

2009/10 Training Programme

Sheffield



www.mercia-group.co.uk

Mercia Sheffield Training Group

CPD Course Programme 2009/10

COURSE TITLE	SPEAKER	DATE	VENUE
Auditing in a Recessionary Environment	Andrew Güntert - Mercia Group Ltd	Wednesday 9 September 2009 (am)	Aston Hall Hotel
		Tuesday 15 September 2009 (pm)	Tapton Hall Hotel
Finance Act 2009	Andrew Burgess or Mark Morton - Mercia Group Ltd	Monday 21 September 2009 (am)	Aston Hall Hotel
		Wednesday 30 September 2009 (am)	Sheffield United
		Thursday 1 October 2009 (am)	Sheffield Park Hotel
Capital Gains Tax: A Current Perspective	Andrew Burgess or Mark Morton - Mercia Group Ltd	Monday 21 September 2009 (pm)	Aston Hall Hotel
		Wednesday 30 September 2009 (pm)	Sheffield United
		Thursday 1 October 2009 (pm)	Sheffield Park Hotel
Audit and Accounts of Group Companies	Phil Frost - Mercia Group Ltd	Wednesday 28 October 2009 (pm)	Aston Hall Hotel
		Thursday 5 November 2009 (*)	Sheffield United
Charities: Current Issues	David Gallagher - Mercia Group Ltd	Monday 9 November 2009 (pm)	Aston Hall Hotel
		Tuesday 24 November 2009 (*)	Sheffield United
Audit and Accountancy Update Part 1	John Welsford - Mercia Group Ltd	Wednesday 2 December 2009 (am)	Sheffield United
		Tuesday 8 December 2009 (am)	Aston Hall Hotel
Company Law Update	John Welsford - Mercia Group Ltd	Wednesday 2 December 2009 (pm)	Sheffield United
		Tuesday 8 December 2009 (pm)	Aston Hall Hotel
Corporation Tax Update	Pat Nown - Mercia Group Ltd	Tuesday 9 February 2010 (am)	Aston Hall Hotel
		Thursday 18 February 2010 (*)	Sheffield United

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COURSE TITLE	SPEAKER	DATE	VENUE
Delivering Quality Client Service	John Sharkey - Mercia Group Ltd	Wednesday 10 March 2010 (pm)	Aston Hall Hotel
Audit and Accounts of Pension Schemes	Darren Leiser - Mercia Group Ltd	Monday 22 March 2010 (pm)	Sheffield United
Business Tax: Problem Areas	Phil Williams - Mercia Group Ltd	Wednesday 14 April 2010 (am)	Aston Hall Hotel
		Thursday 29 April 2010 (*)	Sheffield United
Audit and Accountancy Update Part 2	Andrew Güntert - Mercia Group Ltd	Thursday 13 May 2010 (pm)	Aston Hall Hotel
		Monday 17 May 2010 (pm)	Tapton Hall Hotel
		Wednesday 26 May 2010 (*)	Sheffield United

The timing of the courses will be 9.30am to 12.30pm where (am) stated and 2.00pm - 5.00pm where (pm) stated.
All courses indicated by (*) will run from 4.00pm - 7.00pm

Venues

Sheffield Park Hotel

Chesterfield Road South
Sheffield S8 8BW
Tel: 0114 282 9988

Aston Hall Hotel

Worksop Road
Aston, Sheffield S26 2EE
Tel: 0114 287 2309

Sheffield United

Football Club
Bramall Lane, Sheffield, S2 4SU
Tel: 0870 458 3671

Tapton Hall

Shore Lane
Fulwood, Sheffield, S10 3BU
Tel: 0114 266 0051

Mercia Sheffield Training Group
Professional Development Course
Programme 2009/10
 Only available to members

