



# APPENDICES

## 附錄

## FINANCE

### 財務概況

#### Overview

The College of Professional and Continuing Education (“CPCE”) is one of the largest self-financing providers of full-time tertiary education in Hong Kong. It is an independent self-financed arm of The Hong Kong Polytechnic University (“PolyU”) offering programmes through two subsidiaries of PolyU, namely College of Professional and Continuing Education Limited (“CPCE Limited”) and Hong Kong Community College (“HKCC”). CPCE Limited includes the School of Professional Education and Executive Development (“SPEED”) and CPCE supporting offices. HKCC and SPEED mainly offer a variety of sub-degree and top-up undergraduate programmes and have provided quality tertiary education opportunities for around 10,000 full-time students in 2015/16 academic year. A wide range of continuing education programmes is also offered to cater for the different needs of lifelong learners. CPCE, including HKCC and SPEED, operates at PolyU Hung Hom Bay and PolyU West Kowloon Campuses.

CPCE continued to manage its finance effectively and efficiently during 2015/16, with satisfactory results achieved for the year. CPCE recorded an operating surplus of \$7.8 million (2014/15: \$15.6 million). The net deficit of CPCE for 2015/16 was \$92.2 million (2014/15: \$84.4 million) after making a contribution of \$100 million (2014/15: \$100 million) to PolyU. Net assets of CPCE was valued at \$625.1 million as at 30 June 2016 (2014/15: \$717.4 million).

Same as 2014/15, the contribution of \$100 million to PolyU in 2015/16 was for general educational purposes in furtherance of the objects of both CPCE and PolyU, and with a view to repaying the two government loans borrowed by PolyU for construction of the two campuses used by CPCE and building up a capital reserve for the major renovation and maintenance of the two campuses. PolyU may consider using the cumulative surplus of CPCE for a one-off early repayment of the two government loans, when their respective interest-free periods end in November 2018 and September 2019 respectively. As of 30 June 2016, the outstanding loan amount was around \$600 million.

#### 概述

專業及持續教育學院（以下簡稱「學院」）為香港自資專上教育界別其中一所最具規模的機構。學院是由香港理工大學（以下簡稱「理大」）成立的自資學院，透過專業及持續教育學院有限公司及香港專上學院兩間理大的附屬公司提供課程。專業及持續教育學院有限公司由專業進修學院及專業及持續教育學院轄下的行政部門所組成。香港專上學院及專業進修學院主要開辦各項副學位及學士學位銜接課程，在2015/16學年為約一萬名全日制學生提供優質專上教育機會。學院亦提供涵蓋不同範疇的持續進修課程，配合終身學習人士的不同需要。學院（包括香港專上學院及專業進修學院）主要在理大紅磡灣校園及西九龍校園營運。

於2015/16年度，學院繼續維持穩妥且高效的財務管理，財政情況令人滿意。年內學院錄得營運盈餘780萬港元（2014/15:1,560萬港元）。扣除學院給予理大的1億港元供款後（2014/15:1億港元），學院本年的淨虧損為9,220萬港元（2014/15:8,440萬港元）。截至2016年6月30日止，學院的淨資產價值為6.251億港元（2014/15:7.174億港元）。

與去年相同，學院於本年給予理大1億港元供款，用以促進學院和理大的教學目的，以及用於償還兩筆由香港特別行政區政府借予理大興建兩所校園的貸款，並為日後兩所校園作大型翻新和維修預留儲備。此外，兩筆政府貸款的免息期分別於2018年11月及2019年9月完結，理大可能考慮運用學院的累積盈餘來一次性提早償還兩筆於免息期完結前的政府貸款。於2016年6月30日，學院尚欠貸款的金額約為6億港元。

## Operating Results and Financial Position

In 2015/16, total income for CPCE (including HKCC and SPEED) was \$722.3 million (2014/15: \$633.7 million) and total operating expenditure was \$714.5 million (2014/15: \$618.1 million), which resulted in an operating surplus of \$7.8 million during the year (2014/15: \$15.6 million).

