



牧群關愛會有限公司

2018 年

週年報告



我的心默默無聲，專等候 神；我的救恩是從祂而來。  
惟獨祂是我的磐石，我的拯救；祂是我的高台，我必不很動搖。

詩篇 62：1-2

## 二零一八年事工簡報

本年度本會事工仍得以仰賴神的帶領與保守，漸漸能調整事工的方向及院牧與支援服務的相互配搭。年初本會曾擬定「晚晴關懷」及「陪診服務」作為年度事工的重點，且邀請專家、牧者及醫護人士組成諮詢委員會，提供意見及資源。首階段仍以工場作為試點及與教會合作。從整體的服務來看，各工場對晚晴人士及其家庭的事工顯注提升。且因院牧同工對此事工的重視，也能獲得醫院方面的邀請同工參與與晚晴服務相關的委員會，定期舉行個案研究及座講會。其中尤以瑪麗醫院、大口環工場、東華醫院及葛量洪醫院較為積極獲得院方的支持與援助。同工在這方面的經歷，對未來「晚晴關懷」計劃的推展實有裨益。

「陪診服務」的推展則遇上不少困難。一則陪診的保險未能如期辦理，尚有許多方面仍需處理才能對義工及病患者獲得保障。另一則是同工人手欠缺難於推動。義工的培訓課程尚待處理中。此項服務的需求實在很大。若然能解決多項行政上的問題，服務的推展對病患者及其家屬皆有極大的幫助。

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## 甲. 醫院概況及同工人力

### 醫院概況

根據醫管局二零一七至二零一八年年報，本會所服務之八所醫院之病床、病人入住率及病人平均住院時間如下：

醫院(二零一七)	床數	病床 住用率	平均 入住人數	平均 住院日數
瑪麗醫院	1706	81.1%	1382	4.5
葛量洪醫院	389	80.7%	314	12.8
黃竹坑醫院	160	93.9%	148	204.5
東華東院	265	88.9%	235	14
馮堯敬醫院	272	73.1%	199	19.6
根德公爵夫人兒童醫院	133	55.4%	74	7.9
麥理浩復康院	110	63%	69	19.4
東華醫院	532	82.8%	440	15.1

八院總病床數目	: 3567 張
病人平均入住率	: 71.98%
平均住院人數	: 2856 人
病人平均最長住院日數	: 204.5 日 (黃竹坑醫院)
病人平均最短住院日數	: 4.5 日 (瑪麗醫院)
院牧人力與病床比例	: 約 1 比 446
院牧人力與平均住院人數比例	: 約 1 比 357

### 同工人力

至二零一八年底，駐院服務有同工八人，計算全年人事調整情況，實際全年駐院服務平均人力為 8 人。

## 乙. 院牧事工重點

同工的「牧養事工統計」於2017年已定稿，本年度一月起實施執行。為此，本會可就八方面列舉整體現象及工場情況作出分析如後。

### 1. 心靈關懷對象

#### 1.1 整體數字

院友	7030 人次	71.66 %
家屬	2136	21.77 %
員工	644	6.56 %

#### 1.2 每月人數

	1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月	12月
院友	712	432	652	483	649	583	672	537	592	644	579	495
家屬	222	189	158	161	179	233	244	166	135	181	155	113
員工	63	43	43	73	51	42	39	83	36	61	51	59
	997	664	853	717	879	858	955	786	763	886	785	667

#### 1.3 工場

	黃竹坑	東東	東華	瑪麗	大口環	葛量洪
院友	424	634	1510	2520	1055	887
家屬	202	55	410	1015	286	168
員工	23	134	238	28	98	123
	649	823	2158	3563	1439	1178

#### 1.4 分析

- (1) 心靈關懷對象整體來說以院友為主，佔71.66%；其次為家屬，21.77%及員工6.56%
- (2) 本月平均服務人數為817.5，按月份來說，有6個月超逾平均人數，即1月、3月、5月、6月、7月和10月
- (3) 東東較為不同之處在於服務員工多於家屬
- (4) 按個別同工的工作量來說，東華同工服務對象較多（瑪麗共3位同工，平均工作量為1187.66）

## 2. 日常關懷：巡房間安

### 2.1 每月次數

1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月	12月
64	52	70	38	61	48	69	63	50	56	36	43

### 2.2 工場

黃竹坑	東東	東華	瑪麗	大口環	葛量洪	總數
460	60	—	61	—	69	650

### 2.3 分析

- (1) 黃竹坑巡房間安次數遠超逾其他各工場
- (2) 東華及大口環沒有採用此方式以接觸服務對象

## 3. 心靈關懷

### 3.1 項目

心靈評估及支持	6550次	43.53%
牧養輔導	3238	21.52%
情緒困擾	1248	8.29%
年老問題	882	5.86%
宗教／信仰問題	727	4.83%
手術前後關懷	564	3.75%
家庭／婚姻人際關係	530	3.52%
哀傷輔導（朋友／家人）	459	3.05%
面對死亡	373	2.48%
臨終關懷	283	1.88%
危機介入／處理	181	1.20%
倫理抉擇	12	0.08%

### 3.2 工場

	黃竹坑	東東	東華	瑪麗	大口環	葛量洪
心靈評估及支持	411	625	1204	3031	381	898
牧養輔導	13	178	7	2365	336	339
手術前後關懷	6	49	75	317	95	22
危機介入／處理	3		2	167	8	1
情緒困擾	56	118	299	714	52	9
宗教／信仰問題	25	30	150	418	44	60
家庭／婚姻人際關係	3	6	264	242	1	14
年老問題	348	131	3	361	37	2
倫理抉擇				11		1
面對死亡	4	2	110	232	10	15
臨終關懷	2	3	75	92	61	50
哀傷輔導（朋友／家人）		2	73	219	46	119
	871	1144	2262	8169	1071	1530

