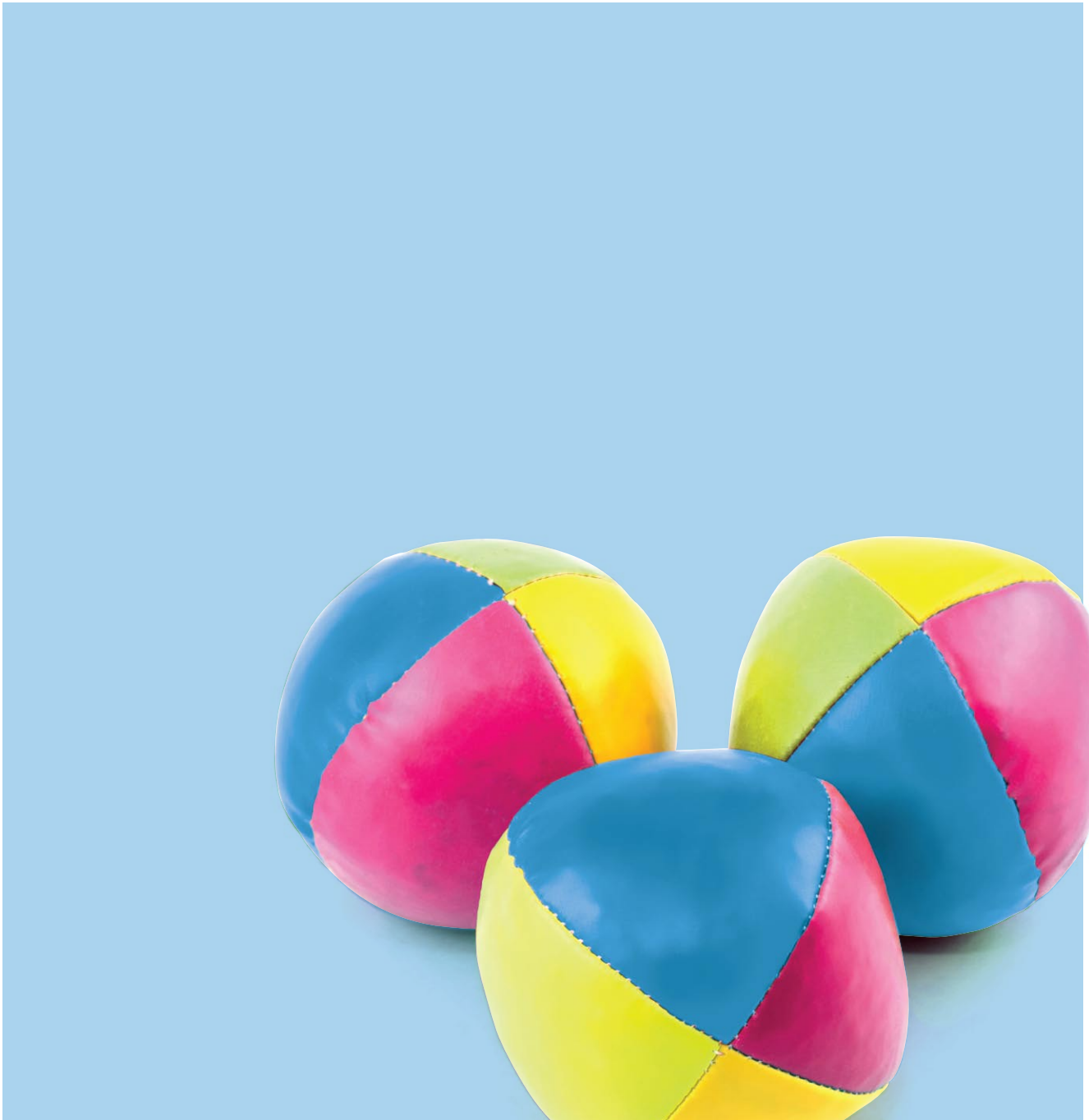


2010 Training Programme

Exeter



www.mercia-group.co.uk

Exeter & District Training Group

CPD Course Programme 2010

COURSE TITLE	SPEAKER	DATE
Topical Tax Issues	Phil Williams	Thursday 4 February 2010
Solicitors' Accounts Rules Update	John Welsford	Monday 22 February 2010
Insolvency Awareness	Mike Griffiths	Wednesday 31 March 2010
VAT Update and Problem Areas	Simone Hurst	Tuesday 20 April 2010
Accountancy and Assurance Update	Darren Leiser	Thursday 13 May 2010
Incorporation v Non Incorporation	Pat Nown	Monday 28 June 2010
Introduction to Stamp Duty & Stamp Duty Land Tax	Ros Martin	Wednesday 14 July 2010
Finance Act 2010	Norman Allison	Thursday 9 September 2010
Charities: Current Issues	David Gallagher	Tuesday 28 September 2010
Share Incentive Arrangements for the Smaller Company	David Craddock	Wednesday 13 October 2010
Audit Update	Andrew Güntert	Wednesday 10 November 2010
Capital Taxes and the Family Company	Andrew Burgess	Tuesday 23 November 2010
The Reporting Requirements of Small Companies	Phil Frost	Monday 6 December 2010

