

2009/10 Training Programme

Walsall



www.mercia-group.co.uk

Walsall Training Group

CPD Course Programme 2009/10

COURSE TITLE	SPEAKER	DATE	VENUE
Finance Act 2010	Pat Nown - Mercia Group Ltd	Thursday 3 September 2009	Walsall Football Club, Walsall
		Wednesday 30 September 2009	Holiday Inn, Great Barr
Preparing a Business for Exit	Jim Thomas - People Development Works Limited	Wednesday 7 October 2009	Walsall Football Club, Walsall
Auditing in a Recessionary Environment	Andrew Gúntert - Mercia Group Ltd	Thursday 22 October 2009	Holiday Inn, Great Barr
Business Tax : Problem Areas	Phil Williams - Mercia Group Ltd	Wednesday 4 November 2009	Walsall Football Club, Walsall
		Thursday 12 November 2009	Holiday Inn, Great Barr
Common Accounting Problems	Phil Frost - Mercia Group Ltd	Thursday 26 November 2009	Walsall Football Club, Walsall
Topical Tax Issues	Dean Wootten - Online Tutors Ltd	Tuesday 9 February 2010	Walsall Football Club, Walsall
		Thursday 25 February 2010	Holiday Inn, Great Barr
Obtaining Finance for the Smaller Business	Nigel Smith - FMTC	Thursday 4 March 2010	Walsall Football Club, Walsall
Audit Update	Darren Leiser - Mercia Group Ltd	Tuesday 16 March 2010	Walsall Football Club, Walsall
Accountancy & Assurance Update	John Welsford - Mercia Group Ltd	Wednesday 28 April 2010	Walsall Football Club, Walsall
		Wednesday 5 May 2010	Holiday Inn, Great Barr

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CPD Course Programme 2009/10

COURSE TITLE	SPEAKER	DATE	VENUE
Capital Gains Tax - A Current Perspective	Andrew Burgess - Mercia Group Ltd	Tuesday 11 May 2010	Holiday Inn, Great Barr
		Monday 17 May 2010	Walsall Football Club, Walsall
VAT Update and Problem Areas	Simone Hurst - BTG Tax	Tuesday 8 June 2010	Holiday Inn, Great Barr
		Wednesday 16 June 2010	Walsall Football Club, Walsall
Improving Personal Productivity and Effectiveness	John Sharkey - Mercia Group Ltd	Thursday 1 July 2010	Holiday Inn, Great Barr

All courses will run from 2.00pm to 5.00pm.

Venues

Holiday Inn

Birmingham M6, Jct.7, Chapel Lane
Great Barr, Birmingham, B43 7BG
Tel: 0870 400 9009

Walsall Football Club

Banks's Stadium, Bescot Crescent
Walsall, WS1 4SA
Tel: 01922 651418

Walsall Training Group

Professional Development Course

Programme 2009/10

COURSE TITLE	TIME	DATES			
BUSINESS ADVISORY					
Advising the Client: Fraud	pm	12 Oct 09	3 Nov 09	-	-
Practical Business Issues ⁽¹⁾	1 day	30 Apr 10	21 May 10	-	-
AUDIT AND ACCOUNTANCY					
Principles of Bookkeeping	1 day	14 Sep 09	21 Sep 09	28 Sep 09	8 Feb 10
Bookkeeping: The Next Stage	1 day	15 Sep 09	22 Sep 09	29 Sep 09	9 Feb 10
Bookkeeping Case Study	2 days	16 - 17 Sep 09	23 - 24 Sep 09	30 Sep - 1 Oct 09	10 - 11 Feb 10
Understanding Company Accounts	1 day	7 Oct 09	28 Jun 10	-	-
Understanding Analytical Procedures	am	8 Oct 09	29 Jun 10	-	-
Audit Exemption and Abbreviated Accounts	pm	8 Oct 09	29 Jun 10	-	-
Auditing: First Principles	1 day	9 Oct 09	13 Nov 09	-	-
Money Laundering: An Introduction for New Starters	am/pm	12 Oct 09	3 Nov 09	17 Mar 10	-
Planning an Effective Audit	am	21 Oct 09	16 Nov 09	-	-
File Review Skills	pm	21 Oct 09	16 Nov 09	-	-
Company Accounting Problems	1 day	22 Oct 09	17 Nov 09	-	-
Accounts Preparation Skills	1 day	12 Nov 09	22 Feb 10	-	-
Auditing: First Principles	am	20 Jan 10	16 Jun 10	-	-
How to Audit Series	2 ^{1/2} days	20 - 22 Jan 10	16 - 18 Jun 10	-	-
Practical Small Company Reporting Requirements ⁽¹⁾	am	25 Feb 10	-	-	-

