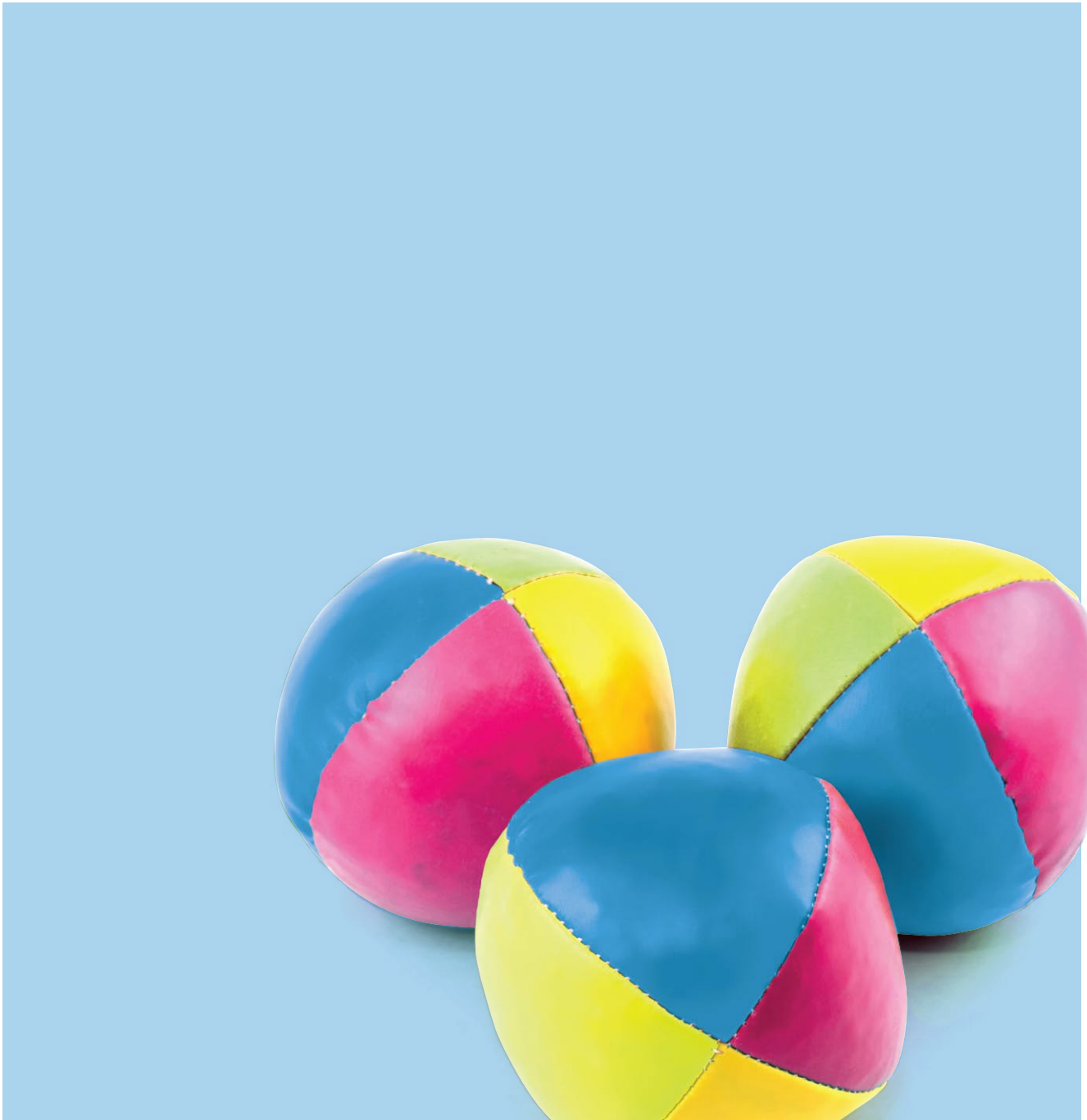


2010 Training Programme

# South West



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

# South West Training Group

## CPD Course Programme 2010

COURSE TITLE	SPEAKER	DATE
Topical Tax Issues	Norman Allison	Wednesday 10 February 2010 *
Acting For Dentists: An Update	Bob Trunchion	Thursday 25 February 2010
Charities: Current Issues	David Gallagher	Tuesday 9 March 2010
Obtaining Finance for the Smaller Business	Nigel Smith	Tuesday 23 March 2010
Use of Trusts for Tax Planning	Andrew Burgess	Monday 19 April 2010
Maximising Profit and Minimising Risk in Smaller Audits	Andrew Güntert	Thursday 13 May 2010
Accountancy and Assurance Update	Darren Leiser	Wednesday 26 May 2010 *
Employment Law Update	Debbie Taylor	Monday 14 June 2010
Finance Act 2010	Mark Morton	Tuesday 14 September 2010 *
Audit Update	John Welsford	Monday 4 October 2010
Business Tax: Problem Areas	Phil Williams	Wednesday 20 October 2010 *
Improving Personal Productivity and Effectiveness	John Sharkey	Thursday 11 November 2010
Capital Taxes Update	Andrew Burgess	Wednesday 24 November 2010
The Reporting Requirements of Small Companies	Phil Frost	Tuesday 7 December 2010 *

Course timings will be 1.45pm until 4.45pm, except those indicated  
\* when a morning session 9.30am until 12.30pm will also be held.

## Venue

### The Bristol Golf Club

St Swithins Park, Blackhorse Hill, Almondsbury BS10 7TP Tel: 01454 620000

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

# South West Training Group

## Professional Development Course Programme 2010

COURSE TITLE	DATE	TIME
<b>AUDIT AND ACCOUNTING</b>		
Accounts Preparation Skills	Tuesday 23 February 2010	Full Day
Auditing: First Principles	Monday 29 March 2010	am