### HKCC

Income of HKCC in 2015/16 was \$376.5 million (2014/15: \$380.6 million), representing a net decrease of \$4.1 million. On the expenditure side, HKCC recorded a total operating expenditure of \$388.7 million in 2015/16 (2014/15: \$382.6 million). The increase of \$6.1 million was mainly attributable to the increase of staff cost, deployment of resources for the establishment of a centralised CPCE Student Affairs Office ("CSAO") which strived to provide better services to support the whole-person development of its students, as well as the enhancement of campus, library and IT facilities.

### SPEED

Income of SPEED in 2015/16 was \$345.8 million (2014/15: \$253.1 million), representing a net increase of \$92.7 million. The increase was mainly due to the increase in tuition fee income as a result of the rising number of students enrolled in franchised PolyU-award programmes. On the expenditure side, SPEED recorded a total operating expenditure of \$325.8 million in 2015/16 (2014/15: \$235.5 million), representing an increase of \$90.3 million. The increase was mainly attributable to the expansion of its operation in tandem with rising student enrolments and the increase of staff cost. During the year, significant resources were deployed for the establishment of a centralised CSAO as well as the enhancement of campus, library and IT facilities.

## 營運結果及財務狀況

在2015/16年度，學院(包括香港專上學院及專業進修學院)的總營運收入為7.223億港元(2014/15: 6.337億港元)，而總營運開支為7.145億港元(2014/15: 6.181億港元)。年內學院錄得營運盈餘780萬港元(2014/15: 1,560萬港元)。

### 香港專上學院

香港專上學院於2015/16年度的收入為3.765億港元(2014/15: 3.806億港元)，較去年下降了410萬港元。在支出方面，香港專上學院於2015/16年度的總營運開支為3.887億港元(2014/15: 3.826億港元)。該610萬港元的增長主要是因為教職員薪酬開支增加以及年內調配大量資源用以成立學生事務處以提供更佳的服務來支援學生的全人發展，和提升校園、圖書館和資訊科技的配套和設備。

### 專業進修學院

專業進修學院於2015/16年度的收入為3.458億港元(2014/15: 2.531億港元)，較去年增長了9,270萬港元。此增幅的主要原因是香港理工大學學銜課程的學生人數上升以致相關的學費收入增加。在支出方面，專業進修學院於2015/16年度的總營運開支為3.258億港元(2014/15: 2.355億港元)，共增長了9,030萬港元。主要原因包括因應學生人數的增加而擴大其運作，教職員薪酬開支增加以及年內調配大量資源用以成立學生事務處，和提升校園、圖書館和資訊科技的配套。

## Financial Outlook

CPCE has achieved satisfactory financial results over the past years. Although there will be fierce competition in the self-financed post-secondary education market with a gradually reducing pool of potential students, keeping high quality professional education is of paramount importance while at the same time, CPCE will endeavor to maintain financial stability upon implementing various cost control measures, adjusting operation strategies and exploring development opportunities.

CPCE will continue to manage its accumulated surplus in an effective way to ensure the provision of quality education for the benefit of the students while ensuring the long-term financial sustainability of CPCE. While human resources are the most valuable asset in pursuit of academic excellence, CPCE will allow sufficient funding for improvement of the student-staff ratio, enhancement of academic staff profile and meeting the annual salary adjustment.

In order to ensure the long-term financial sustainability of CPCE, apart from using the accumulated surplus to support the loan repayment, there are plans for setting aside various reserves for major renovation and maintenance of the two campuses, as a contingency for maintaining smooth operations for a few months in the event of unexpected financial adverse circumstances, and special requirements for other developmental initiatives.

## 財政展望

學院在過去幾年的財政狀況令人滿意。雖然未來數年的學生人數逐漸下降，自資專上教育將面臨激烈競爭，保持高質素專業教育是最為重要，但與此同時，學院會視乎情況推行多項成本控制措施，調整經營策略以及探索新的發展機遇，致力維持學院財政穩健。

學院將繼續有效地管理其累積盈餘，以提供學生高質素的教育，與此同時確保學院的長遠財務可持續性。而人力資源是追求卓越學術成就之重要財產，學院將繼續給予充足的資金來改善教職員與學生的比例，加強教職員的資歷以及滿足年薪調整。

