

2011 Training Programme



CPD Courses



from only £47.50 plus VAT

Courses for all Members of Staff

from only £55 plus VAT



Mix and match...

-  Individual courses
-  Flexible season tickets
-  Membership - unlimited places on all courses

Aberdeen • Edinburgh • Glasgow • Stirling

www.mercia-scotland.co.uk

Your local programme

Not only do you have access to a high quality CPD training programme near to you, there is also a programme of practical training for all members of your team. **Plus** with several options to choose from you can also decide which package provides the best training solution for your practice.

Membership options

Training group membership offers unbeatable value and flexibility and allows you to budget effectively with fixed monthly payments. Better still, there are three great membership options to choose from!

Membership

Membership of a training group allows you to send as many staff as you wish on the courses at any venue included in the CPD and Professional Development course programmes outlined in this brochure - at no extra cost (on hands-on IT courses a small supplement will be charged). In addition to this you also receive many membership benefits:

- Unlimited access to a programme of 12 CPD courses online (see page 24) so if you can't make a course or a date it may be available online at no extra charge!
- Every quarter you will receive a copy of our quarterly Audit and Tax Technical Update newsletter, helping to keep your team up to date with a summary of the changes in audit, accountancy and tax rules and regulations
- 25% discount for every place booked on our specialist courses and conferences
- 25% discount on our management training and specialist tax programmes
- 25% discount on live and recorded webinars
- 25% discount on our online professional development courses
- 10% discount on our other products and services from file reviews to technical manuals to marketing products

The membership fee for 2011 is £150 per firm plus £355 per partner and senior member of staff and £250 per trainee or junior member of staff*. You can pay by fixed monthly payments and you can join at any time – the fee will be pro rated to reflect the courses you have missed.

MembershipPLUS

MembershipPLUS allows you to attend Mercia courses nationwide; this includes our specialist courses and various one day conferences. You will receive all of the benefits of membership (as described left), plus:

- Unlimited places on CPD and Professional Development course programmes in other areas of the UK at no extra cost
- Unlimited places on our specialist courses and one day conferences are included in your subscription and normally cost between £90 and £285 per place. (A £50 per delegate fee will be charged on full day courses and conferences where lunch is provided.)
- Free access to recorded webinars

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' or use your login if you are already registered.

The membershipPLUS fee for 2011 is £350 per firm plus £535 per partner and senior member of staff and £250 per trainee or junior member of staff*. You can pay by fixed monthly payments and you can join at any time – the fee will be pro rated to reflect the courses you have missed.

CPD membership

If you would prefer your membership only to cover CPD courses then this may be the perfect solution for you. As a CPD member you would be entitled to send as many staff as you wish on the courses included in the CPD course programme outlined within this brochure at no extra cost. In addition you will also receive:

- Unlimited access to a programme of 12 CPD courses online (see page 24) so if you can't make a course or a date it may be available online at no extra charge!
- A copy of our quarterly Audit and Tax Technical Update newsletter, helping to keep your team up to date with a summary of the changes in audit, accountancy and tax rules and regulations
- 25% discount vouchers for places on our specialist courses and conferences – which normally cost between £90 and £285 per place. The number of vouchers will be equal to the number of partners and senior members of staff

If you wish to send members of staff on the Professional Development courses, places can be booked on a pay as you go basis and the cost is as detailed on the individual course outlines.

The CPD membership fee for 2011 is £150 per firm plus £355 per partner and senior member of staff*. You can pay by fixed monthly payments and you can join at any time – the fee will be pro rated to reflect the courses you have missed.

**NEW
for 2011**

**All staff involved in chargeable work should be included and not just those who will be attending courses. Any staff working 20 hours or less per week should be included as a half.*

If you would like to renew your membership subscription, or subscribe for the first time, you now need to complete and return the application form on page 25. If before doing so, you would like to discuss the options available please contact Liz Coates or Andrew Paul on 0116 2581200.