Understanding Analytical Procedures	Monday 29 March 2010	pm
Understanding Company Accounts	Tuesday 30 March 2010	Full Day
Principles of Bookkeeping	Monday 6 September 2010	Full Day
Bookkeeping: The Next Stage	Tuesday 7 September 2010	Full Day
Charities: Key Problem Areas	Monday 15 November 2010	am
Ethical Standards: A Practical Review	Monday 15 November 2010	pm
Planning an Effective Audit	Tuesday 16 November 2010	am
Auditing the Difficult Areas	Tuesday 16 November 2010	pm
Company Accounting Problems	Monday 6 December 2010	Full Day
<b>IT SKILLS</b>		
Sage 50 for the Business Adviser	Wednesday 28 April 2010	pm
Sage 50 : Set Up and Processing Cycles *	Tuesday 21 September 2010	Full Day
<b>TAX</b>		
Personal Tax 1	Thursday 4 February 2010	Full Day

# South West Training Group

## Professional Development Course

### Programme 2010

COURSE TITLE	DATE	TIME
<b>TAX</b>		
Business Tax 1	Friday 5 February 2010	Full Day
VAT Healthcheck	Monday 15 March 2010	am
Payroll Workshop	Monday 15 March 2010	pm
Capital Gains Tax 2	Wednesday 14 April 2010	am
VAT Problem Areas for Accounts Staff	Wednesday 14 April 2010	pm
Introduction to PAYE & NI	Wednesday 8 September 2010	am
Introduction to VAT	Wednesday 8 September 2010	pm
General Tax Update for Accounts Staff	Tuesday 5 October 2010	Full Day
Business Tax 2	Wednesday 6 October 2010	am
Corporation Tax 1	Wednesday 6 October 2010	pm
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>		
Communication: The Essential Skills	Wednesday 24 February 2010	Full day

#### TIMING

The timing of the courses will be 10.00am to 1.00pm - am courses, 1.30pm to 5.00pm - pm courses or full day(s) where stated.

\* Numbers on this course are limited to 12 and there will be a supplement of £30 plus VAT per participant.

