



CPD Courses in Sheffield

Something for everyone...



An introductory offer....£49 per place

We can think of lots of reasons why you should attend Mercia CPD courses but to help you decide how we compare, all of our CPD courses booked before 30 September 2011 will cost just £49 plus VAT per place.

After 30 September, you will need to book 10 or more places to get the discounted rate of £49 plus VAT per place. For those practices who need less than 10 places, a season ticket for 6 to 9 places can be purchased at a cost of £60 plus VAT per place or 1 to 5 places at a cost of £95 plus VAT per place.

If you book on a course but can't make the date you can switch to the same course at a different venue (if available) or contact us and we'll send you a copy of the notes.

Something for everyone....

Varied programmes – as well as an extensive and varied programme of CPD courses we also offer a Professional Development course programme which includes over 30 practical courses aimed at less experienced members of staff.

Choice of dates and venues – many of our CPD courses are repeated; giving you a choice of date, venue and timings.

Webinars and online courses – if you prefer to fulfil your training needs at a place and time to suit you, then our digital offerings will provide the perfect solution. Details of our monthly online CPD courses can be found on page 3, whilst details of our webinars, that are organised on a more regular basis, are available on our website.

Specialist courses and conferences – as it is not possible to run every course in a local programme, we offer a programme of specialist courses and conferences in various regions around the country. These range from a one day Farming conference to an Introduction to Doctors Accounts, and details are made available on our website as and when they are organised.

Choice of options – as well as buying places on our individual courses, we offer three excellent value for money, membership packages to help you budget for your firm's complete training requirement. Details of our membership options are provided on page 5.

Finishing touches that make the difference....

Experienced presenters – the majority of our CPD courses and all of our Professional Development courses are presented by Mercia speakers, who all have an excellent reputation for high quality presentation skills and technical expertise. They use their practical experience to interpret the rules and regulations and provide advice on how to apply them in a professional environment.

Comprehensive, detailed notes – all of our courses are supported by comprehensive and detailed notes (and not just copies of slides) that many of our delegates retain for future reference.

Exceptional service – we pride ourselves on the courses we deliver and the service we provide as we appreciate that fulfilling your training needs is not always as easy as it should be. If you have any questions, special requests or would just like to find out more, we're here to help. Andrew Paul is the manager dedicated to looking after the training in your area. He can be contacted on 0116 2581200 or by email at andrew.paul@mercia-group.co.uk If he isn't available to help, any member of our friendly and knowledgeable training admin team will be happy to talk to you.



