

Scottish Charities Conference 2012

Your essential annual update covering:

- Gift Aid
- Governance and Risk
- Trading
- Efficient Audits
- Financial Statements

Plus

- A Client Perspective from a Charity



Scotland

6 March 2012

Royal Hotel, Bridge of Allan

Full Day Conference £199

(including lunch) plus VAT per person

£50 for MembershipPLUS 25% Discount for Members



Scottish Charities Conference 2012

6 March 2012
Royal Hotel, Bridge of Allan

Our one day charities conference has been specifically designed for partners or senior managers with responsibility for a number of charity clients. It is a specialist conference looking at a wide range of practical issues which will enable those attending to provide the best possible advice to their clients.



9.30am
**Welcome and Introduction
by Conference Chairperson**

Phil Frost, Mercia Group Limited

9.35am
**Recent Trends in the
Charity Sector**

Phil Frost, Mercia Group Limited

An overview of interesting statistics, facts and figures from the charity sector in the last couple of years.

9.50am
Gift Aid – Ups and Downs

Andrew Burgess, Mercia Group Limited

Gift Aid represents a major income boost for charities but there are dangers in trying to stretch it too far. This session will look at the uses and limits of Gift Aid and will also deal with the common problem areas found by HMRC on their audits.

11.00am **Coffee**

11.15am
**Working with your Charity
Clients to get the Financial
Statements Right**

Bill Telford, Telford Financial Training

In this session Bill will consider how to help clients prepare financial statements which comply with charity law, and where relevant the Charities SORP, within ethical constraints.

Using examples of published accounts he will review practical issues and pitfalls in compliance.

Areas covered will include:

- Agreeing a working timetable for accounts preparation
- Identifying problem areas early
- Fund accounting and related disclosure
- Risk assessment and reporting
- Related parties
- Income recognition and disclosure

- Finalising and agreeing the accounts
- Publishing accounts in summarised format – what you and the client need to know and bear in mind.

12.15pm
Governance and Risk

Jandy Stevenson, Henderson Loggie

Who is in Charge

- OSCR booklet
- Board dynamics and the impact on the financial statements

Risk Assessment

- Measuring and recording risk
- Funding issues/going concern
- Action Plans

Communication with stakeholders

- Trustee Annual Report
- Press interest

1.00pm **Lunch**

2.00pm
Trading

Andrew Burgess, Mercia Group Limited

The identification and treatment of trading income is a perennial problem for many charities and the perceived solution of the use of a trading company may actually create more problems. This session will look at a number of practical issues using real cases.

3.00pm **Tea**

3.15pm
**What is Important to Us?
- Hear from a Charity**

Maureen Harrison, Chief Executive of Sick Kids Friends Foundation

As Accountants and Tax Advisers it is critical that we understand our clients. Don't miss your opportunity to hear from a UK Charity about their current issues and challenges.

3.45pm
**Working with your Charity
Clients to Ensure the
Audit Runs Smoothly
and Efficiently**

Bill Telford, Telford Financial Training

In this session Bill will consider the key audit management and client relationship issues for charity auditors and independent examiners. He will also look at those issues in charity audits, independent examination and accounts preparation assignments which give rise to help-desk queries and criticisms from regulators.

- Agreeing the form and content of the financial statements and required reports
- Provision of non-audit services, how to avoid the ethical traps
- Accounting services
- Grant applications
- Managing the difficult audit issues
- Fraud risk assessment
- Completeness of income
- Accounting estimates
- Adapting your methodology to client specific circumstances
- Drafting reports for audit, independent examination and compiled accounts, and modifying reports where necessary

4.45pm
Close of conference

CPD Hours: 6



Mercia is recognised by the ACCA as an approved training provider. All of our courses qualify for CPD hours as required by all UK accountancy bodies.

Enrol online at www.mercia-group.co.uk

Speakers

Andrew Burgess

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.

Phil Frost

Phil started lecturing in 1983 having qualified with Coopers & Lybrand in his home town, Sheffield. He was the midlands regional director of Financial Training before joining Mercia in 2001. He lectures to the accounting profession and to those in industry and commerce on accounting, auditing, and related legal and regulatory topics as well as specialising in charity and property accounting and international accounting standards.

Maureen Harrison

Maureen is the Chief Executive of Sick Kids Friends Foundation which is a charity based in Edinburgh which supports children and families at the Royal Hospital for sick children and at other childrens' wards and healthcare centres in the community throughout the East of Scotland. Previously Maureen has been the chair of the Institute of Fundraising in Scotland and has 27 years of experience in fundraising.

Jandy Stevenson

Jandy is chairman of Henderson Loggie and has a wide range of clients, many of which are owner managed businesses of all sizes. She also specialises in a number of key sectors, including charities. Jandy was seconded on a part time basis to the Office of the Scottish Charity Regulator (OSCR) and worked on the pilot programme for the monitoring of charities. She brings a wealth of experience to the sector as both an auditor, as well as being an experienced charity trustee herself.

Bill Telford

Having qualified with an international practice, Bill has spent more than 30 years in technical and training roles within the profession. Bill has been involved in developing and delivering training on the audit and accounts of charities for many years, latterly as Head of National Training at Baker Tilly, one of the leading auditors of charities in the UK. As treasurer of Eastgate Baptist Church, Bill is directly involved in applying the charities accounting requirements in a small charity and coping with the regulatory and compliance issues.

Venue & Timings

Scotland

The Royal Hotel, Bridge of Allan
Stirlingshire FK9 4HG
Tel: 01786 832284

6 March 2012 9.30am - 4.45pm

25% discount for Members

A 25% discount on the total price will be given to all firms who pay an annual subscription (based upon the size of their practice) to belong to a Mercia training group. This does not include firms who buy season tickets. For further information please contact Sarah Moore.

£50 for MembershipPLUS

If you are a MembershipPLUS firm the cost of attending this conference is £50 plus VAT per place.

Booking Form

I would like to book places on the Charities Conference as follows:

A total of _____ places @ £199	£	
Less 25% discount for Members*	£	
A total of _____ places @ £50 for MembershipPLUS	£	
Sub total	£	
Plus VAT @ 20%	£	
TOTAL	£	

Contact name

Name of firm

Address

Postcode

Telephone

Email

Delegate Name(s)

Please invoice my firm. I understand the usual 30 day credit terms apply

I enclose a cheque for £ _____ made payable to Mercia Group Limited

I would like to receive more information about Membership/MembershipPLUS

*CPD members - 25% discount vouchers will be allocated to these bookings, if appropriate, unless you indicate otherwise.

Confirmation: An email confirming your booking will be sent to our enrolment or main contact. Joining instructions will be sent by email 10 days before the date of the event you are booked on to. Cancellations: No refund will be made where cancellation is received less than 14 days before the date of the course. All other cancellations will be subject to a £25 administration charge. All cancellations must be in writing.



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Emily Bailey on 0116 258 1200



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