## Venue

### The Bristol Golf Club

St Swithins Park, Blackhorse Hill, Almondsbury BS10 7TP Tel: 01454 620000

# South West Training Group

## Digital CPD Course Programme 2010

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 £100 per partner and professional member of staff.\* The subscription will be invoiced in advance but can be paid in 12 monthly instalments. To enrol as a subscriber please visit [www.mercia-group.co.uk/training/digital.htm](http://www.mercia-group.co.uk/training/digital.htm)

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

COURSE TITLE	DATE
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 Companies	June 2010
Tax Implications of Marriage, Cohabitation, Separation and Divorce	July 2010
Capital Taxes - Recent Developments	August 2010
Common Accounting Problems	September 2010
Finance Act 2010	October 2010
Money Laundering Update	November 2010
Topical Tax Issues	December 2010

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

# South West Training Group

## Local membership

The local membership fee for 2010 is £150 per firm plus £325 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
- 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 chargeable work.

## Flexible season ticket

**10 or more places £46.50 plus VAT per place**

**6 – 9 places £60 plus VAT per place**

Our flexible season ticket costs £465 plus VAT for 10 CPD places. Any additional courses cost just £46.50 plus VAT per place even if they are subsequently booked later in the programme. The season ticket is very flexible, you can send one person on 10 courses, 10 people on one course or any other combination - the choice is yours. You can even attend any venue!

For the smaller practitioner, a season ticket for 6 to 9 places can be purchased at a cost of £60 plus VAT per place. Once again the places can be spread over the courses in whatever way you want - 6 places on one course, one place on 6 courses or any other combination.

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

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

## National membership

The national membership fee for 2010 is £300 per firm plus £410 per partner and professional member of staff\*\*

- All benefits of local training group membership
- Unlimited places on other local training group programmes at no extra cost
- Unlimited places on specialist courses and conferences at no extra cost (A £50 per delegate fee will be charged on full day courses or conferences where lunch is provided.)
- Increased discounts on our partners' conference and open management training courses

If you would like to become a Mercia Training Group member or require further information please contact Michelle Hammond or Sarah Moore on 0116 258 1200.

## Individual courses

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

### CPD courses

**1 – 5 places £85 plus VAT per place**

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

### Professional development courses

**Half day courses - £45 plus VAT per place**

**Full day courses - £90 plus VAT per place.**

**A supplement for hands on IT courses will be charged.**



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

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Tel 0116 258 1200 Fax 0116 258 1250 [www.mercia-group.co.uk](http://www.mercia-group.co.uk)**

# South West Training Group

## CPD Course Booking Form 2010

Please photocopy this form if there is not enough space.

COURSE TITLE	DATE	DELEGATE NAMES
Topical Tax Issues	Wednesday 10 February 2010**	
Acting For Dentists: An Update	Thursday 25 February 2010	
Charities: Current Issues	Tuesday 9 March 2010	
Obtaining Finance for the Smaller Business	Tuesday 23 March 2010	
Use of Trusts for Tax Planning	Monday 19 April 2010	
Maximising Profit and Minimising Risk in Smaller Audits	Thursday 13 May 2010	
Accountancy and Assurance Update	Wednesday 26 May 2010**	
Employment Law Update	Monday 14 June 2010	
Finance Act 2010	Tuesday 14 September 2010**	
Audit Update	Monday 4 October 2010	
Business Tax: Problem Areas	Wednesday 20 October 2010**	
Improving Personal Productivity and Effectiveness	Thursday 11 November 2010	
Capital Taxes Update	Wednesday 24 November 2010	
The Reporting Requirements of Small Companies	Tuesday 7 December 2010**	

\*\* Please indicate if you wish to attend am or pm session

### Personal Details

Firm	
Address	
Tel No	
Fax No	
Contact	
Contact Email	
Enrolment Contact	
Enrolment Email	

### Payment Details

There is no need to complete the following details if applying for local or national membership.

