



Practice Note & title	FND_Professional Subscription Fees_FND001
Effective date	1 January 2011
Objective	To provide guidance as to the finance department's policy relating to the payment/reimbursement of personal professional subscription fees of recognised accounting bodies.
Scope	This applies to finance department staff who, in line with their current job description, are members of professional accounting bodies.
Applicable to	All finance staff members
Policy	<p>The finance department will pay/reimburse the annual subscription fees for those finance staff who are full registered members of one of the following recognised professional accounting bodies.</p> <p>AAT - The Association of Accounting Technicians ACCA - The Association of Chartered Certified Accountants CIMA - The Chartered Institute of Management Accountants CIS - The Chartered Institute of Secretaries SAICA - The South African Institute of Chartered Accountants SAIPA - The South African Institute of Professional Accountants</p> <p>Should a staff member belong to more than one of the above, only one annual subscription fee will be paid/reimbursed, at the discretion of the staff member.</p> <p>Payment/reimbursement of subscription fees for student members of the above professional accounting bodies, is at the discretion of the operational unit. This is not limited to finance department staff and can be managed via the annual Performance Development Plan (PDP) process</p>
Direct queries to	Finance helpdesk fnd-finance@uct.ac.za 021 650-2111

Policy category	Payments
Policy owner	Executive Director: Finance
Responsible for update	Head: Management Accounting and User Support
Last reviewed	October 2011
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Approval	Finance Advisory Group