Pay as you go options

Flexible season ticket

10 or more places £47.50 plus VAT per place

6 – 9 places £60 plus VAT per place

1 – 5 places £90 plus VAT per place

Our flexible season ticket costs £475 plus VAT for 10 CPD places. Any additional courses cost just £47.50 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 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. 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 or any of our specialist courses or conferences.

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

From £90 plus VAT per place

Course outlines are detailed on pages 5 to 10.

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 £90 plus VAT.

Professional development courses

From £55 plus VAT per place

These courses are designed to teach the basic skills required in a professional office and whilst they will generally be more suitable for trainees and other junior members of staff, some of the courses will be relevant for more experienced members of staff.

Prices are detailed on the individual course outlines on pages 14 to 23.

If you would like to enrol on any of our CPD or Professional Development courses please use the booking forms at the back of the brochure or alternatively visit our website and book online. Our digital courses should all be booked online.



Mercia is recognised by the ACCA as an approved training provider. All of our courses qualify for CPD hours as required by all UK accountancy bodies.

Digital training

CPD subscription

As a digital subscriber you will be given online access on a monthly basis to our selection of 12 popular CPD courses.

A list of the 12 courses available throughout 2011 is given on page 24. However if you were to subscribe during the year an up to date programme of courses available for the next 12 months can be found on our website at www.mercia-group.co.uk/digital

The cost of digital subscription is based upon the size of your practice and for 2011 is £250 per firm and £150 per partner and senior member of staff*.

If you would like to enrol as a digital subscriber you can do this either by using the application form on page 24 or by enrolling online.

Individual CPD courses online

The online CPD courses can also be purchased individually. The cost per course is based on the number of partners in your practice:

- Sole practitioner £60
- 2 – 4 partners £140
- 5 – 9 partners £260
- 10 and more partners £525

Webinars

We now offer an extensive programme of webinars – one hour live and interactive seminars online. The programme is planned on a rolling basis and an up to date list of forthcoming webinars can be found on our website at www.mercia-group.co.uk/webinars

Each webinar costs £75 plus VAT per participant or £225 plus VAT for three or more participants.

If you can't make the date of one of our live webinars, pre-recorded versions are available.

Online professional development courses

If it is not possible for a member of your team to attend one of the actual courses, due to timing, location or other factors, we now have some of our professional development courses available online.

For full details of the courses available and the cost please visit our website at www.mercia-group.co.uk/digital

CPD Course Programme

Page No	Course	Aberdeen	Edinburgh	Glasgow	Stirling
5	Detecting Fraud and Advising on Preventing Fraud	-	-	15 Feb	14 Feb
5	PAYE, Benefits and NI Update	14 Mar	15 Mar	22 Mar	21 Mar
5	Capital Taxes - Recent Developments	12 Apr	11 Apr	13 Apr	-
6	The Tax Man Cometh - Handling Revenue Enquiries	18 May	19 May	11 May	-
6	Effective Analytical Procedures for the Business Adviser	2 Jun	1 Jun	31 May	-
6	VAT Update and Problem Areas	23 Jun	20 Jun	21 Jun	22 Jun
7	Finance Act 2011	12 Sep	13 Sep	15 Sep	14 Sep
7	Accountancy Update and Current Issues	27 Sep	26 Sep	28 Sep	29 Sep
7	The Reporting Requirements of Small Companies	17 Oct	18 Oct	20 Oct	19 Oct
8	Topical Tax Issues	15 Nov	17 Nov	14 Nov	16 Nov
8	Audit Update	7 Dec	-	8 Dec	-
	Timings	1.30pm-4.30pm	1.30pm-4.30pm	1.30pm-4.30pm	1.30pm-4.30pm

Mercia reserves the right to vary the published programme

Specialist CPD Course Programme

Page No	Course	Edinburgh	Glasgow	Dundee
9	Audit and Accounts of Group Companies	7 Mar (pm)	-	-
9	Budget 2011	-	13 Apr (am)	-
9	Acting for Farmers: An Update	-	-	13 Jun (am)
10	Limited Liability Partnerships	-	28 Sep (am)	-
10	IFRS for SMEs	18 Oct (am)	-	-
10	Money Laundering Update	-	8 Dec (am)	-
	Timings	9.30am-12.30pm or 1.30pm-4.30pm	9.30am-12.30pm	9.30am-12.30pm

