

What do you need to know about this manual?

The clubs' guidance notes and programme have been developed to enable the auditor of clubs to:

- satisfy any statutory or non statutory reporting responsibilities;
- comply with International Standards on Auditing (UK & Ireland); and
- provide clubs with a comprehensive but cost effective service.

What does this manual include?

The manual consists of eight main parts as detailed on the contents page:

- The guidance notes provide an overview of the sector, consideration of reporting requirements and an approach to the audit of clubs.
- Examples of engagement letters are provided for clubs requiring audits and for those which are audit exempt.
- Example reports are included for the different types of club and assignment.
- Pro forma accounts for clubs registered under the Friendly and Industrial and Provident Societies Acts are provided.
- Clubs accounts disclosure checklists are also included.
- The permanent documentation section contains information which is of continuing importance to the assignment over a number of years.
- The current file documentation includes planning documentation, detailed work programmes and completion documentation which relate specifically to the general risk / problem areas associated with clubs whilst also ensuring compliance with International Standards on Auditing (UK & Ireland). Programmes for non-audit assignments are also included.
- Creator enables you to produce client-specific current and permanent file documentation.

What else do you need?

If the club you audit is registered under the Friendly and Industrial and Provident Societies Acts it is essential to obtain a copy of the following:

- The relevant legislation under which the club is registered and under which you report. e.g.
 - Industrial and Provident Societies Act 1965;
 - Friendly and Industrial and Provident Societies Act 1968; or
 - Friendly Societies Act 1974.

Any guidance provided by the Mutual Societies Registration Unit of the Financial Services Authority (FSA) relating to disclosure requirements or completion of annual returns. Eg.

- Form AR30 - Industrial & Provident Societies Act 1965 annual return information note; or
- Form AR41 - Friendly Societies Act 1974 Annual return information note.

Training

Whilst no training is needed in order to use the manual, we run a number of complementary specialist courses throughout the year. For details of these specialist courses please contact Sarah Moore on 0116 258 1200 or visit our website www.mercia-group.co.uk

Costs

There is a one-off initial fee for the right to use and copy the documentation dependent on the number of registered audit partners (Responsible Individuals) in your firm.

In order to keep you up to date, you will be automatically enrolled in our online update service. No charge is made for any updates issued from purchase until 30 June.

Subsequent updates are covered by an all encompassing annual fee invoiced on 1 July each year, dependent on the number of registered audit partners (RIs) in your firm.

Where your firm is not registered for audit purposes the sole practitioner fees will apply.

Size of firm	Initial Fee	Annual Update Fee
Sole practitioner / non-audit firm	£195*	£60*
2-4 RIs	£225*	£75*
5-9 RIs	£345*	£125*
10-19 RIs	£495*	£245*
For 20 and over RIs contact Belinda Auchimowicz on 0116 2581200 or belinda.auchimowicz@merciam-group.co.uk		

* Mercia members receive a 10% discount.

All prices are plus VAT.

*The discounted price will apply to all firms who pay an annual subscription (based upon the size of their practice) to be a member of a training group organised by Mercia. This does not include firms who buy season tickets.



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