助活動 (向日葵互助會)

「向日葵互助會」是本會其中一項主要的喪親人士服務，互助會成立已久。成員由一群曾接受本會輔導服務的喪親人士組成，成員約 50 多名；透過會員間彼此的分享、鼓勵和支持，共同面對喪親後的轉變和困難。去年，互助會舉辦了 8 次活動，包括：聖誕節及農曆新年聚會，讓大家在節日中互相問好，彼此祝福。同時，互助會亦參與了本會舉辦的步行籌款和義工嘉許禮等等活動，一方面為會員提供了相聚的機會，亦表達了對本會的支持。

2. 「共童導過」兒童哀傷輔導服務

本會去年繼續推行「共童導過」兒童哀傷輔導服務，為 18 歲以下的喪親兒童和青少年，提供個別或家庭哀傷輔導。

去年，本會為 53 名喪親兒童及青少年(未滿 18 歲)提供哀傷輔導服務，輔導節數超過 300 節，此外，為了更全面了解受助兒童及青少年的情況，我們會安排家庭探訪，去年我們為大約 50 個喪親家庭進行探訪，實地了解他們的生活和成長環境，使我們計劃更適切的輔導方案。個別/家庭輔導之外，去年本服務又特別推行了 4 個哀傷治療小組，共 20 節，40 名喪親兒童和青少年曾參與其中。為了製造一個利於兒童和青少年渡過哀傷的環境和對哀傷有更合宜的態度，因此，去年我們進行了 4 次的教育講座。

輔導個案當中，其中 47%是男孩，53%為女孩。超過一半(53%)是 6-11 歲的兒童，5 歲或以下的幼童和 12-17 歲的青少年各佔 28%和 18%。喪親類別方面，超過五成的個案(52%)失去了父親，27%失去了母親，其他的還包括同儕(10%)、祖父母(9%)和兄弟姊妹(2%)。此外，個案來源方面，去年有四成(40%)的個案是喪親家庭自行向本會求助，顯示社會大眾對處理哀傷的意識正不斷提高，此外，有 12%由學校轉介，另外還有 15%的個案來自非政府機構，10%來自醫院等等。喪親的原因方面，雖然病患仍是個案親人的主要去世原因(共 77%)，但有 14%和 9%分別屬於自殺和意外類別，這些突然發生的情況，往往令受助兒童和青少年的哀傷狀況變得更加複雜。至於求助原因，根據本會的數字，有 32%、16%和 24%的喪親兒童和青少年個案分別出現情緒、行為和適應困難，另外有高達 28%的家長在協助子女面對喪親的事上出現困難。

這些數據反映著，家長、學校和其他兒童工作者需要增加對喪親兒童的了解，和多加關注他們的困難和需要，避免因年幼時的喪親經驗，隨年日漸長轉變成複雜性哀傷的情況，屆時便更難面對和處理。因此，「及早介入」是本會發展兒童及青少年哀傷輔導背後的信念，希望透過輔導和不同的手法，例如遊戲治療，協助兒童處理喪親帶來的種種困難。

3. 殯儀支援服務

本會在過去數年一直為社會大眾提供殯儀支援服務，旨在為缺乏支援的喪親人士提供即時的殯儀支援，讓他們掌握足夠的資訊，順利完成整個殯儀過程，一方面完成親人的心願，另一方面又不致因身後事弄得欠債纍纍，影響日後的哀傷情況。除負責職員之外，本會更運用社區參與(Social participation)的概念，從社會上招募義工，加以訓練，最後安排義工陪伴喪親人士處理親友的身後事，包括到殯儀館洽談、領取死亡證、索取准葬紙、守靈(俗稱「守夜」)、出殯、及申請靈龕等等，以期減低喪親者在治喪過程中的不安和焦慮。



4. 末期病患人士服務

心理輔導

患上不治之症可以沉重地打擊患者和親友的身心靈，有些人會變得意志消沉，對死亡充滿恐懼。病者又或者會對過去抱有不少遺憾，身旁的親人同樣會感到非常徬徨，一方面擔心患者的病況，另一方面因為照顧病人而身心俱疲。在治癒無望、被迫面對死亡的人生階段，透過本會輔導員真誠的關懷和開導，使他們能好好與家人道別，並帶著尊嚴離世，看到逝者善終，也有助家屬渡過喪親之痛。



義工關懷探訪



在末期病患的關懷工作上，義工是本會十分重要的拍檔。除了本會輔導員為末期病者提供心理輔導之外，義工會定時到醫院、安老院或家居進行探訪，讓病者與家人在困苦時得著溫暖的關懷。去年，本會繼續在港、九、新界不同的醫院進行義工服務，義工每星期定時到紓緩病房和日間中心探訪末期病者，包括：明愛醫院、律敦治醫院、黃大仙醫院、沙田醫院和靈實醫院等等。去年，本會義工總共提供了超過 200 次的關懷探訪，探訪病和家屬人數多達二

