



Venues

Dublin

Limerick

Cork

Galway

Waterford

Dundalk

Letterkenny

## 2009 Training Programme

### CPD Courses

from only €122.50

### Staff Courses

from only €95

No price increases for 2009

50% discounts  
available -  
see overleaf

train

promote

support



Mercia Ireland Ltd. is a group company of the Mercia Group, one of the UK and Ireland's largest providers of training and support services to the accountancy profession.

Our complete training service is dedicated to the accountancy profession and provides practical training for all partners and professional staff.

## Any questions?

If you have any questions about our CPD and staff courses or pricing options contact: [marguerite.hughes@merciaireland.com](mailto:marguerite.hughes@merciaireland.com) or call her on +353 (0)1 8090080.

## In-house courses

Many of the courses we present can be organised on behalf of individual practices. We provide a speaker plus the course documentation and the precise content of the course is tailored to suit the needs of your practice. If you would like to know more about the training we offer contact: [marguerite.hughes@merciaireland.com](mailto:marguerite.hughes@merciaireland.com) or call her on +353 (0)1 8090080.

## Booking and Payment Options

### New flexible season ticket

€1,225 for 10 CPD courses (30 hours CPD)

Book and prepay for 10 or more 2009 half day CPD courses (full day courses count as two half day courses) and receive 50% discount off brochure prices. Any additional courses are also half price even if booked later.

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 staff courses.

### Individual courses

Our CPD and staff courses can be attended on an ad hoc basis whereby you only pay for the courses booked.

#### CPD courses

- €245 per place (half day course) & €195 for additional delegates from the same firm
- €395 per place (full day course) & €295 for additional delegates from the same firm
- Course outlines are detailed on pages 5 - 14

*Note that additional delegate discounts may not be used in conjunction with the new flexible season ticket options.*

#### Staff courses

- €95 per place (half day course)
- €195 per place (full day course)
- Course outlines are detailed on pages 15 - 22

# CPD Course Programme

Page No.      Dublin South      Dublin North      Cork      Dundalk      Galway      Limerick      Letterkenny      Waterford

Course	Page No.	Dublin South	Dublin North	Cork	Dundalk	Galway	Limerick	Letterkenny	Waterford
Audit Update	5	20 Jan					21 Jan		
Protecting your Client from Insolvency	5	5 Feb		12 Feb			11 Feb		
Audit of Occupational Pension Schemes	6	19 Feb	26 Feb	17 Feb	13 Feb	12 Feb	24 Feb		3 Mar
Finance Act 2009	7	26 Feb							
Auditing in a Recession	6	4 Mar					17 Feb		
Tax Implications of Divorce and Marital Breakdown	7	10 Mar		5 Mar		3 Mar	4 Mar		
Managing Clients' Wealth in a Recession	8	21 Apr		29 Apr		23 Apr	30 Apr		
Company Secretarial Issues	8	30 Apr		24 Apr		28 Apr	23 Apr		
Accounting Standards Refresher ROI/UK GAAP	10	13 May							
Audit Workshop	9	21 May		14 May	27 May	26 May	7 May	19 May	
Managing, Maintaining and Moving Wealth - the Tax Considerations	9	27 May		7 May		21 May	14 May		
Top Tips for Delivering the Profitable Assignment	10	7 Sep					8 Sep		
Tax Planning in a Downturn	11	10 Sep		16 Sep		8 Sep	17 Sep		
Common Accounting Problems	11	16 Sep							
Audit of Credit Unions	12	24 Sep					22 Sep		
Marketing & PR for the Professional Advisor	13	19 Nov					24 Nov		
Applying IFRS for the First Time	14	25 Nov							
Auditing Insurance Brokers	12	26 Nov	18 Nov	24 Nov	20 Nov	8 Dec	3 Dec	1 Dec	10 Dec
Audit of Charities	13	26 Nov	18 Nov	24 Nov	20 Nov	8 Dec	3 Dec	1 Dec	10 Dec

## CPD Venues 2009

### Dublin South

Ballsbridge Court Hotel  
(Formerly Berkeley  
Court Hotel)  
Lansdowne Road  
Ballsbridge  
Dublin 4

### Dublin North

Bewleys Airport Hotel  
Baskin Lane  
Swords  
Co Dublin

### Cork

Clarion Hotel Cork  
Lapps Quay  
Cork City

### Dundalk

Crowne Plaza Hotel  
Green Park  
Dundalk  
Co Louth

### Galway

Courtyard by Marriott  
Headford Point  
Headford Road  
Galway

### Limerick

Clarion Hotel Limerick  
Steamboat Quay  
Limerick

### Letterkenny

Radisson SAS Hotel  
Letterkenny  
Co Donegal

### Waterford

Granville Hotel  
Meagher Quay  
Waterford

## Ciaran Desmond BCL LLB FCA FITI

Ciaran Desmond is a solicitor, Chartered Accountant, and a member of the Institute of Taxation, and the Managing Partner of McGuire Desmond Solicitors, with offices in Cork and Dublin. The firm is one of the largest Irish commercial legal practices outside Dublin. Ciaran specialises in corporate restructuring and inward investment work and advises many high net worth clients of his practice. He is a council member of the Irish Institute of Taxation and a member of the taxation committee of the Law Society. He was the author of FINAK 2005, 2006 and 2007. He has extensive lecturing experience and has lectured for many of the taxation and accountancy bodies over the years.

## Alan Flynn QFA

Alan joined BDO Simpson Xavier Private Wealth Management Limited (formerly BDO Simpson Xavier Financial Services Limited) as Director in May 1995, and was appointed Managing Director in June 1998. Alan is a Qualified Financial Advisor (QFA) and has been appointed by the Revenue as a Pensioner Trustee. Alan specialises in advising clients regarding their investment needs spanning a range of areas including Pension Schemes both occupational and self-administered, Group Employee Benefits, Business Protection Assurance and Life and Critical Illness Assurance, Saving Schemes (PRSA's and SSA's), Permanent Health Insurance / Income Protection. Alan has represented BDO Simpson Xavier Private Wealth Management Ltd at council level in The Irish Brokers Association and was elected President of The Association for the year 2006/2007. He has also written numerous articles for Irish national newspapers and business magazines and taken part in several media interviews.

## Phil Frost BA ACA

Phil started lecturing in 1983 having qualified with Coopers & Lybrand in Sheffield. He spent many years with Financial Training - initially in Sheffield before moving to open their Leicester office and subsequently becoming the director responsible for the Midlands. Phil joined Mercia in 2001 and continues to lecture extensively on law, auditing, tax and accounts of companies and charities both in the accounting profession and to those in industry and commerce.

## Aidan Clifford FCCA, FCA

Aidan works full time for ACCA as Advisory Services Manager, providing advice to accountants on technical auditing, accounting, ethical and investment business issues. He also lectures extensively for ACCA on auditing and accounting to qualified members and students both in Ireland and overseas. Aidan formerly worked as a Compliance Officer for ACCA, monitoring the compliance by professional accounting firms with auditing and professional standards.

