

# 2009 Training Programme



## CPD Courses

from only £55 plus VAT

## Staff Courses

from only £55 plus VAT  
per half day course



No price increase for 2009

**Belfast**  
New venue for 2009

**Londonderry**

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



Mercia Ireland is a group company of the Mercia Group, one of the UK'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 courses, staff and IT courses or membership contact marguerite. hughes@merciaireland.com or call her on 028 3083 5588.

## In-house courses

Any 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. All of the courses available are detailed in our Course Directory. If you would like to know more about the training we offer contact gill.johnston@merciaireland.com or call her on 028 3083 5588.

# Membership

**- unbeatable value  
(and it's not too good to be true!)**

Training group membership offers unbeatable value and flexibility plus it allows you to budget effectively with fixed monthly payments. If you are dedicated to providing training for all members of your team, including support staff, membership is the perfect solution for your practice.

## Training membership

For an annual subscription based upon the size of your practice\* you are entitled to:

- Send as many staff as you wish on any of the courses included in the **CPD and introductory and professional development course programmes.** (This applies to all courses listed on pages 2 and 11. It does not include courses from our specialist programme.)
- 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
- 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

\*The size of your practice is determined by the number of ALL partners and full time professional members of staff. Professional members of staff includes all staff working more than 20 hours per week who are involved in chargeable work. The fee for 2009 is £160 per firm plus £320 per partner and professional member of staff. The fee will be invoiced in advance but can be paid in 12 monthly instalments.

See back cover for booking form or book online at [www.merciaireland.com](http://www.merciaireland.com)

## Flexible season ticket

- £660 plus VAT for 12 CPD places

Our flexible season ticket costs £660 plus VAT for 12 CPD places. Any additional courses cost just £55 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 12 courses, 12 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.

### Flexible season ticket for the smaller practitioner\* £375 plus VAT

For £375 plus VAT you can purchase a season ticket for one place on any six CPD courses.

## Individual courses

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

### CPD courses

**£110 plus VAT per place**

Course outlines are detailed on pages 3 - 8.

In addition to the courses included in this brochure we occasionally run courses on specialist topics. For details of all our courses and conferences visit [www.merciaireland.com](http://www.merciaireland.com)

### Staff courses

**From £55 plus VAT per place**

- Half day course £55 plus VAT per place.
- Full day course £110 plus VAT per place.

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All of our courses qualify for CPD hours as required by all UK and Ireland accountancy bodies

### Cancellations, Transfers and Late Bookings

Refunds for non-members will be subject to a 20% administrative charge, plus VAT. Where notice of cancellation is received less than 14 days prior to the first course on which you have booked a place, no refund will be made.

If you wish to transfer and attend an alternative venue, 7 working days notice must be given in writing. When shorter notice is given, Mercia reserve the right to charge a £25 plus VAT administrative fee or refuse the request.

Mercia reserve the right to charge a £25 plus VAT late booking fee for members' bookings received less than 7 working days before the course date.

Page No	Course	Belfast	Londonderry
3	Audit Update	1 Apr am	31 Mar am
3	Accountancy Update	1 Apr pm	31 Mar pm
4	Capital Gains Tax - A Current Perspective	30 Apr am	29 Apr am
4	Taxation of Property Transactions	30 Apr pm	29 Apr pm
5	Accounting for Properties and the Audit Issues	16 Jun am	-
5	Tax, Legal and Accounting Implications of Transactions Between a Company and its Directors	16 Jun pm	-
6	Finance Act 2009	24 Sep am	23 Sep am
6	Corporation Tax Refresher	24 Sep pm	23 Sep pm
7	Delivering Quality Client Service	22 Oct am	-
7	Maximising Profit and Minimising Risk in Smaller Audits	22 Oct pm	-
8	Topical Tax Issues	18 Nov am	17 Nov am
8	VAT Update and Problem Areas	18 Nov pm	17 Nov pm

## Venues

### BELFAST

Ramada Hotel  
117 Miltown Road  
Shaws Bridge  
Belfast BT8 7XP  
Telephone: 028 9092 3500

### TIMINGS

am courses 9.30am - 12.30pm  
pm courses 2.00pm - 5.00pm

### LONDONDERRY

City Hotel  
Queens Quay  
Londonderry BT48 7AS  
Telephone: 028 7127 8690

### TIMINGS

am courses 9.30am - 12.30pm  
pm courses 2.00pm - 5.00pm

Mercia reserves the right to vary the published programme.

## Audit Update

Speaker: Andrew Güntert MSc FCA, Mercia Group Ltd

### 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
- Companies Act 2006: A reminder of the audit provisions and developments arising from the changes in the Act
- Latest Practice Notes and Bulletins, including revisions to PN12 Money Laundering
- Revisions to the APB ethical standards which take effect for periods beginning on or after 6 April 2008
- 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

**CPD HOURS: 3 (Audit Related: 3)**

<b>Belfast</b> 1 Apr 9.30am-12.30pm	<b>Londonderry</b> 31 Mar 9.30am-12.30pm
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## Accountancy Update

Speaker: Andrew Güntert MSc FCA, Mercia Group Ltd

### OBJECTIVES

On completion of the course, participants will :

- be aware of all Accounting Standards, Exposure Drafts and UITF Pronouncements issued since the last update course
- understand which pronouncements affect them and the action that should be taken
- understand any other pronouncements and discussion documents made during the period which affect accounting.

### CONTENT

The course will cover all publications by the Accounting Standards Board (ASB) issued since the last update course.

The precise content of the seminar will be determined nearer to the date of the course and will be available from Mercia on request.

**CPD HOURS: 3 (Audit Related: 3)**

<b>Belfast</b> 1 Apr 2.00pm-5.00pm	<b>Londonderry</b> 31 Mar 2.00pm-5.00pm
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## Capital Gains Tax: A Current Perspective

Speaker: Andrew Burgess MA, Mercia Group Ltd

### OBJECTIVES

The course will consider recent changes to the CGT regime, in particular Entrepreneurs' Relief, and will also review the reliefs available to exempt or defer gains.

### CONTENT

- Entrepreneurs' Relief
  - Principles
  - Ensuring relief is available
  - Potential problem areas
- Rollover and deferral reliefs
- Main Residence Relief
- Incorporation of business
- Sale of companies
  - Types of consideration
  - Earn outs
  - Transactions in securities issues

**CPD HOURS: 3**

<b>Belfast</b> 30 Apr 9.30am-12.30pm	<b>Londonderry</b> 29 Apr 9.30am-12.30pm
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## Taxation of Property Transactions

Speaker: Andrew Burgess MA, Mercia Group Ltd

### OBJECTIVES

Transactions involving property will usually have a number of direct tax implications which the adviser must consider. Some of these areas are well established, but some, like Stamp Duty Land Tax, are very new.

This course will cover the main direct tax issues which need to be considered in advising clients who may become involved in property transactions.

### CONTENT

- An introduction to Stamp Duty Land Tax
- Property development
  - The risks of being taxed as a trader
  - Artificial transactions in land
  - Pros and cons of different entities for property development
- Property for use in business
  - Capital tax issues
- Leases
  - A reminder of the treatment for income tax and CGT
- IHT and the family home

**CPD HOURS: 3**

<b>Belfast</b> 30 Apr 2.00pm-5.00pm	<b>Londonderry</b> 29 Apr 2.00pm-5.00pm
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## Accounting for Properties and the Audit Issues

Speaker: Phil Frost BA ACA, Mercia Group Ltd

### OBJECTIVES

This course explains problems associated with the accounting and audit of properties. It addresses existing problems and new developments that will impact on accounting presentation and the audit approach.