### 3.3 分析

- (1) 心靈關顧項目方面以「心靈評估及支持」43.53%為首，其次是「牧養輔導」21.52%及「情緒困擾」8.29%
- (2) 東東、大口環及葛量洪除維持以「心靈評估及支持」和「牧養輔導」為主外，它們分別各重視「年老問題」、「手術前後關懷」及「宗教／信仰問題」，因應服務對象的需要
- (3) 自推動「晚晴關懷」作為服務的重點之一，「哀傷輔導」、「面對死亡」及「臨終關懷」這三項合起來達7.41%。

#### 4. 聚會/活動

##### 4.1 項目

教會探訪	365 次	41.91 %
員工聚會/活動	208	23.88 %
牧關小組	91	10.45 %
祈禱/查經	82	9.41 %
節期活動	73	8.38 %
講座/工作坊/培訓	36	4.13 %
佈道/培靈	12	1.38 %
主領講道	4	0.46 %

##### 4.2 工場

	黃竹坑	東東	東華	瑪麗	大口環	葛量洪
牧關小組				25	66	
教會探訪	20	38	116	107	11	73
節期活動	3	10	9	16	21	14
佈道/培靈					1	11
講座/工作坊/培訓	1	4	3	16	3	9
主領講道				2	2	
祈禱/查經		1		1	80	
員工聚會/活動	11	57	45	64	8	23
	35	110	173	231	192	130

##### 4.3 分析

- (1) 教會探訪及員工聚會/活動佔整體項目 65.79%
- (2) 黃竹坑因同工只為半職，因此聚會/活動稍遜
- (3) 東東側重員工聚會/活動
- (4) 瑪麗及大口環都組織牧關小組，尤以大口環小組次數僅次於祈禱/查經



## 5. 禮儀／崇拜

### 5.1 項目

喪禮	29 次	46.03 %
崇拜	14	22.22 %
洗禮	13	20.63 %
聖餐	7	11.11 %

### 5.2 工場

	黃竹坑	東東	東華	瑪麗	大口環	葛量洪
洗禮		1	1	9		2
聖餐				6		1
喪禮		2	5	22		
崇拜			2	12		
	0	3	8	49	0	3

### 5.3 分析

- (1) 院牧主領或出席喪禮佔 46.03%
- (2) 黃竹坑及大口環均沒有主辦／主領任何禮儀／崇拜
- (3) 各項目主要集中於瑪麗

## 6. 轉介來源

### 6.1 項目

病房或員工	794 次	39.25 %
家屬	466	23.04 %
外界／社區機構	324	16.02 %
教會／會友	318	15.72 %
本會院牧同工	121	5.98 %

### 6.2 工場

	黃竹坑	東東	東華	瑪麗	大口環	葛量洪
病房或員工	3	49	201	259	144	138
教會／會友		18	51	189	21	39
外界／社區機構	3	8	10	270	6	27
家屬	3	27	49	305	24	58
本會院牧同工	1	2	14	75	14	15
	10	104	325	1098	209	277

### 6.3 分析

- (1) 除瑪麗以家屬轉介為首外，其他各工場都以病房／員工轉介為主
- (2) 黃竹坑全年沒有從教會／會友轉介個案
- (3) 東華除病房／員工轉介為首外，教會／會友轉介個案佔第二位

## 7. 緊急候召

### 7.1 項目

辦公時間	83 次	65.40 %
非辦公時間	44	34.60 %

### 7.2 工場

	黃竹坑	東東	東華	瑪麗	大口環	葛量洪
辦公時間		2	14	55	10	2
非辦公時間		3	7	26	2	6
	0	5	21	81	12	8

### 7.3 分析

- (1) 緊急候召大部份時間均在辦公時間內，佔 65.40%
- (2) 瑪麗佔各工場整體數字之 63.78%，即平均每月均有 6 個個案或以上
- (3) 黃竹坑全年沒有個案數字

## 8 義工及教會參與情況

### 8.1 義工統計數字

	1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月	12月
有效義工人數	356	339	354	377	383	389	389	392	392	411	409	403
到院參與服務義工	176	141	117	122	158	197	166	98	111	134	129	128
佔整體人數 %	49.44	41.59	33.05	32.36	41.25	50.64	42.67	25	28.32	32.60	31.54	31.76

### 8.2 參與事奉教會統計數字

	1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月	12月
會員堂會	10	8	12	9	8	10	8	10	6	8	9	17
非會員堂會	4	5	4	4	4	7	2	2	3	4	4	2
	14	13	16	13	12	17	10	12	9	12	13	19

### 8.3 分析

- (1) 義工人數於下半年整體在增長中
- (2) 到院參與服務義工除6月份外均未達半數，且8月份低至總有效義工人數的4分1
- (3) 參與事奉的教會仍以本會會員堂會為主

## 丙. 社區關懷事工

自 2013 年開始至今將駐院延伸至院外服務社區，這三年的經驗把「院內院外，關愛無處不在」落實的推行，使到不單讓病友在院內得到院牧的關懷，離院後的病友及家屬也獲得社區同工及義工的支援，更能體驗到在全人關懷中彼此配搭。要能搭建好一個為病友及家屬的支援平台，除了院牧同工轉介個案到社區服務部跟進及關顧外，組織病人互助小組/ 興趣班活動、連繫教會合辦活動、善用社區資源支援病人及家屬的需要是十分重要的，亦是繼往開來重點的服務延伸。

