

2009/10 Training Programme

# Lancaster



[www.mercia-group.co.uk](http://www.mercia-group.co.uk)

# Lancaster Training Group

## CPD Course Programme 2009/10

COURSE TITLE	SPEAKER	DATE
Obtaining Finance for the Smaller Business	Nigel Smith FMTC	Tuesday 7 April 2009
Practical Auditing Issues and Audit Update	Phil Frost Mercia Group Ltd	Monday 11 May 2009
Charities: Current Issues	David Gallagher Mercia Group Ltd	Wednesday 17 June 2009
HMRC Powers and Penalties	Andrew Burgess Mercia Group Ltd	Thursday 16 July 2009
Finance Act 2009	Pat Nown Mercia Group Ltd	Thursday 10 September 2009
Insolvency Awareness	Mike Griffiths	Thursday 8 October 2009
Gaining Benefit from Effective Assignment Review and Close Down	Jane Everingham Mercia Group Ltd	Tuesday 20 October 2009
Tax Implications of Buying and Selling Private Companies	Robert Jamieson Mercer & Hole	Monday 9 November 2009
Topical Tax Issues	Phil Williams Mercia Group Ltd	Thursday 26 November 2009
PAYE, Benefits and NI Update	Mark Morton Mercia Group Ltd	Wednesday 10 February 2010
Accountancy and Assurance Update	Andrew Güntert Mercia Group Ltd	Tuesday 16 March 2010

All courses will run from 3.00pm until 6.00pm

## Venue

### Scarthwaite Country House Hotel

Crook - o - Lune, Caton Road  
Caton, Nr Lancaster LA2 9HR  
Tel: 01524 770267

**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)

# Lancaster Training Group

## Professional Development Course Programme 2009/10

COURSE TITLE	DATE	TIME	VENUE
<b>AUDIT AND ACCOUNTING</b>			
Principles of Bookkeeping	Monday 21 September 2009	Full day	Lancaster Chamber
Bookkeeping: The Next Stage	Tuesday 22 September 2009	Full day	Lancaster Chamber
Bookkeeping Case Study	Wednesday 23 to Thursday 24 September 2009	2 days	Lancaster Chamber
Auditing: First Principles	Wednesday 25 November 2009	am	Lancaster Chamber
How to Audit Series	Wednesday 25 November 2009 to Friday 27 November 2009	2½ days	Lancaster Chamber
Accounts Preparation Skills	Monday 30 November 2009	Full day	Lancaster Chamber
Effective Small Company Audits	Tuesday 1 December 2009	am	Lancaster Chamber
File Review Skills	Tuesday 1 December 2009	pm	Lancaster Chamber
An Introduction to Solicitors' Accounts Rules	Wednesday 2 December 2009	Full day	Lancaster Chamber
Understanding Company Accounts	Thursday 18 February 2010	Full day	Lancaster Chamber
Understanding Analytical Procedures	Friday 19 February 2010	am	Lancaster Chamber
Audit Exemption and Abbreviated Accounts	Friday 19 February 2010	pm	Lancaster Chamber
The Audit and Accountancy Update	Wednesday 10 March 2010	Full day	Lancaster Chamber
<b>TAXATION</b>			
Introduction to PAYE and NI	Friday 25 September 2009	am	Lancaster Chamber
Introduction to VAT	Friday 25 September 2009	pm	Lancaster Chamber

# Lancaster Training Group

## Professional Development Course

### Programme 2009/10

COURSE TITLE	DATE	TIME	VENUE
<b>TAXATION</b>			
General Tax Update for Accounts Staff	Tuesday 29 September 2009	Full Day	Lancaster Chamber
PAYE Healthcheck	Wednesday 30 September 2009	am	Lancaster Chamber
VAT Healthcheck	Wednesday 30 September 2009	pm	Lancaster Chamber
Back to Basics: Trusts	Wednesday 3 March 2010	am	Lancaster Chamber
Back to Basics: Inheritance Tax	Wednesday 3 March 2010	pm	Lancaster Chamber
Personal Tax 1	Thursday 4 March 2010	Full day	Lancaster Chamber
Business Tax 1	Friday 5 March 2010	Full day	Lancaster Chamber
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>			
Communication: The Essential Skills	Thursday 11 March 2010	Full day	Lancaster Chamber
<b>IT SKILLS</b>			
Sage 50 for the Business Advisor	Monday 29 June 2009	pm	Scarthwaite
Sage 50: Set Up and Processing Cycles *	Tuesday 30 June 2009	Full day	Scarthwaite
Practical Use of Excel *	Wednesday 1 July 2009	Full day	Scarthwaite

#### TIMING

The timing of the courses will be 9.30am to 1.00pm - am courses, 2.00pm to 5.00pm - pm courses or full day(s) where stated

\* Number of participants limited to 12.