### CONTENT

#### Accounting issues

- SSAP 19: accounting for investment properties
- FRS 15: implications for properties
- FRS 12: provisions, including treatment of dilapidations
- FRS 19: deferred tax
- Treatment of gains/losses on disposal
- FRS 5 issues: sale and repurchase agreements
- UITF 5: transfers from current to fixed assets
- UITF 28: accounting for operating lease incentives
- Companies Act requirements, including treatment on disposal and true and fair overrides
- Future developments including the impact of international accounting standards

#### Audit issues

- Key risk areas, including title, valuations, relying on experts, going concern, revenue recognition provisions and laws and regulations

#### Reporting issues

**CPD HOURS: 3 (Audit Related: 3)**

<b>Belfast</b> 16 Jun 9.30am-12.30pm	<b>Londonderry</b> -
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## Tax, Legal and Accounting Implications of Transactions Between a Company and its Directors

Speaker: Phil Frost BA ACA, Mercia Group Ltd

### OBJECTIVES

The correct treatment of transactions with directors remains a difficult and complex area. The impenetrable requirements of Schedule 6 of the 1985 Companies Act are being replaced by the less detailed regulation of the Companies Act 2006. However the difference in the accounts will not be significant due to continued application of FRS 8. On top of this HM Revenue & Customs and DSS continue to enforce the correct tax treatment more rigidly and the penalties for incorrect treatment increase.

This course will use a series of case studies to revise the principles involved. The object will be to take a number of transactions involving directors and consider in detail the legal and tax consequences and the disclosure requirements. The case studies will be based upon the Companies Act 2006 law but will highlight the differences from the 1985 Act.

### CONTENT

- Expense payments to directors
- Benefits in kind
- Directors' current accounts
- Amounts drawn in advance of remuneration
- NIC implications
- PAYE implications
- Companies Act 2006 - disclosure requirements for full statutory accounts and abbreviated accounts
- Connected persons - Companies Act 1985
- Legality of transactions and possible consequences
- FRS 8 : related parties and disclosure of transactions

*This course contains little formal lecturing. Participants will review case studies and their feedback will form the basis for discussions.*

**CPD HOURS: 3 (Audit Related: 3)**

<b>Belfast</b> 16 Jun 2.00pm-5.00pm	<b>Londonderry</b> -
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## Finance Act 2009

Speaker: Mark Morton BA ATII, Mercia Group Ltd

### OBJECTIVES

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

### CONTENT

Changes to:

- Personal tax
- Employee tax
- Capital taxes
- Business and corporate tax
- VAT
- Other legislative changes relevant to 2009/10 tax year

**CPD HOURS: 3**

## Corporation Tax Refresher

Speaker: Mark Morton BA ATII, Mercia Group Ltd

### OBJECTIVES

The course is designed to cover the main aspects of corporation tax self assessment. This will include practical tips and a review of the relevant legislation.

### CONTENT

The course will cover the following issues:

- A review of the rules for accounting periods and associated companies
- A review of:
  - Self assessment for companies
  - Quarterly accounting
- Recent experiences of CTSA enquiries
- Tax efficient extraction of profits
- Purchase of own shares
- Loans and trading debts
- A review of the rules on intangibles

**CPD HOURS: 3**

<b>Belfast</b> 24 Sep 9.30am-12.30pm	<b>Londonderry</b> 23 Sep 9.30am-12.30pm
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<b>Belfast</b> 24 Sep 2.00pm-5.00pm	<b>Londonderry</b> 23 Sep 2.00pm-5.00pm
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## Delivering Quality Client Service

Speaker: Andrew Whittaker, Mercia Group Ltd

### OBJECTIVES

This course is designed to enable participants to make their practice more market-driven and client-focused by:

- Identifying and meeting their clients' needs
- Implementing a programme for delivering a consistent quality service
- Turning difficult areas into successes
- Developing and building mutually rewarding long-term relationships with clients

### CONTENT

- What is a quality service?
- Delivering a consistent, high quality service
- Managing client expectations – avoiding the seven deadly sins
- Implementing service standards and managing the service process
- Listening to our clients – obtaining feedback
- Client needs and service opportunities
- Marketing - including an introduction to the products available to promote your business

**CPD HOURS: 3**

<b>Belfast</b> 22 Oct 9.30am-12.30pm	<b>Londonderry</b> -
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## Maximising Profit and Minimising Risk in Smaller Audits

Speaker: Jane Everingham BSc ACA, Mercia Group Ltd

### OBJECTIVES

Conducting ISA compliant audits whilst making good recoveries is proving increasingly difficult, if not impossible, to achieve.

Many firms are experiencing a reduced volume of audit work, a steady decline in recoveries and have concerns about the ever changing rules and increasing engagement risk. Whilst many have already taken action to streamline their audit teams and treat audit work as a specialist area there are many other changes that can be made.

This seminar focuses on ensuring firms reflect on any weaknesses in their current audit approach. By considering opportunities for change they will ensure they are on the right track, striving to strike the right balance between risk and profit.

### CONTENT

- Recurring compliance weaknesses
- What to do about them
- Risk assessments
  - What really happens in practice?
  - How to record and address the right risks
  - Minimising risk from the outset
- Ensuring the right people do the right work, in the right areas, in the right way
  - Spotlight on what the RI needs to do
- Successful monitoring of recoveries
  - Planning for profit
  - Do your measures produce the right outcome for you and your clients?

**CPD HOURS: 3 (Audit Related: 3)**

<b>Belfast</b> 22 Oct 2.00pm-5.00pm	<b>Londonderry</b> -
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## Topical Tax Issues

Speaker: Dean Wootten FCA CTA, Mercia Group Ltd

### OBJECTIVES

The course will aim to make participants aware of developments in direct taxation over the last six to twelve months that affect the advice that should be given to clients.

### CONTENT

The precise content of this course cannot be established at the time of going to print but will include HMRC statements, recent tax cases, points of practice as well as changes in legislation.

Further details will be available from Mercia on request nearer the time of the course.

**CPD HOURS: 3**

<b>Belfast</b> 18 Nov 9.30am-12.30pm	<b>Londonderry</b> 17 Nov 9.30am-12.30pm
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## VAT Update and Problem Areas

Speaker: Dean Wootten FCA CTA, Mercia Group Ltd

### OBJECTIVES

VAT is the fastest changing and most complex tax that practitioners have to deal with on a regular basis. This course will bring you up to date with changes in the previous 12 months and explain the likely impact of those changes on businesses. It will also look at some of the more problematic areas for practitioners.