### 一、 社區服務中心

#### 1. 病友小組活動

「耆樂無窮兩小時」專為病友及家屬提供一個社交及資訊交流平台，在過去一年除了平日的小組活動，生日會、探訪、參觀工展會等。另外，小組亦與教會合辦有關生死教育的活動，如：參觀生命歷程體驗館，鼓勵長者嘗試新事物，藉互動的活動中回顧自己的人生，從而肯定自己的能力和價值；同時家人一同的參與，讓參加者分享生活經歷、增進彼此認識。每次平均穩定出席人數 6-8 人。

#### 2. 中心節期活動

一月廿七日與基督教宣道會華基堂合作進行一年一度「家訪暖洋洋」堂慶探訪日，當日本會提供 10 個被訪的家庭，藉著主內弟兄姊妹的關懷探訪，讓病友及家人皆感到被愛及溫暖的感覺。

二月廿四日 社區服務部舉辦行花市活動，有 6 位會員出席參與。當日行完花市之後一起去茶聚，談笑甚歡，共渡一個輕鬆愉快的上午。

六月廿日舉辦「雙親節長者聚會」，邀約本會一班長者、義工一起於鄰近的好彩酒樓共享午間茶聚，在席間彼此傾談及分享大家的近況，談笑甚歡，共渡了一個愉快的下午。當日參加者共 12 人。

九月八日本會社區服務部與禮賢會香港堂迦南團契合辦慶祝中秋節活動。當日有 9 位的長者出席參與，當中活動包括詩歌及福音分享、義工及長者們一起分嘗節日食品，每位參加者亦獲義工們贈送的禮物與祝福，大家都十分投入參與，歡渡佳節。

### 3. 晚情關懷活動推廣

三月十六日社區服務部同工及義工協助瑪麗醫院院牧部，與瑪麗醫院寧養中心舉辦復活節期活動「愛分享。分享愛」，透過相片分享展覽、對談交流、關懷問候、送贈附有相片的鼓勵卡等，讓寧養中心的病友得到鼓勵及共鳴；當日有 20 人位病友及家屬參與，。

11/8 - 15/9 (逢周六) 本會與華富村潮人生命堂合辦「晚情關懷-培育課程 Pass it on 基礎攝影班」，目的旨在與區內教會合作，建立的晚情關懷服侍平台，鼓勵弟兄姊妹透過攝影去服侍身邊的人及社區。是次邀請了「愛。攝影服侍團隊」義工協助是次的訓練課程。是次的參加者有 17 人，分別來自潮人生命堂的弟兄姊妹、院牧義工、其他教會的肢體。

## 二、離院病人關顧事工

### 1. 愛心網絡護社區

本會二零一八年繼續參與「愛心網絡護社區」，服侍院外經常進出醫院之病人，透過同工、義工以家訪及電話跟進病人及其家人的身、心、社、靈的需要，給予關懷、鼓勵及照顧。全年共接 34 個新病人轉介，累積共計 879 個個案，而仍在積極跟進的則有 14 個個案。另外，同工及義工共進行 123 次電話跟進及 27 次家訪。

由於此計劃已推行九年，部份參加的資深義工都隨著年紀增長體力開始下降、或開始照顧兒孫，以致平日協助探訪的義工人數都減少了，現時平衡參與人數約 6 人。所以來年要繼續積極宣傳義工招募。

### 2. 非住院病人家居院舍關懷服務

二零一八年全年共接 16 個新病人轉介，累積共計 435 個個案，而仍在積極跟進的則有 153 個個案。二零一八年同工及義工共進行 58 次電話跟進及 345 次家訪。

### 三、活動項目

#### 1. 教會遍傳

十月三日本會院牧及社區同工晚上出席宣道會華基堂祈禱會，分享本會事工發展及探訪見證。

十二月廿三日為基督教潮人生命堂舉行聖誕節嘉年華會，本會社區服務部協助負責攤位遊戲“愛回家”，藉此鼓勵家人彼此關心、珍惜相處及溝通時光；當日來參與本會的攤位遊戲人數約有 220 人，盼望這微小的互動能成為他們祝福！

#### 2. 節期 / 福音聚會

十二月十二日 華基堂舉辦一年一度聖誕聯歡會，本會有 8 位離院的病友及家屬出席，一同參與崇拜、欣賞精彩表演、遊戲等；中午到香港仔百樂門酒家共進午餐，讓參加者歡渡了一個愉快的上午。

### 四、訓練項目

#### 同心行義工訓練

本會於四月至七月間舉辦了為期三個月的「心靈關懷證書課程」，課程內容包括課堂、小組、實習及研討。共有 11 位正修生、17 位旁聽生參加。所有畢業學員均已分派到醫院工場及社區開始探訪事奉。

### 五、義工聯繫

二零一八年五月廿九日、七月三十一日及十月三十日分別舉行了三次聯合義工祈禱會，邀請義工同心代禱，為病人、醫護人員、駐院院牧服務的情況、以及社區事工的發展，求主帶領、引導和幫助。二次祈禱會分別由袁麗蓮牧師及李銳民牧師分享訊息。參與人數共計約 80 人次。

