

CCH Professional Development Seminar Programme 2012



www.mercia-group.co.uk/cchpd



Welcome

Welcome to our 2012 CPD seminar programme.

The CCH PD programme is now organised by Mercia and as you will see it comprises all the essential seminar topics presented at the usual CCH venues throughout the UK.

Delegates who attend courses in Northern Ireland and Scotland will now receive a separate brochure for their area providing a wider choice of seminars and additional venues.

Full details of new booking procedures are included in the brochure but if you have any queries please call 0844 209 6083.

We look forward to providing you with your CPD training and seeing you on 2012 events.

Kind regards

Emily Bailey

Training Events Manager

PS If you are not already familiar with Mercia, we are one of the UK's largest providers of training and support services to the accountancy profession. We have been providing independent practices with effective solutions for over 25 years and offer practical professional training as well as a wide range of support products and services.

Price per place 2012

All Schemes except those shown below	
1 - 5 places	£95
6 - 9 places	£60
10+ places	£49

Humberside and West Yorkshire		South Wales	
1 - 5 places	£62	1 - 9 places	£132
6 - 11 places	£51	10+ places	£42
12+ places	£48		

	Cambridge 09:30-12:45 or 14:00-17:15	Humberside 14:00-17:15	London Central (am) 09:30-12:45
Accounting and Audit Update - Spring	Tue 27 Mar	Wed 7 Mar	Mon 27 Feb
Accounting Update - Autumn	Tue 11 Sep	Wed 26 Sep	Mon 24 Sep
Audit Emerging Issues and Common Problems	Tue 25 Sep	Wed 17 Oct	Mon 10 Dec
Auditing and Accounting for Pension Schemes	-	-	Thu 22 Mar
Capital Taxes Refresher	Tue 24 Apr	Wed 2 May	Wed 6 Jun
Corporation Tax Road Map	Tue 9 Oct	Wed 16 May	Mon 12 Nov
Dealing with HMRC	Tue 30 Oct	-	Mon 3 Dec
Employment Taxes Update	-	-	Mon 12 Mar
Latest Tax Strategies for OMBs	Tue 19 Jun	Wed 28 Mar	Mon 14 May
Laws and Regulations for the Practising Accountant	Tue 29 May	Wed 31 Oct	Mon 18 Jun
Personal Tax Update	Tue 4 Dec	Wed 5 Dec	Mon 19 Nov
Practitioner Update	-	Wed 6 Jun	Mon 8 Oct
Small Company Tax Update	Tue 3 Jul	Wed 27 Jun	Mon 2 Jul
Spring Tax Update including Budget Issues	Tue 27 Mar	Wed 18 Apr	Mon 23 Apr
Tax Update - Autumn	Tue 11 Sep	Wed 5 Sep	Mon 10 Sep
VAT Update and Issues for the SME	Tue 20 Nov	-	Mon 29 Oct

London Central 14:00-17:15	London North West 14:00-17:15	London South West 14:00-17:15	Manchester 09:30-12:45 or 14:00-17:15	Merseyside 09:30-12:45 or 14:00-17:15	Midlands 14:00-17:15	Northern 09:30-12:45 or 14:00-17:15	Northern Ireland	Salisbury 14:00-17:15	Scotland	Sheffield 14:00-17:15	South Wales 09:30-12:45 or 13:30-16:45	West of England 13:30-16:45	West Yorkshire 09:30-12:45 or 14:00-17:15
Mon 27 Feb	Tue 13 Mar	Wed 7 Mar	Wed 25 Apr	Tue 20 Mar	Mon 27 Feb	Mon 12 Mar		Tue 28 Feb		Wed 29 Feb	Thu 19 Apr	Tue 28 Feb	Wed 28 Mar
Mon 24 Sep	Tue 16 Oct	Wed 3 Oct	Wed 19 Sep	Tue 18 Sep	Mon 10 Sep	Mon 24 Sep		Tue 9 Oct		Wed 12 Sep	Thu 13 Sep	Tue 25 Sep	Wed 12 Sep
Mon 10 Dec	Tue 20 Nov	Wed 28 Nov	Wed 31 Oct	Tue 30 Oct	Mon 1 Oct	Mon 29 Oct		Tue 4 Dec		Wed 17 Oct	Thu 11 Oct	Tue 6 Nov	Wed 10 Oct
Thu 22 Mar	-	Wed 22 Feb	-	-	-	Mon 27 Feb		-		-	Thu 3 May	Thu 29 Mar	Wed 18 Apr
Wed 6 Jun	Tue 10 Jul	Wed 16 May	-	Tue 13 Mar	Mon 14 May	Mon 26 Mar		Tue 22 May		-	-	Tue 29 May	Wed 28 Mar
Mon 12 Nov	Tue 6 Nov	Wed 13 Jun	Wed 20 Jun	Tue 25 Sep	Mon 5 Nov	Mon 11 Jun		Tue 26 Jun		Wed 18 Apr	Thu 14 Jun	Tue 3 Jul	Wed 26 Sep
Mon 3 Dec	-	Wed 20 Jun	-	Tue 15 May	Mon 11 Jun	Mon 10 Dec		Tue 18 Sep		-	-	Tue 13 Mar	Wed 22 Feb
Mon 12 Mar	-	Wed 25 Apr	-	-	-	Mon 14 May		-		-	-	Tue 17 Apr	Wed 7 Mar
Mon 14 May	Tue 22 May	Wed 17 Oct	Wed 23 May	Tue 11 Dec	Mon 2 Jul	Mon 30 Apr		Tue 13 Nov		Wed 28 Nov	Thu 15 Mar	Tue 20 Nov	Wed 6 Jun
Mon 18 Jun	Tue 25 Sep	Wed 5 Dec	Wed 28 Nov	Tue 3 Jul	Mon 19 Nov	Mon 10 Sep		Tue 12 Jun		Wed 19 Sep	Thu 27 Sep	Tue 15 May	Wed 7 Nov
Mon 19 Nov	Tue 4 Dec	Wed 7 Nov	Wed 7 Nov	Tue 13 Nov	Mon 3 Dec	Mon 12 Nov		Tue 20 Nov		Wed 7 Nov	Thu 22 Nov	Tue 11 Dec	Wed 21 Nov
Mon 8 Oct	Tue 23 Oct	Wed 19 Sep	Wed 17 Oct	-	Mon 15 Oct	Mon 26 Nov		-		Wed 5 Dec	Thu 1 Nov	Tue 9 Oct	Wed 31 Oct
Mon 2 Jul	Tue 3 Jul	Wed 4 Jul	Wed 29 Feb	Tue 12 Jun	Mon 25 Jun	Mon 25 Jun		Tue 3 Jul		Wed 6 Jun	Thu 28 Jun	Tue 19 Jun	Wed 27 Jun
Mon 23 Apr	Tue 17 Apr	Wed 28 Mar	Wed 28 Mar	Tue 22 May	Mon 16 Apr	Mon 28 May		Tue 17 Apr		Wed 28 Mar	Thu 19 Apr	Tue 22 May	Wed 16 May
Mon 10 Sep	Tue 11 Sep	Wed 12 Sep	Wed 19 Sep	Tue 18 Sep	Mon 24 Sep	Mon 24 Sep		Tue 4 Sep		Wed 3 Oct	Thu 13 Sep	Tue 18 Sep	Wed 12 Sep
Mon 29 Oct	-	Wed 2 May	Wed 28 Mar	Tue 9 Oct	Mon 30 Apr	Mon 8 Oct		Tue 1 May		Wed 16 May	-	Tue 30 Oct	Wed 5 Dec
INCLUDED IN THE MERCIA PROGRAMME - SEE SEPARATE BROCHURE							INCLUDED IN THE MERCIA PROGRAMME - SEE SEPARATE BROCHURE						

To update delegates in recent developments relating to auditing and financial accounting assignments.

