



# CPD Courses in the Eastern Counties



**Tempting offer inside...**

# A tempting CPD offer...

## ... £47.50 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 CPD courses booked before 30 April 2011 cost just £47.50 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.

## How else can we tempt you?

**Experienced presenters** - the majority of our CPD 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 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. Kay Sanders is the manager dedicated to looking after the training in your area. She can be contacted on 0116 258 1200 or by email at [kay.sanders@mercia-group.co.uk](mailto:kay.sanders@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.

**Choice of options** - as well as buying places on our CPD courses, we offer two excellent, value for money, membership packages to help you budget for your firm's complete training requirement. If you are tempted but are already committed to another provider for 2011 you can become a member at any time before the end of our current programme - see page 5 to find out more.

## What else is in the mix?

**Courses for all the team from £50 plus VAT per place** - we run a programme of over 30 practical courses covering tax, audit and accountancy, IT and personal skills - see pages 3 and 4 for details.

**Webinars, CDs and online courses** - in addition to live courses we also offer a programme of one-hour live and interactive Webinars plus a programme of 12 CPD courses online which can be purchased on an ad hoc basis or you can subscribe to the complete programme. More recently we have made some of our Introductory courses, including Introduction to Bookkeeping, available online for delegates to complete in their own time - see page 5 to find out more.

**The proof of the pudding is in the eating - have we tempted you enough to try us?**



# CPD Course Programme 2011

**£47.50**  
All places booked by  
30 April 2011 cost  
£47.50 plus VAT  
per place

Course Title	Bury St Edmunds	Cambridge	Ipswich	Norwich	P'borough	Sudbury
<b>AUDIT AND ACCOUNTING</b>						
<b>Charities: Current Issues</b> David Gallagher - Mercia Group Ltd	-	-	-	17 May 2011	-	-
<b>Accountancy Update and Current Issues</b> John Welsford or Andrew Güntert - Mercia Group Ltd or John Selwood - Revolution Solutions Ltd	25 May 2011	30 Mar 2011 <sup>1</sup>	23 Mar 2011*	22 Mar 2011	18 Apr 2011	-
<b>Common Accounting Problems</b> John Selwood - Revolution Solutions Ltd	-	12 Sep 2011 <sup>2</sup>	-	-	17 Oct 2011	-
<b>The Reporting Requirements of Small Companies</b> Mike Ulrich	-	-	11 Oct 2011*	10 Oct 2011	-	-
<b>Audit Update</b> David Gallagher, John Welsford or Jeremy Williams - Mercia Group Ltd	13 Oct 2011	7 Mar 2011 <sup>1</sup>	20 Apr 2011	11 Apr 2011	21 Feb 2011	-
<b>Detecting Fraud and Advising on Preventing Fraud</b> John Welsford, Andrew Güntert or Jane Everingham - Mercia Group Ltd	-	-	24 Oct 2011	24 Oct 2011	12 Dec 2011	15 Sep 2011
<b>BUSINESS ADVISORY</b>						
<b>Obtaining Finance for the Smaller Business</b> Nigel Smith - FMTC	8 Feb 2011	-	-	-	-	-
<b>Business Valuations</b> David Bowes - Bruce Sutherland & Co	-	-	-	-	4 Apr 2011	-
<b>Delivering Service Excellence and Developing Client Advocacy</b> John Sharkey - Mercia Group Ltd	-	25 May 2011 <sup>1</sup>	-	-	-	15 Jun 2011
<b>Laws &amp; Regulations for the Practising Accountant</b> Andrew Güntert - Mercia Group Ltd	-	-	-	13 Jul 2011	-	-
<b>TAXATION</b>						
<b>Personal Tax Planning: Current Issues</b> Andrew Burgess - Mercia Group Ltd	-	17 Feb 2011 <sup>2</sup>	-	-	14 Mar 2011	-
<b>Tax Planning for Owner Managers</b> Mark Morton - Mercia Group Ltd	3 Mar 2011	-	-	-	-	-
<b>PAYE, Benefits &amp; NI Update</b> Mark Morton - Mercia Group Ltd	-	-	8 Mar 2011*	7 Mar 2011	-	-
<b>VAT Update including Cross Border Trading</b> Neil Owen - VAT Advisory Services Ltd	30 Mar 2011	-	-	-	-	-
<b>Business Tax: Problem Areas</b> Phil Williams - Mercia Group Ltd	-	17 May 2011 <sup>1</sup>	-	-	4 May 2011	-
<b>Tax Planning for Family Companies</b> Martyn Ingles - MacIntyre Hudson Advisory Services	-	-	17 May 2011*	9 Jun 2011	-	-

Continued...