### CONTENT

This course will cover:

- Changes in VAT legislation
- Changes in Customs practice
- VAT cases and tribunal decisions and their practical implications
- A review of developing VAT issues and their likely impact on businesses
- Current problem areas

**CPD HOURS: 3 (Audit Related: 1)**

<b>Belfast</b> 18 Nov 2.00pm-5.00pm	<b>Londonderry</b> 17 Nov 2.00pm-5.00pm
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## **Andrew Burgess MA**

Andrew joined Mercia in 2003 as an experienced tax lecturer and consultant. After 14 years with the Revenue, Andrew joined Neville Russell, which became Mazars following the merger in 1998. At the time of leaving he was senior tax partner in the firm and had overall responsibility for the running of the personal tax department. His expertise lies in the areas of employment taxation, investigation work, charity tax and personal tax planning.

## **Jane Everingham BSc ACA**

Jane became managing director of Mercia Group Ltd with effect from July 2007 having been on the Board for the last seven years. Whilst Jane now spends the majority of her time managing and developing the business, she continues to lecture on selected audit and accountancy courses. Before moving onwards and upwards Jane was responsible for Mercia's wide range of technical products and services.

## **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 to the accounting profession and to those in industry and commerce.

## **Andrew Güntert MSc FCA**

Andrew specialises in auditing, financial reporting and associated areas and has been delivering CPD lectures for some 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 and Assurance faculty serving on several committees including the Technical and Practical Auditing Committee.

## **Mark Morton BA ATII**

Mark joined the Inland Revenue in 1988 and undertook their full training exams. At the time of leaving in 1997 he was Deputy District Inspector and has detailed experience of all types of Revenue enquiries. Mark joined Mercia as an experienced lecturer and now provides a wide variety of CPD training around the country. He is also a well known contributor to professional publications and provides technical consultancy to the accountancy profession.

## **Andrew Whittaker**

Andrew is a training consultant and executive coach. After a varied career which has included the armed forces, sales, corporate account management and corporate training, Andrew is able to use much 'real life' experience in his work. He has that rare talent of connecting with people from all walks of life, and as a consequence, audiences large and small find it easy to 'learn' from his highly likeable style. Andrew is a certified trainer in the art and science of Neuro-Linguistic Programming (NLP), a master of Time Line Therapy and a qualified hypnotist. His specialisms are those areas which require effective communication with, and the influencing of, others.

## **Dean Wootten FCA CTA**

Dean is a director of Online Tutors Limited and has been involved in tax training since 1994. He lectures extensively on the CPD circuit on a wide variety of tax topics. Dean was previously a tax partner in a provincial practice and this helps him to ensure that his presentations are of particular relevance to practitioners.

## Training For All Members of Staff

**Our Staff Course Programme is designed to teach the basic principles of accounting, auditing, taxation, IT and personal skills as required in a professional office and to develop these skills as more experience is gained.**

### Costs

For full members, Professional Development courses are included in your annual membership subscription. All other subscribers are required to pay for these courses.

Prices per place are £55+VAT for a half day course and £110+VAT for a full day.

If you require help in allocating staff to courses we would be very happy to talk to you. Please contact Brian Mailey or Gill Johnston on the number below.

**Telephone 028 3083 5588**



# Courses for All Members of Staff

Page No	Course		Date
	<b>Induction Courses for New Starters</b>		
12	Principles of Bookkeeping		21-24 Sept
12	Bookkeeping: The Next Stage		
13	Bookkeeping Case Study		
14	Introduction to PAYE and NI	am	25 Sep
14	Introduction to VAT	pm	25 Sep
	<b>Audit and Accounting</b>		
15	The Audit and Accountancy Update	1 day	5 Mar
15	Accounts Finalisation and Interviewing Skills	1 day	6 Mar
16	Charities: An Introduction	am	30 Apr
16	Auditing the Difficult Areas	pm	30 Apr
17	Effective Use of Analytical Procedures	am	8 Sep
17	File Review Skills	pm	8 Sep
18	Money Laundering: An Introduction for New Starters	am	9 Sep
18	Understanding Company Accounts	1 day	22 Oct
19	Understanding Analytical Procedures	am	23 Oct
19	Audit Exemption and Abbreviated Accounts	pm	23 Oct
20	Auditing: First Principles	am	25 Nov
20-22	How to Audit Series	2.5 days	25-27 Nov

Page No	Course		Date
	<b>Taxation</b>		
23	Business Tax 2	am	23 Apr
23	Corporation Tax 1	pm	23 Apr
24	Capital Allowances	am	24 Apr
24	Capital Gains Tax 2	pm	24 Apr
25	General Tax Update for Accountants Staff	1 day	30 Sep 1 Oct
25	Tax Issues Arising from Accounts Review	am	2 Oct
26	VAT Problem Areas	pm	2 Oct
27	Personal Tax 1	1 day	5 Nov
27	Business Tax 1	1 day	6 Nov
	<b>Personal Skills and Management Development</b>		
28	How to be an Effective Senior	1 day	13 May
28	Communication: The Essential Skills	pm	9 Sep
	<b>IT Skills</b>		
29	SAGE 50: Accounts - The Nine Modules	am	10 Sep
29	Practical Use of Excel (Office 2007)	pm	10 Sep

Mercia Ireland reserve the right to vary the published programme.

**Timings:** am courses 9.30am - 1.00pm  
pm courses 2.00pm - 5.00pm  
All day courses 9.30am - 5.00pm

**Venue:** Ramada Hotel, 117 Miltown Road,  
Shaws Bridge, Belfast BT8 7XP  
Telephone: 028 9092 3500

## Principles of Bookkeeping

Five Day Course  
£550 +VAT

### WHO SHOULD ATTEND

The course is essential for anyone who is new to accounting and wishes to understand bookkeeping and accounts preparation. A must for all starters!

### OBJECTIVES

At the end of the course participants will be familiar with the basic principles of double entry bookkeeping, and will have prepared trial balances, profit and loss accounts and balance sheets to a basic level.

### CONTENT

The day commences with an introduction to double entry bookkeeping and consideration of accounting records, types of business and methods of bookkeeping.

Participants will be shown how to:

- Open accounts for individual transactions;
- Post entries to T-accounts;
- Record cash and credit transactions;
- Extract a trial balance; and
- Prepare of profit and loss account and balance sheet.

**CPD HOURS: 6**

Part of a Five Day  
Induction Course

## Bookkeeping: The Next Stage

Five Day Course  
£440 +VAT

### WHO SHOULD ATTEND

The course is relevant for anyone who is new to accounting and wishes to understand bookkeeping and accounts preparation. It is ideally combined with Principles of Bookkeeping, but is also an excellent stand alone course for those with an existing basic knowledge.

### OBJECTIVES

By the end of the course participants will be able to make common year-end adjustments. They will be familiar with the production of journals to effect adjustments and with roll-forward procedures.

### CONTENT

Participants will be introduced to:

- Accruals;
- Prepayments;
- Bad debts;
- Depreciation and fixed asset disposals; and
- Stock.

Lecture sessions will be illustrated with examples and short exercise questions.

**CPD HOURS: 6**

Part of a Five Day  
Induction Course

continued...

## Bookkeeping Case Study

### WHO SHOULD ATTEND

The course is relevant for anyone who is new to accounting and wishes to understand how manual bookkeeping and accounts preparation works in practice.

It builds on the theory covered in Principles of Bookkeeping and Bookkeeping: The Next Stage and is ideally combined with these courses, although it also serves as an excellent stand-alone unit for those who have grasped the principles but would appreciate a more practical demonstration of the techniques involved.