千多人次。此外，本會義工更恆常地到醫院或家居替病人剪髮，又每星送上茶樓點心，為他們的最後階段增添一點點滿足和歡愉。

醫院 / 院舍節日活動

每年在各個傳統節日，例如農曆新年、端午節、中秋節和聖誕節等，本會義工會到各合作醫院進行探訪和舉辦節日活動，與病人一起玩簡單遊戲，唱歌表演等等，為留院病人送上歡樂，讓他們雖然身在醫院，同樣感

受到節日的氣氛。本會職員和義工更會準備不同的心意和禮物，送給病人和家屬，讓他們留下美好的回憶。去年，我們共舉辦了十多次醫院或院舍節日活動，共有 700 多名病者參加。



5. 義工培訓及持續支援

招募、培訓與支援

義工服務是我們其中一項非常重要的工作，因此本會一直十分重視。為配合本會的專業輔導服務，義工則發揮支援的角色，以朋輩或過來人的身份，關懷面對死亡的末期病者和失去親人的喪親人士，以期減低他們的社交孤單感(social loneliness)。。

義工能為末期病者和喪親者服務，必須有足夠的知識和技巧裝備，為此，本會去年繼續舉辦了義工基本訓練課程，為新招募的義工提供服務前的培訓，從理念、醫護、心理學等角度，認識紓緩治療、臨終及哀傷關懷等題目。跟往年一樣，去年的報名情況繼續踴躍，是次訓練課程總共有 60 名社區人士參與。再經甄選和實習後，便安排到不同的地方，為不同的末期病者和喪親人士提供關懷和支援服務。

除了臨終及哀傷關懷訓練，我們亦舉辦殯儀支援訓練。去年，我們同樣成功招募了六十名殯儀支援義工，為缺乏支援的喪親人士提供即時的協助。訓練內容包括：了解殯儀傳



統習俗和實務處理程序等等，讓義工們更掌握本港的情況和陪伴喪親者的技巧。

除了服務前的基本訓練外，本會亦十分重視對義工的持續支

援。由於義工在提供服務的過程中，可能會遇到不少困難，又或自身的情緒受到影響，因此，本會持續為他們安排服務後的即時解說(debriefing)，並就他們的需要和意願，舉辦各類型的進深培訓課程、個案研討、督導、分享會及聯誼活動等，一方面提升義工的知識和服務技巧，另方面促進義工之間的互相支持和鼓勵，加強對團隊的歸屬感和凝聚力。

6. 社區生死教育

為不同團體進行生死教育講座

本會去年接獲不少由社會服務機構、學校、醫院、教會和公司的邀請，為他們的服務對象、教師、家長、職員、專業社工等等提供教育講座或工作坊，內容包括：哀傷關懷、臨終關懷、殯儀程序處理、哀傷輔導和介紹本會服務等等，去年本會共進行了 30 多次的教育講座，讓數千名社區人士和專業人員認識喪親及臨終人士的需要，從而為他們製造更有利的環境，渡過困難的時刻。

心理教育小組



為了推動生死教育，本會去年共舉辦了 4 個體驗式的心理教育小組，共 16 節。讓參加者在體驗活動之中，由死亡引發他們思索生存的意義，知死而知生。這些心理教育小組以體驗式活動為手法，讓參加者從中獲得啟迪，然後化為實際行動，應用於他們實際的生活之中。



籌款及推廣工作匯報

由於本會乃一所非政府資助的社會服務機構，營運經費須依靠慈善基金及社會大眾的捐款。去年，本會舉辦了「活出生命行」步行籌款活動，活動並得到電能實業有限公司和不少熱心人士的支持。活動一方面旨在籌募服務經費，另一方面亦藉活動向社會大眾宣揚關懷喪親及末期病患人士的信息。此外，本會去年曾透過不同的傳播媒體，向社會大眾介紹本會服務，並不斷傳遞末期病患和哀傷關懷的信息，增加大眾關注本身需要的意識。

九龍殯儀館捐款箱

本會承蒙九龍殯儀館的支持，去年繼續將捐款箱擺放於他們的殯儀館內，以收集公眾人士的捐款，又或將吉儀封或纓紅利是內的一元硬幣捐出。得到社會大眾的熱心捐助，去年本會全年籌得超過港幣 30,000 元，較過去為多，籌得的善款將進一步提升本會的喪親人士服務，協助更多有需要的人。

贐明會「活出生命行 2014」生死教育體驗活動暨步行籌款

贐明會「活出生命行 2014」已於 10 月 19 日順利完成，當日有近 200 位人士參與，場面非常熱鬧。各參加者均投入這個體驗式的活動，由「出生」走到「死亡」，從而反思生命的意義，活動為本會共籌得約 17 萬的款項以支援本會服務發展。