Mercia reserves the right to vary the published programme

Venues

Aberdeen

Aberdeen Football Club, Pittodrie Stadium, Pittodrie Street, Aberdeen, AB24 5QH
T: 01224 650400 W: www.prestigescotland.co.uk

Dundee

Hilton Hotel Dundee, Earl Grey Place, Dundee, DD1 4DE
T: 01382 229271 W: www.hilton.co.uk/dundee

Edinburgh

Holiday Inn Edinburgh, 132 Corstorphine Road, Edinburgh, EH12 6UA
T: 0871 9429026 W: www.holidayinn.com

Glasgow

The Glynhill Hotel, 169 Paisley Road, Renfrew, PA4 8XB
T: 0141 886 5555 W: www.glynhill.com

Stirling

The Royal Hotel, 55 Henderson Street, Bridge of Allan, Stirling, FK9 4HG
T: 01786 832284 W: www.royal-stirling.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.

Detecting Fraud and Advising on Preventing Fraud

Speaker: Andrew Güntert, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

Does a recession fuel a rise in business fraud? Or is it that, when businesses are forced to slim down, more fraudulent activity is exposed?

This course has been designed to reflect the increased attention being given to fraud, and also to reflect the changing role of the practitioner given the further increase in audit exemption limits.

Although practitioners are generally aware of their role and responsibility in preventing and detecting fraud, their clients and the general public are not. Obviously changes in the money laundering rules and regulations have also increased the importance of this area and highlighted the dangers of getting it wrong. In addition a number of clients, whether or not taking advantage of audit exemption, are asking their accountant or auditor to become more involved in fraud prevention and detection.

The course will assess where and how frauds take place and the ways in which practitioners can advise clients on preventing and detecting fraud.

CONTENT

- What is fraud?
- The work and publications of the Fraud Advisory Panel
- Indicators of fraud and fraudsters and the possible impact of the present economic crisis
- The requirements of ISA 240 (Fraud), ISA 250 (Laws and Regulations), and the deficiencies detected by QAD, and the impact of the Money Laundering Regulations/POCA
- Assessing the risk of fraud and examples of common frauds
- Reacting to fraud
- Advising clients as to their vulnerability for fraud and carrying out fraud surveys

CPD HOURS: 3 (Audit related: 3)

Aberdeen

-

Edinburgh

-

Glasgow

15 Feb (pm)

Stirling

14 Feb (pm)

PAYE, Benefits and NI Update

Speaker: Pat Nown, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

In recent years there have been numerous, important changes in tax and National Insurance legislation which affect the day to day operation of clients' businesses. This course will provide participants with a wide ranging, practical review of these recent developments in benefits in kind and National Insurance. It will also identify how to address the potential difficulties which may arise.

CONTENT

- A review of new developments
- A review of current compliance issues
- Benefit in kind problem areas
- Salary sacrifice and planning
- Travelling and subsistence
- Other topical issues

CPD HOURS: 3

Aberdeen

14 Mar (pm)

Edinburgh

15 Mar (pm)

Glasgow

22 Mar (pm)

Stirling

21 Mar (pm)

Capital Taxes - Recent Developments

Speaker: Andrew Burgess, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

From a Capital Gains Tax (CGT) perspective it is vital to maximise Entrepreneurs' Relief and achieve a 10% tax rate so this course will include a refresher on the pitfalls and planning areas as well as any recent developments in this area. The significant gap which exists between CGT rates, particularly the 10% rate and the top rate of income tax provides an incentive to plan for capital but also means that HMRC may look more closely at certain transactions in conjunction with their anti avoidance legislation, meaning a review here is timely.

