

# 2009/10 Training Programme

## Colchester



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# Colchester Training Group

## CPD Course Programme 2009/10

COURSE TITLE	SPEAKER	DATE	VENUE
Auditing in a Recessionary Environment	Andrew Güntert - Mercia Group Ltd	Monday 21 September 2009	Rivenhall
Dealing with HMRC Enquiries under the New Regime	Andrew Burgess - Mercia Group Ltd	Thursday 29 October 2009	Rivenhall
Common Accounting Problems	Phil Frost - Mercia Group Ltd	Monday 16 November 2009	Rivenhall
Topical Tax Issues	Pat Nown - Mercia Group Ltd	Monday 7 December 2009	Marks Tey
Tax Planning for Family Companies	Phil Williams - Mercia Group Ltd	Tuesday 23 February 2010	Rivenhall
Accountancy and Assurance Update	John Welsford - Mercia Group Ltd	Wednesday 24 March 2010	Marks Tey
VAT Problems for the Smaller Business	Simone Hurst - BTG Tax	Thursday 22 April 2010	Rivenhall
Laws and Regulations for the Practising Accountant	Andrew Guntert - Mercia Group Ltd	Wednesday 12 May 2010	Rivenhall
Finance Bill 2010	Andrew Burgess - Mercia Group Ltd	Monday 14 June 2010	Marks Tey
Audit Update	Darren Leiser - Mercia Group Ltd	Wednesday 23 June 2010	Rivenhall

All courses will run from 3.30pm until 6.30pm

## Venues

**The Rivenhall Hotel**  
Rivenhall End, Witham  
Nr Chelmsford, Essex, CM8 3HB  
Tel: 01376 516 969

**Marks Tey Hotel**  
London Road, Marks Tey  
Colchester, Essex, CO6 1DU  
Tel: 01206 210 001

**Mercia Group Ltd, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP**  
Tel 0116 258 1200 Fax 0116 258 1250 [www.mercia-group.co.uk](http://www.mercia-group.co.uk)

# Colchester Training Group

## Professional Development Course

### Programme 2009/10

COURSE TITLE	DATE	TIME	VENUE
<b>BUSINESS ADVISORY</b>			
Practical Business Issues	Thursday 19 November 2009	Full day	Myland Hall
<b>AUDIT AND ACCOUNTING</b>			
Principles of Bookkeeping	Monday 28 September 2009	Full day	Myland Hall
Bookkeeping: The Next Stage	Tuesday 29 September 2009	Full day	Myland Hall
Bookkeeping Case Study	Wednesday 30 September and Thursday 1 October 2009	2 days	Myland Hall
Understanding Company Accounts	Wednesday 14 October 2009	Full day	Myland Hall
Understanding Analytical Procedures	Thursday 15 October 2009	am	Myland Hall
Audit Exemption & Abbreviated Accounts	Thursday 15 October 2009	pm	Myland Hall
Effective Small Company Audits	Tuesday 24 November 2009	am	Myland Hall
Efficient File Completion	Tuesday 24 November 2009	pm	Myland Hall
Accounts Preparation Skills	Thursday 3 December 2009	Full day	Myland Hall
Money Laundering: An Introduction for New Starters	Monday 15 February 2010	am	Myland Hall
Planning an Effective Audit	Monday 15 February 2010	pm	Myland Hall
Effective Use of Analytical Procedures	Tuesday 2 March 2010	am	Myland Hall
File Review Skills	Tuesday 2 March 2010	pm	Myland Hall
The Audit & Accountancy Update	Tuesday 23 March 2010	Full day	Myland Hall

# Colchester Training Group

## Professional Development Course

### Programme 2009/10

COURSE TITLE	DATE	TIME	VENUE
Auditing: First Principles	Monday 12 April 2010	am	Myland Hall
How to Audit Series	Monday 12 to Wednesday 14 April 2010	2½ days	Myland Hall
<b>TAXATION</b>			
General Tax Update for Accounts Staff	Friday 18 September 2009	Full day	Myland Hall
Introduction to PAYE and NI	Friday 2 October 2009	am	Myland Hall
Introduction to VAT	Friday 2 October 2009	pm	Myland Hall
Business Tax 2	Tuesday 20 October 2009	am	Myland Hall
Corporation Tax 1	Tuesday 20 October 2009	pm	Myland Hall
Capital Allowances	Wednesday 18 November 2009	am	Myland Hall
Corporate Tax Case Study	Wednesday 18 November 2009	pm	Myland Hall
Personal Tax 1	Tuesday 1 December 2009	Full day	Myland Hall
Business Tax 1	Wednesday 2 December 2009	Full day	Myland Hall
PAYE Healthcheck	Friday 19 February 2010	am	Myland Hall
VAT Problem Areas for Accounts Staff	Friday 19 February 2010	pm	Myland Hall
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>			
Effective Business Letter and Report Writing	Wednesday 25 November 2009	am	Myland Hall
Effective Time Management	Wednesday 25 November 2009	pm	Myland Hall

# Colchester Training Group

## Professional Development Course

### Programme 2009/10

COURSE TITLE	DATE	TIME	VENUE
Communication: The Essential Skills	Thursday 15 April 2010	Full day	Myland Hall
<b>IT SKILLS</b>			
Sage 50 Report Designer (v.2009)*	Friday 26 February 2010	am	Myland Hall
Sage 50 for the Business Adviser	Friday 26 February 2010	pm	Myland Hall

#### TIMING

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 on this course will be limited to 12 and there will be a supplement of £20 plus VAT.