## Andrew Guntert MSc FCA

Andrew specialises in auditing, financial reporting and associated areas and has been delivering CPD lectures for many years. He was with ATC before joining Mercia. He has a strong interest in technical issues, writing regularly for the specialist press and is an active member of the ICAEW's Audit & Accountancy faculty, serving on several committees including the Technical and Practical Auditing Committee.

## Julie Herlihy BA ACA AITI

Julie Herlihy, tax partner, Barr Pomeroy, Chartered Accountants, has extensive experience advising clients ranging from family businesses to high net worth individuals to multinational groups. She is currently chairman of the Leinster Society of Chartered Accountants and is on the tax committee of CCAB-I. Julie has lectured extensively and written articles for the Institute of Chartered Accountants in Ireland and the Irish Taxation Institute.

## Brendan Howard B Comm, FCCA

Brendan is a Director of Mercia Ireland Group. He has worked in practice and financial services for over 20 years. He has lectured extensively for various colleges and professional bodies. He represents ACCA on CCAB-I Auditing Consultative Committee, and on the Practice Note Committee for Credit Unions, having previously been on PN 21 Committee (which dealt with entities, such as insurance brokers, which are regulated by IFSRA), and on the Central Bank liaison group.

## Sean Kavanagh ACIS

A Chartered Secretary, Sean started his career in the Small Business Section of Stokes Kennedy Crowley (now KPMG). He formed Company Formations International Ltd in 1990 with Marc O'Connor which became and remains one of Ireland's leading company formations and company secretarial agencies. He presents courses to professional bodies and private companies in this area.

## Darragh Kilbride BA FCCA AITI

Darragh is a Tax Director with BDO Simpson Xavier with over 10 years experience, having previously worked in PricewaterhouseCoopers and Ernst & Young. She has extensive experience of tax matters in both a domestic and international context with both corporates and high net worth individuals. Darragh specialises in a number of areas including Irish and overseas property transactions and tax planning for private Irish indigenous businesses.

## Alan Lawlor FCCA AITI

Alan joined Baker Tilly Ryan Glennon as a Tax Director in August 2008. He is responsible for managing the tax affairs of a wide range of corporate and high net worth clients. Prior to joining Baker Tilly Ryan Glennon, Alan was employed as a Director in Mazars for 8 years and as a Manager in PwC where he worked for 3 years. Alan is a qualified Certified Accountant and successfully completed the final exams of the Irish Taxation Institute in 1999. He has advised extensively on the complex tax issues arising in marital separations. He has also advised a wide range of individuals and businesses in the SME sector on the complex issues associated with passing on the family business to successive generations.

## Naomi McGloin BBS ACCA

Naomi joined Baker Tilly Ryan Glennon as a Consulting Manager in December 2007. She is the Forensic Manager in charge of the forensic / litigation support department including responsibility for Commercial, Personal and Matrimonial Litigation. Prior to joining Baker Tilly Ryan Glennon, Naomi trained as an auditor with Deloitte & Touche. She then specialised in forensic accounting for several years with Grant Sugrue, Forensic Accountants. Naomi is a qualified Chartered Certified Accountant and is currently training to become a Certified Fraud Examiner. She has extensive experience in the family law area having acted as expert witness in numerous cases in both the Circuit and High Court.

## Gerry Mullins BA MSc(Agr) MAJ

Gerry delivers a wide range of media, writing and presentation skills programmes on behalf of Carr Communications. Gerry has been a lecturer in journalism in DCU, where he received a nomination for the President's Award for excellence in teaching in 2005. He was one of Ireland's leading travel writers, has edited several magazines, and has contributed to many radio and TV programmes. He is also the author of two books.

As one of Ireland's longest-running communications companies, Carr Communications has become a household brand name for media, public relations, crisis management and communications skills. They continue to provide in-depth communications consultancy services to organisations including professional firms.

## David Van Dessel BSc Mgnt FCCA

David is a Fellow of the Association of Chartered Certified Accountants, having been admitted as a member in 1998, and a Business Graduate of Trinity College Dublin. David has nearly 20 years insolvency experience and is a member of the Irish Society of Insolvency Practitioners and INSOL Europe. David has been a partner at Kavanagh Fennell since 2003. Kavanagh Fennell is a leading Corporate Recovery and Insolvency practice.

## Audit Update

### Speaker

Andrew Guntert MSc FCA

### Objectives

On completion of the course, participants will:

- Be aware of relevant Auditing Standards, Practice Notes, Technical Releases and other audit pronouncements issued since the previous update course
- Understand which pronouncements affect them and the action that should be taken, particularly with regard to International Auditing Standards
- Be aware of common problem areas in the audit of owner managed businesses and how to avoid them

### Content

- Auditing standards issued or revised in the 12 months prior to the course
- Latest Practice Notes and Bulletins, including revisions to PN12 Money Laundering
- Revisions to the APB ethical standards
- Review of the APB plans for 2008/9
- Latest guidance on owner managed business audits
- Feedback from cold file reviews
- Update on the status and impact of the IAASB Clarity project
- Current topical issues

### Venue and Dates

**Dublin South:**  
20 January 2009 (2.00pm to 5.00pm)

**Limerick:**  
21 January 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Protecting your Client from Insolvency

### Speaker

David Van Dessel BSc Mgnt FCCA

### Objectives

To provide financial advisors and accountants in practice with practical information on Corporate Turnarounds and Restructuring, to better enable them steer corporate clients in financial difficulty away from formal insolvency procedures and where such formal insolvency procedures are unavoidable, to better prepare those companies to maximise the return for all stakeholders.

### Content

The topics covered will include

- The importance of early intervention
- The Responsibilities of Directors of companies in Financial Difficulty
- The Early warning signs
- The Top Ten managerial failures
- The dangers of management inaction
- Turnaround and Restructuring options
- Planning Turnaround and Restructuring projects
- Informal Schemes of arrangement and their associated difficulties
- Formal Insolvency options
- Examinership – Success Factors
- Other options
- The functions of the Director of Corporate Enforcement in an Insolvency environment

### Venue and Date

**Dublin South:**  
5 February 2009 (2.00pm to 5.00pm)

**Limerick:**  
11 February 2009 (2.00pm to 5.00pm)

**Cork:**  
12 February 2009 (10.00am to 1.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Audit of Occupational Pension Schemes

### Speaker

Brendan Howard B Comm FCCA

### Objectives

This course will provide an update for auditors of occupational pension schemes on the regulation and reporting requirements and will address the main audit risk areas in such assignments.

### Content

The topics covered will include:

- Auditors' duties and specific reporting requirements
- The role of the Pensions Board and registered administrators
- The Pensions Act 1990 and recent regulations, including the 'Occupational Pension Schemes (Disclosure of Information) Regulations, 2006'
- The 'SORP - Financial Reports of Pension Schemes (2007)'
- Trustees' duties and reporting responsibilities
- Audit planning, audit approach and risk assessment
- Practice note 15(1) - The audit of occupational pension schemes in ROI

In addition, sample material from the new Mercia Ireland Occupational Pension Scheme Audit Manual will be provided. This manual has been specially developed for auditors involved in the audit of occupational pension schemes and is designed to give a better understanding of the specific audit and accounting requirements.