The seminar in detail

The exact content changes from session to session but will usually include:

- Accounting standards and abstracts
- Convergence matters
- Auditing standards
- Audit regulation
- Ethical matters
- Practical and topical client service issues

Who should attend

Qualified accountants in practice who need an overview of recent and forthcoming developments to help them identify issues relevant to their clients and firms.

Key benefits of attending

By attending this course you will gain:

- A clear understanding of the forthcoming and recent changes in accounting and auditing standards
- An insight into the practical implications of the changes and their effect on clients
- An understanding of the professional, ethical and regulatory developments affecting general practitioners

Date	Scheme	Time	Speaker
27 Feb	London Central	09:30 - 12:45	Mike Ulrich
27 Feb	London Central	14:00 - 17:15	Mike Ulrich
27 Feb	Midlands	14:00 - 17:15	Stephanie Henshaw
28 Feb	West of England	13:30 - 16:45	Val Steward
28 Feb	Salisbury*	14:00 - 17:15	Stephanie Henshaw
29 Feb	Sheffield	14:00 - 17:15	Stephanie Henshaw
7 Mar	London South West	14:00 - 17:15	Mike Ulrich
7 Mar	Humberside	14:00 - 17:15	Andrew Güntert
12 Mar	Northern	09:30 - 12:45	Stephen McAlpine
13 Mar	London North West	14:00 - 17:15	Val Steward
20 Mar	Merseyside	09:30 - 12:45	Val Steward
27 Mar	Cambridge	14:00 - 17:15	Val Steward
28 Mar	West Yorkshire	09:30 - 12:45	Stephen McAlpine
19 Apr	South Wales	13:30 - 16:45	Mike Ulrich
25 Apr	Manchester	14:00 - 17:15	Jeremy Williams

Pricing

Send one person on 10 courses, 10 people
on one course or any other combination
– the choice is yours

1-5 places: £95
6-9 places: £60
10+ places: £49

Different rates apply for Humberside, West Yorkshire and South Wales - see page 1

* This event will be taking place at the Bibury Club, Salisbury Racecourse.

Accounting Update - Autumn

3 CPD
Hours

This course aims to provide an updating service for the busy general practitioner. It focuses on developments in accounting standards and their practical implications for clients.

The seminar in detail

- Recent and forthcoming developments in UK accounting standards – to include FRSs, UITF abstracts and related exposure drafts
- The latest developments on convergence with IFRS including the progress with the Financial Reporting Standard for Medium-sized Entities and the Financial Reporting Standard for Public Benefit Entities
- Company law update on matters relevant to the accountant
- Accounting issues arising out of the work of the Review Panel and the Professional Oversight Board
- Accounting issues covered by recent ICAEW technical releases
- Any other accounting related developments

Who should attend

General practitioners, accountants and auditors.

Key benefits of attending

By attending this course you will gain:

- A clear understanding of the forthcoming and recent changes in accounting standards
- An insight into changes in company law as they impact on accounting work
- An insight into the practical implications of the changes and their effect on clients
- An appreciation of likely future developments in accounting

Delegates will have the opportunity of asking questions of our expert and well informed speakers.

Date	Scheme	Time	Speaker
10 Sep	Midlands	14:00 - 17:15	Guy Loveday
11 Sep	Cambridge	09:30 - 12:45	Mike Ulrich
12 Sep	West Yorkshire	09:30 - 12:45	Mike Ulrich
12 Sep	Sheffield	14:00 - 17:15	Jeremy Williams
13 Sep	South Wales	13:30 - 16:45	Andrew Güntert
18 Sep	Merseyside	14:00 - 17:15	Andrew Güntert
19 Sep	Manchester	09:30 - 12:45	David Gallagher
24 Sep	London Central	09:30 - 12:45	Andrew Güntert
24 Sep	London Central	14:00 - 17:15	Andrew Güntert
24 Sep	Northern	14:00 - 17:15	Mike Ulrich
25 Sep	West of England	13:30 - 16:45	Guy Loveday
26 Sep	Humberside	14:00 - 17:15	Mike Ulrich
3 Oct	London South West	14:00 - 17:15	David Gallagher
9 Oct	Salisbury *	14:00 - 17:15	Val Steward
16 Oct	London North West	14:00 - 17:15	Val Steward

How to Book 2012 Seminars

Online: www.mercia-group.co.uk/ccphpd

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Post or Fax: See order form on page 22

* This event will be taking place at the Salisbury and Wiltshire Golf Club.

or call **0844 209 6083**

Audit Emerging Issues and Common Problems

3 CPD
Hours

This is a highly practical seminar considering the interpretation of the recent changes in auditing. The seminar will look at the practical issues arising from the implementation of changes in auditing standards, ethics and other relevant issues. The contents of this course will both reflect topical issues and the needs of the auditors of SMEs.

The seminar in detail

The exact content changes from session to session but will usually include:

- Developments in auditing standards
- New bulletins from the APB
- Comments arising from monitoring visits
- Issues identified from cold file reviews

Who should attend

Qualified accountants in practice who need an overview of recent and forthcoming developments to help them identify issues relevant to their clients and firms.

Key benefits of attending

By attending this course you will gain:

- Clear, practical and authoritative guidance on dealing with common and current audit problems. In particular the seminar will consider the most effective methods ensuring compliance

Date	Scheme	Time	Speaker
25 Sep	Cambridge	14:00 - 17:15	John Selwood
1 Oct	Midlands	14:00 - 17:15	John Selwood
10 Oct	West Yorkshire	14:00 - 17:15	John Selwood
11 Oct	South Wales	13:30 - 16:45	John Selwood
17 Oct	Sheffield	14:00 - 17:15	David Gallagher
17 Oct	Humber-side	14:00 - 17:15	John Selwood
29 Oct	Northern	14:00 - 17:15	John Selwood
30 Oct	Merseyside	14:00 - 17:15	John Selwood
31 Oct	Manchester	14:00 - 17:15	John Selwood
6 Nov	West of England	13:30 - 16:45	Andrew Güntert
20 Nov	London North West	14:00 - 17:15	John Selwood
28 Nov	London South West	14:00 - 17:15	John Selwood
4 Dec	Salisbury *	14:00 - 17:15	John Selwood
10 Dec	London Central	09:30 - 12:45	John Selwood
10 Dec	London Central	14:00 - 17:15	John Selwood

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5 To find out more today visit www.mercia-group.co.uk/cchpd

Auditing and Accounting for Pension Schemes

3 CPD
Hours

To provide delegates with an update on recent developments relating to auditing and accounting for pension schemes and a practical approach to dealing with problem areas.

