



# CPD Courses in the South West



**Tempting offer inside...**

# Exeter Training Group

## CPD Course Programme

### 2011

**£47.50**  
per place if 10  
or more places  
booked

Course Title	Date
<b>Topical Tax Issues</b> Norman Allison - Mercia Group Ltd	Tuesday 8 February 2011
<b>Obtaining Finance for the Smaller Business</b> Nigel Smith - FMTC	Thursday 31 March 2011
<b>The Tax Man Cometh - Handling Revenue Enquiries</b> Mark Morton - Mercia Group Ltd	Thursday 14 April 2011
<b>Accountancy Update and Current Issues</b> Phil Frost - Mercia Group Ltd	Tuesday 3 May 2011
<b>Tax Implications of Marriage, Cohabitation, Separation and Divorce</b> Andrew Burgess - Mercia Group Ltd	Monday 23 May 2011
<b>Business Tax: Problem Areas</b> Phil Williams - Mercia Group Ltd	Thursday 23 June 2011
<b>Acting for Farmers: An Update</b> Bob Trunchion - MacIntyre Hudson	Wednesday 6 July 2011
<b>Finance Act 2011</b> Andrew Burgess - Mercia Group Ltd	Tuesday 20 September 2011
<b>Audit Update</b> David Gallagher - Mercia Group Ltd	Tuesday 11 October 2011
<b>Capital Gains Tax - A Current Perspective</b> Pat Nown - Mercia Group Ltd	Wednesday 26 October 2011
<b>Common Accounting Problems</b> John Welsford - Mercia Group Ltd	Wednesday 9 November 2011
<b>Tax Credits Workshop</b> Pat Nown - Mercia Group Ltd	Monday 12 December 2011

All courses will be held from 14:00 - 17:00

## Venue

**Sandy Park Conference Centre**  
Sandy Park Way, Exeter, Devon, EX2 7NN, Tel: 01392 427427

# Exeter Training Group

## CPD Course Booking Form 2011

Please photocopy this form if there is not enough space.

Course Title	Delegate Names	No. of places
Topical Tax Issues		
Obtaining Finance for the Smaller Business		
The Tax Man Cometh - Handling Revenue Enquiries		
Accountancy Update and Current Issues		
Tax Implications of Marriage, Cohabitation, Separation and Divorce		
Business Tax: Problem Areas		
Acting for Farmers: An Update		
Finance Act 2011		
Audit Update		
Capital Gains Tax - A Current Perspective		
Common Accounting Problems		
Tax Credits Workshop		

### Personal Details

Firm	
Address	
Tel No	
Fax No	
Email	
Contact	

### Payment Details

Total places ____ @ £47.50 if 10 or more places booked	£
Total places ____ @ £60 if 6 - 9 places booked	£
Total places ____ @ £90 if 1 - 5 places booked	£
plus VAT	£
<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

# Exeter Training Group

## Professional Development Course Programme 2011

Course Title	Date	Duration	Venue	Cost
<b>AUDIT AND ACCOUNTING</b>				
The Audit, Accountancy & Assurance Update	Tues 15 Feb 2011	full day	Sandy Park	£100
An Introduction to Solicitors' Accounts Rules	Wed 16 Feb 2011	full day	Sandy Park	£100
Charities: Key Problem Areas	Thurs 10 Mar 2011	am	Reed Hall	£50
Money Laundering: An Introduction for New Starters	Thurs 10 Mar 2011	pm	Reed Hall	£50
Clarified ISAs: Practical Application	Fri 11 Mar 2011	am	Reed Hall	£50
File Review Skills	Fri 11 Mar 2011	pm	Reed Hall	£50
Accounts Preparations Skills	Tues 22 Nov 2011	full day	Reed Hall	£100
Auditing: First Principles	Tues 6 Dec 2011	am	Reed Hall	£50
Understanding Analytical Procedures	Tues 6 Dec 2011	pm	Reed Hall	£50
How to Audit Series	Wed 7 and Thurs 8 Dec 2011	2 days	Reed Hall	£200
<b>IT SKILLS</b>				
Sage 50 : Set Up and Processing Cycles *	Tues 5 Apr 2011	full day	Sandy Park	£130
Sage 50 Accounts: Data Extraction Using Excel *	Wed 6 Apr 2011	am	Sandy Park	£70
Sage 50: Forecasting (V.2007) Advanced *	Wed 6 Apr 2011	pm	Sandy Park	£70

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## Professional Development Course Programme 2011

Course Title	Date	Duration	Venue	Cost
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>				
Keeping Your Clients Happy	Fri 9 Dec 2011	full day	Reed Hall	£100
<b>TAXATION</b>				
Payroll Update	Wed 30 Mar 2011	am	Reed Hall	£50
VAT Problem Areas for Accounts Staff	Wed 30 Mar 2011	pm	Reed Hall	£50
Introduction to PAYE & NI	Thurs 8 Sep 2011	am	Reed Hall	£50
Introduction to VAT	Thurs 8 Sep 2011	pm	Reed Hall	£50
General Tax Update for Accounts Staff	Wed 12 Oct 2011	full day	Sandy Park	£100
Family Company Tax Considerations	Thurs 13 Oct 2011	full day	Sandy Park	£100
Personal Tax 1	Wed 23 Nov 2011	full day	Reed Hall	£100
Business Tax 1	Thurs 24 Nov 2011	full day	Reed Hall	£100
Business Tax 2	Fri 25 Nov 2011	am	Reed Hall	£50
Corporation Tax 1	Fri 25 Nov 2011	pm	Reed Hall	£50

The timing of the courses will be 9:30 - 13:00 - am courses, 13:30 - 16:30 - pm courses or full day(s) where stated

\* Numbers limited to 12

## Venues

### Sandy Park Conference Centre

Sandy Park Way, Exeter, Devon, EX2 7NN  
Tel: 01392 427427

### Reed Hall

University of Exeter, Streatham Drive, Exeter, EX4 4QR  
Tel: 01392273703