### Venues and Dates

<b>Galway:</b> 12 February 2009	(2.00pm to 5.00pm)
<b>Dundalk:</b> 13 February 2009	(2.00pm to 5.00pm)
<b>Cork:</b> 17 February 2009	(2.00pm to 5.00pm)
<b>Dublin South:</b> 19 February 2009	(2.00pm to 5.00pm)
<b>Limerick:</b> 24 February 2009	(2.00pm to 5.00pm)
<b>Dublin North:</b> 26 February 2009	(2.00pm to 5.00pm)
<b>Waterford:</b> 3 March 2009	(2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Auditing in a Recession

### Speaker

Aidan Clifford FCCA FCA

### Objectives

The course will illustrate the additional audit risks associated with a recession and will show what an audit files needs to document to demonstrate compliance with auditing standards in these areas.

### Content

The course will address:

- The audit of going concern
- The audit and accounting for impairment
- Audit risk: under-reporting of liabilities
- Overstatement of assets - accounting and audit issues
- The accounting and auditing of restructuring and retrenchment
- Inattention to internal controls during a restructuring and retrenchment
- The audit of post balance sheet events
- Enhanced risk of fraud and error

### Venue and Dates

<b>Limerick:</b> 17 February 2009	(2.00pm to 5.00pm)
<b>Dublin South:</b> 4 March 2009	(10.00am to 1.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Finance Act 2009

### Speaker

Ciaran Desmond BCL LLB FCA FITI

### Objectives

This course will cover all of the major clauses in the Finance Act and will concentrate on the practical implications for auditors, accountants and their clients.

### Content

- Changes to personal tax
- Employee taxes
- Capital taxes
- Business & Corporate taxes
- VAT
- Other relevant legislative changes

### Venue and Date

Dublin South:  
26 February 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Tax Implications of Divorce and Marital Breakdown

### Speakers

Alan Lawlor FCCA AITI & Naomi McGloin BBS ACCA

### Objectives

Since divorce was legalised in 1997 the number of couples being granted divorces or judicial separations has continued to rise. Given the vast increases in wealth in Ireland in recent years, family law matters have become increasingly complex. The course addresses the areas of greatest difficulty experienced by practitioners in such assignments.

### Content

The topics covered will include:

- General Details re Divorce in Ireland
- Personal Tax Issues – Settlement
- Personal Tax Issues – Divorce
- Pensions & Divorce
- Trust Issues
- Discovery Process
- Divorce & The Auditor – Ethical Issues
- Business Valuations
- General Problem areas in Divorce Cases

### Venue and Date

Galway:  
3 March 2009 (2.00pm to 5.00pm)

Limerick:  
4 March 2009 (2.00pm to 5.00pm)

Cork:  
5 March 2009 (10.00am to 1.00pm)

Dublin South:  
10 March 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Managing Clients' Wealth in a Recession

### Speaker

Alan Flynn QFA

### Objectives

In recessionary times, it is all the more important to keep a critical eye on client's investments in order to ensure that all necessary steps are taken in a timely manner to maximise valuations. This course considers the options to be considered in such situations

### Content

The course will consider the following

- Basic Principles of Investing
- Lessons Learned
- Future outlook
- Establishing Clients current position
- Establishing and Managing Clients expectations
- Portfolio Construction
- Protecting Human Capital
- Pensions as Protection

### Venue and Date

**Dublin South:**  
21 April 2009 (2.00pm to 5.00pm)

**Galway:**  
23 April 2009 (2.00pm to 5.00pm)

**Cork:**  
29 April 2009 (2.00pm to 5.00pm)

**Limerick:**  
30 April 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Company Secretarial Issues

### Speaker

Sean Kavanagh ACIS

### Objectives

The course examines day-to-day company secretarial issues, and considers how they should be addressed.

### Content

- Pre-incorporation considerations
- Transfer of Share issues
- Single / Multi Member Companies
- Stamp Duties
- Allotment of shares
- Resident Irish Director issues
- Amending Memo and Arts
- Strike-offs
- Restorations of companies
- Redeemable Preference Shares
- "Golden" shares
- S60 declarations
- The CRO-an update
- Other topical issues

### Venue and Date

**Limerick:**  
23 April 2009 (2.00pm to 5.00pm)

**Cork:**  
24 April 2009 (2.00pm to 5.00pm)

**Galway:**  
28 April 2009 (2.00pm to 5.00pm)

**Dublin South:**  
30 April 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Audit Workshop

### Speaker

Brendan Howard B Comm FCCA

### Objectives

Brendan Howard, a director of the Mercia Ireland group, presents his annual review of what is topical in the world of auditing. This is a one day update on auditing issues, with a practical rather than technical emphasis. The course deals with the major changes affecting practitioners in 2009.

### Content

- Ethical Standards - some confusing areas
- Acting for Charities
- Acting for Property Management Companies
- Investment Business and Mortgage Intermediary status - the do's & don'ts
- The reporting requirements of auditors & accountants in 2009
- Audit and Investment Business Monitoring visits - how to survive them

*Note that the topics may be varied somewhat in order to deal with issues which have become significant at the time of delivery of the course.*

### Venue and Date

**Limerick:**  
7 May 2009 (9.30am to 4.30pm)

**Cork:**  
14 May 2009 (9.30am to 4.30pm)

**Letterkenny:**  
19 May 2009 (9.30am to 4.30pm)

**Dublin South:**  
21 May 2009 (9.30am to 4.30pm)

**Galway:**  
26 May 2009 (9.30am to 4.30pm)

**Dundalk:**  
27 May 2009 (9.30am to 4.30pm)

### Cost

The price of the course is €395. inclusive of tea breaks and light lunch. Additional delegates from the same firm qualify for a reduced rate of €295.

If booked as part of a flexible season ticket the price is €245 - see page 2 for details.

CPD Hours: 6

## Managing, Maintaining and Moving Wealth - the Tax Considerations

### Speaker

Darragh Kilbride BA FCCA AITI

### Objectives

In these uncertain times, it is all the more necessary to manage client's (and our own) wealth as tightly as possible. This course addresses a number of key tax management areas.

### Content

Domestic & Foreign Property Development - Planning & Pitfalls

- Irish Development Land transaction planning
- International Tax Implications of Foreign Property Development
- Offshore Funds Legislation
- Anti Avoidance Legislation
- Investment Syndicates

Family Business - Planning for Succession

- Family Constitution
- Restructuring for classes of assets
- Tax Reliefs Available
- Pension Planning

Wealth Preservation

- Use of Trusts
- Transfer of assets to children
- Tax Shelters - Nursing Homes/Hospitals

### Venue and Date

**Cork:**  
7 May 2009 (2.00pm to 5.00pm)

**Limerick:**  
14 May 2009 (2.00pm to 5.00pm)

**Galway:**  
21 May 2009 (2.00pm to 5.00pm)

**Dublin South:**  
27 May 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Accounting Standards Refresher ROI/UK GAAP

### Speaker

Aidan Clifford FCCA FCA

### Objectives

The course will review the current position of the SSAPs and FRSs in issue at the time of the course. The broad requirements of each will be covered with special emphasis being placed on requirements impacting on smaller companies and on areas which have caused problems for accounts preparers and auditors in the past. The course provides an opportunity to have a fresh look at some existing standards.