The seminar in detail

- Understanding the terms of your appointment
 - The statutory background
 - The Trust Deed
- Understanding the financial statements
- Accounting for and reporting on contributions
- Planning and conducting the audit in accordance with ISAs, Practice Note 15 and current best practice
- Reporting
 - On the financial statements
 - On the contributions
 - To the regulators
- Current problem areas

Who should attend

Qualified accountants in practice who need an overview of recent and forthcoming developments to help them identify issues relevant to their clients and firms.

Key benefits of attending

By attending this course you will gain:

- A clear understanding of the forthcoming and recent changes in accounting and auditing for pension schemes

Date	Scheme	Time	Speaker
22 Feb	London South West	14:00 - 17:15	Bill Telford
27 Feb	Northern	14:00 - 17:15	Bill Telford
22 Mar	London Central	09:30 - 12:45	Bill Telford
22 Mar	London Central	14:00 - 17:15	Bill Telford
29 Mar	West of England	13:30 - 16:45	Bill Telford
18 Apr	West Yorkshire	14:00 - 17:15	Bill Telford
3 May	South Wales	13:30 - 16:45	Bill Telford

Pricing

1-5 places: £95

6-9 places: £60

10+ places: £49

Different rates apply for Humber-side, West Yorkshire and South Wales - see page 1

The course will act as a refresher and an update on Capital taxes and show opportunities for tax planning for our clients in order to minimise their potential tax liabilities.

The course will include a review of relevant tax cases to consider when planning, and will include numerous examples and illustrations to make this a practical and informative course.

The seminar in detail

- Capital gains tax planning opportunities
- Entrepreneurs' relief and a refresher on other CGT reliefs
- Inheritance tax update
- Business Property Relief
- Lifetime and death tax planning, considering CGT and IHT
- The use of trusts
- Managing our trusts
- An update on Probate Opportunities

Who should attend

Practitioners who would like to increase their opportunities for advising clients on how to minimise their current and potential liabilities to capital taxes.

Key benefits of attending

The course will inspire delegates to be more pro-active when dealing with their clients, in looking at their current and potential exposure to capital taxes, and shows ways in which we can assist our clients and thus grow our practice.

Date	Scheme	Time	Speaker
13 Mar	Merseyside	14:00 - 17:15	Amanda Fisher
26 Mar	Northern	14:00 - 17:15	Amanda Fisher
28 Mar	West Yorkshire	14:00 - 17:15	Amanda Fisher
24 Apr	Cambridge	14:00 - 17:15	Amanda Fisher
2 May	Humberside	14:00 - 17:15	Amanda Fisher
14 May	Midlands	14:00 - 17:15	Amanda Fisher
16 May	London South West	14:00 - 17:15	Amanda Fisher
22 May	Salisbury *	14:00 - 17:15	Amanda Fisher
29 May	West of England	13:30 - 16:45	Amanda Fisher
6 Jun	London Central	09:30 - 12:45	Amanda Fisher
6 Jun	London Central	14:00 - 17:15	Amanda Fisher
10 Jul	London North West	14:00 - 17:15	Amanda Fisher

Pricing

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10+ places: £49

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Corporation Tax Road Map

3 CPD
Hours

This very practical course will provide a general update on corporation tax developments. Changes to legislation, case law and HMRC guidance and practice will be covered. Key planning opportunities will be highlighted.

The seminar in detail

- The very latest changes to corporation tax, cases, HMRC trends and practical planning
- Recent HMRC corporation tax enquiries
- Capital allowances transitional rules and planning
- Research and development – how and what to claim
- Applying for an R&D grant
- The corporation tax computation
- LLPs with corporate partners
- Substantial commercial interdependence for associated companies
- Review of the latest anti-avoidance legislation
- Corporation tax planning mitigation techniques
- How the proposed non-domicile changes will impact investment in UK trading companies
- Companies capital gains computations and planning, and interaction with SDLT
- Substantial shareholdings exemptions
- Corporate loss relief computations and planning
- Case studies

Who should attend

Practitioners who need to keep up to date with changes to corporation tax and so give current and accurate advice to clients, together with the latest corporation tax developments and planning techniques.

Key benefits of attending

In a period of unprecedented change to corporation tax, attendees will gain a clearer understanding of a range of the most important issues and how these could potentially impact on their clients. Case studies will illustrate the latest corporation tax practical planning opportunities.

Date	Scheme	Time	Speaker
18 Apr	Sheffield	14:00 - 17:15	Tim Palmer
16 May	Humberside	14:00 - 17:15	Tim Palmer
11 Jun	Northern	14:00 - 17:15	Tim Palmer
13 Jun	London South West	14:00 - 17:15	Tim Palmer
14 Jun	South Wales	13:30 - 16:45	Tim Palmer
20 Jun	Manchester	14:00 - 17:15	Tim Palmer
26 Jun	Salisbury *	14:00 - 17:15	Tim Palmer
3 Jul	West of England	13:30 - 16:45	Tim Palmer
25 Sep	Merseyside	14:00 - 17:15	Tim Palmer
26 Sep	West Yorkshire	14:00 - 17:15	Tim Palmer
9 Oct	Cambridge	14:00 - 17:15	Tim Palmer
5 Nov	Midlands	14:00 - 17:15	Tim Palmer
6 Nov	London North West	14:00 - 17:15	Tim Palmer
12 Nov	London Central	09:30 - 12:45	Tim Palmer
12 Nov	London Central	14:00 - 17:15	Tim Palmer

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HMRC enquiries can be difficult for both client and adviser especially when faced with an intransigent Inspector on the other side. The new array of powers given to HMRC from 2009 provide extra ammunition for the Inspector.

This course will enable the adviser to get and keep control of an enquiry and ensure that the Inspector operates within defined limits.

The seminar in detail

The exact content changes from session to session but will usually include:

- The impact of an investigation
- Can an investigation be avoided?
- How to get control
- HMRC powers to obtain information and visit premises
- Key issues in finishing a case
- Negotiation of penalties

Who should attend

This course is designed for partners and staff who advise clients on HMRC accounts and PAYE investigations.