服務統計

成人哀傷輔導服務

項目	2013 14	2014 15
個別或家庭輔導	150	212
家訪 (家庭)	10	10
義工	20	20
義工探訪 (家庭)	120	130
哀傷輔導小組 (人數)	48	49
互助小組 (人次)	280	261
哀傷輔導簡介會 (人次)	138	121

兒童哀傷輔導服務

項目	2013 14	2014 15
接收個案	46	53
小組組員人數	67	40
家訪	53	20

臨終病人服務

	2013/14	2014/15
個案輔導		
病人/家屬人數	21	20
輔導節數	76	81
家訪節數	25	28
電話慰問	52	54
醫院探訪		
每週醫院探訪節數	4	4
病人/家屬人數	165	171
義工電話慰問節數	1732	1736
醫院活動/活動參與	10	10
家訪		
與義工共同家訪數字	10	10
義工電話聯絡	224	233
病人/家屬電話聯絡	167	179

義工服務

	2013/14	2014/15
醫院探訪		
探訪次數	211	215
醫院病人探訪人次	2115	2165
剪髮服務	30	30
小食車服務	35	35
總服務時數	614	642
義工出席人次	422	425
家訪		
家訪次數	54	54
服務時數	166	171
義工出席人次	108	114

公眾教育活動

	2013/14	2014/15
預防教育小組	102	103
書刊出版	5000	5000
公眾教育 (人次)	610	933

臨終病人舒緩治療活動

	2013/14	2014/15
活動次數	12	12
舒緩病房裝飾	6	6
義工出席人次	62	65
病人出席人次	754	783

義工註冊

	2013/14	2014/15
義工註冊人數	60	60
義工培訓	8	8
義工培訓節數	12	12
義工培訓出席	102	118
義工分享會	8	8
義工分享會出席	102	103
義工督導節數	84	82

殯儀支援服務

	2014/15
電話查詢數目	81
查詢人背景	香港居民:44 / 其他: 37
綜緩	19
查詢本會殯儀服務內容	5
查詢殯儀程序及價錢	64
查詢骨灰處理 (骨灰位/暫存骨灰/ 上位/花園葬/海葬/ 運送外地等)	10
查詢緊急基金申請	3
介紹殯儀公司	14
查詢遺產承辦	4
轉介	2

財政報告

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

REPORT OF THE COUNCILLORS

The councillors have pleasure in submitting their report and the financial statements for the year ended 31st March, 2015.

PRINCIPAL ACTIVITIES

The principal activities of The Comfort Care Concern Group (the “Association”) are to cultivate health care professionals for promoting the comfort care to those involved in the dying process within the community and serve and educate the family of the terminally ill to deal with the dying process.

ACCOUNTS

The financial result of the Association for the year ended 31st March, 2015 and the financial position of the Association at that date are set out in the financial statements on pages 5 to 17.

COUNCILLORS OF THE ASSOCIATION

The councillors served on the Association during the year and up to the date of this report were as follows:

Chan Wing Kai	
Yeung Wai Fong, Ellen	
Kwok Chi Tat, Dorothy	
Lam Nga Chung, Ashley	
Tse Chun Yan	
Sin Kwan Hang	
Kwok Man Yee, Wendy	
Chan Chi Ho	
Chan Po Yin, Vivian	
Wong Hoi Yee, Jane	
Tang Wai Hung	(appointed on 3 rd April, 2014)
Wu Kit Ying, Wendy	(appointed on 24 th February, 2015)
Lai, Ross	(resigned on 1 st January, 2015)

In accordance with article 37 of the Association’s articles of association, the terms of office of all members of the Association shall be two years, and they shall retire from office at the second Annual General Meeting next after that at which he or she is elected, but they shall be eligible for re-election provided that his/her total term of office on the same position shall not exceed a maximum of four consecutive years.

At no time during the year was the Association a party to any arrangements to enable the councillors of the Association to acquire benefits by means of the acquisition of debentures, if any, of the Association or any other body corporate.

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

REPORT OF THE COUNCILLORS

MANAGEMENT CONTACTS

No contracts concerning the management and administration of the whole or any substantial part of the Association's business were entered into or existed during the year.

PERMITTED INDEMNITY PROVISIONS

At no time during the year or up to the date of this counillors' report, there was or is, any permitted indemnity provision being in force for the benefit of any of the Counillors of the Association (whether made by the association or otherwise).

AUDITORS

The financial statements have been audited by Messrs. Li, Tang, Chen & Co., who retire but, being eligible, offer themselves for re-appointment.