All courses will run from 2.00pm until 5.00pm

Venue

Sandy Park Conference Centre

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

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

Exeter & District Training Group

Professional Development Course

Programme 2010

COURSE TITLE	DATE	TIME	VENUE
AUDIT AND ACCOUNTING			
Understanding Group Accounts	Tuesday 23 February 2010	Full Day	Reed Hall
The Audit, Accountancy & Assurance Update	Wednesday 24 February 2010	Full Day	Sandy Park Conference Centre
Auditing the Difficult Areas	Thursday 4 March 2010	am	Reed Hall
Ethical Standards: A Practical Review	Thursday 4 March 2010	pm	Reed Hall
Company Accounting Problems	Friday 5 March 2010	Full Day	Reed Hall
Accounts Preparation Skills	Wednesday 17 November 2010	Full Day	Reed Hall
Auditing: First Principles	Tuesday 7 December 2010	am	Reed Hall
Understanding Analytical Procedures	Tuesday 7 December 2010	pm	Reed Hall
How to Audit Series	Wednesday 8 December and Thursday 9 December 2010	2 Days	Reed Hall
IT SKILLS			
Sage 50 Report Designer *	Thursday 29 April 2010	am	Sandy Park Conference Centre
Sage 50 for the Business Adviser	Thursday 29 April 2010	pm	Sandy Park Conference Centre
TAX			
P11Ds/Benefits	Tuesday 16 March 2010	am	Sandy Park Conference Centre
Tax Issues Arising from Accounts Review	Tuesday 16 March 2010	pm	Sandy Park Conference Centre
Introduction to PAYE & NI	Thursday 9 September 2010	am	Reed Hall

Exeter & District Training Group

Professional Development Course Programme 2010

COURSE TITLE	DATE	TIME	VENUE
Introduction to VAT	Thursday 9 September 2010	pm	Reed Hall
Business Tax 2	Friday 10 September 2010	am	Reed Hall
Corporation Tax 1	Friday 10 September 2010	pm	Reed Hall
General Tax Update for Accounts Staff	Wednesday 6 October 2010	Full Day	Sandy Park Conference Centre
Capital Allowances	Thursday 7 October 2010	am	Sandy Park Conference Centre
Corporate Tax Case Study	Thursday 7 October 2010	pm	Sandy Park Conference Centre
Personal Tax 1	Tuesday 23 November 2010	Full Day	Reed Hall
Business Tax 1	Wednesday 24 November 2010	Full Day	Reed Hall
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT			
Working Effectively Under Pressure	Friday 30 April 2010	am	Reed Hall
Effective Business Letter and Report Writing	Friday 30 April 2010	pm	Reed 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 limited to 12, plus IT supplement of £20 plus VAT per participant

Venues

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

University of Exeter (Reed Hall)
Streatham Drive, Exeter EX4 4QR
Tel: 01392 273703

Exeter & District Training Group

Digital CPD Course Programme 2010

If you are a Mercia member you will receive a selection of 12 popular CPD courses over a 12 month period. This service is also available if you are not a member but would like to receive the programme of CPD courses on CD. The cost of digital subscription is based on the size of your practice with a charge of £300 per firm plus £100 per partner and professional member of staff.* The subscription will be invoiced in advance but can be paid in 12 monthly instalments. To enrol as a subscriber please visit www.mercia-group.co.uk/training/digital.htm

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

COURSE TITLE	DATE
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 Companies	June 2010
Tax Implications of Marriage, Cohabitation, Separation and Divorce	July 2010
Capital Taxes - Recent Developments	August 2010
Common Accounting Problems	September 2010
Finance Act 2010	October 2010
Money Laundering Update	November 2010
Topical Tax Issues	December 2010

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

Exeter & District Training Group

Local membership

The local membership fee for 2010 is £150 per firm plus £325 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
- 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 chargeable work.

Flexible season ticket

10 or more places £46.50 plus VAT per place

6 – 9 places £60 plus VAT per place

Our flexible season ticket costs £465 plus VAT for 10 CPD places. Any additional courses cost just £46.50 plus VAT per place even if they are subsequently booked later in the programme. The season ticket is very flexible, you can send one person on 10 courses, 10 people on one course or any other combination - the choice is yours. You can even attend any venue!

For the smaller practitioner, a season ticket for 6 to 9 places can be purchased at a cost of £60 plus VAT per place. Once again the places can be spread over the courses in whatever way you want - 6 places on one course, one place on 6 courses or any other combination.

A season ticket option is not available for our professional development courses.

To view the wide range of courses that will be available to you and your team visit www.mercia-group.co.uk and select 'find a course'.

National membership

The national membership fee for 2010 is £300 per firm plus £410 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 Sarah Moore on 0116 258 1200.

Individual courses

Our CPD and professional development courses can be attended on an ad hoc basis whereby you only pay for the courses you book on to.