Key benefits of attending

By attending this course you will gain:

- Practical advice on how to negotiate with HMRC
- Guidance on managing an enquiry from start to finish

Date	Scheme	Time	Speaker
22 Feb	West Yorkshire	14:00 - 17:15	Ros Martin
13 Mar	West of England	13:30 - 16:45	Mark Morton
15 May	Merseyside	14:00 - 17:15	Will Silsby
11 Jun	Midlands	14:00 - 17:15	Will Silsby
20 Jun	London South West	14:00 - 17:15	Will Silsby
18 Sep	Salisbury *	14:00 - 17:15	Andrew Burgess
30 Oct	Cambridge	14:00 - 17:15	Andrew Burgess
3 Dec	London Central	09:30 - 12:45	Andrew Burgess
3 Dec	London Central	14:00 - 17:15	Andrew Burgess
10 Dec	Northern	14:00 - 17:15	Mark Morton

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Employment Taxes Update

3 CPD
Hours

Employment tax covers a wide area which is constantly changing and this is particularly true for the next two years. Its complexity means that practitioners need to be continually aware of the current state of play.

This course will give delegates and participants a thorough and wide update on all employment related tax matters including tips on identifying any problem areas. The course will also concentrate on recent developments, issues of current interest and prospective changes and their impact in practice.

The seminar in detail

- Employment income changes
- Developments affecting benefits and expenses
- PAYE developments including the introduction of real time information
- P11D and other end of year returns problem areas
- NIC developments including changes for statutory payments
- CIS developments
- Employment status – latest state of play including IR35
- Termination payments
- Developments impacting mobile employees including changes to residence in 2012 and beyond

Who should attend

Practitioners who need to know about all the changes and developments which will affect their clients' affairs and maybe even their own affairs

Key benefits of attending

By attending this course you will gain:

- A clear and detailed understanding of the recent and forthcoming changes relating to employment taxation and NICs
- Practical application enabling accountants to avoid the pitfalls and exploit the opportunities arising out of these developments

Delegates will have the opportunity to ask questions of our expert and well informed speaker.

Date	Scheme	Time	Speaker
7 Mar	West Yorkshire	14:00 - 17:15	Tony Jenkins
12 Mar	London Central	09:30 - 12:45	Tony Jenkins
12 Mar	London Central	14:00 - 17:15	Tony Jenkins
17 Apr	West of England	13:30 - 16:45	Tony Jenkins
25 Apr	London South West	14:00 - 17:15	Tony Jenkins
14 May	Northern	14:00 - 17:15	Tony Jenkins

Pricing

1-5 places: £95

6-9 places: £60

10+ places: £49

Different rates apply for Humberide, West Yorkshire and South Wales - see page 1

This course aims to provide a range of tax planning ideas with particular emphasis on their usefulness to OMBs. Also examined are some of the pitfalls and opportunities produced by recent statutory changes and decided cases.

The seminar in detail

The exact content changes from session to session but will usually include:

- Incorporation planning in 2012
- Tax efficient business structures
- Profit extraction strategies
- Dealing with EBTs, EFRBs, and the impact of the 'disguised remuneration' rules
- Optimum use of capital allowances
- Company sale planning

Who should attend

Accountants and tax practitioners wishing to refresh or update their knowledge of topical tax planning for income and corporation tax.

Key benefits of attending

This course will bring participants up to date on the practical aspects of tax planning for owner managed businesses, enabling practitioners who act for them to discuss and implement planning points where appropriate.

Delegates will have the opportunity of asking questions of our expert and well informed speakers.

Date	Scheme	Time	Speaker
15 Mar	South Wales	13:30 - 16:45	Peter Rayney
28 Mar	Humberide	14:00 - 17:15	Peter Rayney
30 Apr	Northern	14:00 - 17:15	Peter Rayney
14 May	London Central	09:30 - 12:45	Peter Rayney
14 May	London Central	14:00 - 17:15	Peter Rayney
22 May	London North West	14:00 - 17:15	Peter Rayney
23 May	Manchester	14:00 - 17:15	Peter Rayney
6 Jun	West Yorkshire	14:00 - 17:15	Tim Palmer
19 Jun	Cambridge	14:00 - 17:15	Tim Palmer
2 Jul	Midlands	14:00 - 17:15	Peter Rayney
17 Oct	London South West	14:00 - 17:15	Peter Rayney
13 Nov	Salisbury *	14:00 - 17:15	Peter Rayney
20 Nov	West of England	13:30 - 16:45	Gerry Hart
28 Nov	Sheffield	14:00 - 17:15	Peter Rayney
11 Dec	Merseyside	14:00 - 17:15	Peter Rayney

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Laws and Regulations for the Practising Accountant

3 CPD
Hours

Accountants in practice need familiarity with a wide range of laws and regulations, both those that have been in existence for some time (such as minimum wage, working time and data protection regulations) and those which are relatively new.

This need arises firstly in the auditing context, where ISA+ 250A on the Consideration of Law and Regulations requires auditors to consider the implications of non-compliance and to carry out certain procedures. Secondly the accountant is the key adviser to clients on the relevant legislation they need to be aware of to run their businesses and finally the practice itself needs to comply with the appropriate statutory regulations.

The seminar in detail

- Employment law including recent significant changes
- Health and safety
- Licences, regulations and other laws.

NB. This course is not intended for staff who already have an in-depth knowledge of the legislation mentioned above (ie. Personnel or Human Resources Specialists).

Who should attend

Partners, managers and other professional staff involved in auditing, accounts preparation, the provision of business advice and administration.

Key benefits of attending

To gain a sound understanding of the laws and regulations relevant to today's practising accountant.

Date	Scheme	Time	Speaker
15 May	West of England	13:30 - 16:45	Louise Dunford
29 May	Cambridge	14:00 - 17:15	Louise Dunford
12 Jun	Salisbury *	14:00 - 17:15	Louise Dunford
18 Jun	London Central	09:30 - 12:45	Louise Dunford
18 Jun	London Central	14:00 - 17:15	Louise Dunford
3 Jul	Merseyside	14:00 - 17:15	Andrew Güntert
10 Sep	Northern	14:00 - 17:15	Andrew Güntert
19 Sep	Sheffield	14:00 - 17:15	Andrew Güntert
25 Sep	London North West	14:00 - 17:15	Andrew Güntert
27 Sep	South Wales	13:30 - 16:45	Louise Dunford
31 Oct	Humberside	14:00 - 17:15	Andrew Güntert
7 Nov	West Yorkshire	14:00 - 17:15	Andrew Güntert
19 Nov	Midlands	14:00 - 17:15	Andrew Güntert
28 Nov	Manchester	14:00 - 17:15	Andrew Güntert
5 Dec	London South West	14:00 - 17:15	Andrew Güntert

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This course will provide participants with a wide ranging and practical update on personal and employment tax matters. This will include a review of relevant problem areas.

There will be a particular emphasis on topical issues, recent developments and changes ahead. The main individual tax areas to be covered are income tax and national insurance though related capital taxes issues will be included as appropriate.