On the Inheritance Tax side, ensuring key reliefs such as BPR are both secured and used remains a key area of planning both during lifetime and at death. In addition the freezing of the nil rate band until 2015 prompts a revisit to the area of essential lifetime planning including almost by default a review of certain trust fundamentals as they play a vital role in capital taxes planning.

Other coverage will be determined solely on recent developments and significant case law decisions.

CONTENT

- Entrepreneurs' Relief to include:
 - Problem areas
 - Planning opportunities
- Anti avoidance legislation
 - Land
 - Securities
- IHT reliefs
 - Securing BPR and APR
 - Using reliefs
- Essential IHT lifetime planning
- Points from recent cases
- Other recent developments or announcements

CPD HOURS: 3

Aberdeen

12 Apr (pm)

Edinburgh

11 Apr (pm)

Glasgow

13 Apr (pm)

Stirling

-

See page 4 for venue details.



The Tax Man Cometh - Handling Revenue Enquiries

Speaker: Mark Morton, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

The course is designed to cover all aspects of self assessment and corporate enquiries by local tax districts under the new regime. This will include practical tips and a review of the relevant legislation.

Many practitioners feel nervous when dealing with HMRC, especially when dealing with a particular awkward or aggressive Inspector.

This course will dispel many myths about the internal operation of HMRC. It will focus on what HMRC can and cannot do but also deal with the practicalities of working and settling cases.

CONTENT

The course focuses on the practicalities of dealing with HMRC including:

- Understanding HMRC
- An overview of the legislation
- The selection of enquiry cases
- The new enquiry process, including information powers for records, examination, site visits, access to personal records, meetings, etc
- The new penalties regime
- Practical pointers and examples
- A brief look at the new review process & Tribunal system

CPD HOURS: 3

Aberdeen
18 May (pm)

Edinburgh
19 May (pm)

Glasgow
11 May (pm)

Stirling
-

Effective Analytical Procedures for the Business Adviser

Speaker: Bill Telford, Telford Financial Training

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

ISA 520 imposes mandatory requirements for the use of analytical procedures by auditors.

Regulatory reviews, from QAD and AIU, regularly criticise the application of this ISA.

Analytical procedures should form a cost-effective basis for the auditor's opinion, and if used effectively, can reduce the amount of detailed substantive testing required, and provide useful advice for the client.

In addition analytical procedures form a key element of non-audit limited assurance engagements and underpin financial statement preparation assignments. Finally they provide useful insights into the client's business so that the business adviser can assist management to improve profitability, financial positions etc.

On completion of this course, participants will:

- Be aware of key analytical procedures available
- Be able to comply with ISA 315 and ISA 520 as they relate to analytical procedures
- Be aware of the usefulness of analytical procedures in limited scope review and accounts preparation assignments
- Be equipped to provide useful advice to clients.

CONTENT

- The auditor and analytical procedures:
 - As a risk assessment and planning tool
 - As a substantive procedure
 - At the completion and review stage
- Analytical procedures and limited assurance and compilation assignments
- The available techniques:
 - Key ratios and performance indicators
 - Building expectations
 - Investigating and corroborating variances
 - Drawing conclusions
 - Reporting
- Providing constructive advice within auditor ethical standards

CPD HOURS: 3 (Audit related: 3)

Aberdeen
2 Jun (pm)

Edinburgh
1 Jun (pm)

Glasgow
31 May (pm)

Stirling
-

VAT Update and Problem Areas

Speaker: Simone Hurst, VATease

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

VAT is a complicated and ever changing tax, famously called a "fiscal theme park" and "absurd" in recent years. Keeping abreast of changes in this area can be difficult but you need to know the issues that affect you and your clients.

This course will give you a practical insight into those changes that could cause problems whilst also reviewing some issues that give the biggest headaches.

CONTENT

- An insight into HMRC's current VAT control strategies
- Recent changes in interpretation, practice and law including a summary of those cases that will have most impact
- Case studies and examples to outline these changes and problem areas

CPD HOURS: 3 (Audit related: 1)

Aberdeen
23 Jun (pm)

Edinburgh
20 Jun (pm)

Glasgow
21 Jun (pm)

Stirling
22 Jun (pm)

See page 4 for venue details.