## 丁、機構推廣

### 一、同心同行 籌款活動

二零一八年「同心。同行」籌款活動於十一月七日在鴨利洲風之塔公園順利舉行，當日有138位肢體出席參與。當天天父除了為我們預備了合適的天氣，也讓參加者能透過詩歌敬拜、牧者分享、義工分享、讚美操、互相分享及交誼。是次的步行路徑較為簡單，老少咸宜，可以讓更多人參與；義工亦別出心裁製了一些小道具供參加者拍照使用，使當日更添歡樂的氣氛。願主繼續引領本會未來的發展，讓我們以謙卑、順服、忠心繼續服侍主。

### 二、主領醫療主日、訓練、聚會、事工分享

本會於二零一八年應邀為以下教會／機構／團體主領醫療主日、訓練聚會、事工分享或祈禱會：

1. 宣道會華基堂
2. 宣道會香港仔堂
3. 宣道會北角堂
4. 循理會西營盤堂
5. 北角福音堂
6. 東方基督教會聖光堂
7. 宣道會海怡堂
8. 宣道會尊主堂

### 三、出版刊物

本會定期出版及寄發院牧通訊、義工通訊及家書，與弟兄姊妹分享事工近況及需要，邀請弟兄姊妹代禱記念。

二零一八年逢四、八、十二月出版院牧通訊，每期約六千份；逢雙月（二、四、六、八、十、十二月）出版家書，每期約二千七百份；義家一（義工通訊）由於人手不足，全年只出版了一期，該期約二千份。

### 四、出席教牧同工團契

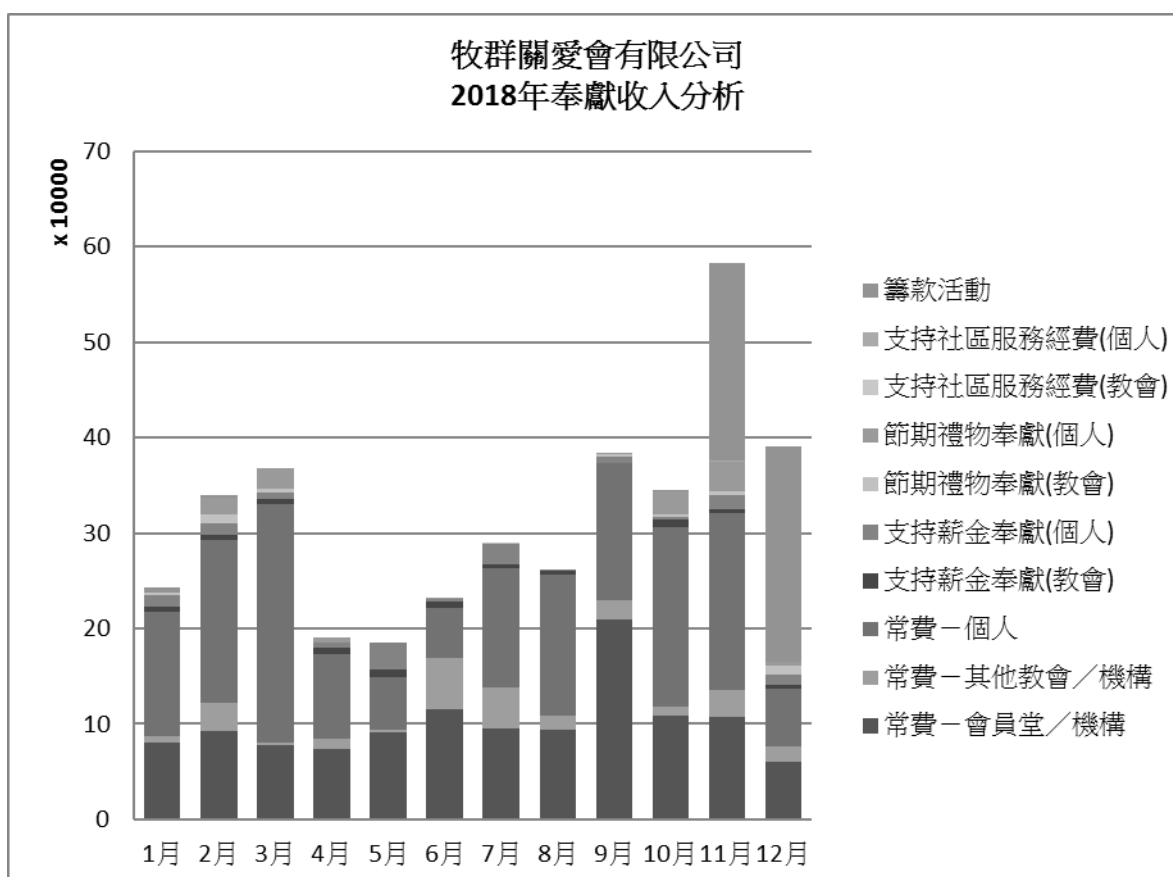
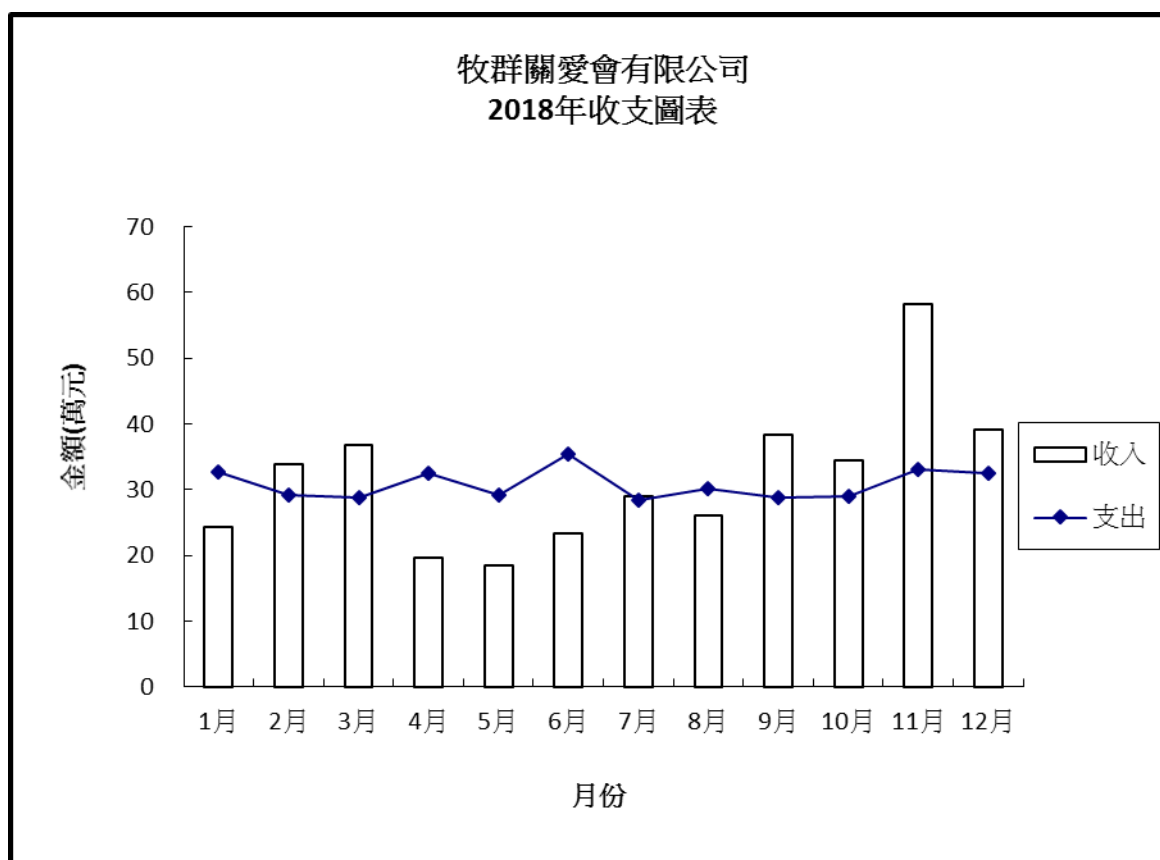
本會同工出席「南區教牧同工團契」、「中西區教牧同工團契」及「筲箕灣區教牧同工團契」，以加強與教會聯繫，推動事工。



