

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

Personal Information:

Name: SAMPLE CPD RECORD

Membership Number: FM000X

Organisation: CATRIMBA & ASSOCIATES

Designation: MANAGING PARTNER

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

My Current Role:

As a practitioner at XYZ limited, I am charged with the following:

- a) Provision of leadership and strategic management to the firm ie supervision, mentoring, coaching, guiding etc
- b) Human resource management including human resource planning, recruitment, training, coaching, people management and supervision of audit and other staff.
- c) Firm risk assessment and management.
- d) Provision of external auditing and accountancy services to clients.
- e) Engagement quality control.
- f) Business advisory to clients including business planning and forecasting.
- g) Initiating, formulating and implementation of internal controls for the firm and clients.
- h) Investment decisions including resource allocation, liquidity and funding management.
- i) Offering taxation services to clients including tax planning and compliance.
- j) Managing the firm's stakeholders including clients, regulators and the public.
- k) Administration and procurement roles such as fixed assets management, procurement planning and logistics management.
- l) Change management such as embracing IT in the operations of the firm.
- m) Expand client base by networking, promoting new ideas and business solutions that result into extended services to new and existing clients.
- n) Managing and developing the firm's brand by ensuring quality service to all our clients.
- o) Succession planning and management for the firm's Key Personnel including the partners.

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, s 7(b) The Accountant Regulations, 2016)**

To be able to perform my roles as described in 1 above, I need both technical and soft skills as indicated below:

Technical Skills:

- a) Auditing skills.
- b) Finance and Financial Management skills.
- c) Financial accounting and reporting skills.
- d) Taxation and tax management skills.
- e) Knowledge of developments in laws, regulation and professional standards.
- f) Advanced IT knowledge and skills including CAATs.
- g) Quality review and assurance skills.
- h) Budgeting, control and monitoring skills.

Non-technical/Professional/Soft Skills:

- a) Risk management skills.
- b) Leadership, Governance and people management skills.
- c) Business and commercial acumen ie ability to relate business with the environment.
- d) Communication and interpersonal skills - both oral and written.
- e) Client portfolio building, networking and business development skills.
- f) Analytical skills ie ability to draw conclusions (not limited to data analytics).
- g) Problem solving skills.
- h) Brand building and management skills.

3. Record the CPD Activities Undertaken and The Learning Outcomes (Schedule 2, Section 7(c) and (d) of The Accountant Regulations, 2016). The CPD activities undertaken should address required skills as identified in section 2 above.

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 outcomes/Skills obtained	Ref
CFO Forum	3	ICPAU	➤ Need to do data analytics, interpretation and advisory to the Board since the machines are doing book keeping.	A1
IFRS 9 workshop	7	ICPAU	➤ IFRS 9 salient features, insights and implementation challenges.	A2
24 Annual Seminar	21	ICPAU	➤ Emotional intelligence is very crucial for our business - Feelings/emotions of those we interact with is very crucial for our business sustainability. ➤ The evolving role of the finance function - it goes beyond provision of figures. ➤ Business and social etiquette - Honesty, respect and consideration in meetings, work or even over lunch.	A3

SMART auditing software	1	Catrimba & Associates	➤ Using the software for audit services.	A4
Internal Auditor's Forum	3	ICPAU	➤ Current issues regarding the Internal Audit function.	A5
Risk Assessment webinar	2	IFAC	➤ Risk Assessment model	A6
7 th Economic Forum	21	ICPAU	➤ Social Economic Transformation ➤ Insights into the 2019/2020 National Budget. ➤ Implications of labour mobility.	A7
Strategic Review and Planning	14	JRD Consulting	➤ Results based planning and reporting. Development of strategic direction.	A8
Business Excellence tips webinar	2	ACCA	➤ Growing emotional super power. ➤ Applying emotional intelligence in business. ➤ Managing people to deliver.	A9
Leadership Expedition	7	People Performance Group	➤ Media literacy and communicating for results.	A10
a. Total in CPD 2019	81	<i>Please show total of all structured activities for 2019</i>		
b. Total in CPD 2018	42	<i>Please show total structured hours for 2018</i>		
c. Total in CPD 2017	48	<i>Please show the total structured hours for 2017</i>		
Total for last 3 years (total a-c)	171			

(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
Commenting of ICPAU technical papers	5	Keeps me up-to-date on developments in standards, laws and regulations.
The 5 AM club	60	Using your morning hours to elevate life.
Reading professional journals	21	Managing risk, effective leadership and the future of service businesses.
Drafted a finance and accounting manual for XYZ limited	50	Shared experience and capacity building including setting up systems for a newly formed business.
Training of Local Government leaders	30	Improved knowledge of Local Government revenue collection and financial management processes.
Lecturing at Kyambogo university	160	Research on topic areas to lecture gives me up-to-date knowledge in accounting and financial management.
Various online videos related to professional development	30	➤ Better ways of dealing with customers. ➤ Understanding and working with members of your team.

		<ul style="list-style-type: none"> ➤ Attracting and retaining clients. ➤ Key business risks and how to develop risk responses.
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<p>4. In summary, what were the most important things you learned last year? What were the tangible outcomes of these for your business?</p>	
<ul style="list-style-type: none"> ➤ I learned the importance of strategy in mapping the course of business. As a result, my firm's revenue increased by 20%. ➤ I increased my appreciation of the need for compliance and ethical behaviour. We did not lose any client last year. ➤ I updated myself with professional and legal developments. This has helped our firm to improve on our engagement documentation and customer satisfaction. ➤ I realised the importance of succession planning for the firm. Unlike in the past years, business at the firm continues running whether the partners are present or not. We are now confident that the firm will outlive us. ➤ Appreciated the significance of building networks for business and commercial opportunities. Consequently, our client base expanded steadily last year and most of these new clients were obtained from our networks. ➤ I learned the importance of excellence, and no less than that in all aspects of our work. This resulted into reduction of time we spend on engagements and more customer satisfaction. ➤ I expanded my knowledge on key business management issues and best practices for successful operation of both public and private sector entities. This has brought in more consultancy revenue. ➤ I learnt the importance of influencing and motivating staff. This has created a sense of belonging and increased productivity amongst my staff. 	

Please return the completed form to:
The Secretary,
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