COURSE TITLE	DATE	TIME	VENUE
BUSINESS ADVISORY			
Practical Business Issues	Tuesday 16 February 2010	Full day	Holiday Inn - Royal Victoria
AUDIT AND ACCOUNTING			
Principles of Bookkeeping	Monday 14 September 2009	Full day	Sheffield Wednesday
Bookkeeping: The Next Stage	Tuesday 15 September 2009	Full day	Sheffield Wednesday
Bookkeeping Case Study	Wednesday 16 and Thursday 17 September 2009	2 days	Sheffield Wednesday
Effective Small Company Audits	Wednesday 14 October 2009	am	Sheffield Wednesday
	Tuesday 23 February 2010		
Effective Use of Analytical Procedures	Wednesday 14 October 2009	pm	Sheffield Wednesday
	Tuesday 23 February 2010		
Charities: Key Problem Areas	Thursday 15 October 2009	am	Sheffield Wednesday
Auditing the Difficult Areas	Thursday 15 October 2009	pm	Sheffield Wednesday
	Monday 22 February 2010	pm	
Understanding Group Accounts	Tuesday 27 October 2009	Full day	Sheffield Wednesday
Money Laundering: An Introduction for New Starters	Wednesday 28 October 2009	am	Sheffield Wednesday
UK GAAP for IAS Users	Wednesday 28 October 2009	pm	Sheffield Wednesday
Understanding Company Accounts	Thursday 29 October 2009	Full day	Sheffield Wednesday
Understanding Analytical Procedures	Friday 30 October 2009	am	Sheffield Wednesday

Mercia Sheffield Training Group

Professional Development Course

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COURSE TITLE	DATE	TIME	VENUE
AUDIT AND ACCOUNTING			
Audit Exemption and Abbreviated Accounts	Friday 30 October 2009	pm	Sheffield Wednesday
Accounts Preparation Skills	Tuesday 5 January 2010	Full day	Sheffield Wednesday
Auditing: First Principles	Wednesday 6 January 2010	am	Sheffield Wednesday
How to Audit Series	Wednesday 6 to Friday 8 January 2010	2½ days	Sheffield Wednesday
The Audit & Accountancy Update	Monday 15 February 2010	Full day	Holiday Inn - Royal Victoria
	Monday 12 April 2010		
An Introduction to Solicitors' Accounts Rules	Wednesday 24 February 2010	Full day	Sheffield Wednesday
TAXATION			
General Tax Update for Accounts Staff	Tuesday 15 September 2009	Full day	Holiday Inn - Royal Victoria
Introduction to PAYE and National Insurance	Friday 18 September 2009	am	Sheffield Wednesday
Introduction to VAT	Friday 18 September 2009	pm	Sheffield Wednesday
Business Tax 2	Friday 16 October 2009	am	Sheffield Wednesday
Corporation Tax 1	Friday 16 October 2009	pm	Sheffield Wednesday
Personal Tax 1	Thursday 11 February 2010	Full day	Sheffield Wednesday
Business Tax 1	Friday 12 February 2010	Full day	Sheffield Wednesday
Payroll Update	Friday 12 March 2010	am	St Mary's Church and Conference Centre
	Thursday 25 March 2010		

Mercia Sheffield Training Group

Professional Development Course

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COURSE TITLE	DATE	TIME	VENUE
TAXATION			
VAT Problem Areas for Accounts Staff	Friday 12 March 2010	pm	St Mary's Church and Conference Centre
	Thursday 25 March 2010		
Family Company Tax Considerations	Friday 26 March 2010	Full day	St Mary's Church and Conference Centre
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT			
Communication: The Essential Skills	Wednesday 10 February 2010	Full day	Aston Hotel
Effective Time Management	Tuesday 13 April 2010	am	Aston Hotel
Effective Business Letter and Report Writing	Tuesday 13 April 2010	pm	Aston Hotel
IT SKILLS			
Sage 50: Set Up and Processing Cycles*	Thursday 17 December 2009	Full day	Aston Hotel

TIMING

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

*Numbers limited to 12, plus IT supplement of £30 plus VAT per participant.