二零一八年全年收支表

月份	收入	支出	結算
一	243,430.00	327,069.62	(83,639.62)
二	339,080.00	291,699.35	47,380.65
三	368,684.30	288,056.92	80,627.38
四	195,842.00	324,981.45	(129,139.45)
五	185,273.00	292,984.45	(107,711.45)
六	233,271.44	353,621.84	(120,350.40)
七	290,871.00	28 3,388.69	7,482.31
八	261,470.00	300,848.05	(39,378.05)
九	382,930.00	288,039.06	94,890.94
十	344,155.00	289,296.19	54,858.81
十一	582,560.00	330,579.52	251,980.48
十二	392,282.20	325,961.24	66,320.96
總額	3,819,848.94	3,696,526.38	123,322.56

## 二零一八年全年收支及奉獻分析圖表



## 二零一八年全體名單

顧 問            李炳光牧師            蕭壽華牧師            吳馬太醫生  
                     陳漢鏘醫生            老兆雄醫生            林泰忠醫生  
                     蘇蔡永平太平紳士

核 數 師            吳孫劉會計師事務所

義務法律顧問    梁思明律師    曾約瑟律師

會 員            宣道會北角堂            宣道會西環堂            宣道會尊主堂  
                     宣道會華基堂            宣道會華貴堂            宣道會利福堂  
                     宣道會海怡堂            宣道會香港仔堂            香港浸信教會  
                     香港仔浸信會            上環浸信會            北角福音堂  
                     基督教頌主堂            崇真會救恩堂            香港靈糧堂  
                     循理會西營盤堂            循道衛理聯合教會香港堂  
                     中國佈道會香港迦南堂    中華基督教會合一堂  
                     中華基督教會灣仔堂            中華基督教會公理堂  
                     華富村潮人生命堂            瑪麗醫院基督徒團契  
                     葛量洪醫院基督徒團契  
                     根德公爵夫人兒童醫院基督徒團契

董事會成員	湯頌年牧師	林炯燊先生	張錦華先生	鍾偉添先生
	黃耀良先生	張立民傳道	周古筠姑娘	吳燕萍姑娘
	劉香蘭女士	莊淑娟女士	郭志英姑娘	鄭綺文姑娘
	李銳民牧師	岑美興姑娘	曾秀華女士	陳秀敏姑娘

同 工

行政總監：易嘉濂

社區服務總監：卓世盈

院 牧：黃惠珍 黃健華 倪鷺群 黃偉光  
朱美玉 張麗娟 梁婉珊 楊麗好

服務中心主任：伍綺華

探訪幹事：何雨本 (2018年12月退休)  
鄭啟賢 (2018年12月到任)