### Content

Among the topics covered will be

- SSAP 4 - Government Grants
- SSAP 9 - Stocks and long term contracts
- SSAP 13 - Research and development
- SSAP 19 - Investment properties
- SSAP 21 & FRS 5 - Appropriate lease classification and treatment
- FRS 3 - Profit and loss account presentation including exceptional items
- FRS 5 - Disclosing the substance of transactions including debt factoring and revenue recognition
- FRS 8 - Getting to grips with related party transactions and disclosures
- FRS 10 - Fair value of intangibles
- FRS 11 - Impairment of fixed assets
- FRS 12 - Identifying and valuing provisions
- FRS 15 - Appreciating the requirements and impact of capitalisation, revaluation and depreciation of fixed assets
- FRS 16 - Current taxation
- FRS 17 - Pensions
- FRS 18 - Accounting policies
- FRS 19 - Deferred tax
- FRS 21 – Events after the balance sheet date; major changes from SSAP 17

### Venue and Date

Dublin South:  
13 May 2009 (9.30am to 4.30pm)

### Cost

The price of the course is €395 inclusive of tea breaks and light lunch. Additional delegates from the same firm qualify for a reduced rate of €295.

If booked as part of a flexible season ticket the price is €245 - see page 2 for details.

CPD Hours: 6

## Top Tips for Delivering the Profitable Assignment

### Speaker

Phil Frost BA ACA

### Objectives

The course is an opportunity for the practitioner to focus on the ways in which assignments can be made more profitable. Most courses concentrate on technical aspects and neglect other essential aspects. This course will address some technical issues but in the context of other areas the practice needs to consider.

The outcome should be that delegates identify clear actions which would improve profitability on individual assignments.

### Content

Objectives for the assignment

- What do your clients need?
- What do you need?

Efficiency and effectiveness of the work

- Gaining benefit from time spent planning
- Using technology better
- Going for minimum not maximum compliance with the rules

Finalisation procedures

- What goes wrong?
- Improving review procedures

Administrative procedures

- Budgeting, ensuring this plans for profit
- Timetabling key elements of all assignments
- Billing the right amount at the right time
- Measuring performance indicators that matter

Managing people and work

- Planning with the resources you have, not those you dream of!
- Managing and motivating your team

### Venue and Date

Dublin South:  
7 September 2009 (2.00pm to 5.00pm)

Limerick:  
8 September 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Tax Planning in a Downturn

### Speaker

Julie Herlihy BA ACA AITI

### Objectives

This course provides an essential update on the most critical tax planning issues for wealthier clients.

### Content

Topics covered include:

- Employee remuneration/redundancies
- Use of corporation tax losses/charges and group relief
- CGT reliefs for companies
- CGT reliefs for individuals
- Managing a revenue audit
- Protective notification procedures
- Transfer of assets during recession - CAT reliefs
- Finance Act 2009

### Venue and Dates

#### Galway:

8 September 2009 (2.00pm to 5.00pm)

#### Dublin South:

10 September 2009 (2.00pm to 5.00pm)

#### Cork:

16 September 2009 (2.00pm to 5.00pm)

#### Limerick:

17 September 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

CPD Hours: 3

## Common Accounting Problems

### Speakers

Aidan Clifford FCCA FCA

### Objectives

The course will address accounting issues which have been identified as being problematic by the professional accountancy bodies and the Mercia Ireland compliance team.

### Content

Common areas of difficulty in accounting matters will be discussed with delegates and the course will consist of a combination of lecturing, case studies and discussions on the following topics:

- Common Accounting Problems and solutions under UK GAAP and IFRS
- Group consolidation and reconstructions including "golden share" consolidation
- Demergers and deemed disposals
- SSAP 9 and long term contracts
- Accounting for defined benefit pensions
- UITF 40 and revenue recognition in service contracts
- Impairment reviews
- Property revaluations and devaluations
- Revenue recognition
- Valuation of investment
- FRRP and CESR findings
- Disclosure checklists

### Venue and Date

#### Dublin South:

16 September 2009 (9.30am to 4.30pm)

### Cost

The price of the course is €395 inclusive of tea breaks and light lunch. Additional delegates from the same firm qualify for a reduced rate of €295.

If booked as part of a flexible season ticket the price is €245 - see page 2 for details.

CPD Hours: 6

## Audit of Credit Unions

### Speaker

Brendan Howard B Comm FCCA

### Objectives

This course will address the primary issues of concern to Credit Union auditors as identified by accountancy bodies and the Financial Regulator.

### Content

The course will make detailed reference to:

- Ethical issues for auditors of Credit Unions
- Key features of Credit Unions legislation and Financial Regulator requirements
- The role of the Irish League of Credit Unions & Credit Union Development Association
- Credit Union's organisational strengths and weaknesses
- APB Practice Note on Credit Unions
- Audit programmes - areas of special risk
- Auditing bad debts & provisions
- Auditing investments
- Circularisations
- Reporting to the Financial Regulator

### Venue and Date

**Limerick:**  
22 September 2009 (2.00pm to 5.00pm)

**Dublin South:**  
24 September 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Auditing Insurance Brokers

### Speaker

Brendan Howard B Comm FCCA

### Objectives

Audits of insurance brokers have always been identified as high risk assignments by practitioners and by professional accountancy bodies. As compliance specialists, we in Mercia Ireland regularly identify areas of confusion and handle many technical queries in the area. The objective of this course is to address any confusion that auditors may experience with such appointments.

### Content

- Key features of IFSRA Handbooks
- Engagement letters and how they should now address the reporting responsibilities above
- Unincorporated insurance brokers
- Mortgage Brokers
- Insurance Broker audit problem areas
- Auditing client premia
- Reporting requirements

### Venue and Date

**Dublin North:**  
18 November 2009 (10.00am to 1.00pm)

**Dundalk:**  
20 November 2009 (10.00am to 1.00pm)

**Cork:**  
24 November 2009 (10.00am to 1.00pm)

**Dublin South:**  
26 November 2009 (10.00am to 1.00pm)

**Letterkenny:**  
1 December 2009 (10.00am to 1.00pm)

**Limerick:**  
3 December 2009 (10.00am to 1.00pm)

**Galway:**  
8 December 2009 (10.00am to 1.00pm)

**Waterford:**  
10 December 2009 (10.00am to 1.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Audit of Charities

### Speaker

Brendan Howard B Comm FCCA

### Objectives

This course will assist all partners, managers and staff involved in the preparation and audit of charity financial statements. It will address the specific auditing issues that tend to arise in the charity sector and provide an update on the requirements of charity legislation.

