

2010/11 Training Programmes

Staffs / Salop



www.mercia-group.co.uk

Staffs/Salop Training Group

CPD Course Programme

2010/11

COURSE TITLE	SPEAKER	DATE	VENUE
Utilising Tax Losses - Corporate and Personal	Martyn Ingles	Tuesday 27 April 2010 (pm)	Stoke City
		Wednesday 5 May 2010 (pm)	Albrighton Hall
The Tax Man Cometh - Handling Revenue Enquiries	Mark Morton, Mercia Group Ltd	Wednesday 12 May 2010 (am)	Stoke City
		Tuesday 25 May 2010 (am)	Albrighton Hall
Management and Financial Advice for the Smaller Business	Nigel Smith, FMTC	Wednesday 19 May 2010 (pm)	Stoke City
The Reporting Requirements of Small Companies	John Welsford, Mercia Group Ltd	Monday 7 June 2010 (pm)	Stoke City
		Thursday 24 June 2010 (pm)	Albrighton Hall
Finance Act 2010	Norman Allison, Mercia Group Ltd	Tuesday 7 September 2010 (am)	Stoke City
		Monday 20 September 2010 (pm)	Albrighton Hall
Charities: Current Issues	Phil Frost, Mercia Group Ltd	Thursday 30 September 2010 (pm)	Albrighton Hall
VAT Update and Problem Areas	Neil Warren, Warren Accounting Services Ltd	Monday 11 October 2010 (pm)	Stoke City
		Tuesday 19 October 2010 (pm)	Albrighton Hall
Clarified ISAs - Practical Implementation	Andrew Güntert, Mercia Group Ltd	Thursday 4 November 2010 (am)	Stoke City
		Thursday 25 November 2010 (am)	Albrighton Hall
Topical Tax Issues	Andrew Burgess, Mercia Group Ltd	Tuesday 30 November 2010 (am)	Stoke City
		Wednesday 8 December 2010 (am)	Albrighton Hall
Planning to Retain the Wealth of the Elderly	Jonathan Wilkey, Gwyn James Solicitors	Thursday 10 February 2011 (am)	Stoke City
Delivering Service Excellence and Developing Client Advocacy	John Sharkey, Mercia Group Ltd	Wednesday 23 February 2011 (am)	Albrighton Hall
Audit, Accountancy & Assurance Update	Phil Frost, Mercia Group Ltd	Tuesday 15 March 2011 (am)	Albrighton Hall
		Thursday 24 March 2011 (am)	Stoke City

The timing of the courses will be from 9.30am to 12.30pm where (am) stated and from 2.00pm to 5.00pm where (pm) stated.

Venues

Stoke City

Stoke City Football Club,
Britannia Stadium,
Stanley Matthews Way,
Stoke on Trent. ST4 4EG
Tel: 01782 592234

Albrighton Hall

Albrighton Hall Hotel & Spa,
Ellesmere Road, Albrighton,
Shrewsbury.
SY4 3AG
Tel: 01939 291000

Staffs/Salop Training Group

Professional Development Course

Programme 2010/11

COURSE TITLE	DATE	TIME	VENUE
AUDIT AND ACCOUNTING			
The Audit & Accountancy Update	Wednesday 19 May 2010	Full day	Tern Hill
The Auditor at Risk	Thursday 20 May 2010	am	Tern Hill
Efficient File Completion	Thursday 20 May 2010	pm	Tern Hill
Understanding Company Accounts	Monday 5 July 2010	Full day	Shrewsbury Town
Understanding Analytical Procedures	Tuesday 6 July 2010	am	Shrewsbury Town
Audit Exemption & Abbreviated Accounts	Tuesday 6 July 2010	pm	Shrewsbury Town
Principles of Bookkeeping	Monday 4 October 2010	Full day	Lord Hill
Bookkeeping: The Next Stage	Tuesday 5 October 2010	Full day	Lord Hill
Bookkeeping Case Study	Wednesday 6 and Thursday 7 October 2010	2 days	Lord Hill
Accounts Finalisation & Interviewing Skills	Tuesday 23 November 2010	Full day	Shrewsbury Town
Accounts Preparation Skills	Monday 14 February 2011	Full day	Shrewsbury Town
Auditing: First Principles	Tuesday 15 February 2011	am	Shrewsbury Town
'How to Audit' Series	Tuesday 15 to Thursday 17 February 2011	2.5 days	Shrewsbury Town

Staffs/Salop Training Group

Professional Development Course

Programme 2010/11

COURSE TITLE	DATE	TIME	VENUE
BUSINESS ADVISORY			
Practical Business Issues	Tuesday 13 July 2010	Full day	Shrewsbury Town
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT			
Working Effectively Under Pressure	Wednesday 7 July 2010	am	Shrewsbury Town
Keeping Your Clients Happy	Wednesday 7 July 2010	pm	Shrewsbury Town
TAX			
Introduction to PAYE & NI	Friday 8 October 2010	am	Lord Hill
Introduction to VAT	Friday 8 October 2010	pm	Lord Hill
General Tax Update for Accounts Staff	Tuesday 12 October 2010	Full day	Tern Hill
Personal Tax Case Study	Wednesday 13 October 2010	Full day	Tern Hill
Back to Basics: Trusts	Monday 18 October 2010	am	Shrewsbury Town
VAT Healthcheck	Monday 18 October 2010	pm	Shrewsbury Town
Personal Tax 1	Thursday 24 February 2011	Full day	Shrewsbury Town
Business Tax 1	Friday 25 February 2011	Full day	Shrewsbury Town
Family Company Tax Considerations	Wednesday 2 March 2011	Full day	Shrewsbury Town

The timing of the course will be 9.30am to 1.00pm - am courses, 1.30pm to 4.30pm - pm courses or full day(s) where stated.