推廣幹事：鄧惠祈 (2018年12月離任)

行政幹事：王慧敏

行政幹事：黎永良

## 各服務單位同工名單

### 駐院院牧服務

#### 瑪麗醫院

梁婉珊 <工場隊長>

黃偉光

楊麗好

#### 葛量洪醫院

黃健華

#### 黃竹坑醫院

張麗娟

#### 東華醫院

倪鷺群

#### 馮堯敬醫院、根德公爵夫人兒童醫院、麥理浩復康院

黃惠珍

#### 東華東院

朱美玉

### 社區服務

卓世盈

伍綺華

何雨本 (2018年12月退休)

鄭啟賢 (2018年12月到任)

## 各服務單位聯絡電話

瑪麗醫院	2255 3770	8208 1714
葛量洪醫院	2580 7253	8208 1716
黃竹坑醫院	2873 7271	7472 7611
東華東院	2162 6232	5928 6106
馮堯敬醫院	2872 7413	8208 1718
根德公爵夫人兒童醫院		8208 1718
麥理浩復康院		8208 1718
東華醫院	2589 8386	8208 1720
社區服務	3460 3891	8102 7223

**SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(LIMITED BY GUARANTEE)**

**REPORTS AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2018

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SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

DIRECTORS' REPORT

The directors present their annual report and the audited financial statements of the Society for the year ended December 31, 2018.

PRINCIPAL ACTIVITIES

During the year, the Society continued to provide holistic care for the patients as well as their families in accordance with the Christian faith.

BUSINESS REVIEW

The Society falls within reporting exemption for the financial period. Accordingly, the Society is exempted from preparing a business review.

PROPERTY, PLANT AND EQUIPMENT

Movements in property, plant and equipment during the year are set out in note 4 to the financial statements.

RESULTS

The result of the Society for the year ended December 31, 2018 and the state of the Society's affairs at that date are set out in the financial statements on pages 6 to 15.

DIRECTORS

The directors of the Society during the year and up to the date of this report were:

Chan Sau Man  
Chau Ku Kwan, Clara  
Cheng Yee Man  
Cheung Kam Wah  
Cheung Lap Man  
Chung Wai Tim  
Kwok Che Ying  
Lam Kwang Sang Louis Aloysius  
Lau Heung Lan, Eling  
Lee Yui Man  
Ng Yin Ping  
Sum Mei Hing  
Tong Chung Lin  
Tsang Sou Wah  
Wong Yiu Leung  
Chong Suk Kuen

(Date of cessation: March 31, 2019)

In accordance with Article 34 of the Society's Articles of Association, all directors shall hold office for a term of two years and retire, but being eligible, offer themselves for re-election.



SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

DIRECTORS' REPORT - CONTINUED

DIRECTORS' INTERESTS IN CONTRACTS

Save as the transactions disclosed in note 6 to the financial statements for which the directors have beneficial interests, no other contracts of significance in relation to the Society's business to which the Society was a party and in which any directors of the Society had a material interest, whether directly or indirectly, subsisted at the end of the year or at any time during the year.

ARRANGEMENTS TO ACQUIRE SHARES OR DEBENTURES

At no time during the year was the Society a party to any arrangement to enable the directors of the Society to acquire benefits by means of the acquisition of shares in or debentures of the Society or its associated corporations.

EQUITY-LINKED AGREEMENTS

No equity-linked agreements were entered into during the year.

INDEMNITY OF DIRECTORS

No permitted indemnity provision (as defined in section 469 of the Hong Kong Companies Ordinance) for the benefit of the directors of the Society has in force in the Society.

AUDITORS

A resolution will be submitted to the annual general meeting of the Society to re-appoint Messrs. Ng, Suen, Lau C.P.A. Limited.

On behalf of the Board

  
Tong Chung Lin

Hong Kong, 26 APR 2019



**NG, SUEN, LAU C.P.A. LIMITED**  
Audit, Tax, Consultancy  
A Worldwide Network of Independent Firms

吳孫劉會計師事務所有限公司

**PARTNERS** 合夥人：  
Sylvia Ng 吳秀華會計師  
FCCA, CPA  
Gary Suen 孫文輝會計師  
FCCA, CPA

## INDEPENDENT AUDITOR'S REPORT

To the members of  
SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Incorporated in Hong Kong with liability limited by guarantee)

### *Opinion*

We have audited the financial statements of Society of Pastoral Care Company Limited (the "Society") set out on pages 6 to 15, which comprise the statement of financial position as at December 31, 2018, and the statement of comprehensive income and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements give a true and fair view of the financial position of the Society as at December 31, 2018, and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standard for Private Entities ("HKFRS for Private Entities") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

### *Basis for Opinion*

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSAs") issued by the HKICPA. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the HKICPA's *Code of Ethics for Professional Accountants* ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Information Other than the Financial Statements and Auditor's Report Thereon*

The directors are responsible for the other information. The other information comprises the information included in the directors' report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



## NG, SUEN, LAU C.P.A. LIMITED

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### INDEPENDENT AUDITOR'S REPORT - CONTINUED

To the members of  
SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Incorporated in Hong Kong with liability limited by guarantee)

#### *Responsibilities of Directors and Those Charged with Governance for the Financial Statements*

The directors are responsible for the preparation of financial statements that give a true and fair view in accordance with HKFRS for Private Entities issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

#### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. This report is made 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 the report.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSAAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



**NG, SUEN, LAU C.P.A. LIMITED**

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INDEPENDENT AUDITOR'S REPORT - CONTINUED

To the members of  
SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Incorporated in Hong Kong with liability limited by guarantee)

*Auditor's Responsibilities for the Audit of the Financial Statements - Continued*

- Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink, appearing to read 'Ng Suen, Lau C.P.A. Limited', written in a cursive style.