Total places ____ @ £46.50 if 10 or more places booked	£ <input type="text"/>
Total places ____ @ £60 if 6 - 9 places booked	£ <input type="text"/>
Total places ____ @ £85 if 1 - 5 places booked	£ <input type="text"/>
plus VAT	£ <input type="text"/>
<b>TOTAL</b> (Cheque enclosed payable to Mercia Group Ltd)	£ <input type="text"/>

#### Paying By Credit Card: Visa, Mastercard Or Delta Accepted

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

**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.

**Please return to Rebecca Stanley at the address below:**

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**Tel 0116 258 1200 Fax 0116 258 1250 www.mercia-group.co.uk**

# South West Training Group

## Professional Development Course Programme 2010

Please photocopy this form if there is not enough space.

COURSE TITLE	DATE	DELEGATE NAMES
<b>AUDIT AND ACCOUNTING</b>		
Accounts Preparation Skills	Tuesday 23 February 2010	
Auditing: First Principles	Monday 29 March 2010	
Understanding Analytical Procedures	Monday 29 March 2010	
Understanding Company Accounts	Tuesday 30 March 2010	
Principles of Bookkeeping	Monday 6 September 2010	
Bookkeeping: The Next Stage	Tuesday 7 September 2010	
Charities: Key Problem Areas	Monday 15 November 2010	
Ethical Standards: A Practical Review	Monday 15 November 2010	
Planning an Effective Audit	Tuesday 16 November 2010	
Auditing the Difficult Areas	Tuesday 16 November 2010	
Company Accounting Problems	Monday 6 December 2010	
<b>IT SKILLS</b>		
Sage 50 for the Business Adviser	Wednesday 28 April 2010	
Sage 50 : Set Up and Processing Cycles	Tuesday 21 September 2010	
<b>TAX</b>		
Personal Tax 1	Thursday 4 February 2010	
Business Tax 1	Friday 5 February 2010	
VAT Healthcheck	Monday 15 March 2010	
Payroll Workshop	Monday 15 March 2010	
Capital Gains Tax 2	Wednesday 14 April 2010	

# South West Training Group

## Professional Development Course Programme 2010

Please photocopy this form if there is not enough space.

COURSE TITLE	DATE	DELEGATE NAMES
<b>TAX</b>		
VAT Problem Areas for Accounts Staff	Wednesday 14 April 2010	
Introduction to PAYE & NI	Wednesday 8 September 2010	
Introduction to VAT	Wednesday 8 September 2010	
General Tax Update for Accounts Staff	Tuesday 5 October 2010	
Business Tax 2	Wednesday 6 October 2010	
Corporation Tax 1	Wednesday 6 October 2010	
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>		
Communication: The Essential Skills	Wednesday 24 February 2010	

### Personal Details

Firm	
Address	
Tel No	
Fax No	
Contact	
Contact Email	
Enrolment Contact	
Enrolment Email	

### Payment Details

There is no need to complete the following details if applying for local or national membership.

Half day courses ____ @ £45 per place	£
Full day courses ____ @ £90 per place	£
Half day IT supplement ____ @ £20 per place	£
plus VAT	£
<b>TOTAL</b> (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)	_____

**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.

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Tel 0116 258 1200 Fax 0116 258 1250 www.mercia-group.co.uk

# South West Training Group Membership Application Form

Firm's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Contact \_\_\_\_\_

(PLEASE PRINT)

Contact Email \_\_\_\_\_

Enrolment Contact \_\_\_\_\_

(PLEASE PRINT)

Enrolment Email \_\_\_\_\_

## Membership Options - Local or National

I confirm that my firm wishes to take up **LOCAL** membership of the above training group for the year ending 31 December 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 January 2010 are detailed opposite

or

I confirm that my firm wishes to take up **NATIONAL** membership of the above training group for the year ending 31 December 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 January 2010 are detailed opposite

## Course details

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

Email  Printed copy

## Training CDs

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

Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_

(PARTNER)

## Professional Staff Details

### Trainees

ACA

ACCA

AAT

ATT

Other

**Senior staff**

**Partners**

**Total Staff**

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

Clients

New Total