On behalf of the Association



.....
Chan Wing Kai
Chairman

Hong Kong, 19 NOV 2015



李湯陳會計師事務所
LI, TANG, CHEN & CO.
Certified Public Accountants (Practising)

10/F Sun Hung Kai Centre
30 Harbour Road, Wanchai
Hong Kong

Tel : (852) 2827 8663
Fax : (852) 2827 5086
E-mail : info@ltangchen.com

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

We have audited the financial statements of The Comfort Care Concern Group (the "Association") set out on pages 5 to 17, which comprise the statement of financial position as at 31st March, 2015, and the statement of comprehensive income, the statement of changes in funds and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

COUNCILLORS' RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The councillors are responsible for the preparation of financial statements that give a true and fair view in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants and the Hong Kong Companies Ordinance, and for such internal control as the councillors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audit and to report our opinion solely to you, as a body, in accordance with section 405 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the councillors, 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.

to be cont'd/.....

OPINION

In our opinion, the financial statements give a true and fair view of the state of the financial position of the Association as at 31st March, 2015 and of its financial performance and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in compliance with the Hong Kong Companies Ordinance.



Li, Tang, Chen & Co.
Certified Public Accountants (Practising)
10/F Sun Hung Kai Centre
30 Harbour Road
Wanchai
Hong Kong

19 NOV 2015

WHC/AWYC:mc

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

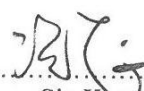
STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH, 2015

	Note	HK\$	2015 HK\$	2014 HK\$
NON-CURRENT ASSETS				
Property, plant and equipment	7		1	1
CURRENT ASSETS				
Utility deposits		5,300		5,300
Sundry debtors and prepayments		183,523		22,350
Cash and bank balances		<u>1,095,632</u>		<u>518,610</u>
		1,284,455		546,260
CURRENT LIABILITIES				
Deposits received		1,800		1,800
Accrued expenses		<u>40,896</u>		<u>23,834</u>
		42,696		25,634
NET CURRENT ASSETS			<u>1,241,759</u>	<u>520,626</u>
NET ASSETS			<u>1,241,760</u>	<u>520,627</u>
ACCUMULATED DEFICIT				
	10		(184,286)	(305,419)
RESERVE FUNDS				
	11		<u>1,426,046</u>	<u>826,046</u>
TOTAL FUNDS			<u>1,241,760</u>	<u>520,627</u>

The financial statements on pages 5 to 17 were approved and authorised for issue by the councillors of the Association on 19 NOV 2015



Chan Wing Kai
Chairman



Sin Kwan Hang
Councillor

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST MARCH, 2015

	Note	HK\$	2015 HK\$	2014 HK\$
REVENUE				
Grant from The Community Chest			224,800	218,200
Grant from The Hong Kong Jockey Club Charities Trust			1,161,000	900,000
Grant from Keswick Foundation Limited			-	179,244
Rent and rates subvention from the Social Welfare Department			111,084	107,334
Other donations			1,285,977	637,412
Fund-raising event revenue	6		175,407	-
Programme activity revenue			55,810	2,800
Sales of books			-	10
Other income				
Honorarium income			57,300	76,890
Members' subscriptions			200	4,200
Interest income			2	19
Sundry income			16,982	4,600
			<u>3,088,562</u>	<u>2,130,709</u>
EXPENDITURE				
Staff salaries		1,886,766		2,083,683
Contribution to mandatory provident fund		94,243		103,991
Medical allowance		12,580		12,290
Fund-raising event expenses	6	8,081		-
Programme activity expenses		70,931		102,926
Advertising		15,528		-
Electricity and water		19,126		18,481
Newspapers and magazine		-		3,003
Printing and stationery		17,090		14,217
Publication		14,256		20,314
Postage		2,470		5,342
Cleaning		1,910		2,513
Insurance		12,021		8,688
Repairs and maintenance		18,358		76,670
Staff training		18,648		66,519
Operating lease: office premises		98,784		98,784
Rates		12,300		8,550
Membership fee		2,200		2,400
Mini library expenses		3,453		603
Bank charges		10,094		14,090
Audit fee		8,800		6,300
Telephone and website design		12,277		15,604
Minor equipment		-		9,819
Legal and professional fees		3,455		875
Sundry expenses		16,387		2,085
Transportation and travelling		4,615		11,470
Jockey internet service		3,056		-
			<u>2,367,429</u>	<u>2,689,217</u>
SURPLUS/(DEFICIT) AND TOTAL COMPREHENSIVE INCOME/(EXPENSE) FOR THE YEAR				
			<u>721,133</u>	<u>(558,508)</u>