Finance Act 2011



Speaker: Phil Williams, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

This course will cover all of the major clauses in the Finance Act and will concentrate on the practical implications for accountants and their clients.

CONTENT

Changes to:

- Personal tax
- Employee tax
- Capital taxes
- Business and corporate tax
- VAT
- Other legislative changes relevant to 2011/12 tax year

CPD HOURS: 3

Aberdeen
12 Sep (pm)

Edinburgh
13 Sep (pm)

Glasgow
15 Sep (pm)

Stirling
14 Sep (pm)

Accountancy Update and Current Issues



Speaker: John Welsford, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

On completion of the course, participants will:

- be aware of all Accounting Standards, Exposure Drafts and UITF Pronouncements issued since the last update course
- understand which pronouncements affect them and the action that should be taken
- understand any other pronouncements and discussion documents made during the period which affect accounting.

CONTENT

The course will cover all publications by the Accounting Standards Board (ASB) issued since the last update course.

The precise content of the seminar will be determined nearer to the date of the course and will be available from Mercia on request.

CPD HOURS: 3 (Audit related: 3)

Aberdeen
27 Sep (pm)

Edinburgh
26 Sep (pm)

Glasgow
28 Sep (pm)

Stirling
29 Sep (pm)

The Reporting Requirements of Small Companies



Speaker: Phil Frost, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

This course considers the issues arising from the preparation of accounts of small private companies.

CONTENT

- Small company status
- Statutory and abbreviated accounts
- Filing obligations
- Small groups
- Audit exemption
- Compilation and Assurance Reports
- Key differences between FRSSE and the full accounting standards
- Directors' reports and accounting policies
- Directors and related party transactions and disclosure
- Common problems

CPD HOURS: 3 (Audit related: 3)

Aberdeen
17 Oct (pm)

Edinburgh
18 Oct (pm)

Glasgow
20 Oct (pm)

Stirling
19 Oct (pm)

See page 4 for venue details.

Topical Tax Issues



Speaker: Norman Allison, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

The course will aim to make participants aware of developments in direct taxation over the last six to twelve months that affect the advice that should be given to clients.

CONTENT

The precise content of this course cannot be established at the time of going to print but will include HMRC statements, recent tax cases, points of practice as well as changes in legislation.

Further details will be available from Mercia on request nearer the time of the course.

CPD HOURS: 3

Aberdeen
15 Nov (pm)

Edinburgh
17 Nov (pm)

Glasgow
14 Nov (pm)

Stirling
16 Nov (pm)

Audit Update



Speaker: David Gallagher, Mercia Group Ltd

£90 plus VAT per place
From £47.50 plus VAT (season ticket)
No charge for members

OBJECTIVES

On completion of the course, participants will:

- be aware of relevant Auditing Standards, Practice Notes, Technical Releases and other audit pronouncements issued since the previous update course
- understand which pronouncements affect them and the action that should be taken
- be aware of common problem areas in the audit of owner managed businesses and how to avoid them.

CONTENT

- Clarified ISAs: An overview of the changes and practical guidance on how to implement the standards effectively
- Latest guidance on owner managed business audits, including PN26 (revised) and its future
- ES3 (revised) Long Association with the Audit Engagement
- Audit reports: A reminder of all of the changes to the wording of reports and to signing procedures
- Going concern: Guidance from the APB and the impact on the audit report
- POB report and QAD/ACCA feedback from visits

CPD HOURS: 3 (Audit related: 3)

Aberdeen
7 Dec (pm)

Edinburgh
-

Glasgow
8 Dec (pm)

Stirling
-

See page 4 for venue details.

Charities Conference 2011

This year's conference will be held in Stirling. Full details of the programme will be released early in 2011.

