



Office of the City Auditor Policies and Procedures

Number: 6.3.1

Title: Financial Incentives for
Professional Certifications

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Revision Date:
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Approved by:

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I. Policy

The Office of the City Auditor shall provide a financial incentive to employees who:

1. Attain certifications that will enhance their career development and/or professional opportunities.
2. Must pay annual fees or dues to a professional organization to maintain their certification.

II. Purpose

The purpose of this policy is to invest in the professional growth of OCA employees and to develop the skill resources of OCA.

III. Definitions

- A. **Nonrefundable fees** - Fees paid for study materials, review courses, and/or test fees related to obtaining one of the certifications listed below.
- B. **Fees to maintain certification** - Fees that are required annually to keep acquired certifications approved in this policy.
- C. **Professional organization fees** - Membership dues that are required to maintain certifications approved in this policy.

IV. Procedures/Responsibilities

A. Certification Requirements

1. In order to be eligible for a financial incentive, certifications must be one of the following:
 - a. CPA (Certified Public Accountant)
 - b. CIA (Certified Internal Auditor)
 - c. CFE (Certified Fraud Examiner)
 - d. CISA (Certified Information Systems Auditor)

- e. CGFM (Certified Government Financial Manager)
- f. CMA (Certified Management Accountant)
- g. CCSA (Certification in Control Self Assessment)
- h. CGAP (Certified Government Auditing Professional)

B. Employee Eligibility

- 1. Regular employees budgeted for thirty (30) hours or more per week who have successfully completed their probationary period of six months with the City are eligible for the incentive.
- 2. No employee under disciplinary probation or suspension at the time of application will be eligible.

C. Allowable Costs

- 1. For the certifications noted above, employees may receive a financial incentive for:
 - a. Nonrefundable fees after passing all parts of a certification examination. The maximum annual incentive is \$300 and will be made only once for each certification. The incentive application must be submitted in the year the exam is passed but fees incurred in prior years are eligible.
 - i. OCA will provide the incentive for a maximum of two certifications during the auditor's tenure with OCA.
 - b. Professional organization fees paid to maintain eligible certifications. Total reimbursement to an individual for any given year will not exceed \$200.

D. Submitting Applications and Receipts

- 1. Submit the appropriate form to the OCA Financial Manager for approval and payment. The form shall have an attached invoice/receipt from the sponsoring organization showing the amount of:
 - a. The nonrefundable fees or
 - b. Professional organization fees that have been paid to certification(s).

E. Distribution of Funds

- 1. If the City Auditor determines that OCA's budgeted yearly funds will cover the amount received on all such requests for the fiscal year, then funds will be distributed at the time the request is made.
- 2. If the City Auditor determines that OCA funds to cover all such requests may not be available, then funds will be distributed at the end of the fiscal year to ensure that all eligible employees receive at least a prorated share in the event there are not enough funds to distribute the full portion.

**APPLICATION FOR INCENTIVES
Related to Certification**

Name: _____

Classification (level/step): _____

Certification: _____

Name of agency granting certification: _____

Nonrefundable fees: \$ _____

(Attach appropriate invoices or receipts)

Annual fees required to maintain certification: \$ _____

(Attach appropriate invoices or receipts)

Organization dues required to maintain certification: \$ _____

(Attach appropriate invoices or receipts)

By your signature you certify that these costs were incurred by you and are correct.

Employee signature _____ Date _____

Financial Manager signature _____ Date _____

Completed by support staff: Amt. paid this request \$ _____ Date _____ Doc # _____

**INFORMATION ON
APPROVED CERTIFICATIONS**

Certification	Is there an annual fee to <u>retain</u> certification?	In one required to <u>maintain</u> membership in sponsor organization to <u>retain</u> certification?	Sponsoring Professional Organization	Contact Information
CPA	YES: \$200/year for Texas (government employees may be eligible for a fee exemption). Fees may vary for certification maintained in other states.	NO	AICPA	Each state has something with a name like the "State Board of Public Accountancy." These bodies actually grant Certification in Public Accounting under rules issued by the AICPA. Web Site: www.aicpa.org
CIA	NO	NO	IIA	1-407-937-1100 Web Site: www.theiia.org
CFE	YES: \$150/year	YES	ACFE	1-800-245-3321 Web Site: www.acfe.com
CISA	NO	NO	ISACA	Web Site: www.isaca.org
CGFM	YES: \$30 (AGA member) and \$65 (non-AGA member) every two years.	NO	AGA	1-800-242-7211 Web Site: www.agacgfm.org
CMA	NO	YES	IMA	1-800-638-4427 Web Site: www.imanet.org
CCSA	NO	NO	IIA	1-407-937-1100 Web Site: www.theiia.org
CGAP	NO	NO	IIA	1-407-937-1100 Web Site: www.theiia.org