CPD courses

1 – 5 places £85 plus VAT per place

In addition to the courses included in this brochure we also run a spring and autumn programme of specialist courses which can be attended on an ad hoc basis. Prices start from £85 plus VAT. Please visit our website for further details.

Professional development courses

Half day courses - £45 plus VAT per place

Full day courses - £90 plus VAT per place.

A supplement for hands on IT courses will be charged.



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 liz.coates@mercia-group.co.uk or call her on 0116 258 1200.

Exeter & District Training Group

CPD Course Booking Form 2010

Please photocopy this form if there is not enough space.

COURSE TITLE	DATE	DELEGATE NAME(S)
Topical Tax Issues	Thursday 4 February 2010	
Solicitors' Accounts Rules Update	Monday 22 February 2010	
Insolvency Awareness	Wednesday 31 March 2010	
VAT Update and Problem Areas	Tuesday 20 April 2010	
Accountancy and Assurance Update	Thursday 13 May 2010	
Incorporation v Non Incorporation	Monday 28 June 2010	
Introduction to Stamp Duty & Stamp Duty Land Tax	Wednesday 14 July 2010	
Finance Act 2010	Thursday 9 September 2010	
Charities: Current Issues	Tuesday 28 September 2010	
Share Incentive Arrangements for the Smaller Company	Wednesday 13 October 2010	
Audit Update	Wednesday 10 November 2010	
Capital Taxes and the Family Company	Tuesday 23 November 2010	
The Reporting Requirements of Small Companies	Monday 6 December 2010	

Personal Details

Firm	
Address	
Tel No	
Fax No	
Contact	
Contact Email	
Enrolment Contact	
Enrolment Email	

Payment Details

There is no need to complete the following details if applying for local or national membership.

Total places ____ @ £46.50 if 10 or more places booked	£	<input style="width: 80px;" type="text"/>
Total places ____ @ £60 if 6 - 9 places booked	£	<input style="width: 80px;" type="text"/>
Total places ____ @ £85 if 1 - 5 places booked	£	<input style="width: 80px;" type="text"/>
plus VAT	£	<input style="width: 80px;" type="text"/>
TOTAL (Cheque enclosed payable to Mercia Group Ltd)	£	<input style="width: 80px;" type="text"/>

Paying By Credit Card: Visa, Mastercard Or Delta Accepted

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

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.

Please return to Rebecca Stanley 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

Exeter & District Training Group

Professional Development Course Booking Form 2010

Please photocopy this form if there is not enough space

COURSE TITLE	DATE	DELEGATE NAME(S)
AUDIT AND ACCOUNTING		
Understanding Group Accounts	Tuesday 23 February 2010	
The Audit, Accountancy & Assurance Update	Wednesday 24 February 2010	
Auditing the Difficult Areas	Thursday 4 March 2010	
Ethical Standards: A Practical Review	Thursday 4 March 2010	
Company Accounting Problems	Friday 5 March 2010	
Accounts Preparation Skills	Wednesday 17 November 2010	
Auditing: First Principles	Tuesday 7 December 2010	
Understanding Analytical Procedures	Tuesday 7 December 2010	
How to Audit Series	Wednesday 8 December and Thursday 9 December 2010	
IT SKILLS		
Sage 50 Report Designer	Thursday 29 April 2010	
Sage 50 for the Business Adviser	Thursday 29 April 2010	
TAX		
P11Ds/Benefits	Tuesday 16 March 2010	
Tax Issues Arising from Accounts Review	Tuesday 16 March 2010	
Introduction to PAYE & NI	Thursday 9 September 2010	
Introduction to VAT	Thursday 9 September 2010	
Business Tax 2	Friday 10 September 2010	

Exeter & District Training Group

Professional Development Course Booking Form 2010

Please photocopy this form if there is not enough space

COURSE TITLE	DATE	DELEGATE NAME(S)
Corporation Tax 1	Friday 10 September 2010	
General Tax Update for Accounts Staff	Wednesday 6 October 2010	
Capital Allowances	Thursday 7 October 2010	
Corporate Tax Case Study	Thursday 7 October 2010	
Personal Tax 1	Tuesday 23 November 2010	
Business Tax 1	Wednesday 24 November 2010	
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT		
Working Effectively Under Pressure	Friday 30 April 2010	
Effective Business Letter and Report Writing	Friday 30 April 2010	

Personal Details

Firm	
Address	
Tel No	
Fax No	
Contact	
Contact Email	
Enrolment Contact	
Enrolment Email	

Payment Details

There is no need to complete the following details if applying for local or national membership.

Half day courses ____ @ £45 per place	£
Full day courses ____ @ £90 per place	£
Half day IT supplement ____ @ £20 per place	£
plus VAT	£
TOTAL (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)	_____

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.

Please return to Rebecca Stanley 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

Exeter & District Training Group Membership Application Form

Firm's Name _____

Address _____

_____ Postcode _____

Telephone _____

Fax _____

Contact _____

(PLEASE PRINT)

Contact Email _____

Enrolment Contact _____

(PLEASE PRINT)

Enrolment Email _____

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 December 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 January 2010 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 December 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 January 2010 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