## Venue

**Myland Hall Education Centre**  
Barncroft Close, Highwoods  
Colchester, Essex, CO4 9JU  
Tel: 01206 851 560

# Colchester Training Group

## Digital CPD Course Programme 2009/10

COURSE TITLE	DATE
Accounting for Properties and the Audit Issues	September 2009
Finance Act 2009	October 2009
Money Laundering Update	November 2009
Topical Tax Issues	December 2009
VAT Update	January 2010
Charities: Current Issues	February 2010
Maximising Profit and Minimising Risk in Smaller Audits	March 2010
Audit Update	April 2010
Accountancy and Assurance Update	May 2010
Tax Planning for Family Businesses	June 2010
Tax Implications of Marriage, Cohabitation, Separation and Divorce	July 2010
Capital Taxes - Recent Developments	August 2010

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

# Colchester Training Group

## Local membership

The local membership fee for 2009 is £150 per firm plus £315 per partner and professional member of staff.\*\*

- Send as many staff as you wish on the courses included in the CPD and Professional Development course programmes at no extra cost (on hands-on IT courses a small supplement will be charged)
- Receive 12 of our most popular CPD courses on CD\*
- Receive a copy of the quarterly Audit and Tax Technical Update newsletter for each partner and senior member of staff
- 25% discount on our specialist courses and significant discounts on the wide range of our other support services and products
- 50% discount on Quorum Training courses
- Special access to our training website which allows you to:
  - enrol online and restrict access so only authorised personnel can book on courses but everyone can view the courses available
  - download notes and slides for a CPD course after it has run

\*£50 reduction in per firm fee for those not wishing to take up this option

\*\*Professional member of staff includes all staff working more than 20 hours per week who are involved in changeable work.

## National Membership

The national membership fee for 2009 is £300 per firm plus £395 per partner and professional member of staff \*

- All benefits of local training group membership
- Unlimited places on other local training group programmes at no extra cost
- Unlimited places on specialist courses and conferences at no extra cost (A £50 per delegate fee will be charged on full day courses or conferences where lunch is provided.)
- Increased discounts on our partners' conference and open management training courses

If you would like to become a Mercia Training Group Member or require further information, please contact Michelle Hammond or Zoë Canham on 0116 258 1200.



Whilst our courses are predominantly aimed at those working in practice, a number of accountants from industry do attend and find them very useful. You may therefore be interested in offering your clients the opportunity to attend our courses by including them in your membership or season ticket booking. If you have any questions please email [john.sharkey@mercia-group.co.uk](mailto:john.sharkey@mercia-group.co.uk) or call her on 0116 258 1200.

# Colchester Training Group

## CPD Course Booking Form 2009/10

COURSE TITLE	DATE	NUMBER(S) ATTENDING
Auditing in a Recessionary Environment	Monday 21 September 2009	
Dealing with HMRC Enquiries under the New Regime	Thursday 29 October 2009	
Common Accounting Problems	Monday 16 November 2009	
Topical Tax Issues	Monday 7 December 2009	
Tax Planning for Family Companies	Tuesday 23 February 2010	
Accountancy and Assurance Update	Wednesday 24 March 2010	
VAT Problems for the Smaller Business	Thursday 22 April 2010	
Laws and Regulations for the Practising Accountant	Wednesday 12 May 2010	
Finance Bill 2010	Monday 14 June 2010	
Audit Update	Wednesday 23 June 2010	

Firm Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Signed \_\_\_\_\_

**Please return to Jane Purple at the address below:**

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

# Colchester Training Group Membership Application Form

Firm's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Main Contact \_\_\_\_\_  
(PLEASE PRINT)

Enrolment Contact \_\_\_\_\_  
(PLEASE PRINT)

## Membership Options - Local or National

I confirm that my firm wishes to take up **LOCAL** membership of the above training group for the year ending 31 August 2010 and that the fees are acceptable. The total number of partners and full time professional members of staff of this firm as at 1 September 2009 are detailed opposite

or

I confirm that my firm wishes to take up **NATIONAL** membership of the above training group for the year ending 31 August 2010 and that the fees are acceptable. The total number of partners and full time professional members of staff of this firm as at 1 September 2009 are detailed opposite

## Course details

Please indicate below how you wish to receive your monthly course details (please select ONE of the following).

Email  Printed copy

## Training CDs

Would you like to receive 12 training CDs as part of your membership?

Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(PARTNER)

## Professional Staff Details

Trainees

ACA

ACCA

AAT

ATT

Other

Senior staff

Partners

Total Staff

If your clients would benefit from attending courses and you would be willing to include them in your membership, complete this box.

Clients

New Total