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

STATEMENT OF CHANGES IN FUNDS

FOR THE YEAR ENDED 31ST MARCH, 2015

	Accumulated surplus/ (deficit) HK\$	General reserve fund HK\$	Reserve funds			Sub-total HK\$	Total HK\$
			Fund designated for funeral support services HK\$	Fund designated for bereaved volunteer services HK\$	Fund designated for child bereaved services HK\$		
Balance as at 1 st April, 2013	253,089	-	633,549	192,497	-	826,046	1,079,135
Deficit and total comprehensive expense for the year	(558,508)	-	-	-	-	-	(558,508)
Balance as at 31 st March, 2014 and 1 st April, 2014	(305,419)	-	633,549	192,497	-	826,046	520,627
Surplus and total comprehensive income for the year	721,133	-	-	-	-	-	721,133
Transfer	(600,000)	-	-	-	600,000	600,000	-
Balance as at 31 st March, 2015	(184,286)	-	633,549	192,497	600,000	1,426,046	1,241,760

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH, 2015

	<u>2015</u> HK\$	<u>2014</u> HK\$
OPERATING ACTIVITIES		
Surplus/(deficit) for the year	721,133	(558,508)
Adjustment for:		
Interest income	(2)	(19)
Operating deficit before changes in working capital	<u>721,131</u>	<u>(558,527)</u>
(Increase)/decrease in sundry debtors and prepayments	(161,173)	7,200
Increase/(decrease) in accrued expenses	<u>17,062</u>	<u>(51,638)</u>
Net cash generated from/(used in) operating activities	<u>577,020</u>	<u>(602,965)</u>
	-----	-----
INVESTING ACTIVITY		
Interest received	<u>2</u>	<u>19</u>
Net cash generated from investing activity	<u>2</u>	<u>19</u>
	-----	-----
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	577,022	(602,946)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>518,610</u>	<u>1,121,556</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>1,095,632</u>	<u>518,610</u>
	=====	=====
ANALYSIS OF THE BALANCES OF CASH AND CASH EQUIVALENTS		
Cash and bank balances	<u>1,095,632</u>	<u>518,610</u>
	=====	=====

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

1. GENERAL INFORMATION

The Comfort Care Concern Group (the "Association") is a limited company incorporated and domiciled in Hong Kong on 1st March, 2002 under the Hong Kong Companies Ordinance as limited by guarantee without a share capital. Every member of the Association undertakes to contribute, if required, an amount not exceeding HK\$1 to the assets of the Association in the event of its being wound up.

The principal activities of the Association are to cultivate health care professionals for promoting the comfort care to those involved in the dying process within the community and serve and educate the family of the terminally ill to deal with the dying process.

The address of the registered office of the Association is Room 303-305, Podium Floor, Lai Ho House, Lai Kok Estate, Cheung Sha Wan, Kowloon, Hong Kong.

The financial statements are presented in Hong Kong dollars, which is the same as the functional currency of the Association.

2. BASIS OF PREPARATION

These financial statements have been prepared in accordance with Hong Kong Financial Reporting Standards ("HKFRSs"), which collective term includes all applicable individual HKFRSs, Hong Kong Accounting Standards and Interpretations issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), accounting principles generally accepted in Hong Kong and the Hong Kong Companies Ordinance. They have been prepared under the historical cost convention.

The preparation of financial statements in conformity with HKFRSs requires management to make judgments, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

3. ADOPTION OF NEW AND REVISED HONG KONG FINANCIAL REPORTING STANDARDS ("HKFRSs")

The HKICPA has issued a number of amendments to HKFRSs and one new interpretation that are first effective for the current accounting period of the Association. The councillors of the Association consider that none of those developments are relevant to the Association's result and financial position.

The Association has not yet applied any new standard or interpretation that is not yet effective for the current accounting period (see note 13).

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the periods presented, unless otherwise stated.

a)* Property, plant and equipment:

Property, plant and equipment are stated at historical cost less accumulated depreciation and impairment losses. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Association and the cost of the item can be measured reliably. All other repairs and maintenance are recognised in surplus or deficit during the financial period in which they are incurred.

The cost of property, plant and equipment is fully depreciated in the year of acquisition.

The gain or loss on disposal or retirement of an item of property, plant and equipment recognised in surplus or deficit, is the difference between the net sales proceeds and the carrying amount of the relevant asset.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

b) Cash and cash equivalents:

For the purpose of the statement of cash flows, cash and cash equivalents comprises cash on hand.