Ng, Suen, Lau C.P.A. Limited  
Certified Public Accountants (Practising)

Hong Kong, 26 APR 2019

Ng Sau Wa, Sylvia  
Practising Certificate Number: P01895

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2018  
(Expressed in Hong Kong Dollars)

	<u>Note</u>	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>			
<b>Non-current asset</b>			
Property, plant and equipment	4	-	-
<b>Current assets</b>			
Other receivables		14,515	-
Deposits and prepayments		53,810	60,116
Bank balances		638,310	513,196
		<u>706,635</u>	<u>573,312</u>
<b>Total assets</b>		<u>706,635</u>	<u>573,312</u>

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

STATEMENT OF FINANCIAL POSITION - CONTINUED

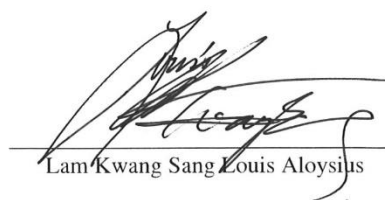
AS AT DECEMBER 31, 2018  
(Expressed in Hong Kong Dollars)

	<u>2018</u>	<u>2017</u>
<b>LIABILITY AND RESERVES</b>		
<b>Liability</b>		
<b>Current liability</b>		
Receipt in advance	30,000	-
Other payables	20,000	40,000
	<u>50,000</u>	<u>40,000</u>
<b>Reserves</b>		
Accumulated fund	295,047	171,724
Capital assets reserve fund	202,390	202,390
Web development fund	32,000	32,000
Long service payment reserve	30,000	30,000
Service development fund	97,198	97,198
<b>Total reserves</b>	<u>656,635</u>	<u>533,312</u>
<b>Total liability and reserves</b>	<u>706,635</u>	<u>573,312</u>

The accompanying Accounting Policies and Explanatory Notes form an integral part of, and should be read in conjunction with, these financial statements.

Approved on behalf of the Board by:

  
Tong Chung Lin

  
Lam Kwang Sang Louis Aloysius



SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

	<u>Note</u>	<u>2018</u>	<u>2017</u>
<b>Income</b>			
Offerings and contributions	5	3,809,811	3,598,279
Bank interest income		68	3
Other income		9,970	11,700
		<u>3,819,849</u>	<u>3,609,982</u>
<b>Expenditure</b>			
Activities expenses		101,509	101,026
Advertising and promotion		5,303	8,126
Annual subscription fee		2,000	2,000
Bank charges		2,850	2,399
Computer expenses		4,350	24,822
Electricity		6,916	7,065
Insurance		15,716	15,526
Local travelling		1,457	1,708
Mandatory provident fund contribution		175,309	157,289
Office expenses		6,619	9,122
Postage		33,590	42,064
Printing and stationery		39,455	59,428
Rent and rates		302,550	295,800
Repairs and maintenance		-	6,296
Salaries and allowances		2,650,987	2,454,108
Service fee		240,000	240,000
Staff training		14,700	11,200
Staff welfare		40,788	41,310
Sundry expenses		25,807	31,658
Telephone and pager		23,439	25,993
Training for volunteers		3,181	2,261
		<u>3,696,526</u>	<u>3,539,201</u>
<b>Surplus and total comprehensive income for the year</b>		<u>123,323</u>	<u>70,781</u>

The accompanying Accounting Policies and Explanatory Notes form an integral part of, and should be read in conjunction with, these financial statements.

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

STATEMENT OF CHANGES IN RESERVES

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

	Accumulated fund	Capital assets reserve fund	Web development fund	Long service payment reserve	Service development fund	Total
<u>Year 2017</u>						
Balance as at January 1, 2017	100,943	202,390	32,000	30,000	97,198	462,531
Total comprehensive income for the year	70,781	-	-	-	-	70,781
Balance as at December 31, 2017	171,724	202,390	32,000	30,000	97,198	533,312
<u>Year 2018</u>						
Balance as at January 1, 2018	171,724	202,390	32,000	30,000	97,198	533,312
Total comprehensive income for the year	123,323	-	-	-	-	123,323
Balance as at December 31, 2018	295,047	202,390	32,000	30,000	97,198	656,635



SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

	<u>2018</u>	<u>2017</u>
<b>Cash flows from operating activities</b>		
Cash receipts from donors	3,849,781	3,609,979
Cash paid to employees and suppliers	(3,724,735)	(3,543,377)
Net cash generated from operating activities	<u>125,046</u>	<u>66,602</u>
<b>Cash flows from investing activity</b>		
Bank interest income received	<u>68</u>	<u>3</u>
Net cash generated from investing activity	<u>68</u>	<u>3</u>
<b>Net increase in cash and cash equivalents</b>	125,114	66,605
<b>Cash and cash equivalents at beginning of the year</b>	<u>513,196</u>	<u>446,591</u>
<b>Cash and cash equivalents at end of the year</b>	<u><u>638,310</u></u>	<u><u>513,196</u></u>
<b>Analysis of the balance of cash and cash equivalents</b>		
Bank balances	<u><u>638,310</u></u>	<u><u>513,196</u></u>

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

1. GENERAL

The Society was incorporated under the Hong Kong Companies Ordinance on March 27, 1998 as a company limited by guarantee and not having a share capital. The liability of each member is limited to the extent of HK\$100. The address of its registered office is Room 2004, 20/F., Lucky Commercial Centre, 103 Des Voeux Road West, Hong Kong.

