



# CPD Courses in Colchester

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 requirement. 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 2581200 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.



**£49**per place if booked by  
30 September 2011

# CPD Course Programme 2011/12

Course Title	Date	Venue	Time
<b>Tax Strategies for High Earners</b> Andrew Burgess - Mercia Group Ltd	Thu 22 Sep 2011	Marks Tey Hotel	3.30pm to 6.30pm
<b>Clarified ISAs - One Year On</b> David Gallagher - Mercia Group Ltd	Wed 12 Oct 2011	Marks Tey Hotel	3.30pm to 6.30pm
<b>The Link between Accounting Standards &amp; Tax Treatment</b> Andrew Güntert - Mercia Group Ltd	Thu 10 Nov 2011	Marks Tey Hotel	3.30pm to 6.30pm
	Tue 26 Jun 2012	Stock Brook Country Club*	2.00pm to 5.15pm
<b>Topical Tax Issues</b> Norman Allison or Phil Williams - Mercia Group Ltd	Thu 17 Nov 2011	Stock Brook Country Club*	2.00pm to 5.15pm
	Wed 7 Dec 2011	Colchester United Football Club	3.30pm to 6.30pm
<b>The Tax Man Cometh - Handling Revenue Enquiries</b> Mark Morton - Mercia Group Ltd	Thu 23 Feb 2012	Colchester United Football Club	3.30pm to 6.30pm
<b>Accountancy Update and Current Issues</b> Bill Telford - Telford Financial Training or John Welsford	Mon 19 Mar 2012	Marks Tey Hotel	3.30pm to 6.30pm
	Wed 28 Mar 2012	Stock Brook Country Club*	2.00pm to 5.15pm
<b>The Reporting Requirements of Small Companies</b> Phil Frost - Mercia Group Ltd	Tue 4 Oct 2011	Stock Brook Country Club*	2.00pm to 5.15pm
	Mon 16 Apr 2012	Marks Tey Hotel	3.30pm to 6.30pm
<b>Incorporation v Non Incorporation</b> Pat Nown - Mercia Group Ltd	Wed 2 May 2012	Marks Tey Hotel	3.30pm to 6.30pm
<b>Fraud and Money Laundering Update</b> Andrew Güntert - Mercia Group Ltd	Thu 24 May 2012	Marks Tey Hotel	3.30pm to 6.30pm
<b>Finance Bill 2012</b> Phil Williams - Mercia Group Ltd	Wed 27 Jun 2012	Marks Tey Hotel	3.30pm to 6.30pm

## Venues

### Colchester United Football Club

Weston Homes Community Stadium  
United Way Colchester Essex CO4 5UP  
Tel:01206 755100

### Marks Tey Hotel

London Road  
Marks Tey CO6 1DU  
Tel: 01206 210001

### Stock Brook Country Club\*

Queens Park Avenue  
Stock Billericay Essex CM12 0SP  
Tel: 01277 653616






\* We run an annual programme of 13 CPD courses held at Stock Brook Country Club.  
To download the full 2011 programme visit [www.mercia-group.co.uk/billericay](http://www.mercia-group.co.uk/billericay)

# 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	Cost
<b>AUDIT AND ACCOUNTING</b>			
Principles of Bookkeeping 	Mon 26 Sep 2011	Full day	£110
Bookkeeping: The Next Stage 	Tue 27 Sep 2011	Full day	£110
Bookkeeping Case Study	Wed 28 and Thu 29 Sep 2011	2 days	£220
Understanding Company Accounts 	Mon 24 Oct 2011	Full day	£110
Understanding Analytical Procedures 	Tue 25 Oct 2011	am	£55
Audit Exemption & Abbreviated Accounts 	Tue 25 Oct 2011	pm	£55
Effective Small Company Audits	Tue 15 Nov 2011	am	£55
Efficient File Completion	Tue 15 Nov 2011	pm	£55
Practical Small Company Reporting Requirements	Wed 16 Nov 2011	am	£55
Effective Use of Analytical Procedures	Wed 16 Nov 2011	pm	£55


Continued >>>

# Professional Development Course Programme 2011/12

Course Title	Date	Duration	Cost
Accounts Preparation Skills	Wed 30 Nov 2011	Full day	£110
Charities: Key Problem Areas	Mon 13 Feb 2012	am	£55
Money Laundering: An Introduction for New Starters 	Mon 13 Feb 2012	pm	£55
The Audit & Accountancy Update	Tue 6 Mar 2012	Full day	£110
Auditing: First Principles 	Mon 16 Apr 2012	am	£55
How to Audit Series	Mon 16 to Wed 18 Apr 2012	2½ days	£275
<b>TAXATION</b>			
Introduction to PAYE & NI	Fri 30 Sep 2011	am	£55
Introduction to VAT	Fri 30 Sep 2011	pm	£55
General Tax Update for Accounts Staff	Wed 5 Oct 2011	Full day	£110
Business Tax 2	Wed 12 Oct 2011	am	£55
Corporation Tax 1	Wed 12 Oct 2011	pm	£55
Tax Issues Arising from Accounts Review	Wed 2 Nov 2011	am	£55
Capital Allowances	Wed 2 Nov 2011	pm	£55
Personal Tax 1 	Thu 1 Dec 2011	Full day	£110
Business Tax 1 	Fri 2 Dec 2011	Full day	£110
P11Ds/Benefits	Tue 7 Feb 2012	am	£55
VAT Problem Areas for Accounts Staff	Tue 7 Feb 2012	pm	£55
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>			
Keeping Your Clients Happy	Thu 17 Nov 2011	Full day	£110
Communication: The Essential Skills	Thu 19 Apr 2012	Full day	£110
<b>IT SKILLS</b>			
Sage 50 Payroll: Update for Existing Users*	Mon 26 Sep 2011	am	£75
Sage 50 Accounts: Data Extraction Using Excel*	Mon 26 Sep 2011	pm	£75

The timing of the courses will be 9.30am to 1.00pm - am courses, 1.30pm to 4.30pm - pm courses or full day(s) where stated.

\*Numbers limited to 12.

 Indicates courses available online

## Venue

**Myland Hall Education Centre** St Helena Hospice Barncroft Close Colchester CO4 9JU Tel: 01206 851560

# 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
Tax Strategies for High Earners			
Clarified ISAs - One Year On			
The Link between Accounting Standards & Tax Treatment			
Topical Tax Issues			
The Tax Man Cometh - Handling Revenue Enquiries			
Accountancy Update and Current Issues			
The Reporting Requirements of Small Companies			
Incorporation v Non Incorporation			
Fraud and Money Laundering Update			
Finance Bill 2012			

(Colchester)

## 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