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

c) Impairment of assets:

At each balance sheet date, the Association reviews the carrying amounts of its assets to determine whether there is any indication that those assets have suffered an impairment loss. If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. Impairment loss is recognised as an expense immediately.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as surplus immediately.

d) Payables:

Payables are initially recognised at fair value and thereafter stated at amortised cost unless the effect of discounting would be immaterial, in which case they are stated at cost.

e) Grants received:

Grants received are recognised as income over the periods necessary to match them with the related costs. Grants related to expense items are recognised in the same period as those expenses are charged to surplus or deficit and are reported separately as income.

f) Operating lease:

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are recognised in surplus or deficit on a straight-line basis over the period of the lease.

g) Revenue recognition:

- i) Grants received are recognised as income on the basis as described in note 4(e).
- ii) Government subvention is recognised as income on an accrual basis.
- iii) Donations are recognised as income upon receipt.
- iv) Programme income is recognised in the period in which the relevant programme is completed.
- v) Sales of books are recognised upon the delivery of goods.
- vi) Members' subscriptions are accounted for in the accounting period to which the subscriptions are related.
- vii) Interest income is recognised as it accrues using the effective interest method.

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

h) Retirement benefit scheme:

The Association joins a defined contribution retirement scheme under the Mandatory Provident Fund Schemes Ordinance (“the MPF Scheme”) for those employees of the Association.

The Association’s contributions to the MPF Scheme are made based on a percentage of the eligible employee’s relevant income as defined in the Mandatory Provident Fund Schemes Ordinance. These contributions are expensed as incurred. The assets of the MPF scheme are held separately from those of the Association in independently administered funds.

i) Related parties:

(a) A person, or a close member of that person’s family, is related to the Association if that person:

- (i) has control or joint control over the Association;
- (ii) has significant influence over the Association; or
- (iii) is a member of the key management personnel of the Association or the Association’s parents.

(b) An entity is related to the Association if any of the following conditions applies:

- (i) The entity and the Association are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- (iii) Both entities are joint ventures of the same third party.
- (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- (v) The entity is a post-employment benefit plan for the benefit of employees of either the Association or an entity related to the Association.
- (vi) The entity is controlled or jointly controlled by a person identified in (a).
- (vii) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity.

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

5. FINANCIAL INSTRUMENTS

a) Financial risk factors:

The Association's major financial instruments comprises utility deposits, sundry debtors, cash and bank balances, deposits received and accrued expenses which arise directly from its operation. The risk associated with these financial instruments and the policies on how to mitigate these risks are set out below.

i) Liquidity risk

Liquidity risk is the risk that funds will not be available to meet liabilities as they fall due, and it results from amount and maturity mismatches of assets and liabilities.

The Association's policy is to regularly monitor current and expected requirements to ensure that it maintains sufficient reserve of cash to meet its liquidity requirements in the short and longer term.

The following table details the remaining contractual maturities at the end of the reporting period of the Association's financial liabilities which are based on contractual undiscounted cash flows and the earliest date the Association can be required to pay:

	2015		
	Carrying amount HK\$	Total contractual undiscounted cash flow HK\$	Within 1 year or on demand HK\$
Deposits received	1,800	(1,800)	(1,800)
Accrued expenses	40,896	(40,896)	(40,896)
	42,696	(42,696)	(42,696)
	2014		
	Carrying amount HK\$	Total contractual undiscounted cash flow HK\$	Within 1 year or on demand HK\$
Deposits received	1,800	(1,800)	(1,800)
Accrued expenses	23,834	(23,834)	(23,834)
	25,634	(25,634)	(25,634)

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

5. FINANCIAL INSTRUMENTS (CONT'D)

a) Financial risk factors: (cont'd)

ii) Credit risk

The credit risk on liquid fund is limited because the counterparty is a reputable bank.

iii) Interest rate risk

The Association has no significant interest-bearing financial liabilities. The interest-bearing financial assets only include a bank savings account which carries interest at floating rates. The Association's income and operating cash flows are substantially independent of changes in market interest rates.

b) Fair value estimation:

- As at 31st March, 2015 and 2014, all of the financial assets and liabilities were carried at amounts not materially different from their fair values because of the immediate or short-term maturities.

6. FUND-RAISING EVENT REVENUE AND EXPENSES

- a) Details of the revenue and expenses in respect of the fund-raising event organized by the Association during the year ended 31st March, 2015 are as follows:

<u>Name of Event</u>	<u>Revenue</u> HK\$	<u>Expenses</u> HK\$
「活出生命行 2014」生死教育 體驗活動暨步行籌款	175,407	8,081

- b) No fund-raising event was organized by the Association during the year ended 31st March, 2014.

THE COMFORT CARE CONCERN GROUP
(incorporated in Hong Kong with limited liability by guarantee)

NOTES ON THE FINANCIAL STATEMENTS

7. PROPERTY, PLANT AND EQUIPMENT

	<u>Office equipment</u> HK\$
Cost	
As at 1 st April, 2013, 31 st March, 2014 and 31 st March, 2015	139,056
Accumulated depreciation	
As at 1 st April, 2013, 31 st March, 2014 and 31 st March, 2015	<u>139,055</u>
Net book value	
As at 31 st March, 2015	<u>1</u>
As at 31 st March, 2014	<u>1</u>

The Association had incurred cost of HK\$397,100 for its service centre in Lai Kok Estate during the year ended 31st March, 2014. The Hong Kong Jockey Club Charities Trust grant received by the Association during the year ended 31st March, 2014 for the sole purpose of the said renovation in the amount of HK\$397,100 was directly deducted from the above renovation cost.