The seminar in detail

The exact content changes from session to session but will usually include:

- Income tax changes ahead for individuals and trusts
- PAYE and NIC developments and changes ahead
- P11d pitfalls and problem areas
- Employment benefit changes and recent tax cases
- Topical property investment matters including FHL and PPR
- Investment scheme changes and maximising related reliefs
- Tax credits – recent changes including developments towards the new Universal Tax Credit
- New penalties and other administrative changes
- Other topical issues and developments including the new statutory residence test

Who should attend

Practitioners who need to be aware of the many changes which affect their clients' own tax positions.

Key benefits of attending

Full coverage will be made of all relevant press releases, statements of practice and case law decisions, and the emphasis will fall heavily on the practical ways in which accountants can help their clients to exploit the opportunities and avoid the pitfalls.

Date	Scheme	Time	Speaker
7 Nov	London South West	14:00 - 17:15	Martyn Ingles
7 Nov	Sheffield	14:00 - 17:15	Gerry Hart
7 Nov	Manchester	14:00 - 17:15	Will Silsby
12 Nov	Northern	14:00 - 17:15	Pat Nown
13 Nov	Merseyside	14:00 - 17:15	Pat Nown
19 Nov	London Central	09:30 - 12:45	Gerry Hart
19 Nov	London Central	14:00 - 17:15	Gerry Hart
20 Nov	Salisbury *	14:00 - 17:15	Mark Ward
21 Nov	West Yorkshire	14:00 - 17:15	Will Silsby
22 Nov	South Wales	13:30 - 16:45	Pat Nown
3 Dec	Midlands	14:00 - 17:15	Pat Nown
4 Dec	Cambridge	14:00 - 17:15	Will Silsby
4 Dec	London North West	14:00 - 17:15	Martyn Ingles
5 Dec	Humberside	14:00 - 17:15	Pat Nown
11 Dec	West of England	13:30 - 16:45	Pat Nown

How to Book 2012 Seminars

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Phone: 0844 209 6083

Email: enquiries@mercia-group.co.uk

Post or Fax: See order form on page 22

* This event will be taking place at the Salisbury and Wiltshire Golf Club.

Practitioner Update

3 CPD
Hours

Today's accountant in practice has to deal with constant technical change in order to continue servicing clients effectively. There are plenty of courses to introduce and explain those changes, but the rate and extent of change means there is little time to revisit previous developments or to look at broader practice administration issues.

The seminar in detail

The course content is necessarily a response to changes in practice regulations and recent changes. However, it will typically include:

- Practice administration issues – this session will draw on feedback from the professional bodies including the ICAEW Practice Assurance Committee
- Risk management and client service – this session will look at practical aspects of servicing clients while ensuring the firm is not exposed to unexpected risks
- Practical problems and issues – this session will review a selection of recent technical changes (last 2-3 years), providing a refresher on the key points and examining their impact in practice. Due to the topical nature of the course, the exact content of the course may vary

Who should attend

Accountants in practice who need an overview of constant technical changes to help them identify and deal with issues relevant to their clients and firms.

Key benefits of attending

This course is designed to provide confidence that practitioners are keeping on top of their compliance obligations and to focus on recent changes and examine how they have worked out in practice.

Delegates will have the opportunity of asking questions of our expert and well informed speakers.

Date	Scheme	Time	Speaker
6 Jun	Humberide	14:00 - 17:15	Stephen McAlpine
19 Sep	London South West	14:00 - 17:15	Stephanie Henshaw
8 Oct	London Central	09:30 - 12:45	Stephanie Henshaw
8 Oct	London Central	14:00 - 17:15	Stephanie Henshaw
9 Oct	West of England	13:30 - 16:45	Stephanie Henshaw
15 Oct	Midlands	14:00 - 17:15	Stephanie Henshaw
17 Oct	Manchester	14:00 - 17:15	Stephen McAlpine
23 Oct	London North West	14:00 - 17:15	Stephen McAlpine
31 Oct	West Yorkshire	14:00 - 17:15	Stephen McAlpine
1 Nov	South Wales	13:30 - 16:45	Stephanie Henshaw
26 Nov	Northern	14:00 - 17:15	Stephen McAlpine
5 Dec	Sheffield	14:00 - 17:15	Stephen McAlpine

Pricing

Send one person on 10 courses, 10 people on one course or any other combination

1-5 places: £95
6-9 places: £60
10+ places: £49

Different rates apply for Humberide, West Yorkshire and South Wales - see page 1

Dealing with small companies involves not only an appreciation of the corporation tax regime but also an understanding of the issues peculiar to owner managed and family businesses. The session will make participants who act for small companies aware of the latest developments in corporation tax and also include an appraisal of the most recent changes in legislation and case law and the protective steps that clients may need to implement to take maximum advantage of these.

The seminar in detail

Taxable profits and minimising corporation tax

- Specific problem areas in practice
- Capital allowances and the new code
- Taking advantage of trading losses
- Associated companies

Shareholder/directors: current issues

- Changing tax and NIC rates and the incorporation decision
- Distributing profits with increases in income tax and NICs
- Entrepreneurs' relief – is this available to your client?

- Business premises owned outside the company

Finance Bill and Act 2012

- Changes and developments affecting small companies

Administration of corporation tax

- IR35: recent case law developments
- Tax enquiries and other topical areas
- Business record checks

Who should attend

All practitioners involved in a corporation tax engagement for small companies.

Key benefits of attending

This course will bring participants up to date on the familiar and not so familiar elements of corporation tax. It will enable any practitioner who deals with companies to discuss the current issues and point the way to resolving them.

Delegates will have the opportunity of asking questions of our expert and well informed speakers.

Date	Scheme	Time	Speaker
29 Feb	Manchester	14:00 - 17:15	Martyn Ingles
6 Jun	Sheffield	14:00 - 17:15	Martyn Ingles
12 Jun	Merseyside	14:00 - 17:15	Tim Good
19 Jun	West of England	13:30 - 16:45	Gerry Hart
25 Jun	Midlands	14:00 - 17:15	Giles Mooney
25 Jun	Northern	14:00 - 17:15	Mark Ward
27 Jun	West Yorkshire	14:00 - 17:15	Tim Good
27 Jun	Humberside	14:00 - 17:15	Will Silsby
28 Jun	South Wales	13:30 - 16:45	Will Silsby
2 Jul	London Central	09:30 - 12:45	Will Silsby
2 Jul	London Central	14:00 - 17:15	Will Silsby
3 Jul	Cambridge	14:00 - 17:15	Mark Ward
3 Jul	London North West	14:00 - 17:15	Gerry Hart
3 Jul	Salisbury *	14:00 - 17:15	Tim Good
4 Jul	London South West	14:00 - 17:15	Gerry Hart

Pricing

Send one person on 10 courses, 10 people on one course or any other combination

1-5 places: £95
6-9 places: £60
10+ places: £49

Different rates apply for Humberside, West Yorkshire and South Wales - see page 1

* This event will be taking place at the Salisbury and Wiltshire Golf Club.