### Content

This course will cover:

- Practice note 11 and the 'SORP 2005 - Accounting and Reporting by Charities'
- Audit planning, audit approach and risk assessment
- Completeness of income, restricted funds and other charity specific audit areas
- Charity Legislation - the changes

### Venue and Dates

**Dublin North:**  
18 November 2009 (2.00pm to 5.00pm)

**Dundalk:**  
20 November 2009 (2.00pm to 5.00pm)

**Cork:**  
24 November 2009 (2.00pm to 5.00pm)

**Dublin South:**  
26 November 2009 (2.00pm to 5.00pm)

**Letterkenny:**  
1 December 2009 (2.00pm to 5.00pm)

**Limerick:**  
3 December 2009 (2.00pm to 5.00pm)

**Galway:**  
8 December 2009 (2.00pm to 5.00pm)

**Waterford:**  
10 December 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Marketing & PR for the Professional Advisor

### Speaker

Gerry Mullins BA MSc(Agr) MAJ

### Objectives

Most professional advisors would acknowledge that their marketing and PR skills are somewhat limited and some have been reluctant to consider investment in either area. However, in this increasingly competitive market, it is essential that professional firms learn how to promote their image and brand. This course considers some options in the areas of marketing and public relations.

### Content

The course will consider the following:

- Using the media to promote your firm
- How to write winning press releases
- Preparing for a media interview – including several 'real life' role plays
- Crisis management in the media spotlight
- The role of podcasts and the digital media

### Venue and Date

**Dublin South:**  
19 November 2009 (2.00pm to 5.00pm)

**Limerick:**  
24 November 2009 (2.00pm to 5.00pm)

### Cost

The price of the course is €245. Additional delegates from the same firm qualify for a reduced rate of €195.

If booked as part of a flexible season ticket the price is €122.50 - see page 2 for details.

**CPD Hours: 3**

## Applying IFRS for the First Time

### Speakers

Aidan Clifford FCCA FCA

### Objectives

IFRSs are gradually replacing FRSs. On completion of the course, participants will be familiar with the implications of converting from Irish/UK GAAP to International Financial Reporting Standards.

All quoted companies in Ireland now use IFRS, and small companies have a choice of continuing with Irish GAAP or changing to IFRS. IFRS are more similar than different to Irish GAAP, but they do present an opportunity to present the results of an entity in a different way. Quite often IFRS can display the results of an entity in a more positive way and with some reductions in disclosures compared to Irish GAAP. There is a particular opportunity on the first application of IFRS to recalculate and restate prior year's results and present these in a more favourable way. IFRS financial statements are also more understandable and acceptable to people from outside Ireland and the UK, having been adopted or in the process of being adopted in over 100 countries.

### Content

- Legal, practical and taxation issues to consider prior to changing to IFRS
- IFRS financial statements – standard formats and disclosure examples
- Sources of information: the text of the standards, summaries and resources
- IFRS 1 First time Adoption of International Financial Reporting standards
- Review of the SME relevant IFRS's from IAS 1 to 41 and IFRS 1 to 8 including relevant interpretations
- Comparison will be made to differences between Irish standards and IFRS with the different accounting and disclosures illustrated
- Note that the standards only applicable to very large entities, such as for example the standards on financial instruments and share based payments, will be only very summarily covered except where relevant to the SME sector

### Venue and Date

Dublin South:  
25 November 2009 (9.30am to 4.30pm)

### Cost

The price of the course is €395 inclusive of tea breaks and light lunch. Additional delegates from the same firm qualify for a reduced rate of €295.

If booked as part of a flexible season ticket the price is €245 - see page 2 for details.

CPD Hours: 6



## Technical Manuals

No more worries about compliance - let us give you peace of mind. Whether you're concerned about your routine or specialist audits getting a clean bill of health from your professional body or whether you are worried about your internal money laundering procedures, we have the answer. Our tried and tested manuals, all available in electronic format, will save you hours of research and worry!

- Audit Manual
- Accounts Disclosure Checklists and Proforma Accounts
- Audit Exemption Manual
- Audit of Insurance Brokers and Mortgage Intermediaries Manual
- Anti-Money Laundering Procedures Manual
- Investment Business Compliance Manual

Visit our website for more information  
[www.merciaireland.com](http://www.merciaireland.com)

# Staff Course Programme

Course	Page No.	Dublin South	Cork	Galway	Limerick
The Brown Paper Bag Job	15	14 Jan			19 Jan
Introduction to Auditing - a Case Study approach (2 days)	16	15 - 16 Jan			20 - 21 Jan
The Auditor At Risk	17	18 Feb	4 Mar	11 Mar	25 Feb
Planning an Effective Audit	17	18 Feb	4 Mar	11 Mar	25 Feb
Understanding Analytical Procedures	18	19 Feb	5 Mar	12 Mar	26 Feb
Effective Small Company Audits	18	19 Feb	5 Mar	12 Mar	26 Feb
File Review Skills	19	20 Feb	6 Mar	13 Mar	27 Feb
Efficient File Completion	19	20 Feb	6 Mar	13 Mar	27 Feb
The Audit and Accountancy Update	20	20 Apr			30 Apr
How to be an Effective Senior	20	21 Apr	8 May	15 May	1 May
IFRS & ROI/UK GAAP - Exploring the Differences	21	1 Sep	8 Sep	10 Sep	3 Sep
General Tax Update for Accounts Staff	21	17 Sep			24 Sep
Essential Skills for New Trainees (5 days)	22	30 Nov - 4 Dec			23 - 27 Nov

## Staff Venues 2009

### Dublin South

Mount Herbert Hotel  
Herbert Road  
Sandymount  
Dublin 4

### Cork

Clarion Hotel Cork  
Lapps Quay  
Cork City

### Galway

Courtyard by Marriott  
Headford Point  
Headford Road  
Galway

### Limerick

Clarion Hotel Limerick  
Steamboat Quay  
Limerick

## The Brown Paper Bag Job (1 day)

### Objectives

At the end of the day participants will have prepared a set of accounts, together with supporting working papers, from the manual incomplete records of a sole trader. They will also have seen some of the typical problems encountered with clients' computerised records.

### Content

- There will be little formal lecturing on this course. Participants will be presented with a set of incomplete records, including extracts of day books, invoices, cheque book stubs etc. They are then required to participate in the creation of a work plan and follow this through in order to prepare the accounts
- Participants are encouraged to work at their own pace and individual attention will be given as required
- The course will incorporate the use of spreadsheets for analysing the cashbook and preparing an extended trial balance
- Participants will then review the draft accounts for reasonableness and for issues to be discussed with the client
- The case study will then be revisited, now with the client using computerised records to demonstrate a different way of recording transactions and the main problem areas which may be encountered

### Who should attend

The course will be relevant to all staff involved in accounts preparation assignments, especially those in the early stages of their careers.

### Venue and Date

#### Dublin South:

14 January 2009

(9.30am to 5.00pm)

#### Limerick:

19 January 2009

(9.30am to 5.00pm)

### Cost

€195 (please note that lunch is not provided).

### CPD Hours: 6

## Introduction to Auditing - a Case Study approach (2 day course)

Most practices experience great difficulties in making their less experienced staff truly effective in audit assignments. Through the use of a case study, Woolly Jumpers Knitwear Ltd., participants address all the common issues and pitfalls experienced in the first two years doing audit work.

This course has been tried and tested and has received much praise from practices over the years. The following areas are dealt with:

### How to Audit Bank & Cash:

Participants will review the audit evidence available for bank and cash and make effective use of it to prove the audit objectives. Review of the various sources of audit evidence available. Audit of bank reconciliation. Discovery of window-dressing and adjustment for same. Dealing with adjustments and points for partner's attention. Consideration of audit work on other accounts (deposit account, loan account, and petty cash).

