

## CONTENT

- WELCOME
- GOODBYE FROM ADAM & INTRODUCING... PETRA
- ACCA & CFA BUSINESS MIXER 2015
- CPD DECLARATION
- ANNUAL FEE INFORMATION
- CPD RESOURCES
- EVENTS OUTLOOK FOR 2015/6
- EBCG CONTROLLING TOOLBOX

Dear ACCA members,

The year-end is quickly approaching and it has been another busy year! I would like to thank you for your engagement with ACCA and we all at ACCA are very much looking forward to work with you in the coming year.



Before the Christmas break we have still prepared couple of events for you—Club Evenings, another presentation of the Management series and you are also invited to attend the Financial Controlling Toolbox organised by EBCG. We also have some dates for your 2016 diary including new Business Breakfast series with KPMG.

This is also to remind you that your annual CPD declaration is due as well as your subscription fee for 2016. You can find more detailed info on CPD and payment of the fee in the e-Newsletter.

This is also farewell to Adam who has been with you for the past 5 years. Adam will be taking on new business opportunities as of January 2016 and I am sure you all will join me wishing him all the best in his new career! We will keep seeing Adam at our regular ACCA events. Many of you already know Petra from our other events who will be taking over Adam's role—see the next page for more info.

Enjoy the coming time of peace and harmony with your family and friends and I look forward to seeing you at our future ACCA events in 2016.

On behalf of ACCA Prague office we wish you Merry Christmas and Happy New Year!

Katka Benešová & Adam Zaydlar, Eva Kovářová, Petra Polednová

## Goodbye from Adam

Dear ACCA Members,

It was a pleasure meeting you over the last 5 years of my career in ACCA!

It was very exciting journey seeing how your careers developed during this period and how many new members we have welcomed to the Society. We could enjoy vast number of events, club evenings, seminars, conferences and workshops where we could meet, chat and network.

Life goes on and I have decided to move on in my career from 1st January 2016 and this is the place to say Goodbye.

So... **Goodbye and thank you for all those marvellous 5 years** and events that would not be such a success without you!

Adam

*P.S.: Now I will be seeing you during ACCA events only as „ordinary“ ACCA Member (but we know that ACCA is everything but ordinary :-)).*

## Introducing... Petra

On the other note, we would like to introduce you **Petra Polednová**, our colleague who has rich experience with Business Development and support of your colleagues, ACCA Members in Slovakia.

Petra will serve as a local single point of contact for any issues in regards of events or local (Czech Republic) related issues. You will be also receiving important information from Petra, such as

- Invitations to events
- Newsletters
- Information in regards of your ACCA Membership status
- Surveys
- Special offers from ACCA partners (occasionally)
- And many more.

It is therefore important to add Petra to your save contacts list. To contact Petra, please save following information:



**Petra Polednová**  
Business Development Manager

Mobile: +420 724 038 348

E-mail: [petra.polednova@accaglobal.com](mailto:petra.polednova@accaglobal.com)

*For transactional issues, please contact our colleagues in the UK at +420 226 223 000 or [info@accaglobal.com](mailto:info@accaglobal.com).*

## ACCA & CFA Business Mixer 2015

ACCA Czech Republic in cooperation with CFA Society organized **6th Annual ACCA & CFA Business Mixer** for members of both societies on **5th November 2015**.

The whole evening was opened by Katka Benesova, Head of ACCA Czech Republic, Slovakia and Hungary and Jan Brazda, vice-president of CFA Society Czech Republic .

We have invited a „special guest star“ **Chester Santos ([www.chestersantos.com](http://www.chestersantos.com))**, **The International Man of Memory** who shared his experience with memory techniques with our members. Chester presented on “How can better memory help finance and investment professionals in their daily jobs”. Chester’s presentation was both inspiring and very enjoyable. All attendees tried some of the memory techniques and our feedback showed that they can still remember the word sequence they had learnt by heart during the event - even one week after the event! :-).

Everyone rated Chester’s performance very high and members of both bodies are already looking forward for the next year! We would like to encourage you to attend in the next years!



*From the left: Jan Brazda, Chester Santos and Katka Benesova*



## ANNUAL MEMBERSHIP OBLIGATIONS

As the end of the year 2015 approaches, beware of the requirements all members have to fulfil in order to enjoy all the benefits of their ACCA membership (including using of your professional title behind your name) in the year 2016.

**CPD (Continuing Professional Development)** is one of the footstones of your ACCA membership. It is an assurance that all ACCA members hold the right competencies for their role and keep them up to date. **All members are required to submit an annual CPD declaration each year**, no matter what CPD route they follow. You can submit your annual CPD declaration online at any point in the year by logging into [myACCA](#).

