



# CPD Courses in Tees Valley

Something for everyone...



# An introductory offer....£49 per place

We can think of lots of reasons why you should attend Mercia CPD courses but to help you decide how we compare, all of our CPD courses booked before 30 September 2011 will cost just £49 plus VAT per place.

After 30 September, you will need to book 10 or more places to get the discounted rate of £49 plus VAT per place. For those practices who need less than 10 places, a season ticket for 6 to 9 places can be purchased at a cost of £60 plus VAT per place or 1 to 5 places at a cost of £95 plus VAT per place.

If you book on a course but can't make the date you can switch to the same course at a different venue (if available) or contact us and we'll send you a copy of the notes.

## Something for everyone....

**Varied programmes** – as well as an extensive and varied programme of CPD courses we also offer a Professional Development course programme which includes over 30 practical courses aimed at less experienced members of staff.

**Choice of dates and venues** – many of our CPD courses are repeated; giving you a choice of date, venue and timings.

**Webinars and online courses** – if you prefer to fulfil your training needs at a place and time to suit you, then our digital offerings will provide the perfect solution. Details of our monthly online CPD courses can be found on page 3, whilst details of our webinars, that are organised on a more regular basis, are available on our website.

**Specialist courses and conferences** – as it is not possible to run every course in a local programme, we offer a programme of specialist courses and conferences in various regions around the country. These range from a one day Farming conference to an Introduction to Doctors Accounts, and details are made available on our website as and when they are organised.

**Choice of options** – as well as buying places on our individual courses, we offer three excellent value for money, membership packages to help you budget for your firm's complete training requirements. Details of our membership options are provided on page 5.

## Finishing touches that make the difference....

**Experienced presenters** – the majority of our CPD courses and all of our Professional Development courses are presented by Mercia speakers, who all have an excellent reputation for high quality presentation skills and technical expertise. They use their practical experience to interpret the rules and regulations and provide advice on how to apply them in a professional environment.

**Comprehensive, detailed notes** – all of our courses are supported by comprehensive and detailed notes (and not just copies of slides) that many of our delegates retain for future reference.

**Exceptional service** – we pride ourselves on the courses we deliver and the service we provide as we appreciate that fulfilling your training needs is not always as easy as it should be. If you have any questions, special requests or would just like to find out more, we're here to help. Emily Bailey is the manager dedicated to looking after the training in your area. She can be contacted on 0116 258 1200 or by email at [emily.bailey@mercia-group.co.uk](mailto:emily.bailey@mercia-group.co.uk) If she isn't available to help, any member of our friendly and knowledgeable training admin team will be happy to talk to you.



Course Title	Date	Time	Venue
<b>Finance Act 2011</b> Mark Morton - Mercia Group Ltd	Fri 16 Sep 2011	9.30am to 12.30pm	St George Hotel
	Thu 29 Sep 2011	2.00pm to 5.00pm	Middlesbrough Football Club
<b>Advanced Aspects of Corporation Tax</b> Phil Williams - Mercia Group Ltd	Mon 10 Oct 2011	2.00pm to 5.00pm	Darlington Football Club
<b>Clarified ISAs - One Year On</b> John Welsford	Fri 28 Oct 2011	9.30am to 12.30pm	Darlington Football Club
	Wed 16 Nov 2011	2.00pm to 5.00pm	Middlesbrough Football Club
<b>The Reporting Requirements of Small Companies</b> Phil Frost - Mercia Group Ltd	Wed 9 Nov 2011	2.00pm to 5.00pm	St George Hotel
	Fri 9 Dec 2011	9.30am to 12.30pm	Middlesbrough Football Club
<b>Professional Selling Skills</b> Tim Sayers - PDW Group	Thu 24 Nov 2011	2.00pm to 5.00pm	Middlesbrough Football Club
<b>Topical Tax Issues</b> Norman Allison - Mercia Group Ltd	Tue 07 Feb 2012	9.30am to 12.30pm	St George Hotel
	Wed 22 Feb 2012	2.00pm to 5.00pm	Middlesbrough Football Club
<b>Charities: Current Issues</b> David Gallagher - Mercia Group Ltd	Tue 28 Feb 2012	2.00pm to 5.00pm	St George Hotel
<b>VAT Update and Problem Areas</b> Simone Hurst - VATease	Mon 5 Mar 2012	2.00pm to 5.00pm	St George Hotel
	Thu 29 Mar 2012	9.30am to 12.30pm	Middlesbrough Football Club
<b>The Link between Accounting Standards &amp; Tax Treatment</b> Andrew Güntert - Mercia Group Ltd	Tue 13 Mar 2012	2.00pm to 5.00pm	Middlesbrough Football Club
<b>Accountancy Update and Current Issues</b> John Selwood	Thu 19 Apr 2012	9.30am to 12.30pm	St George Hotel
	Thu 03 May 2012	2.00pm to 5.00pm	Middlesbrough Football Club
<b>Capital Taxes Update</b> Andrew Burgess - Mercia Group Ltd	Fri 11 May 2012	9.30am to 12.30pm	St George Hotel
	Thu 24 May 2012	2.00pm to 5.00pm	Middlesbrough Football Club
<b>Acting for Farmers: An Update</b> Julie Butler - Butler & Co Chartered Accountants	Tue 12 Jun 2012	9.30am to 12.30pm	St George Hotel
<b>Business Valuations</b> David Bowes - Bruce Sutherland & Co	Mon 25 Jun 2012	2.00pm to 5.00pm	Middlesbrough Football Club