### How to Audit Debtors:

Introduction to debtors, objectives of the section and main audit areas. Review of the possible analytical procedures which could be used in connection with debtors.

Debtors' Circularisation. Participants reconcile circularisation replies using sales invoice listing, cash received after date and information on credit note provisions and bad debts. Participants complete the debtors' confirmation working paper and the confirmation results summary.

Introduction to audit of bad debts, consideration of cut off, credit note provision, other debtors and prepayments. Completion of trade debtors schedule, lead schedule, cross-referencing of whole section and completion of Audit Programme.

### How to Audit Creditors:

Introduction to creditors, objective of the section and main audit areas. Review of the possible analytical procedures which could be used in connection with creditors.

Creditors' Statement Reconciliation. Participants reconcile statements to the client's manual purchase ledger and complete the creditors' reconciliation working paper, summarise their results and draw a conclusion. Working papers for the following areas are already on the participants' files and the audit work is discussed regarding cut-off, search for unrecorded liabilities, accruals and other creditors.

### How to Audit Fixed Assets:

Introduction to fixed assets, objectives of the section and main audit areas.

Participants are given the client's Fixed Asset lead schedule, working papers and relevant invoices plus extractions from the minutes and the repairs and maintenance account, and physical verification schedule. They are required to audit the section updating the Fixed Asset register in the process. Several errors are discovered giving further experience in scheduling of potential adjustments. Review of case study and any points arising.

### How to Audit Stock:

Introduction to the audit of stock, objectives of the section and audit work. Emphasis is placed on the high risk nature of the audit area.

Stock take attendance. Participants have the completed documentation for WJK Ltd on file and the procedure is discussed.

Participants will be given the results of a stock take attendance sheet and expected to follow these through to the final sheets, investigating any errors.

Valuation. A short talk is given on valuation methods, cost and audit work. The case study will then be used to apply the appropriate method.

### Venue and Date

#### Dublin South:

15 - 16 January 2009 (9.30am to 5.00pm)

#### Limerick:

20 - 21 January 2009 (9.30am to 5.00pm)

### Cost

The price is €360 for the 2 day course. Please note that lunch is not provided.

### CPD Hours: 12

3 day audit series. Individual courses may also be booked.

## The Auditor At Risk (½ day)

### Objectives

Currently, the emphasis on many audit courses is how to improve the efficiency of the assignment. Whilst this is a legitimate objective, there is a danger that the auditor fails to exercise sufficient rigour in applying the rules.

This is especially important following the introduction of International Standards on Auditing (UK and Ireland), which further increase the focus on risk assessment and fraud risk.

Participants will revise the fundamental aspects of appropriate ISA+s and how to apply them in practice. The aim is to help all participants:

- Improve audit risk assessment
- Increase awareness of fraud risk
- Understand the importance of quality control throughout the audit process
- Audit some key balance sheet areas, including stock and creditors, more effectively
- Highlight some common audit problems
- Appreciate the possible consequences of a legal claim

### Content

The course is based around an ICAEW video "The Auditor At Risk" which illustrates the impact that inadequate risk assessment can make on the audit firm. The course uses a mixture of lecture and discussions to explore the issues raised by the video case study.

In particular, there are discussions of the risks revealed in the case study and the failings of the audit team, and of the further responsibilities that ISA+s would have introduced for the audit process.

### Who should attend

This course should be attended by all staff involved in auditing who need to update their understanding of the latest auditing standards regarding risk assessment, including fraud risk.

The relevance of the course will depend upon participants' practical experience. However, as a guideline, it will be suitable for those who have worked at least 24 months in the profession and have been involved in a number of audits.

### Venue and Date

**Dublin South:**  
18 February 2009 (9.30am to 1.00pm)

**Limerick:**  
25 February 2009 (9.30am to 1.00pm)

**Cork:**  
4 March 2009 (9.30am to 1.00pm)

**Galway:**  
11 March 2009 (9.30am to 1.00pm)

### Cost

€95

CPD Hours: 3

## Planning An Effective Audit (½ day)

### Objectives

At the end of the course participants will understand the key aspects of the planning process to effectively carry out an audit.

### Content

- Purpose of planning and the process by which it is achieved
- Relevant ISAs (UK and Ireland) will be considered and their application will be illustrated by audit manual documentation
- Case studies covering obtaining business knowledge, risk assessment, materiality and the preparation of overall audit plans.

### Who should attend

The course will be relevant to all staff who are involved in planning assignments. It is ideally suited to those who are relatively new to planning, but will also be useful as a refresher for those who consider that their planning needs to be more effective.

### Venue and Date

**Dublin South:**  
18 February 2009 (2.00pm to 5.00pm)

**Limerick:**  
25 February 2009 (2.00pm to 5.00pm)

**Cork:**  
4 March 2009 (2.00pm to 5.00pm)

**Galway:**  
11 March 2009 (2.00pm to 5.00pm)

### Cost

€95

CPD Hours: 3

Please note that a discounted rate of €520 applies to delegates who book all six courses.

3 day audit series. Individual courses may also be booked.

## Understanding Analytical Procedures (½ day)

### Objectives

By the end of the course participants should have an understanding of what analytical procedures involve and how to use basic procedures to gather evidence.

### Content

- What are analytical procedures? An overview of the various stages and how the audit benefits from effective use of analytical review.
- Analytical procedures (ISA +520) focusing on the field work incorporating:
  - trend analysis
  - ratio analysis
  - reasonableness tests
  - proof in total

The course will be broken down into convenient sections and mini case studies / exercises will be used to ensure participants understand how to apply analytical techniques in practice.

### Who should attend

The course is suitable for anyone who has recently become involved in or is about to become involved in auditing.

The relevance of the course will depend upon participants practical experience, but it is designed as an introduction to the principles involved and is therefore unlikely to be of benefit to those with significant experience. As a guideline, it will be suitable for those who have worked 24 months in the profession.

### Venue and Date

**Dublin South:**  
19 February 2009 (9.30am to 1.00pm)

**Limerick:**  
26 February 2009 (9.30am to 1.00pm)

**Cork:**  
5 March 2009 (9.30am to 1.00pm)

**Galway:**  
12 March 2009 (9.30am to 1.00pm)

### Cost

€95

CPD Hours: 3

## Effective Small Company Audits (½ day)

### Objectives

This course will look at the problems presented by the audit of small companies and how they can be overcome.

The course will refer to planning and completion issues, but will focus on the fieldwork stage.

### Content

The course will consist of a mixture of case studies combined with lecturing. It will include:

- Consideration of risk and materiality for these types of assignments and how the overall plan should take into account any accounts preparation work.
- Consideration of the use of analytical and detailed testing to obtain audit evidence.
- Illustration of how to obtain audit evidence from accounts preparation and other work undertaken for a client.
- Coverage of how to summarise results for partners' attention

### Who should attend

The course will be ideal for staff who are engaged on small company audits.

It is designed for those who have had at least 24 months in the profession and who are responsible for carrying out small audit assignments cost effectively. More experienced staff may find it a useful refresher.