### Daybooks

Part of a Five Day Induction Course

#### OBJECTIVES

By the end of the course participants will have had practical exposure to daybooks by completing two months of transactions for a fictional client, "Wanda of Whetstone".

#### CONTENT

Participants will gain experience of manual bookkeeping through writing up:

- Sales daybook from sales invoices;
- Purchase daybook from purchase invoices;
- Cashbook from paying-in slips and cheque stubs; and
- Petty cash book from vouchers and bank receipts.

In addition, participants will be taken through bank reconciliation procedures.

As well as exposure to manual bookkeeping, participants will also be shown how daybooks appear when accounts preparation packages such as Sage are used.

### Balancing Off

Part of a Five Day Induction Course

#### OBJECTIVES

By the end of the course participants will have had practical exposure to control accounts and trial balances by completing two months of postings for a fictional client, "Wanda of Whetstone".

#### CONTENT

Participants will gain experience of manual bookkeeping through:

- Posting from daybooks into sales and purchase ledger control accounts;
- Reconciling control accounts with sales and purchase ledger balances;
- Posting remaining daybooks into the nominal ledger; and
- Balancing-off accounts and extracting a preliminary trial balance.

As well as exposure to manual bookkeeping, participants will also be shown how ledgers and trial balances appear when accounts preparation packages such as Sage are used.

### Ledgers

Part of a Five Day Induction Course

#### OBJECTIVES

By the end of the course participants will have had practical exposure to ledgers by completing two months of transactions for a fictional client, "Wanda of Whetstone".

#### CONTENT

Participants will gain experience of manual bookkeeping through:

- Writing up sales ledger from sales daybook and cashbook receipts;
- Writing up purchase ledger from purchase daybook and cashbook payments;
- Balancing off sales and purchase ledgers; and
- Extracting lists of balances.

As well as exposure to manual bookkeeping, participants will also be shown how ledgers appear when accounts preparation packages such as Sage are used.

### ETB, Journals and Final Accounts

Part of a Five Day Induction Course

#### OBJECTIVES

By the end of the course participants will have had practical exposure to daybooks by completing an extended trial balance for a fictional client, "Wanda of Whetstone".

#### CONTENT

Participants will gain experience of manual bookkeeping through:

- Preparing journals for period-end adjustments;
- Calculating accruals and prepayments;
- Extending a trial balance; and
- Drafting a trading and profit and loss account and balance sheet.

As well as exposure to manual bookkeeping, participants will also be shown how journals and final accounts appear when accounts preparation packages such as Sage are used.

### CPD HOURS: 12

<b>Ramada Hotel</b> 21-24 Sep 9.30am-5.00pm
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Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•		•

# Introduction to PAYE and NI

Half Day Course  
£55 +VAT

## WHO SHOULD ATTEND

This course is suitable for those participants who have little or no experience in this area. As a guideline it will be suitable for those who have worked less than 12 months in the profession.

## OBJECTIVES

To familiarise participants with the basics of PAYE and National Insurance using manual preparation of deduction working sheets.

## CONTENT

The course will include:

- Scope of PAYE
- Scope of National Insurance
- PAYE compliance
- Case study - month 10 payroll run

**CPD HOURS: 3**

Part of a Five Day  
Induction Course

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•	•	

**Ramada Hotel**  
25 Sep  
9.30am-1.00pm

# Introduction to VAT

Half Day Course  
£55 +VAT

## WHO SHOULD ATTEND

This course is suitable for those participants who have little or no experience in this area. As a guideline it is suitable for people who have up to 12 months experience in the profession.

Participants will be expected to be familiar with basic bookkeeping entries.

## OBJECTIVES

To familiarise participants with the basic scope of VAT and the bookkeeping entries necessary to record the VAT element of business transactions.

## CONTENT

The course will include:

- Scope of VAT
- Accounting for VAT
- The VAT return
- Case study - completion of a VAT return

**CPD HOURS: 3**

Part of a Five Day  
Induction Course

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•		

**Ramada Hotel**  
25 Sep  
2.00pm-5.00pm

## The Audit and Accountancy Update

One Day Course  
£110 +VAT

### 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.

### OBJECTIVES

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

### CONTENT

The material will be written nearer the date of the course and details will be available from Mercia on request.

### CPD HOURS: 6

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•			•		

Ramada Hotel  
5 Mar  
9.30am-5.00pm

## Accounts Finalisation and Interviewing Skills

One Day Course  
£110 +VAT

### WHO SHOULD ATTEND

Finalising accounts and seeing clients to resolve queries can be a daunting experience.

The course is **essential** for anyone new to accounts finalisation and client interviews. It gives the opportunity to see what real life is like!

The relevance of the course will depend upon the participants' level of experience in this area.

Staff new to the interviewing process usually with 6 to 24 months experience in the profession should attend.

The focus of the course is finalisation of partnership accounts and does not cover company accounts disclosure.

Mercia Group Ltd will be pleased to advise if further guidance is required.

### OBJECTIVES

At the end of the day participants will have developed skills in three main areas:

- Interpreting accounts, including the identification of problem areas;
- Interviewing clients in order to gain information and resolve queries; and
- Establishing the journals required to finalise a set of accounts.

### CONTENT

The day commences with formal lecturing on the interpretation of accounts including the use of ratios.

Most of the day then revolves around a case study incorporating both individual and group work.

Participants are given a draft set of partnership accounts, full of errors, for a fictitious client, Leisure Products. Using ratios and analytical review groups of 4 - 6 participants prepare a list of queries to resolve with the client.

Lecturing is given on interview techniques and each group appoints an interviewer to conduct the client interview. The course tutor takes on the role of the client, and the interviews are evaluated by the other participants acting as observers.

Finally as a result of the information gained, participants are asked to produce journals and finalise the accounts.

### CPD HOURS: 6

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
					•		

Ramada Hotel  
6 Mar  
9.30am-5.00pm

## Charities: An Introduction

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

The course is aimed at those who act for charities. It is suitable for people with little or no experience of charities' work. However, it will provide a useful recap for those who have not been involved in such work recently but who would like an update on the latest accounting and reporting requirements.

### OBJECTIVES

Acting for charities is high profile work as there is generally a wider public interest in the charity than for the typical audit of a commercial company, as well as accountability to the regulatory authority, the Charity Commission. It is difficult to know if the accounting and reporting requirements are being achieved unless you understand what they are.

On completion of this course participants will understand what the rules and regulations concerning charities are and understand how to act for charities in practice. The course will fully reflect the latest rules, whilst highlighting the key differences arising from recent changes.

### CONTENT

- Overview of charity legislation for unincorporated and incorporated charities
- The accounting requirements of Charities Act, Companies Act and SORP 2005
- Fund accounting
- The Statement of Financial Activities and other accounting requirements
- Small charities
- Trustees and the trustees' report

The course will be a combination of lecturing, case studies, discussions and questions designed to ensure as much information is retained as possible.

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•			•		

Ramada Hotel  
30 Apr  
9.30am-1.00pm

## Auditing the Difficult Areas

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is intended for those staff who are involved in audits and have to make decisions as to how to obtain sufficient audit evidence to prove a particular assertion or assertions.

While standard audit programmes cover routine areas, this course will cover the methods and techniques to be employed in more complex and unusual cases.

The course will be suitable for all staff who have responsibility for preparing audit files up to review stage, and will generally be appropriate for those who have completed 18 months in the profession.