Venues

Sheffield Wednesday Football Club

Hillsborough
Sheffield S6 1SW
Tel: 0114 221 2302

Aston Hotel

Britannia Way, Catcliffe
Rotherham S60 5BD
Tel: 0114 261 5690

Holiday Inn Royal Victoria

Victoria Station Road
Sheffield S4 7YE
Tel: 0114 276 8822

St Mary's Church and Conference Centre

Bramall Lane
Sheffield S2 4QZ
Tel: 0114 223 0223

Mercia Sheffield Training Group

Digital CPD Course Programme 2009/10

If you are a Mercia member you will receive a selection of 12 popular CPD courses over a 12 month period. This service is also available if you are not a member but would like to receive the programme of CPD courses on CD. The cost of digital subscription is based on the size of your practice with a charge of £300 per firm plus £95 per partner and professional member of staff.* The subscription will be invoiced in advance but can be paid in 12 monthly instalments. To enrol as a subscriber please visit www.mercia-group.co.uk/training/digital.htm

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

COURSE TITLE	DATE
Corporation Tax Refresher	July 2009
Capital Gains Tax - A Current Perspective	August 2009
Accounting for Properties and the Audit Issues	September 2009
Finance Act 2009	October 2009
Money Laundering Update	November 2009
Topical Tax Issues	December 2009
VAT Update	January 2010
Charities: Current Issues	February 2010
Maximising Profit and Minimising Risk in Smaller Audits	March 2010
Audit Update	April 2010
Accountancy and Assurance Update	May 2010
Tax Planning for Family Businesses	June 2010

Mercia Sheffield Training Group

Local membership

The local membership fee for 2009/10 is £150 per firm plus £315 per partner and professional member of staff.**

- Send as many staff as you wish on the courses included in the CPD and Professional Development course programmes at no extra cost (on hands-on IT courses a small supplement will be charged)
- Receive 12 of our most popular CPD courses on CD*
- Receive a copy of the quarterly Audit and Tax Technical Update newsletter for each partner and senior member of staff, this will be sent by email as a PDF format
- 25% discount on our specialist courses and significant discounts on the wide range of our other support services and products
- 50% discount on Quorum Training courses
- Special access to our training website which allows you to:
 - enrol online and restrict access so only authorised personnel can book on courses but everyone can view the courses available
 - download notes and slides for a CPD course after it has run

*£50 reduction in per firm fee for those not wishing to take up this option

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

If you would like to become a Mercia Training Group Member please complete the form or if you require further information, please contact Michelle Hammond or Zoë Canham on 0116 258 1200.

Individual courses

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

CPD courses

£85 plus VAT per place

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

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



Whilst our courses are predominantly aimed at those working in practice, a number of accountants from industry do attend and find them very useful. You may therefore be interested in offering your clients the opportunity to attend our courses by including them in your membership or season ticket booking. If you have any questions please email liz.coates@mercia-group.co.uk or call her on 0116 258 1200.

Mercia Sheffield Training Group

CPD Course Booking Form 2009/10

COURSE TITLE	DATE	NUMBER(S) ATTENDING
Auditing in a Recessionary Environment	Wednesday 9 September 2009	
	Tuesday 15 September 2009	
Finance Act 2009	Monday 21 September 2009	
	Wednesday 30 September 2009	
	Thursday 1 October 2009	
Capital Gains Tax: A Current Perspective	Monday 21 September 2009	
	Wednesday 30 September 2009	
	Thursday 1 October 2009	
Audit and Accounts of Group Companies	Wednesday 28 October 2009	
	Thursday 5 November 2009	
Charities: Current Issues	Monday 9 November 2009	
	Tuesday 24 November 2009	
Audit and Accountancy Update Part 1	Wednesday 2 December 2009	
	Tuesday 8 December 2009	
Company Law Update	Wednesday 2 December 2009	
	Tuesday 8 December 2009	

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CPD Course Booking Form 2009/10

COURSE TITLE	DATE	NUMBER(S) ATTENDING
Corporation Tax Update	Tuesday 9 February 2010	
	Thursday 18 February 2010	
Delivering Quality Client Service	Wednesday 10 March 2010	
Audit and Accounts of Pension Schemes	Monday 22 March 2010	
Business Tax: Problem Areas	Wednesday 14 April 2010	
	Thursday 29 April 2010	
Audit and Accountancy Update Part 2	Thursday 13 May 2010	
	Monday 17 May 2010	
	Wednesday 26 May 2010	

Total Places @ £85.00 £
 Plus VAT at 15% £
 Total: Cheque enclosed £

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

Firm Name _____ Date _____

Contact Name _____ Signed _____

Please return to Jane Purple at the address below:

**Mercia Group Ltd, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP
Tel 0116 258 1200 Fax 0116 258 1250 www.mercia-group.co.uk**