No similar transactions were conducted during the year ended 31st March, 2015.

8. BENEFITS AND INTERESTS OF COUNCILLORS (DISCLOSURES REQUIRED BY SECTION 383 OF THE HONG KONG COMPANIES ORDINANCE (CAP. 622) AND COMPANIES (DISCLOSURE OF INFORMATION ABOUT BENEFITS OF DIRECTORS) REGULATION (CAP. 622G)

a) Councillors' emoluments

	<u>2015</u> HK\$	<u>2014</u> HK\$
Fees	Nil	Nil
Salaries and allowances	Nil	Nil

- b) No significant transactions, arrangements and contracts in relation to the Association's business to which the Association was a party and in which a councillor of the Association had a material interest, whether directly or indirectly, subsisted at the end of the year of at any time during the year.

THE COMFORT CARE CONCERN GROUP
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NOTES ON THE FINANCIAL STATEMENTS

9. TAXATION

The Association is an approved Charitable Institution under section 88 of the Inland Revenue Ordinance and is exempted from tax.

10. ACCUMULATED (DEFICIT)/SURPLUS

	<u>2015</u> HK\$	<u>2014</u> HK\$
Balance as at 1 st April	(305,419)	253,089
Surplus/(deficit) and total comprehensive income/ (expense) for the year	721,133	(558,508)
Transferred to reserve funds (note 11)	<u>(600,000)</u>	<u>-</u>
Balance as at 31 st March	<u>(184,286)</u>	<u>(305,419)</u>

11. RESERVE FUNDS

	<u>Fund designated for funeral support services HK\$</u>	<u>Fund designated for bereaved volunteer services HK\$</u>	<u>Fund designated for child bereaved services HK\$</u>	<u>Total HK\$</u>
Balance as at 31 st March, 2013 and 1 st April, 2014	633,549	192,497	-	826,046
Transferred from accumulated surplus (note 10)	<u>-</u>	<u>-</u>	<u>600,000</u>	<u>600,000</u>
Balance as at 31 st March, 2015	<u>633,549</u>	<u>192,497</u>	<u>600,000</u>	<u>1,426,046</u>

THE COMFORT CARE CONCERN GROUP
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NOTES ON THE FINANCIAL STATEMENTS

12. OPERATING LEASE COMMITMENTS

The Association has entered into non-cancellable operating lease agreement with a landlord and the terms of the lease are three years (2014: three years).

As at 31st March, 2015, the Association had the total future minimum lease rental payments under non-cancellable operating lease falling due as follows:

	<u>2015</u> HK\$	<u>2014</u> HK\$
Within one year	32,928	32,928

13. POSSIBLE IMPACT OF AMENDMENTS, NEW STANDARDS AND INTERPRETATIONS ISSUED BUT NOT YET EFFECTIVE FOR THE YEAR ENDED 31ST MARCH, 2015

Up to the date of issue of these financial statements, the HKICPA has issued a few amendments and new standards which are not yet effective for the year ended 31st March, 2015 and which have not been adopted in these financial statements.

The Association is in the process of making an assessment of what the impact of those new HKFRSs is expected to be in the period of initial application. So far it has concluded that the adoption of them is unlikely to have a significant impact on the Association's results of operations and financial position.

鳴謝

衷心感謝各團體、公司、個人及義工對本會的支持和鼓勵。

主要資助團體/基金

香港賽馬會慈善信託基金

香港公益金

政府部門 / 合作或支持團體 / 贊助或捐助公司

社會福利署

義務工作發展局

明愛醫院

仙醫院

台

亞洲電視

九龍殯儀館

社會福利署深水埗區福利辦事處

沙田醫院

律敦治醫院 黃大

靈實醫院 香港電

新城數碼生活台

香港理工大學應用社會科學系

香港佛教聯合會

鑒明之友 (定期每月捐款計劃參加者)

Ms Chan Wai Yee

Mr Char Shik Ngor

Ms Chow Yuk Chu

Ms Kong Ka Wai

Ms Lee Mei Tak Andy

Ms Mok Wai Fan

Ms Tsang Lai Fong Jennifer

Mr Chiu Yat Pui James

Ms Chan Yuk Chun

Ms Chong Mei Yung

Mr Choy Man Wa

Mr Lam Chun Tung Timothy

Ms Li Sau Ying

Ms So Chi Man Sara

Ms Leung Pui See Patsy

由於個人捐款者人數眾多，未能盡錄，但衷心感謝每位捐助人，您的慷慨解囊，讓喪親者和末期病患人士在困苦中得着溫暖和支持。

本年度參與服務的義工 (排名不分先後)