### OBJECTIVES

This course assumes basic knowledge of audit principles and techniques. The course will focus on more difficult areas found on assignments.

### CONTENT

The course consists of a mixture of formal lecturing, case studies and discussions designed to highlight a range of common problem audit areas.

- The course will cover issues such as:
- Intangible fixed assets
- Fixed asset impairments
- Stock and work in progress valuations
- Long term contracts
- Debt factoring
- Provisions
- Related party transactions
- Laws and regulations
- Going concern and subsequent events

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•			•		

Ramada Hotel  
30 Apr  
2.00pm-5.00pm

## Effective Use of Analytical Procedures

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is suitable for audit seniors / semi-seniors who have some experience in using analytical procedures but would benefit from a review of how to use them effectively. It is particularly suited to those involved in audit fieldwork in cases where peer reviews or monitoring visits have identified problems with the use of analytical procedures.

The relevance of the course will depend upon participants' practical experience; however, as a guideline, it will be most suited to those with 18 - 48 months' auditing experience. More experienced staff may find it a useful refresher.

For those with less experience or who are new to analytical procedures, the "Understanding Analytical Procedures" course will be more suitable.

### OBJECTIVES

By the end of the course participants will understand the skills and knowledge required in order to implement the effective use of analytical techniques at all stages of an audit.

### CONTENT

The course combines lecture sessions with case study examples to illustrate the practical use of analytical procedures.

- Understanding clients and building up expectations for use in analysis
- Using analytical procedures to provide substantive evidence
- Recording and corroborating the results of analytical procedures
- Using IT for effective analytical review
- Analytical procedures at the completion stage.

CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•			•		

Ramada Hotel  
8 Sep  
9.30am-1.00pm

## File Review Skills

Half Day Course  
£55 +VAT

### 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.

### 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.

CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•			•		

Ramada Hotel  
8 Sep  
2.00pm-5.00pm

## Money Laundering: An Introduction for New Starters

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

The course is important for all staff whether technical or administrative.

This course is intended as an introduction to the money laundering rules and therefore will be of most benefit to those who have never had any money laundering training. It may also serve as a refresher, however it should be noted that it is not a course purely focusing on recent changes in legislation.

### OBJECTIVES

This course will cover the definition of money laundering, how it arises, how it is detected, what to do if you suspect it and what procedures should be in place to prevent and detect it.

### CONTENT

The following areas will be covered:

- How is money laundering committed?
- Indications of money laundering
- Accountants' responsibilities
- Prevention
- Auditors' responsibilities and ISA+ 240, ISA+ 250 and Practice Note 12
- Reporting requirements, particularly reporting to SOCA.

The course will be a combination of lecturing, discussions and short questions to illustrate the points and to practise identifying the key issues.

**CPD HOURS: 3**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•	•	•

Ramada Hotel  
9 Sep  
9.30am-1.00pm

## Understanding Company Accounts

One Day Course  
£110 +VAT

### WHO SHOULD ATTEND

The course is essential for anyone new to the preparation of company accounts or who needs to revise this area. For Chartered, Certified and AAT students the relevance of the course will depend upon the participants' level of experience and stage reached in examinations.

As a guideline however, for ACA and ACCA students, the course should normally be attended whilst sitting the professional or part two examinations. For all other members of staff this course can usually be completed after 12 to 24 months in the profession.

### OBJECTIVES

The course will introduce the format and disclosure requirements of limited companies preparing accounts for their members. By the end of the day the participants will be familiar with a set of statutory accounts together with the relevant notes.

### CONTENT

- Comparison of sole trader or partnership accounts with company accounts.
- Formal introduction to company accounts, accounting principles and policies.
- Profit and loss account - format and notes including reference to accounting standards.
- Balance sheet - format and notes, including relevant accounting standards.
- Exercises will be used to illustrate the contents of some of the disclosure notes.
- Discussion re using a computer accounts package to generate statutory accounts and highlighting main principles and typical errors applicable to all packages.
- Case study - participants will be introduced to the small company accounts disclosure checklist and will be required to review and amend a set of accounts for both disclosure requirements and presentation issues. Participants will then be required to discuss the accounts with the client.
- Discussion contrasting the differences in disclosures should the company not claim small company exemptions.

The course does not deal with the content of abbreviated accounts.

**CPD HOURS: 6**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
					•		

Ramada Hotel  
22 Oct  
9.30am-5.00pm

## Understanding Analytical Procedures

Half Day Course  
£55 +VAT

### 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 6 - 18 months in the profession, and for those who are studying it should be attended before sitting professional stage (ACA), certificate stage (ACCA) or technician stage (AAT) exams.

### 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; and
  - 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.

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
					•		

Ramada Hotel  
23 Oct  
9.30am-1.00pm

## Audit Exemption and Abbreviated Accounts

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

Many small companies, that no longer require an audit, still appoint accountants to help them prepare financial statements in accordance with accounting standards and the Companies Act. This often also includes the preparation of abbreviated accounts. Whilst carrying out the preparation of accounts, the company may require other services from the accountant including some level of assurance on their financial statements. Whilst the purpose of this course is not to examine such services in detail, the principles involved are introduced. The course is essential for anyone wishing to gain an introduction to the required approach for these types of entity. The relevance of the course will depend upon participants practical experience, however, as a guideline, it will be suitable for those who have worked between 10 and 24 months in the profession. For those who are studying it should be attended before sitting professional stage (ACA), part two (ACCA) or technician stage (AAT) exams.

### OBJECTIVES

By the end of the course participants will understand Companies Act criteria for small and medium sized companies and what is included in abbreviated accounts. They will also understand when audit exemption applies together with the necessary disclosures. Participants will also be introduced to the principles of an accounts assurance assignment and how to adopt a practical approach to such work.

### CONTENT

Formal introductions to abbreviated accounts and audit exempt companies covering:

- Eligibility
- Types of accounts
- Reports of auditors and accountants
- Problem areas
- Introduction to accounts' assurance assignments

Case studies / questions will be interspersed to ensure understanding of the above.

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
					•		

Ramada Hotel  
23 Oct  
2.00pm-5.00pm

## Auditing: First Principles

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

The course is an essential introduction to the purpose and principles of auditing. The course is suitable for anyone who has recently become or is about to become involved in auditing and had at least 3 months in the profession. Knowledge of the principles of bookkeeping is assumed.

The course is also suitable for any member of staff wanting a basic revision of current auditing standards and methodologies.

### OBJECTIVES

Participants will understand the basic principles of auditing including the requirements of statements of auditing standards. The course will provide an overview of the key aspects of the audit process.

### CONTENT

What is an audit and why do we audit? Discussion of the definition of an audit (including ethical aspects of auditor independence and integrity) and the reasons why audits are conducted.

Explanations of the following areas (matching reference to the applicable auditing standards):

- APB ethical standards
- Planning, controlling and recording;
- Obtaining an understanding of the audit client
- Accounting systems and internal controls;
- Audit evidence (including how to gather and record it);
- Reporting.

The course will be a mixture of lecturing, discussions and exercises to ensure the participants understand the practical principles involved.

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
					•		

Ramada Hotel  
25 Nov  
9.30am-1.00pm

## 'How to Audit' Series

Two and a Half  
Day Course  
£275 +VAT

### WHO SHOULD ATTEND

This course is designed to put theory into practice.