Spring Tax Update including Budget Issues

3 CPD
Hours

This course is to provide an updating service for the busy practitioner. Not only does the practitioner have to understand any changes announced in the Budget, they also have to be aware of the masses of changes affecting their practice through case law, decisions of the first-tier and Upper Tribunals, and other changes in HMRC practice.

The seminar in detail

The very nature of an update seminar makes it difficult to predict what will be topical at the time. However, it is expected that the following will be covered:

- Important cases both in the courts and at the various tribunals and their implications
- An analysis of recent HMRC notices, briefs, consultations and announcements made in the preceding six months looking especially at the draft or full Finance Bill 2012 (depending which is available by the date of the seminar)
- Any other practical points which need to be drawn to practitioners attention
- An analysis of the 2012 Budget as it effects clients (assuming the Budget pre-dates the course)

Who should attend

All practitioners and staff who have to understand the impact of taxation on their clients.

Key benefits of attending

An intensive session which covers what people need to know about developments in tax that affect their clients.

Date	Scheme	Time	Speaker
27 Mar	Cambridge	09:30 - 12:45	Bob Trunchion
28 Mar	London South West	14.00 - 17.15	Bob Trunchion
28 Mar	Sheffield	14:00 - 17:15	Mark Ward
28 Mar	Manchester	14:00 - 17:15	Martyn Ingles
16 Apr	Midlands	14:00 - 17:15	Bob Trunchion
17 Apr	London North West	14:00 - 17:15	Bob Trunchion
17 Apr	Salisbury *	14:00 - 17:15	Martyn Ingles
18 Apr	Humberside	14:00 - 17:15	Martyn Ingles
19 Apr	South Wales	09:30 - 12:45	Bob Trunchion
23 Apr	London Central	09:30 - 12:45	Bob Trunchion
23 Apr	London Central	14:00 - 17:15	Bob Trunchion
16 May	West Yorkshire	14:00 - 17:15	Bob Trunchion
22 May	West of England	13:30 - 16:45	Bob Trunchion
22 May	Merseyside	14:00 - 17:15	Mark Morton
28 May	Northern	14:00 - 17:15	Mark Morton

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or call **0844 209 6083**

This seminar will familiarise delegates with the provisions of FA 2012 and provide a round up of other recent relevant tax developments including press releases, changes to HMRC guidance, current areas of consultation and recent court decisions.

The seminar in detail

The exact content will of course depend on the Chancellor's plans, but will cover the following areas:

- Personal tax
- Employee tax and NIC
- Corporation tax
- Capital taxes
- VAT
- Taxes administration

Who should attend

Accountants in practice who need an overview of the annual Finance Act to help them identify and deal with issues relevant to their clients and firms.

Key benefits of attending

By attending this seminar you will gain:

- An update on the tax changes implemented by Finance Act 2012
- An insight into how these changes will affect your daily tax work
- An overview of the impact of these changes on your clients

Date	Scheme	Time	Speaker
4 Sep	Salisbury *	14:00 - 17:15	Pat Nown
5 Sep	Humberside	14:00 - 17:15	Andrew Burgess
10 Sep	London Central	09:30 - 12:45	Tim Good
10 Sep	London Central	14:00 - 17:15	Tim Good
11 Sep	Cambridge	14:00 - 17:15	Gerry Hart
11 Sep	London North West	14:00 - 17:15	Tim Good
12 Sep	West Yorkshire	14:00 - 17:15	Tim Good
12 Sep	London South West	14:00 - 17:15	Tony Jenkins
13 Sep	South Wales	09:30 - 12:45	Martyn Ingles
18 Sep	West of England	13:30 - 16:45	Mark Ward
18 Sep	Merseyside	09:30 - 12:45	Giles Mooney
19 Sep	Manchester	14:00 - 17:15	Tony Jenkins
24 Sep	Midlands	14:00 - 17:15	Pat Nown
24 Sep	Northern	09:30 - 12:45	Martyn Ingles
3 Oct	Sheffield	14:00 - 17:15	Tony Jenkins

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VAT Update and Issues for the SME

3 CPD
Hours

Although in some ways a neglected topic, VAT can have a profound impact on many business transactions and is an important tax for accountants in practice and in industry to master.

The seminar in detail

The aim of the course is to cover a range of aspects of VAT, with special attention to difficult areas where mistakes can be costly or where opportunities exist for the well-informed. Case studies will be used to illustrate the principal issues. The course will look at the most important developments over the last 12 months with a further look at some of the most topical issues. Some of the topics covered will be:

- Any significant legislative changes
- Important developments in case law
- Selected land and property issues
- The latest on the new penalty regime
- Registration, deregistration and associated input tax issues
- Academy schools
- Salary sacrifice

Who should attend

The course will be of relevance to all accountants and accounts staff who have any involvement with VAT or with advising businesses registered for VAT.

Key benefits of attending

Delegates should leave the course with a clearer understanding of the operation of VAT in the key areas covered and an appreciation of the importance of the subject to their commercial activities and those of their clients.

Delegates will have the opportunity of asking questions of our expert and well informed speaker.

Date	Scheme	Time	Speaker
28 Mar	Manchester	09:30 - 12:45	Neil Owen
30 Apr	Midlands	14:00 - 17:15	Neil Owen
1 May	Salisbury *	14:00 - 17:15	Neil Owen
2 May	London South West	14:00 - 17:15	Neil Owen
16 May	Sheffield	14:00 - 17:15	Neil Owen
8 Oct	Northern	14:00 - 17:15	Neil Owen
9 Oct	Merseyside	14:00 - 17:15	Neil Owen
29 Oct	London Central	09:30 - 12:45	Neil Owen
29 Oct	London Central	14:00 - 17:15	Neil Owen
30 Oct	West of England	13:30 - 16:45	Neil Owen
20 Nov	Cambridge	14:00 - 17:15	Neil Owen
5 Dec	West Yorkshire	14:00 - 17:15	Neil Owen

Pricing

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or call **0844 209 6083**

Speakers

Andrew Burgess MA

Andrew joined Mercia in 2003 as an experienced tax lecturer and consultant. After 14 years with the Revenue, Andrew joined Neville Russell, which became Mazars following the merger in 1998. At the time of leaving he was senior tax partner in the firm and had overall responsibility for the running of the personal tax department. His expertise lies in the areas of employment taxation, investigation work, charity tax and personal tax planning.

Louise Dunford

Louise Dunford has since 1987 been continuously involved in training and consultancy, both for professional firms and for commercial organisations. Until recently she also worked as an associate senior lecturer at the University of Portsmouth where she was mainly engaged on postgraduate teaching on the MBA, MA Personnel Management and MA Business Law, and she retains an active relationship with the University, having taught on their IPD courses in Grand Cayman and Guernsey. Louise specialises mainly in aspects of practical employment law, company law and on professional negligence, and has published widely in leading academic and professional journals.