為了確保學院的長遠財務可持續性，除了運用累積盈餘來償還貸款，學院亦計劃預留多項儲備來為日後兩所校園作大型翻新和維修，以及在財政不利的情況下能夠維持數個月的平穩運作和為日後其他發展項目作應急之用。

## College of Professional and Continuing Education

專業及持續教育學院

### Statement of Comprehensive Income

全面收益表

#### For the Year Ended 30 June 2016

截至2016年6月30日止年度

(In thousands of Hong Kong dollars)

(以千港元計)

		2016	2015
<b>Income</b>	<b>收入</b>		
Tuition Fee Income	學費	681,156	593,350
Net Investment Gain	投資淨收益	5,444	13,455
Other Income	其他收入	35,671	26,873
Total Income	總收入	<u>722,271</u>	<u>633,678</u>
<b>Expenditure</b>	<b>開支</b>		
Academic	教學		
- Staff Costs	- 教職員開支及福利	265,666	243,073
- Payment to Agencies	- 給予合作伙伴的教學費用	79,450	40,014
- Other Expenses	- 其他開支	25,535	28,049
		<u>370,651</u>	<u>311,136</u>
Administration and Support Services	管理及教學支援		
- Staff Costs	- 教職員開支及福利	83,782	74,725
- Service Fee	- 服務費	60,795	48,705
- Accommodation and Facilities	- 租金及設施管理開支		
Management Expenses		114,408	101,984
- Other Expenses	- 其他開支	84,845	81,539
		<u>343,830</u>	<u>306,953</u>
Total Expenditure	總開支	<u>714,481</u>	<u>618,089</u>
<b>Operating Surplus</b>	<b>營運盈餘</b>	7,790	15,589
Contribution to The Hong Kong Polytechnic University	給予理工大學的供款	100,000	100,000
<b>Deficit for the Year</b>	<b>本年度虧損</b>	(92,210)	(84,411)
<b>Other Comprehensive Income</b>	<b>其他全面收益</b>	-	-
<b>Total Comprehensive Income for the Year</b>	<b>年度內總全面收益</b>	<u>(92,210)</u>	<u>(84,411)</u>

The above Statement of Comprehensive Income is extracted from the audited combined financial statements of Hong Kong Community College and College of Professional and Continuing Education Limited for the year ended 30 June 2016.

以上收益表摘錄自香港專上學院及專業及持續教育學院有限公司的2016年6月30日止年度經核數師審核之財務報表。

## College of Professional and Continuing Education

專業及持續教育學院

### Statement of Financial Position

財務狀況表

#### As at 30 June 2016

2016年6月30日

(In thousands of Hong Kong dollars)

(以千港元計)

		2016	2015
<b>Non-current Asset</b>	<b>非流動資產</b>		
Property, Plant and Equipment	固定資產	<u>69,093</u>	<u>67,289</u>
<b>Current Assets</b>	<b>流動資產</b>		
Funds with The Hong Kong Polytechnic University	應收理工大學的賬項	485,541	571,770
Rental Deposit Paid to The Hong Kong Polytechnic University	給予理工大學的租賃保證金	180,000	180,000
Accounts and Other Receivables	應收賬項	8,758	5,614
Cash on Hand	現金	<u>39</u>	<u>29</u>
		<u>674,338</u>	<u>757,413</u>
<b>Current Liabilities</b>	<b>流動負債</b>		
Accounts Payables and Accruals	應付賬款	11,900	11,158
Student Fees Received in Advance and Caution Money	預收學生的賬款及保證金	38,655	37,940
Deferred Income	遞延收入	10,085	5,684
Provision for Employee Benefits	員工福利撥備	<u>57,643</u>	<u>52,562</u>
		<u>118,283</u>	<u>107,344</u>
<b>Net Current Assets</b>	<b>淨流動資產</b>	<u>556,055</u>	<u>650,069</u>
<b>Net Assets</b>	<b>淨資產</b>	<u>625,148</u>	<u>717,358</u>
Representing:	相當於		
<b>Accumulated Surplus</b>	<b>累積盈餘</b>	<u>625,148</u>	<u>717,358</u>

The above Statement of Financial Position is extracted from the audited combined financial statements of Hong Kong Community College and College of Professional and Continuing Education Limited for the year ended 30 June 2016.