It is suitable for anyone who has recently become involved or is about to become involved in the audit of bank and cash and had at least 3 months in the profession. Knowledge of the principles of bookkeeping is assumed.

The course is also suitable for any member of staff wishing to revise basic techniques and learn about current methodologies.

## 'How to Audit' Bank And Cash

Part of our  
'How to Audit' Series

### OBJECTIVES

Participants will have reviewed the audit evidence available for bank and cash and made effective use of it to prove the audit objectives.

### CONTENT

Introduction to cash and bank, objectives of the section and main audit areas.

Review of the various sources of audit evidence available.

Audit of bank reconciliation. Discovery of window-dressing and therefore an adjustment is required. Covers how to deal with adjustments and points for partners attention.

Consideration of audit work on other accounts (deposits account, loan account, foreign currency and petty cash).

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

continued.....

## 'How to Audit' Debtors

Part of our  
'How to Audit' Series

### OBJECTIVES

Participants will understand the various methods available to test debtors and the suitability of each in differing circumstances.

### CONTENT

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.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

## 'How to Audit' Creditors

Part of our  
'How to Audit' Series

### OBJECTIVES

Participants will understand the objective which needs to be proved when testing creditors and the ways to gather sufficient evidence.

### CONTENT

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 clients 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 participant's files and the audit work is discussed regarding cut-off, search for unrecorded liabilities, accruals and other creditors.

Leases and Hire Purchase. Explanation of the treatment under FRSSSE via an example.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

continued.....

## ‘How to Audit’ Fixed Assets

Part of our  
‘How to Audit’ Series

### OBJECTIVES

Participants will gain an understanding of the audit objectives to be proved and the evidence available for fixed asset testing.

### CONTENT

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.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

## ‘How to Audit’ Stock

Part of our  
‘How to Audit’ Series

### OBJECTIVES

Participants will cover the key issues concerning stock and how to effectively gather evidence to gain assurance on those areas.

### CONTENT

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.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

**CPD HOURS: 15**

*Please note: This course starts in the afternoon on the first day.*

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
					•		

Ramada Hotel		
25 Nov 2.00pm-5.00pm	26 Nov 9.30am-5.00pm	27 Nov 9.30am-5.00pm

## Business Tax 2

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is suitable for those participants who have attended the introductory session, Business Tax 1, or those who have a reasonable working knowledge of the basics of business tax.

The relevance of the course will depend upon participant’s practical experience, however, as a guideline it will be suitable for those who have worked between 9 and 24 months in the profession. It will not normally be suitable for those participants who are studying and who have sat their first professional tax exam.

### OBJECTIVES

At the end of the course participants will have built on the knowledge gained from the introductory session and will have considered commencement and cessation rules, the implications of a change of accounting date and also relief for losses. Participants will also have covered the basic rules concerning class 2 and class 4 national insurance contributions.

### CONTENT

- Commencement and cessation rules
- Interaction with overlap profits/transitional relief
- Class 2 and Class 4 National Insurance
- Change of accounting date
- Loss relief
- Case study - sole trader client (commencing trading) – taxable trading profits.

CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•		

Ramada Hotel  
23 Apr  
9.30am-1.00pm

## Corporation Tax 1

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is suitable for those participants who have little or no experience in this area. Participants should normally attend this course after attending Business Tax 1 as a basic knowledge taxable trading income rules will be expected.

Participants will be expected to be familiar with company accounts format as a case study will be used to explain a number of key areas.

The relevance of the course will depend upon participants practical experience, however, as a guide it will be suitable for those who have worked between 9 and 24 months in the profession. It will not normally be suitable for those participants who are studying and have sat their first professional tax exam.

### OBJECTIVES

By the end of the course participants will be familiar as to the scope and computation of tax payable in respect of corporate clients.

### CONTENT

- Basic charging provisions - definition of profits, corporate tax rates
- Administration – CTSA and Quarterly Instalment Payments
- Case studies
- Comprehensive Case study (Fine Wines Ltd). Participants are given draft accounts and supporting schedules and asked to prepare a capital allowances computation, a statement showing profits chargeable to tax and corporation tax payable

**NB: Participants need to be familiar with basic taxable trading income rules.**

CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•		

Ramada Hotel  
23 Apr  
2.00pm-5.00pm

## Capital Allowances

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is suitable for those participants who have experience of completing tax computations for corporate and unincorporated clients.

This course is not suitable for participants who have no experience of capital allowances and as a guideline is appropriate for those with at least 24 months in the profession.

### OBJECTIVES

To review basic capital allowance principles together with recent changes, including a look at some of the more problematic areas.

### CONTENT

The course will include:

- Assets and expenditure qualifying for capital allowances
- Recent changes
- Problem areas
- Case studies

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		•	•		

Ramada Hotel  
24 Apr  
9.30am-1.00pm

## Capital Gains Tax 2

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is aimed at those who have a reasonable working knowledge of capital gains tax and would like the opportunity to tackle the computational elements of the rules.

The relevance of the course will depend upon participants practical experience, however, as a guidance it will be suitable for those who have worked between 12 and 24 months in the profession.

### OBJECTIVES

To familiarise participants with the workings of capital gains tax, in particular Entrepreneurs' Relief, incorporating a look at some of the more problematic areas.

### CONTENT

- Review of capital gains tax computations
- Entrepreneurs' Relief
- Deferral reliefs
- Principal Private Residence
- Case studies will be used to help illustrate the topics where appropriate

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		•	•		

Ramada Hotel  
24 Apr  
2.00pm-5.00pm

## General Tax Update for Accounts Staff

One Day Course  
£110 +VAT

### 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. (This course is NOT intended for anyone who has attended the 2009 CPD Finance Act session).

### 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

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

**CPD HOURS: 6**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		•	•		

<b>Ramada Hotel</b> 30 Sep 9.30am-5.00pm				1 Oct 9.30am-5.00pm			
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## Tax Issues Arising from Accounts Review

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

Seniors and staff who are responsible for the audit, accounts preparation and draft tax computations. As a guide it will be suitable for those who have worked at least 24 months in the profession.

Participants will therefore need to have experience of company accounts preparation and/or review. The course will deal with taxation issues arising from the preparation and review of accounts.

### OBJECTIVES

To enable participants to identify potential tax issues when reviewing a set of accounts.

This course will consider the taxation matters that need to be considered both during the undertaking of the audit and when preparing the draft corporation tax computation.

### CONTENT

The course will include:

- A review of corporation tax charging provisions
- Trading income computation considerations
- Capital allowances and recent developments
- Loans to participators
- National Insurance issues
- VAT issues

Case studies may be used where appropriate.

**CPD HOURS: 3**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		•	•		

<b>Ramada Hotel</b> 2 Oct 9.30am-1.00pm			
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## VAT Problem Areas for Accounts Staff

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

This course is suitable for those participants who already have a basic understanding of VAT and would benefit from an understanding of some of the problem areas. As a guideline it will be suitable for those people who have worked between 24 and 36 months in the profession.

### OBJECTIVES

To ensure participants are aware of the correct treatment of specific problem areas within VAT as well as some of the recent changes in VAT practice and any relevant changes in the legislation.