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Course Title	Bury St Edmunds	Cambridge	Ipswich	Norwich	P'borough	Sudbury
<b>Capital Taxes - Recent Developments</b> Pat Nown - Mercia Group Ltd	-	16 Jun 2011 <sup>2</sup>	-	-	6 Jun 2011	-
<b>Inheritance Tax Planning including Trusts</b> Andrew Burgess - Mercia Group Ltd	-	-	28 Jun 2011*	27 Jun 2011	-	-
<b>Finance Bill 2011</b> Phil Williams - Mercia Group Ltd	5 Jul 2011	-	-	-	-	-
<b>Finance Act 2011</b> Norman Allison or Pat Nown - Mercia Group Ltd or Dean Wootten - Online Tutors Ltd	-	28 Sep 2011 <sup>1</sup>	20 Sep 2011*	19 Sep 2011	22 Sep 2011	-
<b>VAT Update and Problem Areas</b> Simone Hurst - VATease or Neil Warren - Warren Accounting Services Ltd	-	10 Oct 2011 <sup>1</sup>	30 Nov 2011*	1 Dec 2011	31 Oct 2011	-
<b>The Tax Man Cometh - Handling Revenue Enquiries</b> Andrew Burgess - Mercia Group Ltd	2 Nov 2011	-	-	-	-	-
<b>Topical Tax Issues</b> Mark Morton or Phil Williams - Mercia Group Ltd	-	17 Nov 2011 <sup>1</sup>	16 Nov 2011*	15 Nov 2011	21 Nov 2011	-
<b>General Tax Update</b> Norman Allison - Mercia Group Ltd	28 Nov 2011	-	-	-	-	-
<b>Timings</b>	3.00pm - 6.00pm	3.00pm - 6.00pm	2.00pm - 5.15pm	1.30pm - 4.45pm	3.00pm - 6.00pm	3.00pm - 6.00pm

All courses are pm unless marked \* where an am course will also be held from 9.30am - 12.45pm

## Venues

### Bury St Edmunds

Ravenwood Hall Hotel, Rougham,  
Bury St Edmunds, IP30 9JA  
Tel: 01359 270345

### Cambridge

<sup>1</sup> Menzies Cambridge Hotel & Golf Club, Bar Hill,  
Cambridge, Cambridgeshire CB23 8EU  
Tel: 01954 249988

<sup>2</sup> The Cambridge Belfry, Cambourne,  
Cambridge, Cambridgeshire, CB23 6BW  
Tel: 01954 714 600

### Ipswich

The Holiday Inn, London Road,  
Ipswich, Suffolk IP2 0UA  
Tel: 08704 009 045

### Norwich

The Holiday Inn, North,  
Cromer Road, Norwich NR6 6JA  
Tel: 01603 201125

### Peterborough

The Holiday Inn, Peterborough-West,  
Thorpe Wood, Peterborough PE3 6SG  
Tel: 01733 289988

### Sudbury

The Bull Hotel, Hall Street,  
Long Melford, Sudbury, CO10 9JG  
Tel: 01787378494