## Venues

**Lancaster Chamber of Commerce**  
 Commerce House, Fenton Street Lancaster, LA1 1AB  
 Tel: 01524 381331

**Scarthwaite Country House Hotel**  
 Crook-o-Lune, Caton Road, Caton, Nr Lancaster LA2 9HR  
 Tel: 01524 770267

**Mercia Group Ltd, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP**  
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## Lancaster Training Group

# Digital CPD Course Programme 2009/10

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 £95 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](http://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
Audit Update	April 2009
Accountancy and Assurance Update	May 2009
Taxation of Property Transactions	June 2009
Corporation Tax Refresher	July 2009
Capital Gains Tax - A Current Perspective	August 2009
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

# Lancaster 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.

## Flexible season ticket

### - £450 plus VAT for 10 CPD places

Our flexible season ticket costs £450 plus VAT for 10 CPD places. Any additional courses cost just £45 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!

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

### Flexible season ticket for the smaller practitioner £350 plus VAT

For £350 plus VAT you can purchase a season ticket for one place on any six CPD courses.

**To view the wide range of courses that will be available to you and your team visit [www.mercia-group.co.uk](http://www.mercia-group.co.uk) and select 'find a course'.**

## 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.

## 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

**£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

**From £45 plus VAT per place**



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](mailto:liz.coates@mercia-group.co.uk) or call her on 0116 258 1200.

# Lancaster Training Group

## CPD Course Booking Form 2009/10

COURSE TITLE	DATE	NUMBER(S) ATTENDING
Obtaining Finance for the Smaller Business	Tuesday 7 April 2009	
Practical Auditing Issues and Audit Update	Monday 11 May 2009	
Charities: Current Issues	Wednesday 17 June 2009	
HMRC Powers and Penalties	Thursday 16 July 2009	
Finance Act 2009	Thursday 10 September 2009	
Insolvency Awareness	Thursday 8 October 2009	
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Accountancy and Assurance Update	Tuesday 16 March 2010	

Total Places  @ £45.00 if 10 or more places booked    £

Total Places  @ £85.00 if fewer than 10 places booked    £

Small Practitioners' Option one place on the six courses as above @ £350    £

Plus VAT at 15%    £

Total: Cheque enclosed    £

Full payment must accompany this booking form. Cheques should be made payable to Mercia Group Ltd. An invoice will be issued as confirmation of this booking.

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**

# Lancaster Training Group

## Professional Development Course

### Booking Form 2009/10

COURSE TITLE	DATE	DELEGATE NAME(S)
<b>AUDIT AND ACCOUNTING</b>		
Principles of Bookkeeping	Monday 21 September 2009	
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Accounts Preparation Skills	Monday 30 November 2009	
Effective Small Company Audits	Tuesday 1 December 2009	
File Review Skills	Tuesday 1 December 2009	
An Introduction to Solicitors' Accounts Rules	Wednesday 2 December 2009	
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<b>TAXATION</b>		
Introduction to PAYE and NI	Friday 25 September 2009	
Introduction to VAT	Friday 25 September 2009	

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## Professional Development Course

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Communication: The Essential Skills	Thursday 11 March 2010	
<b>IT SKILLS</b>		
Sage 50 for the Business Advisor	Monday 29 June 2009	
Sage 50: Set Up and Processing Cycles *	Tuesday 30 June 2009	
Practical Use of Excel *	Wednesday 1 July 2009	

Sub total   £

Plus VAT at 15%   £

Total: Cheque enclosed   £

Full payment must accompany this booking form. Cheques should be made payable to Mercia Group Ltd. An invoice will be issued as confirmation of this booking.

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

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

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

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# Lancaster 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 March 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 April 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 March 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 April 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