### CONTENT

- Basic land and property transactions
- Partial exemption
- Capital Goods Scheme
- International trading in goods and services
- Recent developments

Case studies may be used during the session to help illustrate the topics where appropriate.

**CPD HOURS: 3**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		•	•		

<p><b>Ramada Hotel</b> 2 Oct 2.00pm-5.00pm</p>
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## Personal Tax 1

One Day Course  
£110 +VAT

### WHO SHOULD ATTEND

This course is suitable for those participants who have little or no existing tax knowledge or experience in this area. As a guideline it will be suitable for those who have worked between 3 and 15 months in the profession. It will not normally be suitable for those participants who are studying and have sat their first professional tax exam.

### OBJECTIVES

By the end of the course participants will be familiar with the basic principles of calculating an individual's income tax liability.

### CONTENT

- Review of the different sources of income
- Determination of tax credits/tax deducted at source
- Tax rates and allowance
- Income tax computations
- Case studies

**CPD HOURS: 6**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•		

**Ramada Hotel**  
5 Nov  
9.30am-5.00pm

## Business Tax 1

One Day Course  
£110 +VAT

### WHO SHOULD ATTEND

This course is suitable for those participants who have little or no existing tax knowledge or experience in this area. As a guideline it will be suitable for those who have worked between 3 and 15 months in the profession and it will help if they have previously attended Personal Tax 1.

It will not normally be suitable for those participants who are studying and have sat their first professional tax exam.

### OBJECTIVES

By the end of the course participants will be familiar with the basic rules governing the calculation of taxable profits for a self-employed client.

### CONTENT

- General principles of allowable/disallowable expenditure
- Plant and machinery capital allowances with case studies
- Determination of the Class 4 NIC liability
- Trading income computation
- Completion of the relevant self assessment pages

**CPD HOURS: 6**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•		

**Ramada Hotel**  
6 Nov  
9.30am-5.00pm

## How to Be an Effective Senior

One Day Course  
£110 +VAT

### 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.

### 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 a management game to illustrate how groups make decisions and how they can be influenced.

### CPD HOURS: 6

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		•	•	•	•

Ramada Hotel  
13 May  
9.30am-5.00pm

## Communication: The Essential Skills

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

The course is essential for junior staff who wish to improve their ability to communicate effectively with clients in writing, on the phone or face to face.

The relevance of the course will depend upon the participants' level of experience in this area. As a guide, the course will be most suited to members of staff who have been in the profession for up to 24 months.

### OBJECTIVES

At the end of the course participants will be aware of the principles of good communication and the effect of key aspects of their behaviour on working relationships with clients and colleagues. They will have been given practical tools to help them communicate more effectively on the telephone, and will have had the opportunity to try out some of these in role-play situations. Participants will also have seen some examples of good and bad business writing and will have acquired some writing and editing skills.

### CONTENT

The course will cover:

- Importance of communication - ways, means and barriers
- Helping and hindering behaviours - group exercises and informal presentations
- Body language basics
- Telephone training tips - role plays
- Business writing skills and techniques

Individual and group exercises will be used to enable participants to practice the key skills learned.

### CPD HOURS: 3

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
				•	•	•	•

Ramada Hotel  
9 Sep  
2.00pm-5.00pm

## Sage 50 Accounts – The Nine Modules

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

Audit and Accounts Staff, who wish to gain an operational understanding of the Sage 50 package.

### OBJECTIVES

This course looks at all of the Sage 50 modules.

The main objectives are to give Audit and Accounts staff a practical overview of the key modules within the package and to provide practical tips on using Sage 50 on a day to day basis. The first half of the course covers the core Sage 50 modules, and the second half the advanced modules.

*Please note that this is NOT a hands-on course.*

### CONTENT

#### Core Sage 50 Modules

- Sage 50 overview
- Company Settings – Understanding the key settings and parameters
- Chart of Accounts Layouts – setting up and checking the chart of accounts
- Customer/Supplier record screens
- Opening balances
- Posting screens and some short cuts
- Dealing with returned cheques, write-offs and other corrections
- Creating recurring entries and Skeleton journals
- Bank and Vat reconciliation
- Month and Year-end

#### Advanced 50 Modules

- Overview of Products, Order Processing and Invoicing modules
- Using the Project Costing module
- Setting up and using the Foreign Trader module
- Import/Export data in and out of Sage 50

**CPD HOURS: 3**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•	•	•			•		

Ramada Hotel  
10 Sep  
9.30am-1.00pm

## Practical Use of Excel (Office 2007)

Half Day Course  
£55 +VAT

### WHO SHOULD ATTEND

Participants should be familiar with the operation of the package at least up to introductory level, and, with at least 6 months practical experience of using the package on a day to day basis. This experience should include creating spreadsheets from scratch, entering and copying formulae and the use of the standard and formatting toolbars.

**Please note that there is an alternative course for users of Excel 2003 and earlier versions. Current version used on this course: Excel 2007**

### OBJECTIVES

This course provides a brief re-cap of the introductory course and then concentrates on some of the more advanced concepts of spreadsheet design and integrity.

The course is designed for the more experienced spreadsheet user who is likely to be involved in setting up and maintaining spreadsheets on behalf of others.

*Please note that this is NOT a hands-on course.*

### CONTENT

- Refresher – some short cuts and other speed tips
- Best practice
  - Absolute and mixed cells
  - Rounding / precision
  - Range names
  - Conditional logic (IF command)
  - Conditional formatting
  - Database plus Pivot Tables
  - Import / export data
  - Presentation
    - Custom Headers/Footers
    - Custom number formats
  - Data Validation
  - SUMIF command
  - Protection
  - Circ errors
  - Audit Tools

**CPD HOURS: 3**

Partners	Managers	Seniors	Tax Specialists	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•	•	•	•	•	•	•	•

Ramada Hotel  
10 Sep  
2.00pm-5.00pm

## **Our audit manual is fully up to date for International Standards on Auditing (ISAs) and the APB Ethical Standards.**

Our Audit Manual provides step by step procedures for the auditors of private companies. Users of our system benefit from:

- A fully comprehensive package - incorporating disclosure checklists and audit regulation compliance all specific to NI requirements. There is no need to purchase extra manuals.
- Electronic copy of all the standard documentation you need including planning, completion, companies accounts checklists, proforma accounts and flexible audit programmes.
- Efficient creation and electronic filing of tailored packs for each client using our latest development tool, 'Creator'.
- Procedures Manual including chapters on Audit Regulations, auditors' responsibilities, planning, effective auditing of each key area, completion procedures and reporting.
- Regular updating - no need to worry about new regulations. We do that for you.

GB and ROI versions are also available.

## **Free Inspection Copy**

To review this tried and tested product with a free, no obligation, inspection sample please email Marguerite Hughes at [marguerite.hughes@merciaireland.com](mailto:marguerite.hughes@merciaireland.com) or telephone her on 028 3083 5588. After all, over 1500 users nationwide can't be wrong!

## **Training**

To help ensure that your whole team is familiar with the Audit Manual as soon as possible we can provide in-house training for your staff. Our introductory course is specially designed for participants who are new to the Mercia audit system. For those that have previously used alternative audit systems the course provides an excellent opportunity for conversion to the Mercia methodology.