Amanda Fisher

Amanda began her career with HM Revenue and Customs and later moved over into practice and qualified with Grant Thornton, where she gained considerable experience dealing with private tax clients and their businesses, trusts and estates. Since becoming self-employed in 2004, Amanda continues to build her own tax and accountancy practice of private clients and regularly consults to other local practices, alongside her other freelance work as a tax examiner, lecturer and author. She is a member of committees for STEP, and the ATT. Amanda also updates tax technical material for publishers and is the author of the Financial Times Guide to IHT, Probate and Estate Planning.

Tim Good BA (Oxon) ACA

One of the founding partners of The Professional Training Partnership, Tim is also a director of PTP Ltd, PTP Interactive Ltd and Absolute Accounting Software Ltd and is Chairman of The Tax Club. Tim is one of the most prolific lecturers on the post-qualified tax lecture circuit and lectures several times each week to professional audiences all over the country. He has the ability to make even the most obscure tax point crystal clear and the most mundane topic entertaining and informative.

David Gallagher BA ACA

David is a senior audit and accounts consultant within the Mercia team and has become one of our charity specialists. He qualified with Grant Thornton in Leicester where he had his first experience of lecturing. His role at Mercia includes lecturing, conducting file reviews, answering technical queries, responsibility for the Mercia Audit Manual and editing the charities section of the Mercia Specialist Assignments Manual.

Andrew Güntert MSc FCA

Andrew specialises in auditing, financial reporting and associated areas and has been delivering CPD lectures for some years. He was with ATC before joining Mercia. He has a strong interest in technical issues, writing regularly for the specialist press and is an active member of the ICAEW's Audit and Assurance faculty serving on several committees including the Technical and Practical Auditing Committee.

Gerry Hart

Gerry Hart is an experienced Chartered Tax Adviser who provides technical tax support to other professional advisers such as accountants and solicitors. He is also a prolific lecturer on a variety of tax subjects, with an enthusiastic style ensuring that delegates

get the most out of the presentation. Over the years he has created and developed several tax practices, including The Tax Team which he formed in 1994 and sold to H & R Block in 1997; he was then Head of UK Operations for nearly five years. He was the 1995/96 National President of the Chartered Institute of Taxation and founder chairman of the Sussex Branch.

Stephanie Henshaw BA (Hons) ACA

Stephanie presents a variety of audit and financial accounting courses across the country for district societies, town groups and individual firms of accountants and lawyers. She has been one of the regular lecturers on the half-yearly update courses since their inception.

Martyn Ingles FCA CTA

Martyn qualified as a Chartered Accountant in 1982 and trained in taxation with an international firm. He has been a partner in a medium-sized firm of accountants and now runs his own tax consultancy. In addition to being a highly-experienced presenter, Martyn has also written many articles for specialist tax publications.

Tony Jenkins

Tony Jenkins is a freelance tax lecturer with his own small practice and has over 30 years experience in training and advising clients in all types of businesses gained at senior levels in Robson Rhodes, Horwath Clark Whitehill and Ernst & Young. Tony currently provides monthly tax updates to major firms of accountants and bespoke specialist training to other business organisations on a wide variety of topics. His practical experience with clients gives him a flair for demonstrating the financial value that can be added through rapid and focused technical training. In addition to his own practice Tony provides consultancy advice to other firms of accountants.

Guy Loveday BSc (Econ) FCA

Guy is joint author of Butterworth's Financial Reporting and Accounting Service and a member of the lecturing panels for the Institute of Chartered Accountants in England and Wales and the Chartered Association of Certified Accountants. He specialises in Auditing and Financial Reporting updates for accountants in practice and industry, and in Finance courses for members of the wider financial community. He also provides a consultancy service to assist companies in preparing their annual financial statements. He is a Director of PTP Limited.

Ros Martin

Ros has worked in the Large Business Office in Birmingham and the local District office as Deputy District Inspector, where she undertook a full range of technical and investigation work involving income tax, corporation tax and capital gains tax as well as gaining familiarity with all procedure aspects of the work done by the Department. Ros left the Inland Revenue in 2000 and worked for the PTP group before setting up her own business in 2004. Ros covers tax planning for large and small businesses and individuals, HMRC enquiries and all areas of direct tax including Stamp Duty Land Tax.

Stephen McAlpine

Steve McAlpine is a Chartered Accountant with considerable practical and training experience. He has been responsible for accountancy training to a variety of organisations, including open courses; ranging from small businesses to major quoted companies.

Steve had almost ten years experience as training manager in two medium size firms of Chartered Accountants before becoming a freelance trainer. As a complement to his training commitments, Steve runs a small audit and accountancy practice. The clients are generally owner managed, and Steve provides them all the routine professional services they require from an accountant.

Speakers

Giles Mooney BSc ACA CTA

Giles Mooney is a Chartered Accountant and Chartered Tax Adviser and a Director of PTP. He has been involved in UK tax training for 9 years.

Giles started his career with a small firm of accountants and tax advisers, before working as a director of a large professional training company. He has written for a number of publications on various UK tax and business issues including writing PTP's own monthly publication – Professional Tax Update.

Mark Morton BA CTA ATT

Mark joined HMRC in 1989 and undertook their full training exams. In 1996 he was made Deputy District Inspector for the Derby area and had detailed experience of all types of Revenue enquiries. Mark joined Mercia as an experienced lecturer and now

provides a wide variety of CPD training around the country. He is also a well known contributor to professional publications and provides technical consultancy to the accountancy profession.

Pat Nown ACA CTA ATT

Pat joined Mercia in 2008 as a tax lecturer bringing a wealth of experience with her. She worked for many years with FTC Kaplan where she was Tax Product Director for the Midlands and has been a tax lecturer for many years both for exam based training and for the profession in general. Pat also continues to be actively involved in the Association of Taxation Technicians, where she served as a council member for twelve years.

Neil Owen

Neil is a freelance speaker and writer. He has almost 20 years involvement in VAT, having worked for 6 years for HMCE, and then for 12 years with a firm of Chartered Accountants in the Thames Valley, where he was VAT Director until August 2002. Neil is also a consultant with Southern VAT, providing advice on a wide range of topics to businesses of all sizes. He also regularly provides consultancy advice to other professionals such as solicitors and accountants.

Tim Palmer CTA ATT

Tim Palmer lectures all over the UK, several times a week on a wide variety of taxation and NIC subjects. He also writes regular magazine articles for the leading taxation publications. Tim provides specialist tax advice on the Construction Industry Scheme, most areas of Corporation Tax and Stamp Duty Land Tax. He was previously a senior taxation manager with Clark Whitehill, and a member of the Group Tax Department of P & O.

Peter Rayney

Peter has recently joined Poole Waterfield as our Tax Technical Consultant. He is widely regarded as one of the most eminent tax experts in the country and prior to joining the team was National Tax Technical Partner at BDO. Well known as a leading lecturer and writer he has a wealth of practical taxation experience.

Away from the office, Peter enjoys music, food, West Ham United F.C. and time with his grown up family.