Venues

Lord Hill

The Lord Hill Hotel,
Abbey Foregate,
Shrewsbury.
SY2 6AX
Tel: 01743 232601

Shrewsbury Town

Shrewsbury Town Football Club,
ProStar Stadium, Oteley Road,
Shrewsbury.
SY2 6ST
Tel: 0871 811 8800

Tern Hill

ProStar Stadium, Tern Hill Hall Hotel,
Tern Hill, Market Drayton,
Shropshire.
TF9 3PU
Tel: 01630 638310

Staffs/Salop Training Group

Digital CPD Course Programme 2010/11

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

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

COURSE TITLE	DATE
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
VAT Update	January 2011
Charities: Current Issues	February 2011
Practical Auditing Problems and Their Solutions	March 2011

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

Staffs/Salop Training Group

Membership Options

Local membership

The local membership fee for 2010/11 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.

National membership

The national membership fee for 2010/11 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.

**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 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**

Staffs/Salop Training Group

CPD Course Booking Form

2010/11

Please photocopy this form if there is not enough space.

COURSE TITLE	DATE	DELEGATE NAMES
Utilising Tax Losses - Corporate and Personal	Tuesday 27 April 2010 (pm)	
	Wednesday 5 May 2010 (pm)	
The Tax Man Cometh - Handling Revenue Enquiries	Wednesday 12 May 2010 (am)	
	Tuesday 25 May 2010 (am)	
Management and Financial Advice for the Smaller Business	Wednesday 19 May 2010 (pm)	
The Reporting Requirements of Small Companies	Monday 7 June 2010 (pm)	
	Thursday 24 June 2010 (pm)	
Finance Act 2010	Tuesday 7 September 2010 (am)	
	Monday 20 September 2010 (pm)	
Charities: Current Issues	Thursday 30 September 2010 (pm)	
VAT Update and Problem Areas	Monday 11 October 2010 (pm)	
	Tuesday 19 October 2010 (pm)	
Clarified ISAs - Practical Implementation	Thursday 4 November 2010 (am)	
	Thursday 25 November 2010 (am)	
Topical Tax Issues	Tuesday 30 November 2010 (am)	
	Wednesday 8 December 2010 (am)	
Planning to Retain the Wealth of the Elderly	Thursday 10 February 2011 (am)	
Delivering Service Excellence and Developing Client Advocacy	Wednesday 23 February 2011 (am)	
Audit, Accountancy & Assurance Update	Tuesday 15 March 2011 (am)	
	Thursday 24 March 2011 (am)	

Firm Name _____ Date _____

Contact Name _____ Signed _____

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 Marion Neilson 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

Staffs/Salop Training Group

Professional Development Course

Booking Form 2010/11

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COURSE TITLE	DATE	DELEGATE NAMES
AUDIT AND ACCOUNTING		
The Audit & Accountancy Update	Wednesday 19 May 2010	
The Auditor at Risk	Thursday 20 May 2010	
Efficient File Completion	Thursday 20 May 2010	
Understanding Company Accounts	Monday 5 July 2010	
Understanding Analytical Procedures	Tuesday 6 July 2010	
Audit Exemption & Abbreviated Accounts	Tuesday 6 July 2010	
Principles of Bookkeeping	Monday 4 October 2010	
Bookkeeping: The Next Stage	Tuesday 5 October 2010	
Bookkeeping Case Study	Wednesday 6 and Thursday 7 October 2010	
Accounts Finalisation & Interviewing Skills	Tuesday 23 November 2010	
Accounts Preparation Skills	Monday 14 February 2011	
Auditing: First Principles	Tuesday 15 February 2011	
'How to Audit' Series	Tuesday 15 to Thursday 17 February 2011	
BUSINESS ADVISORY		
Practical Business Issues	Tuesday 13 July 2010	

Staffs/Salop Training Group

Professional Development Course

Booking Form 2010/11

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COURSE TITLE	DATE	DELEGATE NAMES
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT		
Working Effectively Under Pressure	Wednesday 7 July 2010	
Keeping Your Clients Happy	Wednesday 7 July 2010	
TAX		
Introduction to PAYE & NI	Friday 8 October 2010	
Introduction to VAT	Friday 8 October 2010	
General Tax Update for Accounts Staff	Tuesday 12 October 2010	
Personal Tax Case Study	Wednesday 13 October 2010	
Back to Basics: Trusts	Monday 18 October 2010	
VAT Healthcheck	Monday 18 October 2010	
Personal Tax 1	Thursday 24 February 2011	
Business Tax 1	Friday 25 February 2011	
Family Company Tax Considerations	Wednesday 2 March 2011	

Firm Name _____ Date _____

Contact Name _____ Signed _____

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

Staffs/Salop 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 March 2011 and that the fees are acceptable. The total number of partners and full time professional members of staff of this firm as at 1 April 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 March 2011 and that the fees are acceptable. The total number of partners and full time professional members of staff of this firm as at 1 April 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

Please return to Marion Neilson 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