

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA
ANNUAL CONTINUING PROFESSIONAL DEVELOPMENT RECORD FORM
YEAR: 2019

Personal Information:

Name: FIRST LAST

Membership Number: FM 2020

Organisation: MINISTRY OF PUBLIC AFFAIRS

Designation: ACCOUNTANT

Address: PLOT 2020 KAMPALA ROAD, P.O.BOX 2020, KAMPALA.

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1. Define your Current and Future Roles
(Schedule 2, Sec 7(a) Accountants Regulations, 2016)

- Preparing budget estimates and final accounts.
- Verifying and preparing payments including salaries.
- Controlling vote record, expenditure, deposits and imprests.
- Managing all revenue collections.
- Preparing financial statements.
- Making sure that legal records of financial transactions are properly kept.
- Developing and managing systems for recording income and expenditure.
- Advising on corporate risk, including safeguarding assets, risk avoidance and insurance.
- Supporting organisations' decision making.
- Perform any other duties as may be assigned from time to time.

My future roles:

I do not expect significant change in my roles in the foreseeable future

2. Record the Skills And Knowledge Levels Needed
(Schedule 2, Sec 7(b) The Accountant Regulations, 2016)

Technical Skills

- Finance and Financial Management skills.
- Financial accounting and reporting skills.
- Taxation management skills.
- Knowledge of developments in laws, regulation and professional standards.
- Advanced IT knowledge and skills.

- Budgeting, control and monitoring skills.

Non-technical skills

- People management skills.
- Communication and interpersonal skills - both oral and written.
- Analytical skills i.e. ability to draw conclusions
- Problem solving skills.
- Team work.

3. Record the CPD Activities Undertaken and The Learning Outcomes (Schedule 2, Sec 7(c) and (d) of The Accountant Regulations, 2016)

A. Structured Hours during 1 January to 31 December 2019 (should total to 40 hours per annum, 120 hours in 3 years)

CPD activity	Hours	Body	Learning outcome	Ref
IPSAS - For Revenues	7	ICPAU	Accounting for revenues under IPSAS.	A
Budgeting and Budgetary Control seminar	7	ICPAU	Developing important goals, create strategic plans and set objectives that lead to a dynamic new budgeting process that generates outstanding results.	B
Taxation Seminar	7	ICPAU	Develop understanding of and update of different tax aspects.	C
Public Sector Auditing	7	Public Sector Audit Centre	Preparing for Public sector audits and gained better understanding of the latest audit process.	D
IPSAS Essentials and Implementation	14	ICPAU	Key accounting requirements of IPSAS accruals basis standards.	E
IPSAS Technical Updates	7	ACCA	Update on the latest pronouncements from the International Public Sector Accounting Standards Board (IPSASB)	F
IPSAS - Presentation, Disclosure and financial reports	7	ICPAU	Important presentation and disclosure requirements for preparers of IPSAS accruals based financial reports and IPSAS Illustrative financial statements	D
Leadership, good governance and financial management in the public sector	7	Ministry Of Public Affairs	People management and building relationships with clients and	H

			stakeholders.	
IPSAS Overview with IFRS Comparison.	14	ICPAU	Guidance to the key similarities and differences between International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS), and technical issues faced by public sector organizations that have adopted IPSAS or are in the process of adopting IPSAS.	I
ISA Workshop	7	MUBS	Current and new developments in International Auditing Standards	J
Managing Cybersecurity and Other Emerging IT Risks	3	UCC	Understanding benefits of information technology and Protection of data through computer security and systems safeguards.	K
ICPAU Annual Seminar	21	ICPAU	Update on issues pertaining to the profession, personal development and networking opportunities.	L
a. Total in CPD 2019	108	<i>Please show total of all structured activities for 2019</i>		
b. Total in CPD 2018	60	<i>Please show the total hours from prior 2018 year</i>		
c. Total in CPD 2017	80	<i>Please show the total hours from prior 2017 year</i>		
Total for last 3 years (total a-c)	248			

(Provide a reference to the evidence of the CPD activity that you have maintained)

B. Unstructured hours during the period 1 January 2019 to 31 December 2019 (please detail all other CPD not included above e.g. reading, research, practical experience, meetings with advisors etc.)

CPD activity	Hours	Learning outcome
Attended lectures of PGD in Financial management at UMI.	180	Research and discussions on various topics topic of the course.
Reading professional magazines and journals.	50	Keep informed and practical experiences in the profession.

Workshops on Health Safety and environment.	20	Creating and maintaining a safe and health working environment for self and others.
Presentations in training, induction of new staff in the department and various meetings.	30	Communication and interactions and building work relationships.

4. In summary, what were the most important things you learned last year? What were the tangible outcomes of these for your business?

- I gained general knowledge in financial management areas which has enhanced my performance.
- I enriched my knowledge of laws impacting on the accounting profession. I have helped management to comply with legal requirements hence eliminating fines and penalties.
- I gained appreciation of the impact on technology and other disruptions on the future of the profession. This prompted me to update my IT skills.
- My budgeting skills were sharpened and now can participate in preparing meaningful budgets with ease.
- I adopted and emphasised health and safety lifestyle and this has reduced risks of injuries at work.
- I refreshed my knowledge in terms of professional ethics of a professional accountant and this has helped me to incorporate integrity in my work.

Please return the completed form to:
The Secretary,
Institute of Certified Public Accountants of Uganda,
42 Bukoto Street, P.O. BOX 12464, KAMPALA
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