**The cost of an in-house half day course is £825 plus travel costs plus VAT.**

**If you would like to find out more about our Audit Manual please email [gill.johnston@merciaireland.com](mailto:gill.johnston@merciaireland.com) or telephone her on 028 3083 5588**

## **Cost**

There is a one-off fee for the right to use and copy the documentation of just £245 (£225\*) per registered audit partner. The fee provides you with a CD containing all the documents in electronic format. No charge is made for any updates in the first year. Subsequent updates are covered by an all encompassing annual fee of £250 (£225\*) per firm or £125 (£105\*) for sole practitioners.

\*Members discounts are applicable to firms who pay an annual subscription (based upon the size of their practice) to be a member of the Mercia Ireland training group. This does not include firms who buy season tickets. For further information please see inside front cover or contact Gill Johnston on 028 3083 5588.



No doubt you are aware that ICAI Quality Review and other professional bodies place increased emphasis on specialist assignments. To assist you with these high risk assignments, we have developed a number of Specialist Assignment Manuals, saving you hours of research and keeping you up-to-date with specific rules and regulations.

The SAMs cover a variety of specialist assignments as follows:

## The manuals available

- **FSA Programme**

(For Mortgage and General Insurance Intermediaries)

- **FSA Programme** (For Designated Investment Firms)

- **Audit Exemption**
- **Charities**
- **Pension Schemes**
- **Solicitors' Accounts Regulations (NI)**
- **Estate Agents**
- **Clubs (NI Version)**
- **Friendly and Industrial and Provident Societies**
- **Registered Social Landlords (RSL)**
- **Limited Liability Partnerships (LLP)**

## Updating costs

You can enjoy peace of mind by subscribing to our updating service, which provides you with the assurance that your SAM will be updated as needed on a timely basis.

The annual update fee is £52.50 (£47.50\*) per manual and will be invoiced on 1 July each year to cover all updates issued in the subsequent twelve months. New subscribers will receive all updates between the date of purchase and the next 1 July free of charge.

The fee will entitle you to all routine updating. If however, a major rewrite is required due to a substantial change in legislation you may be notified of an additional fee.

\*Special discounted price to Mercia Ireland members.

All manuals now come with tailoring tool 'creator'.

Each manual contains guidance notes summarising relevant rules and regulations, engagement letters, example reports, pro-forma accounts, checklists and detailed work programmes, including tailored planning and completion documentation.

**£195** plus VAT per manual

**£145** plus VAT for training group members\*

## Training

Whilst no training is needed in order to use the manuals, we can run specialist in-house courses. For details of these courses please contact Gill Johnston on 028 3083 5588.

\*Special discounted price to Mercia Ireland members.

Why not let Mercia's team of compliance and technical experts give you peace of mind?

A complete compliance audit will review and check your firm's compliance with:

- **Audit Regulations**

including the new International Standards of Auditing, ISA+

- **Financial Reporting Standards (FRS)**

- **Company legislation**

- **Ethical Standards**

including the new APB Ethical Standards for Auditors

- **Investment Business (inc. DPB) Regulations**

- **Client Money Regulations**

- **Anti-money laundering legislation and regulations**

## Contact Details

If you would like to discuss a compliance audit for your firm, in strictest confidence and with no obligation, please contact Brian Mailey FCA, at [brian.mailey@merciaireland.com](mailto:brian.mailey@merciaireland.com) or Gill Johnston FCA, at [gill.johnston@merciaireland.com](mailto:gill.johnston@merciaireland.com)

This service provides independent expert advice and assistance regarding:

- **Interpreting the requirements of the Companies Order, Accounting Standards and Auditing Standards.**
- **The implementation of the Audit Regulations.**
- **Matters of judgement where a second opinion is required.**
- **Areas where consultation is required by the Audit Regulations and sufficient in house resources are not available.**

## How it works

Simply register your firm, FREE OF CHARGE and then only pay for the technical support you need, when you need it!

- First, register with Mercia by completing an online registration form .
- Matters will be dealt with by telephone or in writing as required.
- There will be no charge if no assistance is provided.
- Substantial consultancy assignments e.g. hot reviews will be discussed in detail in advance.

## Costs

- Minimum charge of £45 (£40\*) plus VAT.
  - No charge for registration.
  - Estimates will be provided if required.
  - Invoices are due for payment within 30 days.
- \*Special discounted price for Mercia Ireland members

If you would like to register as a user of the Audit and Accountancy Technical Support service contact Brian Mailey or Gill Johnston on 028 3083 5588.



# CPD Course Booking Form

## Personal Details

(Required for all bookings)

Firm	
Address	
Tel No	
Fax No	
E mail	
Contact	
Signature	

## Membership Application

I/We wish to become members of the Mercia NI Training Group for the year to 31 December 2009. Detailed alongside are the number of ALL partners and professional members of staff as at 1 January 2009.

<b>Junior Staff</b>	
ACA trainees	_____
ACCA trainees	_____
AAT trainees	_____
IATI trainees	_____
Other junior staff	_____
<b>Total Junior Staff</b>	_____
<b>Senior Staff</b>	_____
<b>Partners</b>	_____
<b>Total Staff</b>	_____

<b>Membership @ £320 x 'Total Staff'</b>	£
Per firm fee	£ 160.00
plus VAT at 17.5%	£
<b>TOTAL</b>	£

The fee will be invoiced in advance but can be paid in 12 monthly instalments. A Direct Debit Mandate will be sent to you on receipt of your application. Please note that credit card payments must be made in full.

Please return to: Mercia NI Ltd, Wyncroft,  
30 Rathfriland Road Newry, Co Down BT34 1JZ

Mercia NI Ltd is a company registered in Northern Ireland with company number NI 038498 Registered office: Chamber of Commerce House, 22 Gt Victoria St, Belfast BT2 7BA

## CPD Courses

\*I would like to book the following CPD courses:

	Venue	No of Places
Audit Update		
Accountancy Update		
Capital Gains Tax - A Current Perspective		
Taxation of Property Transactions		
Accounting for Properties and the Audit Issues		
Tax, Legal and Accounting Implications of Transactions Between a Company and its Directors		
Finance Act 2009		
Corporation Tax Refresher		
Delivering Quality Client Service		
Maximising Profit and Minimising Risk in Smaller Audits		
Topical Tax Issues		
VAT Update and Problem Areas		
<b>Total No of Places</b>		

\*Completion is mandatory

Total places \_\_\_\_\_ @ £55 £  
if 12 or more places booked

Total places \_\_\_\_\_ @ £110 £  
if fewer than 12 places booked

**Small Practitioners' Option**  
Please reserve one place on the six courses as above @ £375 £

plus VAT at 17.5% £

**TOTAL** £

(Cheque enclosed payable to Mercia NI Ltd)

**PAYING BY CREDIT CARD**  
VISA, MASTERCARD, MAESTRO OR DELTA ACCEPTED

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



Mercia NI Ltd  
Wyncroft  
30 Rathfriland Road  
Newry Co Down  
BT34 1JZ

t 028 3083 5588  
f 028 3083 5558

enquiries@merciaireland.com  
www.merciaireland.com

If you have any queries or would like to discuss your training needs please contact Brian Mailey or Gill Johnston on 028 3083 5588 or email  
brian.mailey@merciaireland.com  
gill.johnston@merciaireland.com

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