£49per place if booked by
30 September 2011

CPD Course Programme 2011/12

| Course Title | Date | Time | Venue |
|---|-----------------|------------------|--------------------------------|
| How to Win with Clarified ISAs David Gallagher - Mercia Group Ltd | Mon 12 Sep 2011 | 2.00pm - 5.00pm | Sheffield United Football Club |
| | Wed 21 Sep 2011 | 9.30am - 12.30pm | Aston Hall Hotel |
| Finance Act 2011 Phil Williams - Mercia Group Ltd | Thu 29 Sep 2011 | 2.00pm - 5.00pm | Tapton Hall |
| | Tue 4 Oct 2011 | 9.30am - 12.30pm | Aston Hall Hotel |
| | Thu 13 Oct 2011 | 4.00pm - 7.00pm | Sheffield United Football Club |
| The Tax Man Cometh - Handling Revenue Enquiries Andrew Burgess - Mercia Group Ltd | Mon 24 Oct 2011 | 2.00pm - 5.00pm | Aston Hall Hotel |
| | Thu 3 Nov 2011 | 4.00pm - 7.00pm | Sheffield United Football Club |
| Improving Personal Productivity and Effectiveness John Sharkey - Mercia Group Ltd | Tue 8 Nov 2011 | 2.00pm - 5.00pm | Aston Hall Hotel |
| | Wed 16 Nov 2011 | 2.00pm - 5.00pm | Sheffield United Football Club |
| VAT Update Simone Hurst - VATease | Tue 29 Nov 2011 | 2.00pm - 5.00pm | Sheffield United Football Club |
| | Tue 6 Dec 2011 | 9.30am - 12.30pm | Aston Hall Hotel |
| Audit & Accounts of Pension Schemes Mike Ulrich | Thu 15 Dec 2011 | 2.00pm - 5.00pm | Copthorne Hotel - Sheffield |
| Employment Taxes Update Mark Morton - Mercia Group Ltd | Thu 2 Feb 2012 | 4.00pm - 7.00pm | Sheffield United Football Club |
| | Wed 8 Feb 2012 | 9.30am - 12.30pm | Aston Hall Hotel |
| Audit & Accountancy Update John Welsford | Wed 15 Feb 2012 | 9.30am - 12.30pm | Tapton Hall |
| | Thu 23 Feb 2012 | 2.00pm - 5.00pm | Aston Hall Hotel |
| | Mon 27 Feb 2012 | 4.00pm - 7.00pm | Sheffield United Football Club |
| Pensions Tax Stephen Ward - Premier Financial Solutions (UK) Ltd | Tue 13 Mar 2012 | 2.00pm - 5.00pm | Copthorne Hotel - Sheffield |
| Charities: Current Issues Phil Frost - Mercia Group Ltd | Tue 27 Mar 2012 | 2.00pm - 5.00pm | Copthorne Hotel - Sheffield |
| Advanced Tax Aspects of Reorganising the Family Company/Group Pat Nown - Mercia Group Ltd | Thu 19 Apr 2012 | 4.00pm - 7.00pm | Sheffield United Football Club |
| | Mon 30 Apr 2012 | 2.00pm - 5.00pm | Aston Hall Hotel |
| Gearing Up for FRSME Phil Frost - Mercia Group Ltd | Wed 9 May 2012 | 4.00pm - 7.00pm | Sheffield United Football Club |
| | Mon 14 May 2012 | 2.00pm - 5.00pm | Aston Hall Hotel |
| Partnership Tax Planning Pat Nown - Mercia Group Ltd | Tue 12 Jun 2012 | 2.00pm - 5.00pm | Copthorne Hotel - Sheffield |

Venues

Aston Hall Hotel

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

Copthorne Hotel

Bramall Lane,
Sheffield, S2 4SU
0114 252 5480

Sheffield United Football Club

Bramall Lane, Sheffield, S2 4SU
Tel: 0871 663 2448

Tapton Hall







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

Online CPD Course Programme 2011/12

| Course Title | Date |
|--|------------|
| Corporation Tax Refresher | Jul 2011 |
| Inheritance Tax Planning Including Trusts | Aug 2011 |
| The Reporting Requirements of Small Companies | Sep 2011 |
| Finance Act 2011 | Oct 2011 |
| Money Laundering Update | Nov 2011 |
| Topical Tax Issues | Dec 2011 |
| VAT Update | Jan 2012 |
| The Tax Man Cometh - Handling Revenue Enquiries | Feb 2012 |
| Detecting Fraud and Advising on Preventing Fraud | Mar 2012 |
| Audit Update | April 2012 |
| Accountancy Update and Current Issues | May 2012 |
| Taxation of Property Transactions | June 2012 |

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

Professional Development Course Programme 2011/12


| Course Title | Date | Duration | Cost |
|--|--------------------------|----------|------|
| AUDIT AND ACCOUNTING | | | |
| Principles of Bookkeeping  | Mon 5 Sep 2011 | Full day | £110 |
| Bookkeeping: The Next Stage  | Tue 6 Sep 2011 | Full day | £110 |
| Bookkeeping Case Study | Wed 7 and Thu 8 Sep 2011 | 2 days | £220 |
| Understanding Company Accounts  | Mon 10 Oct 2011 | Full day | £110 |
| Understanding Analytical Procedures  | Tue 11 Oct 2011 | am | £55 |
| Audit Exemption and Abbreviated Accounts  | Tue 11 Oct 2011 | pm | £55 |
| Money Laundering: An Introduction for New Starters  | Wed 19 Oct 2011 | am | £55 |
| UK GAAP for IAS Users | Wed 19 Oct 2011 | pm | £55 |
| Planning an Effective Audit | Thu 20 Oct 2011 | am | £55 |
| File Review Skills | Thu 20 Oct 2011 | pm | £55 |