# Professional Development Course Programme 2011

Course Title	Duration	P'borough	Cambridge	Cost
<b>AUDIT AND ACCOUNTING</b>				
Auditing: First Principles	am	Wed 2 Mar 2011	-	£50
How to Audit Case Study	2.5 days	Wed 2 - Fri 4 Mar 2011	-	£250
The Audit & Accountancy Update	full day	Mon 21 Mar 2011	-	£100
Charities: Key Problem Areas	am	Fri 8 Apr 2011	-	£50
Money Laundering: An Introduction for New Starters	pm	Fri 8 Apr 2011	-	£50
Understanding Company Accounts	full day	Mon 4 Jul 2011	Thurs 20 Oct 2011	£100
Understanding Analytical Procedures	am	Tues 5 Jul 2011	Fri 21 Oct 2011	£50
Audit Exemption and Abbreviated Accounts	pm	Tues 5 Jul 2011	Fri 21 Oct 2011	£50
Accounts Preparation Skills	full day	-	Tues 8 Nov 2011	£100
Planning an Effective Audit	am	Thurs 14 Jul 2011	Thurs 10 Nov 2011	£50
File Review Skills	pm	Thurs 14 Jul 2011	Thurs 10 Nov 2011	£50
Accounts Finalisation and Interviewing Skills	full day	Fri 15 Jul 2011	Wed 9 Nov 2011	£100
Principles of Bookkeeping	full day	Mon 19 Sep 2011	-	£100
Bookkeeping: The Next Stage	full day	Tues 20 Sep 2011	-	£100
Bookkeeping Case Study	2 days	Wed 21 - Thurs 22 Sep 2011	-	£200
<b>BUSINESS ADVISORY</b>				
Effective Business Plans	am	Thurs 7 Apr 2011	-	£50
<b>IT SKILLS</b>				
Sage 50 Accounts: Data Extraction Using Excel *	pm	Thurs 14 Apr 2011	-	£70
Practical Use of Excel (v.2003) *	full day	Fri 15 Apr 2011	-	£130
<b>TAXATION</b>				
Personal Tax 1	full day	Wed 2 Feb 2011	-	£100
Business Tax 1	full day	Thurs 3 Feb 2011	-	£100
Expenses and Benefits Healthcheck	am	Wed 6 Apr 2011	Thurs 13 Oct 2011	£50
Personal Tax 2	pm	Wed 6 Apr 2011	Thurs 13 Oct 2011	£50
VAT Healthcheck	pm	Thurs 7 Apr 2011	-	£50
Introduction to PAYE & NI	am	Fri 23 Sep 2011	-	£50
Introduction to VAT	pm	Fri 23 Sep 2011	-	£50
General Tax Update for Accounts Staff	full day	Tues 27 Sep 2011	-	£100
Family Company Tax Considerations	full day	Tues 4 Oct 2011	-	£100
<b>PERSONAL SKILLS &amp; MANAGEMENT DEVELOPMENT</b>				
Communication: The Essential Skills	full day	Fri 4 Feb 2011	-	£100
Effective Business Letter and Report Writing	am	Thurs 19 May 2011	-	£50
Effective Time Management	pm	Thurs 19 May 2011	-	£50
<b>Timings</b>		9.00am - 1.00pm 2.00pm - 5.00pm	9.00am - 1.00pm 2.00pm - 5.00pm	

\* Numbers on these courses are limited to 12

## Venues

### Cambridge

Churchill College, Cambridge, CB3 0DS  
Tel: 01223 336233

### Peterborough

Peterborough United Football Club, London Road Stadium,  
London Road, Peterborough PE2 8AL Tel: 01733 341 050

# Would you like to know more?

## Membership options

Training group membership offers unbeatable value and flexibility plus it allows you to budget effectively with fixed monthly payments. If you are dedicated to providing training for all members of your team, including support staff, membership is the perfect solution for your practice.

### Membership

For an annual subscription based upon the size of your practice 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 other services and products

### CPD membership

For an annual subscription based upon the size of your practice you are entitled to:

- Sending 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

Membership Costs	Membership	CPD
<b>Cost for full year</b>		
Fee per firm	£150	£150
Fee per partner & senior staff	£355	£355
Fee per trainee & junior staff	£250	nil
<b>Cost for 1 July 2011 to 31 December 2011</b>		
Fee per firm	£150	£150
Fee per partner & senior staff	£175	£175
Fee per trainee & junior staff	£125	nil

## Webinars, CDs 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 a programme of our 12 most popular 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 new 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 (25% discount for Members). To find out more and to view our programme of live and recorded webinars visit [www.mercia-group.co.uk/webinars](http://www.mercia-group.co.uk/webinars) or call Kay Sanders on 0116 258 1200.

### Bookkeeping course 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. The first in the range is An Introduction to Bookkeeping. The cost is £300 plus VAT per annum with 25% discount for Members.

For details of other Introductory courses available online please 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.

Members receive a 25% discount on these events. CPD members receive a number of discount vouchers.

### 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.

### Conferences for the tax specialist

Our one day conferences are specifically designed for tax specialists who require an in depth tax knowledge. All sessions are presented by highly acclaimed speakers who will look at key issues to enable those attending to give the best possible advice to their clients.