**Subscription Fee** for year 2016 is **GBP 221**.

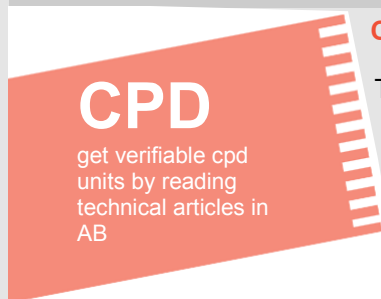
### Subscription Fee

**ACCA membership annual fee for 2016 is due by 1.1. 2016.** You can **pay online using credit card**, this payment does not involve any extra bank charges. Payment receipt can then be downloaded from your *myACCA* account. The receipt will include details you have registered in *myACCA* database.

- If you need an **invoice for your membership fee**, please see the attached document for instructions how to generate PDF invoice from your *myACCA* account.

- If you are on **maternity leave, career break or unemployed**, you can ask for reduced membership fee, provided you fulfil the conditions given [here](#). If so, please fill in the Reduced subscription application form and send it to [members@accaglobal.com](mailto:members@accaglobal.com).

### CPD Declaration



#### CPD (Continuing Professional Development)

There are **3 ways** how to meet CPD requirements:

1. Unit Route - FULL TIME X PART TIME
2. IFAC Body Route
3. Approved Employer Route

#### 1.A UNIT ROUTE

##### FULL TIME

40 relevant units of CPD each year  
(1 unit = 1 hour)

##### NON-VERIFIABLE (19 UNITS)

- General learning activity
- Learning you cannot provide evidence for
- Reading business or technical material

##### VERIFIABLE (21 UNITS)

- Was the learning activity relevant to your career?
- Can you explain how you will apply the learning in the workplace?
- Can you provide evidence that you undertook the learning activity?

## CPD Declaration - continued

### 1.B UNIT ROUTE

#### PART-TIME OR SEMI-RETIRED

If you are employed for 770 hours or less over the course of a CPD year, then you may be eligible to follow this route.

You may complete 19 units of non-verifiable CPD and set your own level of verifiable CPD\*.

\* *under conditions that you have filled in and send CPD waiver form.*

### 2. IFAC BODY ROUTE

Are you a member of **Komora Auditorů ČR** or **Svaz účetních** and comply with their CPD programme?

Simply choose IFAC Body Route when making your annual CPD return.

### 3. APPROVED EMPLOYER ROUTE

Are you currently working for ACCA Approved Employer?

Being an ACCA Approved Employer proves that you have all opportunities available in your current job role.

Simply choose Approved Employer Route when making your annual CPD return.

**You can claim Approved Employer Route even though you worked for Approved Employer only for part of the year (e.g. 1 month) or you are currently on maternity/paternity leave.**

## Have you made your CPD declaration?



Your annual CPD declaration for 2015 is due for submission to ACCA by 1 January 2016.

The easiest way to make your annual declaration is online, by visiting [www.accaglobal.com](http://www.accaglobal.com) and logging into your *myACCA* account..

For more information on your CPD requirements, visit <http://www.accaglobal.com/gb/en/member/cpd.html>



**CPD  
I-GUIDE**

Are you new to **CPD**?  
Not sure if you met **CPD** requirements?  
Working for **Approved Employer**?

Go to ACCA's newly launched interactive tool that will guide you through your CPD declaration!

**ACCA i-Guide** [cpdiguide.accaglobal.com](http://cpdiguide.accaglobal.com)

## CPD FAQs

### I became an ACCA member this year. How do I fill in CPD?

New members are required to join *ACCA Realise* (CPD declaration) on the 1 January after they have achieved membership. If you joined this year (2015), you will need to fill your first CPD declaration for the year 2016.

### I have changed jobs and worked only few months in 2015 for an Approved Employer, what do I fill in?

Any part of your work life in 2015 with approved employer entitles you to fill in CPD as Approved Employer route. Maternity leave is included in work life = maternity leave with Approved Employer also entitles you to cover your 2015 CPD declaration with Approved Employer route.

Annual CPD Declaration

- Annual CPD Declaration
- View adjusted requirements
- CPD Evidence
- Professional Development Matrix
- Waiver application
- ACCA Realise
- Contact ACCA
- Exit

CPD Year 2010

CPD Requirements 2010	Total Units 40	Verifiable Units 21
-----------------------	----------------	---------------------

**PART 1: ALL MEMBERS MUST COMPLETE THIS PART. SELECT EITHER OPTION A OR B**

**OPTION A**  
I have complied with the CPD requirements for 2010. The CPD route I followed in 2010 is (please select one route only):

- Unit route
- Unit route - part time/semi retired
- ACCA Approved Employer route
- IFAC member body route

**OPTION B**  
I have not been able to meet the CPD requirements for 2010. I understand that CPD is a requirement for my continuing membership and that I will be contacted by ACCA to enable rectification of this matter.

**PART 2: ONLY SELECT THIS PART IF IT APPLIES TO YOU: IF IT DOES NOT, LEAVE BLANK**

I confirm that I am involved in the audit of historical financial information.