### Venue and Date

**Dublin South:**  
19 February 2009 (2.00pm to 5.00pm)

**Limerick:**  
26 February 2009 (2.00pm to 5.00pm)

**Cork:**  
5 March 2009 (2.00pm to 5.00pm)

**Galway:**  
12 March 2009 (2.00pm to 5.00pm)

### Cost

€95

CPD Hours: 3

Please note that a discounted rate of €520 applies to delegates who book all six courses.

3 day audit series. Individual courses may also be booked.

## File Review Skills (½ day)

### Objectives

This session explores the techniques essential when reviewing work undertaken by colleagues. It is not intended to cover aspects of review at the planning or final completion stages of an assignment.

At the end of the course participants will benefit from an understanding of what is involved in the review process along with the techniques required to undertake an effective review.

### Content

The course will consist of a mixture of lecturing, discussion exercises and case studies. The discussions will highlight the issues that should be considered. The case studies, which include a role play, will provide an opportunity for participants to practice these skills.

Specifically, the course will cover the following:

- Consideration of the objectives of review
- How the review process should be carried out and how review points should be cleared
- Practice in reviewing an accounts preparation section of a file followed by a role play meeting in which the review points are discussed
- Additional principles and considerations required in reviewing audit work

### Who should attend

This is an essential course to ensure staff appreciate what is involved in reviewing colleagues' work effectively and efficiently. This course is appropriate for seniors who are already or will soon be reviewing other peoples' work. It will also provide a useful refresher for experienced reviewers of audit and accounts assignments.

### Venue and Date

**Dublin South:**  
20 February 2009 (9.30am to 1.00pm)

**Limerick:**  
27 February 2009 (9.30am to 1.00pm)

**Cork:**  
6 March 2009 (9.30am to 1.00pm)

**Galway:**  
13 March 2009 (9.30am to 1.00pm)

### Cost

€95

CPD Hours: 3

## Efficient File Completion (½ day)

### Objectives

The course will look at the issues involved in the final stages of an assignment. It will identify how and why inefficiencies arise at this stage and how these inefficiencies can be minimised.

The technical aspects of audit file completion will be covered in detail.

### Content

The course will consist of a mixture of case studies and discussion exercises combined with lecturing. Attention will be given to common areas in which efficiency can be improved.

In addition, the following technical and administrative areas will be considered:

- Final analytical review
- Points forward
- Representation letters
- Reports to management
- Post balance sheet events
- Going concern
- Accounts disclosure checklist
- Points for manager / partner
- Errors and deviations
- File review - common problems
- Audit summary memorandum

### Who should attend

The course will be ideal for seniors or semi-seniors who are responsible for completing audit or audit exempt assignments, and who present jobs for manager review in a virtually finished state. It is likely that they will have had at least 18 to 24 months in the profession and will be familiar with period end adjustments, but are relatively new to the completion process.

### Venue and Date

**Dublin South:**  
20 February 2009 (2.00pm to 5.00pm)

**Limerick:**  
27 February 2009 (2.00pm to 5.00pm)

**Cork:**  
6 March 2009 (2.00pm to 5.00pm)

**Galway:**  
13 March 2009 (2.00pm to 5.00pm)

### Cost

€95

Please note that a discounted rate of €520 applies to delegates who book all six courses.

## The Audit And Accountancy Update (1 day)

### Objectives

At the end of the course participants will be aware of the current position relating to auditing and accounting.

### Content

The course will cover new and emerging issues such as:

- FRSSE (Exposure draft)
- FRSs 20 to 29
- Revenue recognition and UITF 40
- Specific Companies Law issues
- Ethical standards, ISA+ and ISQC1 developments
- Audit reports
- Developments in specialist areas

In addition, the course will include a refresher on topical issues from recent accounting and auditing standards. Attention will be given to common areas of difficulty encountered by accountants and auditors of small companies.

The course will comprise a combination of lecturing and practical case studies to enable a full understanding to be gained.

### Who should attend

The course will be essential for anyone who is in a senior position of responsibility (seniors / managers) and who would value a practical update and refresher of both auditing and accounting. Thus it will be suitable to those who are about to take final examinations (or who have equivalent experience) and above. The programme will be changed annually, thus enabling participants to attend consecutive years.

### Venue and Date

**Dublin South:**  
20 April 2009 (9.30am to 5.00pm)

**Limerick:**  
30 April 2009 (9.30am to 5.00pm)

### Cost

€195 (please note that lunch is not provided).

**CPD Hours: 6**

## How to be an Effective Senior (1 day)

### Objectives

At the end of the course participants will be more aware of the importance of managing themselves and others and have gained an insight into how this can be achieved.

### Content

Examination of the role and skills required of the senior. Communication skills review of the barriers to effective communication and how they can be overcome. One to one training - introduction to the skills, including the use of the video 'You'll Soon Get the Hang of It!', followed by an exercise whereby participants have the opportunity to put these skills into practice. An introduction to time management skills. Group skills - use of management game to illustrate how groups make decisions and how they can be influenced.

### Who should attend

Being able to manage ourselves and our relationships with colleagues and clients are as important as having the appropriate technical skills.

The course is ideal for those about to become or who have recently become seniors and are starting to take responsibility for jobs and other members of staff.

The relevance of the course will depend upon participants' level of responsibility and practical experience. As a guideline however, it is unlikely to be appropriate for those with less than two years experience in the profession.

### Venue and Date

**Dublin South:**  
21 April 2009 (9.30am to 5.00pm)

**Limerick:**  
1 May 2009 (9.30am to 5.00pm)

**Cork:**  
8 May 2009 (9.30am to 5.00pm)

**Galway:**  
15 May 2009 (9.30am to 5.00pm)

### Cost

€195 (please note that lunch is not provided).

**CPD Hours: 6**

## IFRS & ROI/UK GAAP - Exploring the Differences (1 day)

### Objectives

This course allows staff to gain an understanding of the impact that different financial reporting standards will have on their audit.

### Content

The course will aim to enhance the participants understanding of the regulatory framework under IFRS and Irish GAAP. Participants will work through practical examples of specific accounting topics\* and examine the presentation of financial statements under each regime. The course will conclude with a summary of the main principles of key IFRS and their differences to Irish GAAP.

*\*Specific Accounting Topics:*

*Inventories including construction contracts; accounting policies; post balance sheet events; current taxation; property, plant and equipment; provisions, contingent liabilities; and contingent assets; intangible assets; impairment of assets, government grants, revenue recognition, cash flow statements.*

### Who should attend

Trainees and newly qualified seniors, who have studied IAS, and are adapting to the Irish GAAP regime, and vice versa.

### Venue and Date

**Dublin South:**  
1 September 2009 (9.30am to 5.00pm)

**Limerick:**  
3 September 2009 (9.30am to 5.00pm)

**Cork:**  
8 September 2009 (9.30am to 5.00pm)

**Galway:**  
10 September 2009 (9.30am to 5.00pm)

### Cost

€195 (please note that lunch is not provided).

**CPD Hours: 6**

## General Tax Update For Accounts Staff (1 day)

### Objectives

By the end of the course staff will have been given an overview of recent changes in legislation including a look at some of the more problematic areas.

