

PROFESSIONAL SUBSCRIPTION FEES GUIDELINE

[FND001]



Policy owner:	Executive Director: Finance
Responsible for update:	Director: Finance Systems & Policies
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1. OBJECTIVE

The purpose of the policy is to provide guidance relating to the payment/reimbursement of personal professional subscription fees of recognised accounting bodies.

2. SCOPE

Includes membership of recognised professional accounting bodies.

3. APPLICABLE TO

All finance staff who, in line with their current job description, are members of recognised professional accounting bodies.

4. POLICY

The operational unit will pay/reimburse the annual subscription fees for those staff who are full registered members of one of the following recognised professional accounting bodies.

AAT	Association of Accounting Technicians
ACCA	Association of Chartered Certified Accountants
CGISA	Chartered Governance Institute of South Africa
CIMA	Chartered Institute of Management Accountants
FASSET	Finance and Accounting Services Sector Education and Training Authority
IAC	Institute of Accounting and Commerce
ICBA	Institute of Certified Bookkeepers and Accountants
SAIBA	South African Business Accountants
SAICA	South African Institute of Chartered Accountants
SAIPA	South African Institute of Professional Accountants
SAIT	South African Institute for Tax Professionals

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.

The payment/reimbursement requires Line manager approval, with funding from the same unit from which the staff member's salary is paid.



Payment/reimbursement of subscription fees for student members of the above professional accounting bodies, is at the discretion of the operational unit, provided this part of the annual HR Development Dialogue discussions.

5. CONTACT

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