John Selwood ACA

John is a chartered accountant and independent training consultant. He lectures on money laundering, auditing and financial reporting. He also writes technical material for publishers. Previously, he has been the technical partner for a top thirty firm of accountants and head of CharterGroup the accountancy network. John is also finance director of Passion of the Planet Ltd, a group of digital radio broadcasting companies.

Will Silsby

Will worked for a short time in university administration in Reading before joining the Inland Revenue as a direct-entrant Inspector of Taxes. He then worked for a major Birmingham firm of chartered accountants during which time he qualified as a Chartered Tax Adviser (taking the national prize for business taxation). He then worked for Arthur Andersen & Co for four years before joining PKF where he became a Tax Partner in 1989. Will then joined Rabjohns at the end of 2004. Will specialises in Tax Investigations, Business Tax Planning, CGT and Inheritance Tax and many more.

Valerie Steward

Valerie Steward has for over 20 years worked with accountancy practices, helping them to develop their businesses and remain compliant. She is the author and co-author of a number of technical guides and work programmes including the ACCA Audit Programmes, the Practice Society Anti-Money Laundering Procedures and Training Manual and the CCH Industry Audit and Accounting Guide for Clubs and Associations. She enjoys helping firms to develop, advising on training and staffing policy and all aspects of practice management. She also lectures widely on auditing, management skills and assurance services.

Bill Telford BA FCA

Bill has recently set up Telford Financial Training but for the last ten years has been a partner in Baker Tilly where he was responsible for their national training programme. Bill is a very experienced trainer and prior to joining Baker Tilly in 2000 had spent many years on the CPD circuit, including a four year period with Mercia in the late 90s.

Bob Trunchion MSc FCA CTA TEP

Bob is a Partner with MacIntyre Hudson. He qualified as a chartered accountant with Coopers & Lybrand where he specialised in corporate taxes. He has a wide range of tax knowledge and is also a specialist in a number of industries or niche markets such as solicitors, farmers and the medical profession. Bob is a major technical contributor for Legal Network Television and ATC's TaxTV and continues to be involved with clients on both a consultancy and portfolio basis.

Mike Ulrich

Mike Ulrich has been involved in training the professional accountants for over 20 years. He presents courses and seminars for a number of organisations covering a wide range of auditing and accounting topics. In addition he is a technical consultant to a number of firms and organisations. As well as general courses on auditing and accounting issues he also presents courses in respect of charities, pension schemes, solicitors, property professionals and LLPs. In addition he also has his own practice and is a registered auditor.

Mark Ward LLB CTA

Mark Ward qualified with Arthur Andersen in 1989, having previously worked in the tax departments of a small and a medium size firm. Since 1993, he has been lecturing on a wide variety of tax matters to both students and qualified practitioners. Mark was admitted as a partner of the Professional Training Partnership in January 1999 and is a Director of PTP Ltd.

Jeremy Williams ACA

Jeremy joined Mercia in 2000 as an audit lecturer, having qualified with KPMG in Leicester. As well as lecturing on a wide variety of audit and accounting topics, Jeremy is responsible for FSA-related products as well as providing technical support and peer review services.

CAMBRIDGE: Duxford Imperial War Museum,
Duxford, CB2 4QR

HUMBERSIDE: Willerby Manor Hotel
Well Lane, Willerby, Hull HU10 6ER

LONDON CENTRAL: One Wimpole Street at The
Royal Society of Medicine, One Wimpole Street,
London WC1G 0AE

LONDON NORTH WEST: RAF Museum - Hendon,
Grahame Park Way, London NW9 5LL

LONDON SOUTH WEST: Kempton Park Racecourse,
Staines Road East, Sunbury-on-Thames TW16 5AQ

MANCHESTER: Premier Inn, Old Trafford,
Waters Reach, Trafford Park, Manchester M17 1WS

MERSEYSIDE: Haydock Park Racecourse,
Warrington Road, Newton-le-Willows,
Haydock WA12 0HQ

MIDLANDS: National Motorcycle Museum,
Coventry Road, Bickenhull, Solihull B92 0EJ

NORTHERN: Ramside Hall Hotel
Carrville, Durham DH1 1TD

SALISBURY: Bibury Club at Salisbury Racecourse,
The Race Plane, Salisbury Racecourse,
Netherhampton, Salisbury SP2 8PN

SALISBURY: Salisbury & South Wiltshire Golf Club,
Netherhampton, Salisbury SP2 8PR

SHEFFIELD: Sheffield United F.C.,
Bramall Lane, Sheffield S2 4SU

SOUTH WALES: All Nations Centre,
Sachville Avenue, Heath, Cardiff CF14 3NY

WEST OF ENGLAND: Future Inn Hotel,
Bond Street South, Bristol BS1 3EN

WEST YORKSHIRE: Gomersal Park Hotel,
Moor Lane, Gomersal, Cleckheaton,
West Yorkshire BD19 4LJ

How to book: There are various ways to make a booking request; by completing the booking form in the brochures, calling our enrolments team on 0844 209 6083 or online at www.mercia-group.co.uk. Please note that bookings are processed 'subject to availability' and therefore by making a booking request you are not guaranteed a place on the event. You will be notified by email within 48 hours once the booking request has been processed.

Confirmation: An email confirming your place on the event will be sent to your enrolment or main contact within 48 hours of receipt of your request. If you have not received an email confirmation within this time please contact us.

Cancellations: No refund will be made where cancellation is received less than 14 days before the date of the event. All other cancellations will be subject to a 20% administration charge. All cancellations must be in writing.

Transfers and late bookings: If you wish to transfer and attend an alternative venue or date, seven working days' notice must be given in writing. When shorter notice is given, Mercia reserves the right to charge a £25 plus VAT administrative fee or refuse the request.

Payment Terms: An invoice will be issued within 14 days of confirmation of your booking. Our payment terms are 30 days. Mercia reserves the right to refuse admittance to customers who have not yet paid. Payment can be made by cheque or credit card. If you elected to pay by credit card at the time of making your booking request, the invoice will clearly show 'Payment received'.

Joining instructions: These will be sent by email 10 days before the date of the event you are booked on to.

Important Notice: On occasion it may be necessary to change an aspect of an event and notification of such changes will be made to you by telephone or email. In the unlikely event we need to cancel and your request cannot be fulfilled you will be issued with a full refund. If we rearrange an event and you are unable to make the revised date we will issue you with a credit note or a refund.

Booking Form

I would like to book the following seminar:

	Date	am/pm	Scheme	No of Places	Delegate Names

Please photocopy this form if there is not enough space.

Personal Details

Firm	
Address	
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Email	
Contact	

Payment Details

All Schemes *(except those shown below)*

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Total places ___ @ £95 if 1 - 5 places booked	£

South Wales

Total places ___ @ £42 if 10+ places booked	£
Total places ___ @ £132 if 1 - 9 places booked	£

Humberside and West Yorkshire

Total places ___ @ £48 if 12+ places booked	£
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Total places ___ @ £62 if 1 - 5 places booked	£

plus VAT @ 20% £

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