### Content

- Finance Act changes - income / corporation / capital taxes / VAT
- Case study questions will be included throughout the course to illustrate current topical issues

**NB. Participants will be expected to have a basic understanding of the main tax rules.**

### Who should attend

Audit and accounts staff who have a good working knowledge of the main taxes and who have already attended other Intermediate level courses and wish to be kept up to date with the recent legislative changes.

Participants should bring adequate stationery, including a calculator.

### Venue and Date

**Dublin South:**  
17 September 2009 (9.30am to 5.00pm)

**Limerick:**  
24 September 2009 (9.30am to 5.00pm)

### Cost

€195 (please note that lunch is not provided).

**CPD Hours: 6**

# Essential Skills for New Trainees (5 days)

*'An excellent course for all new trainees'*

## Content

### Bookkeeping Case Study (Days 1 and 2)

Our experience at Mercia tells us that the bookkeeping skills of graduates leaving college can be somewhat deficient. This course puts right this deficiency and offers practical training in this area to all participants.

This bookkeeping session gives participants a real understanding of the principles of bookkeeping by giving practical exposure, through a case study, Wanda of Whitehall, to manual bookkeeping including:

- Daybooks
- Ledgers
- Journals including the calculation of accruals and Prepayments
- Other year end adjustments
- ETB's
- Producing final accounts.

By the end of this course participants will be familiar with the bookkeeping procedures needed to prepare a draft set of accounts and will have prepared trial balances, profit and loss accounts and balance sheets.

This session is considered relevant for all new trainees regardless of their degree or background.

### Introduction to Company Accounts (Day 3)

Having been introduced to unincorporated accounts during days 1 and 2, day 3 introduces the format and disclosure requirements of limited company financial statements.

The course uses a case study to introduce a disclosure checklist for a small company and participants are required to review and amend a set of accounts for disclosure requirements and presentation issues. Participants will then discuss the accounts with the client through a role play.

### Introduction to VAT, PAYE & PRSI (Day 4)

Day 4 introduces the basic principles of VAT and the bookkeeping entries necessary to record the VAT element of business transactions.

The introduction of PAYE and PRSI uses manual preparation of deduction working sheets. Both sessions use practical case studies for participants to complete.

### Communication and Report Writing (Day 5)

This session helps ensure that new trainees communicate effectively with clients and colleagues whether on the phone, face to face, or in writing.

By the end of the day participants will be aware of the principles of good communication and the effect of key aspects of their behaviour on working relationships. They will also appreciate the skills required to generate more effective written communication and will be able to write letters and reports which convey a clear and concise message.

### Venue and Date

#### Limerick:

23 - 27 November 2009 (9.30am to 5.00pm)

#### Dublin South:

30 November - 4 December 2009 (9.30am to 5.00pm)

### Cost

The price is €635 per full week course. Please note that lunch is not provided.



# 2009 Training Programme Booking Form

(Please use block capitals and photocopy if there is not enough space)

5 Easy Ways to Book:

**WWW**



**@**



**Online**

Book online  
(from 1 February 2009) at  
www.merciaireland.com

**Phone**

Call us on  
+353 (0)1 8090080

**Email**

Email us at  
enquiries@merciaireland.com

**Post**

Complete the booking form below and return  
to: Mercia Ireland Ltd, Suite 511,  
The Capel Building, Mary's Abbey, Dublin 7

**Fax**

Complete the booking form  
below and return to us by fax  
on +353 (0)1 8090082

Firm:																																																																
Address:																																																																
Tel No:																																																																
Fax No:																																																																
E mail:																																																																
Contact:																																																																
<p><b>Payment Details:</b> (please tick preferred method of payment)</p> <p><input type="checkbox"/> I enclose a cheque for €_____ made payable to Mercia Ireland Ltd.</p> <p><input type="checkbox"/> Debit/Credit card (please fill out form on the right)</p>	<p><b>Card Details:</b> Please debit my debit/credit card as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Start Date:</td> <td>M</td><td>M</td><td>Y</td><td>Y</td> <td>Expiry Date:</td> <td>M</td><td>M</td><td>Y</td><td>Y</td> <td>Issue Number:</td> <td></td><td></td> </tr> <tr> <td>Card Number:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Security Code:</td> <td></td><td></td><td></td> <td colspan="9">last 3 digits on signature strip</td> </tr> <tr> <td colspan="12">Cardholder's Name:</td> </tr> <tr> <td colspan="10">Cardholder's Signature:</td> <td colspan="2">Date:</td> </tr> </table>	Start Date:	M	M	Y	Y	Expiry Date:	M	M	Y	Y	Issue Number:			Card Number:													Security Code:				last 3 digits on signature strip									Cardholder's Name:												Cardholder's Signature:										Date:	
Start Date:	M	M	Y	Y	Expiry Date:	M	M	Y	Y	Issue Number:																																																						
Card Number:																																																																
Security Code:				last 3 digits on signature strip																																																												
Cardholder's Name:																																																																
Cardholder's Signature:										Date:																																																						

I wish to book on the following courses:

Course Title	Date	Venue	Participant's Name	Cost
<b>TOTAL</b>				
(Cheque enclosed payable to Mercia Ireland Ltd)				

**Confirmation:** An invoice will be sent as confirmation of your booking.

**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 €40 administration charge. All cancellations must be in writing.

Mercia Ireland Ltd is a company registered in the Republic of Ireland with company number 321135. **Registered Office:** Suite 511, The Capel Building, Mary's Abbey, Dublin 7.



It may be  
too late if you  
wait for your  
monitoring visit!

## A Mercia compliance review will help you prepare

The monitoring units of all the professional accountancy bodies (ICAI, ACCA, ICPAI) are increasingly active and insist on a high level of compliance with regulation. They regularly report major non-compliance and impose regulatory action on firms, including withdrawal of registrations.

Mercia Compliance Reviews regularly find significant non-compliance with Audit and Accounting Standards, Ethical Standards, ISQC1, Companies Acts and other legislative requirements, Investment Business Regulations, Anti-Money Laundering Regulations and more.

If you would like to discuss a Mercia Compliance Review please contact Brian Mailey FCA ([brian.mailey@merciaireland.com](mailto:brian.mailey@merciaireland.com)) or Brendan Howard FCCA ([brendan.howard@merciaireland.com](mailto:brendan.howard@merciaireland.com)) or at the telephone numbers below.

The cost of a compliance review is significantly less than the cost of failing a monitoring visit. We will discuss our fees with you and provide you with a free quotation before undertaking any work.

**Don't wait until you get the dreaded letter from  
your monitoring team - contact us today**

Mercia Ireland Ltd Suite 511 The Capel Building Mary's Abbey Dublin 7 Republic of Ireland  
t + 353 (0)1 8090080 f + 353 (0)1 8090082 enquiries@merciaireland.com

Mercia NI Ltd Wyncroft 30 Rathfriland Road Newry Co Down BT34 1JZ  
t + 44 (0)28 3083 5588 f + 44 (0)28 3083 5558 enquiries@merciaireland.com

[www.merciaireland.com](http://www.merciaireland.com)

MR46548



train

promote

support