**PART 3: ALL MEMBERS MUST COMPLETE THIS PART**

I confirm that the information given in this form is true and accurate to the best of my knowledge and belief. I further confirm that I have not been subject to any criminal, disciplinary or other matters within the terms of bye-law 8 (liability to disciplinary action) that have not already been brought to the attention of ACCA's professional conduct department.

I have maintained and, where appropriate, developed my competence in relation to professional ethics.

### SAMPLE print screen of the CPD page

How to fill in the declaration:

- select **Part 1** as appropriate
- select **Part 2** - leave blank if not applicable in your case
- confirm your information in **Part 3**

### I am on maternity leave and have no chance to meet all 40 units for CPD in 2015

You can ask for CPD waiver and claim the reason why you cannot meet 40 units in 2015 - applicable for unit route only, more details <http://www.accaglobal.com/members/cpd/waivers/>

### I have more than 40 units in 2015, can I transfer some to 2016?

Only verifiable units (the ones you have evidence for) can be transferred to the next year.

### How long do I need to keep the evidence for my verifiable CPD units?

You have to keep the evidence for 3 years. ACCA may request it.

### I do not know if I work for an Approved Employer...

If you do not know, whether or not you work for an ACCA approved employer, ask your HR department. If they do not know, you most probably do not work for an approved employer. Please contact Petra Polednová to verify if your company is an Approved Employer in Czech Republic.

To become an approved employer (CPD) a company must meet ACCA requirements for professional development. You need to complete an online application and if successful a monitoring visit will confirm whether your company can receive approved employer status for duration of 3 years. After this time the situation in your company is reviewed and the company can then receive a renewal to the Approved Employer status. Every year more and more companies in Czech Republic successfully apply for the Approved Employer accreditation.

[Contact us](#) to become Approved Employer for 2014!

## EVENTS CALENDAR, RESOURCES

Our main activities in the Czech Republic include ACCA club evenings, conference speeches, business breakfasts for companies, presentations to new ACCA students, events at universities and social events for member society. We organise an ACCA Club evening for members every month.

**Thank you for joining us!**

### 2015/6 Events - Outlook

ACCA Czech Republic wants to continuously support you in your career development in the year 2015 and 2016.

As a part of our support, we are preparing several events that might be of your interest:

**18 November:** Club evening: VAT report  
**2 December:** Management series: Fast close



#### 2016 Events outlook

#### KPMG breakfast series - Do you fancy a thrill of corruption, fraud and litigation for breakfast

**15 January** Anti-bribery and corruption compliance  
**25 March** Continuous transaction monitoring  
**24 June** Disputes for accountants

**TBC February** Club evening: Sustainability Accounting (Coca-Cola Hellenic)  
**TBC February** Club evening BRNO: HR topic with Randstad (TBC)  
**9 March** Management series: Preparing company for sale  
**15 March** Club evening: HR topic with Randstad (TBC)  
**TBC** Workshop: Excel BI Tools with Microsoft (continued)

### EBCG Controlling Toolbox on 24th—25th November 2015

We would like to invite you to the **Financial Controlling Toolbox** organized by EBCG. The 3<sup>rd</sup> Annual of this ambitious event is aiming to bring you “in tune with the business” passing on the tips and tricks of how to bridge the gap between the business and finance or eliminate the distance not only between these two departments, but at the end between business and the customer. You can expect to learn the everyday practice of finance professionals from large companies such as **Siemens, OMV Petrom, Deutsche Telekom, Makro Cash & Carry CZ & SK or Novartis Animal Health**.

#### **SPECIAL OFFER FOR ACCA MEMBERS**

To give you a better picture of what you might miss on the **24th & 25th November in Prague**, all ACCA members now have change to get a [free access to last year's Financial Controlling Toolbox videos](#). This offer expires on **20th November 2015**.

If you would like to join this event, please request the PDF agenda [online](#), or send an email to [liv-ia.folvarcikova@ebcg.com](mailto:liv-ia.folvarcikova@ebcg.com) or simply call EBCG on +421-2-3220-220274 for possible closing promotions.

Your participation will be naturally rewarded with **12 CPD points** for attending the two day event.

3<sup>rd</sup> Annual  
**FINANCIAL  
 CONTROLLING  
 TOOLBOX**

24<sup>th</sup> – 25<sup>th</sup>  
 November 2015  
 Radisson Blu  
 Alcron Hotel,  
 Prague



Financial Controlling Toolbox 2014 Videos  
 Now Available FREE of charge!  
 \*This special offer ends on 20th November 2015

**HOW DO YOU LIKE THIS PUBLICATION? WHAT WOULD YOU LIKE TO SEE IN THE NEXT ISSUE OF THE E-NEWSLETTER? Please let us know: [petra.polednova@accaglobal.com](mailto:petra.polednova@accaglobal.com)**