以上財務狀況表摘錄自香港專上學院及專業及持續教育學院有限公司的2016年6月30日止年度經核數師審核之財務報表。

## College of Professional and Continuing Education

專業及持續教育學院

### Income and Expenditure by Segment

分部收入及開支

### For the Year Ended 30 June 2016

截至2016年6月30日止年度

Income and Expenditure by operating segments (including HKCC and SPEED) for the years ended 30 June 2016 and 30 June 2015 are as follows:

截至2016年6月30日及2015年6月30日止年度的分部(包括香港專上學院及專業進修學院)之收入及開支如下:

(In thousands of Hong Kong dollars)  
(以千港元計)

		2016		2015	
		HKCC 香港專上學院	SPEED 專業進修學院	HKCC 香港專上學院	SPEED 專業進修學院
<b>Segment Income</b>	<b>分部收入</b>				
Tuition Fee Income	學費	355,484	325,672	352,670	240,680
Net Investment Gain	投資淨收益	2,847	2,597	8,323	5,132
Other Income	其他收入	<u>18,153</u>	<u>17,518</u>	<u>19,618</u>	<u>7,255</u>
		<u>376,484</u>	<u>345,787</u>	<u>380,611</u>	<u>253,067</u>
<b>Segment Expenditure</b>	<b>分部開支</b>				
Academic	教學	200,588	170,063	194,862	116,274
Administration and Support Services	管理及教學支援	<u>188,089</u>	<u>155,741</u>	<u>187,753</u>	<u>119,200</u>
		<u>388,677</u>	<u>325,804</u>	<u>382,615</u>	<u>235,474</u>
<b>Segment Operating (Deficit)/ Surplus</b>	<b>分部營運(虧損)/ 盈餘</b>	(12,193)	19,983	(2,004)	17,593
Contribution to The Hong Kong Polytechnic University	給予理工大學的供款	<u>70,000</u>	<u>30,000</u>	<u>66,000</u>	<u>34,000</u>
<b>Segment Deficit for the Year</b>	<b>本年度分部虧損</b>	<u>(82,193)</u>	<u>(10,017)</u>	<u>(68,004)</u>	<u>(16,407)</u>
<b>Accumulated Surplus</b>	<b>累積盈餘</b>	<u>419,526</u>	<u>205,622</u>	<u>501,719</u>	<u>215,639</u>

The above Income and Expenditure by Segment is extracted from the audited combined financial statements of Hong Kong Community College and College of Professional and Continuing Education Limited for the year ended 30 June 2016.

以上分部收支賬項摘錄自香港專上學院及專業及持續教育學院有限公司的2016年6月30日止年度經核數師審核之財務報表。

## LIBRARY STATISTICS

圖書館統計數字

Library Collections 圖書館收藏項目	2014/15	2015/16
<b>Books (titles) 書籍 (種類)</b>		
Printed books 紙本書籍	76,452	81,525
e-books 電子書籍	82,455	103,498
<b>Serials (titles) 期刊 (種類)</b>		
Current printed serials 印刷期刊	106	88
e-journals & e-news 電子期刊及電子新聞	50,242	60,854
<b>Other E-resources (titles) 其他電子資源 (種類)</b>	26,462	29,282
<b>Audio Visual Materials (titles) 視聽資料 (種類)</b>	2,454	3,156
<b>Total Library Holdings (Items) 全館收藏資料總數 (項目)</b>	<b>255,350</b>	<b>295,037</b>
<b>Library Facilities and Equipment 圖書館設施與設備</b>		
Group Study Rooms/ Corners 小組研習室 / 研習角	41	41
Study Spaces (including PC stations with/ without seats, folding table seats, causal reading area, E-Resources Centre/ Self-learning Language Centre & outdoor seating) 研習座位 (包括設有座位/ 沒有座位的電腦工作站、可摺式桌椅、休閒閱讀區、電子資源中心、語言自學中心及戶外座位)	591	615
Self-study/ Audio-Visual Carrels 個人研習/ 視聽座位	511	511
Public Computers 公用電腦	299	299