Walsall Training Group

Professional Development Course

Programme 2009/10

COURSE TITLE	TIME	DATES			
Effective Use of Analytical Procedures ⁽¹⁾	pm	25 Feb 10	-	-	-
Auditing the Difficult Areas ⁽¹⁾	am	26 Feb 10	-	-	-
Efficient File Completion ⁽¹⁾	pm	26 Feb 10	-	-	-
The Audit and Accountancy Update	1 day	17 Mar 10	16 Apr 10	-	-
Charities: An Introduction ⁽¹⁾	1 day	17 Mar 10	-	-	-
TAX					
Introduction to PAYE and NI	am	18 Sep 09	25 Sep 09	2 Oct 09	12 Feb 10
Introduction to VAT	pm	18 Sep 09	25 Sep 09	2 Oct 09	12 Feb 10
General Tax Update for Account Staff	1 day	24 Sep 09	5 Oct 09	23 Oct 09	-
PAYE Healthcheck	am	9 Nov 09	-	-	-
VAT Healthcheck	pm	9 Nov 09	-	-	-
Personal Tax 1	1 day	10 Nov 09	17 Feb 10	-	-
Business Tax 1	1 day	11 Nov 09	18 Feb 10	-	-
Business Tax 2	am	23 Mar 10	-	-	-
Corporation Tax 1	pm	23 Mar 10	-	-	-
P11Ds/Benefits	am	24 Mar 10	13 Apr 10	-	-
Payroll Workshop	pm	24 Mar 10	13 Apr 10	-	-
Tax Issues Arising From Accounts Review ⁽¹⁾	am	25 Mar 10	-	-	-

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Professional Development Course

Programme 2009/10

COURSE TITLE	TIME	DATES			
VAT Problem Areas for Accounts Staff ⁽¹⁾	pm	25 Mar 10	-	-	-
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT					
Communication: The Essential Skills	1 day	23 Feb 10	-	-	-
How to be an Effective Senior	1 day	20 May 10	6 Jul 10	-	-
IT SKILLS					
Sage 50: Set Up and Processing Cycles ⁽²⁾	1 day	7 Dec 09	11 Jan 10	9 Jun 10	-
Practical Use of Excel ⁽²⁾	1 day	5 Nov 09	1 Jul 10	-	-
Sage 50: The Advanced Modules ⁽²⁾	1 day	6 Nov 09	4 Mar 10	-	-
Practical Use of Excel (Office 2007) ⁽²⁾	1 day	5 Mar 10	-	-	-

⁽¹⁾ Please note that these courses will also be run in Autumn 2010

⁽²⁾ £30 plus VAT supplement - Numbers limited to 12

Venues

Birmingham Midland Institute
 9 Margaret Street
 Birmingham B3 3BS
 Tel: 0121 236 3591

SBQ3
 65 Smallbrook Queensway
 Birmingham B5 4HQ
 Tel: 0121 631 2093

Britannia Hotel
 New Street
 Birmingham B2 4XR
 Tel: 0121 631 3331

Walsall Training Group

Digital CPD Course Programme 2009/10

COURSE TITLE	DATE
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
Tax Implications of Marriage, Cohabitation, Separation and Divorce	July 2010
Capital Taxes - Recent Developments	August 2010

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

Walsall Training Group

Local membership

The local membership fee for 2009 is £150 per firm plus £284 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
- 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.

National Membership

The national membership fee for 2009 is £355 per firm plus £355 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 Zoë Canham on 0116 258 1200.



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 kay.sanders@mercias-group.co.uk or call her on 0116 258 1200.

Walsall Training Group

CPD Course Booking Form 2009/10

COURSE TITLE	DATE	NUMBER(S) ATTENDING
Finance Act 2010	Thursday 3 September 2009	
	Wednesday 30 September 2009	
Preparing a Business for Exit	Wednesday 7 October 2009	
Auditing in a Recessionary Environment	Thursday 22 October 2009	
Business Tax : Problem Areas	Wednesday 4 November 2009	
	Thursday 12 November 2009	
Common Accounting Problems	Thursday 26 November 2009	
Topical Tax Issues	Tuesday 9 February 2010	
	Thursday 25 February 2010	
Obtaining Finance for the Smaller Business	Thursday 4 March 2010	
Audit Update	Tuesday 16 March 2010	
Accountancy & Assurance Update	Wednesday 28 April 2010	
	Wednesday 5 May 2010	

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CPD Course Booking Form 2009/10

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Capital Gains Tax - A Current Perspective	Tuesday 11 May 2010	
	Monday 17 May 2010	
VAT Update and Problem Areas	Tuesday 8 June 2010	
	Wednesday 16 June 2010	
Improving Personal Productivity and Effectiveness	Thursday 1 July 2010	

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**

Walsall 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 31 August 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 September 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 31 August 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 September 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

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