The principal activities of the Society are to provide holistic care for the patients as well as their families in accordance with the Christian faith.

2. BASIS OF PREPARATION AND ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Hong Kong Financial Reporting Standard for Private Entities issued by the Hong Kong Institute of Certified Public Accountants. These financial statements also comply with the applicable requirements of the Hong Kong Companies Ordinance. They have been prepared using the historical cost convention.

a. Property, plant and equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight line method at the rate of 33 $\frac{1}{3}$ % per annum.

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018  
(Expressed in Hong Kong Dollars)

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2. BASIS OF PREPARATION AND ACCOUNTING POLICIES - Continued

b. Impairment of assets

At each reporting date, property, plant and equipment is reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset (or group of related assets) is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss subsequently reverses, the carrying amount of the asset (or group of related assets) is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset (group of related assets) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss.

c. Other receivables

Most sales are made on the basis of normal credit terms, and the receivables do not bear interest. Where credit is extended beyond normal credit terms, receivables are measured at amortised cost using the effective interest method. At the end of each reporting period, the carrying amounts of trade and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in profit or loss.

d. Cash and cash equivalents

Cash and cash equivalents includes cash on hand, demand deposits and short-term highly liquid investments with original maturities of three months or less. Bank overdraft is shown within borrowings in current liabilities on the statement of financial position.

e. Other payables

Other payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

f. Revenue recognition

Offerings and contribution are recognised upon actual receipt of money.

Interest income is recognised using the effective interest method.

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

2. BASIS OF PREPARATION AND ACCOUNTING POLICIES - Continued

g. Leases

Rentals payable under operating leases are charged to profit or loss on a straight-line basis over the term of the relevant lease.

h. Foreign currency translation

(a) Functional and presentation currency

Items included in the financial statements are measured using the currency of the primary economic environment in which the entity operates ("the functional currency"). These financial statements are presented in Hong Kong Dollars, which is the Society's functional and presentation currency.

(b) Transactions and balances

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in profit or loss.

i. Employee benefits

Salaries, annual bonuses, paid annual leave and contribution to defined contribution retire retirement plans are accrued in the year in which the associated services are rendered by employees. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present values.

The Society operates a defined contribution Mandatory Provident Fund retirement benefit scheme (the "MPF Scheme") under the Mandatory Provident Fund Schemes Ordinance, for those employees who are eligible to participate in the MPF Scheme. Contributions are made based on a percentage of the employees' relevant income and are charged to profit or loss as the Society become payable in accordance with the rules of the MPF Scheme. The assets of the MPF Scheme are held separately from those of the Society in an independently administrated trust fund. The Society's employer contributions vest fully with the employees when contributed into the MPF Scheme.

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

3. CRITICAL ACCOUNTING ESTIMATES AND JUDGMENT

Estimates and judgment are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Society makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions 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.

**Useful lives of property, plant and equipment**

The Society's directors determine the estimated useful lives and related depreciation for its property, plant and equipment. The estimates are based on the historical experience of the actual useful lives of property, plant and equipment of similar nature and functions.

4. PROPERTY, PLANT AND EQUIPMENT

	<u>Computers and equipments</u>	<u>Furniture and fixtures</u>	<u>Total</u>
<u>Cost</u>			
As at 01.01.2018 and 31.12.2018	<u>17,546</u>	<u>6,080</u>	<u>23,626</u>
<u>Accumulated depreciation</u>			
As at 01.01.2018 and 31.12.2018	<u>17,546</u>	<u>6,080</u>	<u>23,626</u>
<u>Carrying amount</u>			
As at 31.12.2018	<u>-</u>	<u>-</u>	<u>-</u>

5. OFFERINGS AND CONTRIBUTIONS

	<u>2018</u>	<u>2017</u>
Institutional donors	1,542,990	1,687,916
Personal donors	1,824,541	1,442,989
Community section donors	<u>442,280</u>	<u>467,374</u>
	<u>3,809,811</u>	<u>3,598,279</u>

SOCIETY OF PASTORAL CARE COMPANY LIMITED  
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(Expressed in Hong Kong Dollars)

6. DIRECTORS' REMUNERATION

Directors' remuneration disclosed pursuant to section 383(1) of the Companies Ordinance is as follows:

	<u>2018</u>	<u>2017</u>
Directors' fee	-	-
Other emoluments	-	-
Contributions to defined contribution plan	-	-
	<u>-</u>	<u>-</u>

7. INCOME TAX EXPENSE

No provision for Hong Kong Profits Tax has been made in the financial statements as the Society is a charitable institution under Section 88 of the Inland Revenue Ordinance (Chapter 112) and is therefore exempted from taxes levied under this Ordinance.

8. LEASE COMMITMENTS

At the year end date, the Company had outstanding commitments under non-cancellable operating leases in respect of rented premises. Total commitments to be payable are as follows:

	<u>2018</u>	<u>2017</u>
Within one year	102,687	291,600
In the second to fifth years inclusive	-	102,687
	<u>102,687</u>	<u>394,287</u>

9. APPROVAL OF FINANCIAL STATEMENTS

These financial statements have been approved and authorised to issue by the Board of Directors on **26 APR 2019**