服務總時數

(100 小時或以上)

尹華森
伍詠琴
朱耀榮
吳錦輝
李笑玲
車雪卿
唐麗君
張少蘭
張淑雯
張雪芳
梁顯達
郭家燕
郭慕貞
陳家仁
陳桂媚
陳曼甜
陳惠敏
陳潮基
麥小燕
鄧紫東
鄭美恩
鄭樹源
黎詠紅
黎慧萍
譚澧建
嚴美清

(50 小時或以上)

方明慧
白惠萍
石慧中
朱梅芳
余靜宜
余嘉慧
吳佩蓮
吳明麗
吳家敏
呂文慧
李鵬
冼雅詩
林月娟
林惠芳
林詩婷
姚佩儀
袁家瑩
袁啟亮
張惠欣
羅偉聲
嚴永皓
梁月嬋
梁婉紅
梁頌茵
郭雪琴
陳玉芬

陳佩恒
陳萌玲
麥淑儀
彭惠媚
曾雪芬
游佳燕
游健成
黃信婷
黃美卿
黃健良
楊美娟
歐陽敏儀
潘曉樺
鄧雪芬
鄭美玲

(少於 50 小時)

方志強
方桂紅
毛昭文
王素儀
伍素瑩
朱玉梅
余佩珈
余福泉
吳宛宜
吳愛娟
吳碧瑜
李彩霞
李貴英
周伍正寶
周偉傑
林妙蓮
宣嘉蕙
柳淑珠
胡雪娟
唐王鳳儀
唐凱文
徐佩玲
區名揚
區佩珊
張楊鳳蓮
梁美琮

梅林寶貞
許建業
郭清華
陳亮晶
陳敏玲
陳景科
陳嘉碧
陳碧琪
陳穎儀
陳錦雄
陳麗梅
彭碧霞
黃凱怡
黃惠玲
黃維朗
黃鳳玲
黃麗霞
楊愛琴
裘雪珍
雷培基
廖素賢
廖釗強
趙德財
劉啟玲
劉楚光
劉潔兒

蔣群玉
鄭淑嫻
鄭嘉莉
鄭慧然
黎美玲
黎淑儀
龍偉倫
戴偉森
鍾偉恩
鍾錦漢
羅元玲
羅佩雲
蘇智敏
潘曉輝
韋承祥
BEN

贐明會
THE COMFORT CARE CONCERN GROUP

捐款表格 Donation Form

本人 / 公司 / 團體樂意支持 貴會，並以以下方式作出捐款：

I would like to donate to CCCG with the following details:

捐款金額 Donation amount：

☐ \$200 ☐ \$300 ☐ \$500 ☐ \$1,000 ☐ 其他 Other：_____

捐款方法 Donation Method：

☐ 網上信用卡捐款 Donation by Credit Card (Visa / Master Card) QR code：

(捐款網址 website：<https://www.cccg.org.hk/zh-hant/donation>)

☐ 劃線支票 Crossed cheque (支票號碼 Cheque number: _____)

(抬頭請寫「贐明會」 Please make cheque payable to “The Comfort Care Concern Group”)

☐ 銀行入賬 Bank-in (匯豐銀行賬戶 HSBC account 441 -264702-001)

(請將入數紙連同本頁郵寄/傳真/電郵回本會，以便發出正式捐款收據。 Please mail/fax/email the bank-in slip and this donation form back for the issue of donation receipt)

☐ 繳費靈捐款 By PPS (贐明會商戶編號 Merchant Code：9331)

交易編號 Transaction reference no.：_____

☐ 到 7-11 便利店繳交捐款 By payment in 7-11 store

(請將 7-11 繳款收據連同本頁郵寄/傳真/電郵回本會，以便發出正式捐款收據。

Please mail/fax/email the payment slip and this donation form for the issue of donation receipt)

捐款人資料 Personal details：

*捐款人/公司名稱 Name：_____

*地址 Address：_____

*電話 Tel：_____ 電郵 Email：_____

*必要填寫項目 Must fill items

衷心感謝您的支持
Thank you for your support

跳出生命幽谷

活出人生彩虹

贍明會 THE COMFORT CARE CONCERN GROUP

香港九龍長沙灣麗閣邨麗荷樓三樓平台 303-305 室

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傳真 Fax : 2361-6294



香港賽馬會慈善信託基金
The Hong Kong Jockey Club Charities Trust



香港公益金
THE COMMUNITY CHEST



Charity listed on

Wise giving 慈善機構