Continued >>>

Professional Development Course Programme 2011/12

| Course Title | Date | Duration | Cost |
|--|------------------------------|----------|------|
| Introduction to Limited Liability Partnerships | Fri 21 Oct 2011 | am | £55 |
| Accounts Preparation Skills | Mon 16 Jan 2012 | Full day | £110 |
| Auditing: First Principles  | Tue 17 Jan 2012 | am | £55 |
| How to Audit Series | Tue 17 to Thu 19 Jan 2012 | 2½ days | £275 |
| Understanding Group Accounts | Wed 15 Feb 2012 | Full day | £110 |
| Solicitors' Accounts: An Introduction to SRA Accounts Rules | Thu 16 Feb 2012 | Full day | £110 |
| The Audit & Accountancy Update | Tue 17 Apr 2012 | Full day | £110 |
| TAXATION | | | |
| Introduction to PAYE & National Insurance | Fri 9 Sep 2011 | am | £55 |
| Introduction to VAT | Fri 9 Sep 2011 | pm | £55 |
| General Tax Update for Accounts Staff | Thu 6 Oct 2011 | Full day | £110 |
| Business Tax 2 | Tue 1 Nov 2011 | am | £55 |
| Corporation Tax 1 | Tue 1 Nov 2011 | pm | £55 |
| Personal Tax 1  | Mon 6 Feb 2012 | Full day | £110 |
| Business Tax 1  | Tue 7 Feb 2012 | Full day | £110 |
| Payroll Update | Thu 1 Mar 2012 | am | £55 |
| Expenses and Benefits Healthcheck | Thu 1 Mar 2012 | pm | £55 |
| VAT Healthcheck | Fri 2 Mar 2012 | am | £55 |
| Capital Allowances | Fri 2 Mar 2012 | pm | £55 |
| PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT | | | |
| Communication: The Essential Skills | Wed 8 Feb 2012 | Full day | £110 |
| Keeping Your Clients Happy | Wed 18 Apr 2012 | Full day | £110 |
| IT SKILLS | | | |
| Sage 50 Processing Cycles * | Wed 14 Dec 2011 | am | £75 |
| Sage 50 Accounts: Data Extraction Using Excel * | Wed 14 Dec 2011 | pm | £75 |

The timings of the course will be 9.30am to 1.00pm for am courses, 2.00pm to 5.00pm for pm courses or full day(s) where stated. *Numbers limited to 12.

 Indicates courses available online

Venue

Sheffield Wednesday Football Club Hillsborough Stadium Sheffield S6 1SW Tel: 0114 221 2302

Would you like to know more?

Membership options

If you are dedicated to providing training for all members of your team, including support staff, membership is the perfect solution for your practice.

CPD membership

For an annual subscription based upon the number of partners and senior staff you are entitled to:

- Send as many senior staff as you wish on the courses included in the local CPD programme at no extra cost
- 12 CPD courses available online
- Quarterly Audit & Tax technical newsletters
- Discounts on specialist courses, conferences and webinars

Membership

For an annual subscription based upon the number of partners and staff involved in chargeable work (including trainees) you are entitled to a wide range of benefits including:

- Sending as many staff as you wish on the courses included in the local CPD and Professional Development course programmes at no extra cost
- 12 CPD courses available online
- Quarterly Audit & Tax technical newsletters
- Discounts on specialist courses, conferences and webinars
- Discounts on other services and products

MembershipPLUS

All the benefits of Membership plus:

- Unlimited places on other local CPD and PDC programmes at no extra cost
- Unlimited places on regional specialist programmes (£50 per delegate charged on full day courses where lunch provided)
- Unlimited places on national and partners' conferences at a cost of £50 per delegate
- Access to recorded webinars
- Annual visit

| Membership Costs | Membership | Membership PLUS | CPD |
|--------------------------------|------------|-----------------|------|
| Cost for full year | | | |
| Fee per firm | £150 | £350 | £150 |
| Fee per partner & senior staff | £370 | £555 | £370 |
| Fee per trainee & junior staff | £260 | £260 | nil |

Webinars and online courses

CPD courses online

A selection of our core CPD courses is filmed on a rolling basis. Each course includes a film of the three hour course, a copy of the course notes and the speaker's slides. The courses can be purchased individually (prices start from £60) or you can become a digital subscriber (see below).

Digital subscription


As a digital subscriber you receive access to our programme of 12 CPD courses to view online over a 12 month period, starting from the month you begin to subscribe. The cost of digital subscription is based on the size of your practice with a charge of £250 per firm plus £150 per partner, manager and senior member of staff. The subscription will be invoiced in advance but can be paid in 12 monthly instalments.

Webinars

A quick and effective training solution that combines technological innovations with Mercia's wealth of technical experience. Each webinar costs £75 plus VAT per participant or £225 plus VAT for three or more participants. To find out more and to view our programme of live and pre recorded webinars visit www.mercia-group.co.uk/webinars.

Professional Development courses online

Following the success of our digital CPD courses, we are developing a selection of online versions of our Professional Development courses. This will give your staff access to our courses from their desk.

Courses available in this format are indicated by  on the programme and for further details and prices visit www.mercia-group.co.uk/digital

Specialist courses and conferences

We offer a range of specialist courses from three hour CPD sessions to full day conferences.

Specialist CPD courses

Our specialist CPD course programmes are organised twice yearly in the spring and autumn. The programmes are planned in response to what is happening in the professional environment. There is no set pattern or regular programme as they address needs as and when they are identified.

Specialist conferences

Our specialist conferences cover topics which are not normally included in our CPD courses. The one day conferences give delegates the opportunity to gain a wider appreciation of factors affecting both their own practices and clients.

CPD Course Booking Form 2011/12

Please photocopy this form if there is not enough space.

| Course Title | Date | Delegate Names | No. of places |
|---|------|----------------|---------------|
| How to Win with Clarified ISAs | | | |
| Finance Act 2011 | | | |
| The Tax Man Cometh - Handling Revenue Enquiries | | | |
| Improving Personal Productivity and Effectiveness | | | |
| VAT Update | | | |
| Audit & Accounts of Pension Schemes | | | |
| Employment Taxes Update | | | |
| Audit & Accountancy Update | | | |
| Pensions Tax | | | |
| Charities: Current Issues | | | |
| Advanced Tax Aspects of Reorganising the Family Company/Group | | | |
| Gearing Up for FRSME | | | |
| Partnership Tax Planning | | | |

(Mercia Sheffield)

Personal Details

| | |
|---------|--|
| Firm | |
| Address | |
| | |
| | |
| Tel No | |
| Fax No | |
| Email | |
| Contact | |

Payment Details

| | |
|--|---|
| Total places ____ @ £49 if 10 or more places booked | £ |
| Total places ____ @ £60 if 6 - 9 places booked | £ |
| Total places ____ @ £95 if 1 - 5 places booked | £ |
| plus VAT @ 20% | £ |
| TOTAL (Cheque enclosed payable to Mercia Group Ltd) | £ |

Paying By Credit Card: Visa, Mastercard Or Delta Accepted

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

Please return by post or fax to the address below



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

Cancellations: No refund will be made where cancellation is received less than 14 days before the date of the course. All other cancellations will be subject to a 20% administration charge. All cancellations must be in writing. **Transfers and late bookings:** If you wish to transfer and attend an alternative venue, 7 working days notice must be given in writing. When shorter notice is given, Mercia reserve the right to charge a £25 plus VAT administrative fee or refuse the request.

Mercia Group Ltd is a company registered in England and Wales with company number 1464141. Registered office: 19 - 21 Christopher Street, London EC2A 2BS