## Venues

### Darlington Football Club

Darlington Arena Neasham Road  
Darlington Co Durham DL2 1DL  
Tel: 01325 387 000

### Middlesbrough Football Club

Riverside Stadium Middlesbrough  
Cleveland TS3 6RS  
Tel: 01642 757472

### St George Hotel

Tees-side Inter Airport Darlington  
Co Durham DL2 1RH  
Tel: 01325 332631

# Online CPD Course Programme 2011/12

Course Title	Date
The Reporting Requirements of Small Companies	September 2011
Finance Act 2011	October 2011
Money Laundering Update	November 2011
Topical Tax Issues	December 2011
VAT Update	January 2012
The Tax Man Cometh - Handling Revenue Enquiries	February 2012
Detecting Fraud and Advising on Preventing Fraud	March 2012
Audit Update and Current Issues	April 2012
Accountancy Update and Current Issues	May 2012
Taxation of Property Transactions	June 2012
Audit and Accounts of Group Companies	July 2012
Capital Taxes and the Family Company	August 2012


Mercia Group Limited reserves the right to vary the published programme.

## Professional Development Course Programme 2011/12


Course Title	Date	Duration	Venue	Cost
<b>BUSINESS ADVISORY</b>				
Practical Business Issues	Tue 13 Mar 2012	Full day	St George Hotel	£110
Effective Business Plans	Tue 24 Apr 2012	am	St George Hotel	£55
<b>AUDIT AND ACCOUNTING</b>				
Principles of Bookkeeping 	Mon 26 Sep 2011	Full day	TAD Centre	£110
Bookkeeping: The Next Stage 	Tue 27 Sep 2011	Full day	TAD Centre	£110
Bookkeeping Case Study	Wed 28 and Thu 29 Sep 2011	2 days	TAD Centre	£220
Clarified ISAs: Practical Application	Tue 1 Nov 2011	pm	St George Hotel	£55
Accounts Preparation Skills	Mon 5 Mar 2012	Full day	TAD Centre	£110
Auditing: First Principles 	Tue 6 Mar 2012	am	TAD Centre	£55
How to Audit Series	Tue 6 Mar to Thu 8 Mar 2012	2½ days	TAD Centre	£275

Continued >>>

# Professional Development Course Programme 2011/12

Course Title	Date	Duration	Venue	Cost
Understanding Analytical Procedures 	Mon 23 Apr 2012	am	St George Hotel	£55
Audit Exemption and Abbreviated Accounts 	Mon 23 Apr 2012	pm	St George Hotel	£55
An Introduction to Doctors Accounts	Tue 24 Apr 2012	pm	St George Hotel	£55
Solicitors' Accounts: An Introduction to SRA Accounts Rules	Tue 1 May 2012	Full day	St George Hotel	£110
The Audit & Accountancy Update	Wed 2 May 2012	Full day	St George Hotel	£110
<b>TAXATION</b>				
Introduction to PAYE & National Insurance	Fri 30 Sep 2011	am	TAD Centre	£55
Introduction to VAT	Fri 30 Sep 2011	pm	TAD Centre	£55
General Tax Update for Accounts Staff	Mon 17 Oct 2011	Full day	St George Hotel	£110
Personal Tax Refresher	Thu 9 Feb 2012	am	TAD Centre	£55
Business Tax Refresher	Thu 9 Feb 2012	pm	TAD Centre	£55
VAT Refresher	Mon 19 Mar 2012	am	TAD Centre	£55
Capital Allowances	Mon 19 Mar 2012	pm	TAD Centre	£55
Tax Issues Arising from Accounts Review	Tue 20 Mar 2012	am	TAD Centre	£55
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>				
Effective Presentation Techniques	Thu 22 Mar 2012	Full day	TAD Centre	£110
<b>IT SKILLS</b>				
Sage 50: Set Up and Processing Cycles *	Thu 24 Nov 2011	Full day	St George Hotel	£140
Practical Use of Excel (v.2010) *	Fri 25 Nov 2011	Full day	St George Hotel	£140

The timings of the course will be 9.30am to 1.00pm for am courses, 2.00pm to 5.00pm for pm courses or full day(s) where stated. \*Numbers limited to 12.

 Indicates courses available online

## Venues

### St George Hotel

Tees-side Inter Airport Darlington Co Durham DL2 1RH  
Tel: 01325 332631

### TAD Centre

Ormesby Road Middlesbrough TS3 7SF  
Tel: 01642 203000

# Would you like to know more?

## Membership options

If you are dedicated to providing training for all members of your team, including support staff, membership is the perfect solution for your practice.