8 March 2011

The Royal Hotel, Stirling

Cost

£199 plus VAT

25% discount for members
£50 plus VAT for
MembershipPLUS

Book online or email

enrolments@mercia-group.co.uk

Audit and Accounts of Group Companies

Speaker: Phil Frost, Mercia Group Ltd

£120 plus VAT per place
25% Discount for Members
Free for MembershipPLUS

OBJECTIVES

The main focus of this course is to provide a refresher and guidance on the recurring practical issues involved in the preparation and audit of group accounts. This area has increased in significance since the Companies Act 2006 extended the requirement to medium sized group. Clarified ISAs will bring about further changes.

CONTENT

- Determining investment status
- Exemptions and exclusions from consolidations
- Issues arising from the preparation of consolidated accounts including:
 - Goodwill
 - Acquisitions and disposals
 - Cash flow statements
 - Associates and joint ventures
- Auditing issues including:
 - Requirements of clarified ISAs

WHO SHOULD ATTEND

All those acting for group companies who need to keep up to date with the audit and accounting requirements of these concerns.

CPD HOURS: 3 (Audit related: 3)

Edinburgh
7 Mar (pm)

Dundee
-

Glasgow
-

Budget 2011

Speaker: Andrew Burgess, Mercia Group Ltd

£120 plus VAT per place
25% Discount for Members
Free for MembershipPLUS

OBJECTIVES

This course will give you the opportunity to consider the Chancellor's recent Budget statement. In particular it will focus on the impact of the proposed legislation on your clients.

CONTENT

- Personal taxation
- Business taxation
- Capital taxes
- VAT

The precise content of this course cannot be determined at the time of going to print but will be available from Mercia on request nearer the time of the course.

WHO SHOULD ATTEND

All senior staff who require a detailed review of this year's Budget, including consideration of the practical implications.

CPD HOURS: 3

Edinburgh
-

Dundee
-

Glasgow
13 Apr (am)

Acting for Farmers: An Update

Speaker: Watson Bell

£120 plus VAT per place
25% Discount for Members
Free for MembershipPLUS

OBJECTIVES

This course will provide a detailed review of the issues affecting agricultural businesses.

It will not cover basic accounting and tax issues but it will focus on what is changing in the sector and how businesses will need to respond to these changes.

CONTENT

- Background on farm profitability
- Policy update
- The single payment system, SFP
- Trading and the future of SFP
- The Scottish Rural Development Program
- Capital values of land and agricultural rents
- Tax considerations
- Market and profitability outlook for the various sectors; arable, dairy, beef and sheep
- How the industry is changing and will continue to change
- Need to move to profitable farming with reduced subsidy by 2012/13
- Income stream options
- Different sector responses

WHO SHOULD ATTEND

All senior staff acting for agricultural business who would benefit from a review of the current issues affecting their clients.

CPD HOURS: 3

Edinburgh
-

Dundee
13 Jun (am)

Glasgow
-

Timings vary according to the venue. See page 4 for details.

Limited Liability Partnerships

Speaker: John Welsford, Mercia Group Ltd

£120 plus VAT per place
25% Discount for Members
Free for MembershipPLUS

OBJECTIVES

LLPs have now been with us for nearly 10 years and over 25,000 have been formed. Although the Profession was wary in the early days, LLPs are now seen as a genuine option as a business vehicle. However, the decision to operate as an LLP or to convert to an LLP is not a simple one. The law, regulations and accounting requirements relating to LLPs are complex.

The extremely complex SORP relating to LLPs includes requirements that are positively counter intuitive but the course will clear the confusion. The SORP is revised for years to December 2010 and the highly complex amendments will be explained.

CONTENT

Brief introduction to LLPs

Advantages of an LLP

The accounting of LLPs

- The legal requirements - CA 2006 implications
- The content of the accounts
- Audit and filing requirements

LLP SORP

- Main implications of the SORP
- Allocation of profits
- Members remuneration and capital
- Members annuities
- Changes introduced by the new SORP

The taxation of LLPs

WHO SHOULD ATTEND

Partners and all senior staff who advise partnerships and LLPs.

