



## Implementation of Activity Based Costing

Programme Code: W131025S

This workshop will explain the three main factors involved with a project to implement Activity Based Costing and recognize the benefits and challenges across all business sectors, including, beyond manufacturing into retail and service environments. These three factors are:

- Determining the extent and phases through process analysis
- Analyzing and creating the Activity Log, including authorities and responsibilities
- Identifying & creating Cost Drivers - the key elements of cost influences
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In addition, delegates will learn the potential of being able to adopt Activity Based Costing without adopting an ABC system in its entirety.

**Date** Friday, 25 October 2013

**Time** 6:30 p.m. – 9:30 p.m.

**Venue** Hong Kong Institute of CPAs,  
27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

**Format** Workshop including practical examples and case studies

**Language** English

**Fee** HK\$750 for HKICPA member or student; and IA/ HKIAAT member or student  
HK\$1,500 for non-member

**Objectives**

- To gain an understanding of the importance of matching the business unit's costing methodology to the needs of the organization and the marketplace in which it operates
- To learn how to get beyond the surface of everyday operations to understand the processes being undertaken and recognize the identification of links
- To appraise existing methodology, seek out waste and inefficiencies and produce improvements
- To enable delegates to return to their workplace with a clear comprehension of the cost composition of all core activities in their company

**Speaker** **W Francis Rowlands** FCMA MCIM AMIMI AAE  
Executive President, Dragon Business Skills & Development  
Past Chairman, Global Markets Committee, CIMA

**Participants** Accountants who have an understanding of costing techniques in either manufacturing, service or retail organizations as well as those responsible for maximizing cost-value within their organizations.

**Competency** Management accounting

**Rating** Intermediate to Advanced Level  
(Please refer to the [Institute's online CPD Learning Resource Centre](#))

**CPD hours** 3



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<http://www.hkicpa.org.hk>**

**CPD ENROLMENT FORM (For Support Programme)**

Finance & Operations Department,  
 Hong Kong Institute of CPAs,  
 37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

|                                                                                                                                              |                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Payment & Enrolment Status Enquiry: 2287 7381<br>e-mail: <a href="mailto:finance@hkicpa.org.hk">finance@hkicpa.org.hk</a><br>Fax : 2893 9853 | Course Information Enquiry:<br>2287 7386 / 2287 7253<br>e-mail: <a href="mailto:cpd@hkicpa.org.hk">cpd@hkicpa.org.hk</a> |
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**Deadline: 7 working days before the date of the programme**

| No. | Membership |                       | Full Name of Participant(s)<br>(Block Letters) | Company | Email address <sup>*(2)</sup><br>(Block Letters) | Programme Code | Fee (HK\$)   |  |
|-----|------------|-----------------------|------------------------------------------------|---------|--------------------------------------------------|----------------|--------------|--|
|     | No.        | Status <sup>(1)</sup> |                                                |         |                                                  |                |              |  |
| 1   |            |                       |                                                |         |                                                  |                |              |  |
| 2   |            |                       |                                                |         |                                                  |                |              |  |
| 3   |            |                       |                                                |         |                                                  |                |              |  |
| 4   |            |                       |                                                |         |                                                  |                |              |  |
|     |            |                       |                                                |         |                                                  |                | Total (HK\$) |  |

\* Email address is for enrolment confirmation purpose. Please refer to note (2) for details.

I am unemployed and not working. I am planning to rejoin the workforce.  
 The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.  
 The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : \_\_\_\_\_ Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

**Payment Method** (Please tick the appropriate box)

|                                                                                                                                                                                    |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"                                                           |                                                   |
| <input type="checkbox"/> VISA / MasterCard                                                                                                                                         | <input type="checkbox"/> BOC HKICPA UnionPay card |
| Card Number: _____                                                                                                                                                                 | Card Expiry Date (MM/YY): _____                   |
| Cardholder's Name (block letters): _____                                                                                                                                           | Cardholder's Signature: _____                     |
| Date: _____                                                                                                                                                                        |                                                   |
| If you require a receipt, please put a "✓" indicate your choice of delivery:<br><input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below) |                                                   |
| Name : _____                                                                                                                                                                       | Name : _____                                      |
| Address : _____                                                                                                                                                                    | Address : _____                                   |
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- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
  - Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
  - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
  - All applications are on a first-come-first-served basis.
  - Application by fax will ONLY be accepted when payment is made by credit card. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
  - Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
  - NO REFUND/CANCELLATION will be entertained after the application is processed. If you are unable to attend the enrolled programme, you may nominate a substitute to take your place, provided that the Institute is notified in writing at least two working days prior to the event date.
  - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
  - The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
  - Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which applicants are enrolled. Data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and registered student you may opt out from receiving such materials at any time by login the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkicpa.org.hk](mailto:privacyofficer@hkicpa.org.hk) or a letter to the Institute's privacy officer.
  - No unauthorized audio or video recording is allowed at CPD events.