### CPD membership

For an annual subscription based upon the number of partners and senior staff you are entitled to:

- Send as many senior staff as you wish on the courses included in the local CPD programme at no extra cost
- 12 CPD courses available online
- Quarterly Audit & Tax technical newsletters
- Discounts on specialist courses, conferences and webinars

### Membership

For an annual subscription based upon the number of partners and staff involved in chargeable work (including trainees) you are entitled to a wide range of benefits including:

- Sending as many staff as you wish on the courses included in the local CPD and Professional Development course programmes at no extra cost
- 12 CPD courses available online
- Quarterly Audit & Tax technical newsletters
- Discounts on specialist courses, conferences and webinars
- Discounts on other services and products

### MembershipPLUS

All the benefits of Membership plus:

- Unlimited places on other local CPD and PDC programmes at no extra cost
- Unlimited places on regional specialist programmes (£50 per delegate charged on full day courses where lunch is provided)
- Unlimited places on national and partners' conferences at a cost of £50 per delegate
- Access to recorded webinars
- Annual visit

Membership Costs	Membership	Membership PLUS	CPD
<b>Cost for full year</b>			
Fee per firm	£150	£350	£150
Fee per partner & senior staff	£370	£555	£370
Fee per trainee & junior staff	£260	£260	nil

## Webinars and online courses

### CPD courses online

A selection of our core CPD courses is filmed on a rolling basis. Each course includes a film of the three hour course, a copy of the course notes and the speaker's slides. The courses can be purchased individually (prices start from £60) or you can become a digital subscriber (see below).

### Digital subscription


As a digital subscriber you receive access to our programme of 12 CPD courses to view online over a 12 month period, starting from the month you begin to subscribe. The cost of digital subscription is based on the size of your practice with a charge of £250 per firm plus £150 per partner, manager and senior member of staff. The subscription will be invoiced in advance but can be paid in 12 monthly instalments.

### Webinars

A quick and effective training solution that combines technological innovations with Mercia's wealth of technical experience. Each webinar costs £75 plus VAT per participant or £225 plus VAT for three or more participants. To find out more and to view our programme of live and pre recorded webinars visit [www.mercia-group.co.uk/webinars](http://www.mercia-group.co.uk/webinars).

### Professional Development courses online

Following the success of our digital CPD courses, we are developing a selection of online versions of our Professional Development courses. This will give your staff access to our courses from their desk.

Courses available in this format are indicated by  on the programme and for further details and prices visit [www.mercia-group.co.uk/digital](http://www.mercia-group.co.uk/digital)

## Specialist courses and conferences

We offer a range of specialist courses from three hour CPD sessions to full day conferences.

### Specialist CPD courses

Our specialist CPD course programmes are organised twice yearly in the spring and autumn. The programmes are planned in response to what is happening in the professional environment. There is no set pattern or regular programme as they address needs as and when they are identified.

### Specialist conferences

Our specialist conferences cover topics which are not normally included in our CPD courses. The one day conferences give delegates the opportunity to gain a wider appreciation of factors affecting both their own practices and clients.



# CPD Course Booking Form 2011/12

Please photocopy this form if there is not enough space.

Course Title	Date	Delegate Names	No. of places
Finance Act 2011			
Advanced Aspects of Corporation Tax			
Clarified ISAs - One Year On			
The Reporting Requirements of Small Companies			
Professional Selling Skills			
Topical Tax Issues			
Charities: Current Issues			
VAT Update and Problem Areas			
The Link between Accounting Standards & Tax Treatment			
Accountancy Update and Current Issues			
Capital Taxes Update			
Acting for Farmers: An Update			
Business Valuations			

(Tees Valley)

## Personal Details

Firm	
Address	
Tel No	
Fax No	
Email	
Contact	

## Payment Details

Total places ____ @ £49 if 10 or more places booked or places booked by 30 September 2011	£
Total places ____ @ £60 if 6 - 9 places booked	£
Total places ____ @ £95 if 1 - 5 places booked	£
plus VAT @ 20%	£
<b>TOTAL</b> (Cheque enclosed payable to Mercia Group Ltd)	£

### Paying By Credit Card: Visa, Mastercard Or Delta Accepted

Cardholder No _____
Security Code _____
Card Expiry Date _____
Cardholder Name & Initials _____
Cardholder Address (Inc. Postcode) _____

**Please return by post or fax to the address below**



**Mercia Group Ltd, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester LE8 6EP  
t 0116 258 1200 f 0116 258 1250 enquiries@mercia-group.co.uk www.mercia-group.co.uk**

**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 20% administration charge. All cancellations must be in writing. **Transfers and late bookings:** If you wish to transfer and attend an alternative venue, 7 working days notice must be given in writing. When shorter notice is given, Mercia reserve the right to charge a £25 plus VAT administrative fee or refuse the request.

Mercia Group Ltd is a company registered in England and Wales with company number 1464141. Registered office: 19 - 21 Christopher Street, London EC2A 2BS