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Professional Development Course

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COURSE TITLE	DATE	DELEGATE(S) NAMES
BUSINESS ADVISORY		
Practical Business Issues	Tuesday 16 February 2010	
AUDIT AND ACCOUNTING		
Principles of Bookkeeping	Monday 14 September 2009	
Bookkeeping: The Next Stage	Tuesday 15 September 2009	
Bookkeeping Case Study	Wednesday 16 and Thursday 17 September 2009	
Effective Small Company Audits	Wednesday 14 October 2009	
	Tuesday 23 February 2010	
Effective Use of Analytical Procedures	Wednesday 14 October 2009	
	Tuesday 23 February 2010	
Charities: Key Problem Areas	Thursday 15 October 2009	
Auditing the Difficult Areas	Thursday 15 October 2009	
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Understanding Group Accounts	Tuesday 27 October 2009	
Money Laundering: An Introduction for New Starters	Wednesday 28 October 2009	
UK GAAP for IAS Users	Wednesday 28 October 2009	
Understanding Company Accounts	Thursday 29 October 2009	
Understanding Analytical Procedures	Friday 30 October 2009	

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COURSE TITLE	DATE	DELEGATE(S) NAMES
AUDIT AND ACCOUNTING		
Audit Exemption and Abbreviated Accounts	Friday 30 October 2009	
Accounts Preparation Skills	Tuesday 5 January 2010	
Auditing: First Principles	Wednesday 6 January 2010	
How to Audit Series	Wednesday 6 to Friday 8 January 2010	
The Audit & Accountancy Update	Monday 15 February 2010	
	Monday 12 April 2010	
An Introduction to Solicitors' Accounts Rules	Wednesday 24 February 2010	
TAXATION		
General Tax Update for Accounts Staff	Tuesday 15 September 2009	
Introduction to PAYE and National Insurance	Friday 18 September 2009	
Introduction to VAT	Friday 18 September 2009	
Business Tax 2	Friday 16 October 2009	
Corporation Tax 1	Friday 16 October 2009	
Personal Tax 1	Thursday 11 February 2010	
Business Tax 1	Friday 12 February 2010	
Payroll Update	Friday 12 March 2010	
	Thursday 25 March 2010	

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COURSE TITLE	DATE	DELEGATE(S) NAMES
TAXATION		
VAT Problem Areas for Accounts Staff	Friday 12 March 2010	
	Thursday 25 March 2010	
Family Company Tax Considerations	Friday 26 March 2010	
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT		
Communication: The Essential Skills	Wednesday 10 February 2010	
Effective Time Management	Tuesday 13 April 2010	
Effective Business Letter and Report Writing	Tuesday 13 April 2010	
IT SKILLS		
Sage 50: Set Up and Processing Cycles*	Thursday 17 December 2009	

Firm Name _____ Date _____

Contact Name _____ Signed _____

Please return to Jane Purple at the address below:

Mercia Group Ltd, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP
Tel 0116 258 1200 Fax 0116 258 1250 www.mercia-group.co.uk

Mercia Sheffield Training Group Membership Application Form

Firm's Name _____

Address _____

_____ Postcode _____

Telephone _____

Fax _____

Email _____

Main Contact _____
(PLEASE PRINT)

Enrolment Contact _____
(PLEASE PRINT)

Membership Options - Local or National

I confirm that my firm wishes to take up **LOCAL** membership of the above training group for the year ending 30 June 2010 and that the fees are acceptable. The total number of partners and full time professional members of staff of this firm as at 1 July 2009 are detailed opposite

or

I confirm that my firm wishes to take up **NATIONAL** membership of the above training group for the year ending 30 June 2010 and that the fees are acceptable. The total number of partners and full time professional members of staff of this firm as at 1 July 2009 are detailed opposite

Course details

Please indicate below how you wish to receive your monthly course details (please select ONE of the following).

Email Printed copy

Training CDs

Would you like to receive 12 training CDs as part of your membership?

Yes No

Signed _____ Date _____
(PARTNER)

Professional Staff Details

ACA

ACCA

AAT

ATT

Other

Senior staff

Partners

Total Staff

If your clients would benefit from attending courses and you would be willing to include them in your membership, complete this box.

Clients

New Total