CPD HOURS: 3 (Audit related: 3)

Edinburgh

-

Glasgow

28 Sep (am)

Dundee

-

IFRS for SMEs

Speaker: Phil Frost, Mercia Group Ltd

£120 plus VAT per place
25% Discount for Members
Free for MembershipPLUS

OBJECTIVES

The requirements of full IFRSs are unsuitable for most private entities. As a result the International Accounting Standards Board has developed the IFRS for SMEs. This course will explore the requirements of the standard; how it differs from full IFRS and UK GAAP and set out which companies are able to apply the standard and when this can happen.

CONTENT

- The development of the IFRS for SMEs
- Which companies are required to, or permitted to, use the standard
- Key differences from full IFRSs and from UK GAAP
- Implications for implementation by UK companies
- Illustrative financial statements and disclosure checklist
- First time adoption

WHO SHOULD ATTEND

All partners and senior staff who are involved in preparing for the introduction of IFRS for SMES, including the need to understand the comparatives required.

CPD HOURS: 3 (Audit related: 3)

Edinburgh

18 Oct (am)

Glasgow

-

Dundee

-

Money Laundering Update

Speaker: David Gallagher, Mercia Group Ltd

£120 plus VAT per place
25% Discount for Members
Free for MembershipPLUS

OBJECTIVES

Most practice staff are aware of the requirements of the rules and regulations and what they must do to avoid breaking the law. However, there are doubts whether these are being applied correctly in practice.

Our experience is that firms are making far fewer reports than anticipated. Is this because there are fewer crimes or that people are failing to report them? The 3rd EU Money Laundering Directive required member states to issue revised Regulations and the new Regulations came into effect in the UK on 15 December 2007. Regulators would expect these Regulations to be complied with. Participants will understand the available guidance and the practical effect of the revised regulations. The course will significantly increase awareness of the issues and provide practical guidance on what should be reported and how.

CONTENT

- Update on the law and regulations
- Revised money laundering regulations
 - the differences and effects
- How to avoid doing too much!
- What should be reported and how
 - are your internal procedures working?
 - a series of examples to illustrate when reports are required
- CDD (Customer Due Diligence) and identify checks
 - what is a risk based approach?
 - what the JMLSG say
 - the CCAB guidance
- Interaction with other rules and regulations, ISAs and professional ethics
- Practical consequences of the first few years

WHO SHOULD ATTEND

The course will be particularly relevant to all personnel who are directly involved with client affairs and want to understand more clearly how the rules are working in practice.

CPD HOURS: 3 (Audit related: 3)

Edinburgh

-

Glasgow

8 Dec (am)

Dundee

-

Timings vary according to the venue. See page 4 for details.

Speakers

Norman Allison FCCA

Norman has recently rejoined Mercia after an absence of 12 years. During this time he was at H&R Block Inc for nearly 10 years dealing with the tax affairs of a wide range of clients and managing a national project with Barclays Bank as well as presenting throughout Eastern Europe. In the last two years he was a Senior Tax Manager at Target in the heart of the City of London dealing with the tax affairs for a number of High Net Worth clients.

Watson Bell HND A Dip FBOM MSc

Watson is an agricultural and land use consultant based at Elgin. Following a career with SAC, latterly as Area Advisor in Moray and Nairn, he set up in private practice in 1989. His practice deals with Estates, farms and other rural businesses. He undertakes a wide range of economic and land related consultancy including resolution of landlord tenant disputes, partnership dissolution, financial planning and budgeting and advising on grants and subsidies. He also lectures one day a week in the land economy department at Aberdeen University in rural business management, agricultural law and estate management.

Andrew Burgess MA

Andrew joined Mercia in 2003 as an experienced tax lecturer and consultant. After 14 years with the Revenue, Andrew joined Neville Russell, which became Mazars following the merger in 1998. At the time of leaving he was senior tax partner in the firm and had overall responsibility for the running of the personal tax department. His expertise lies in the areas of employment taxation, investigation work, charity tax and personal tax planning.

Phil Frost BA ACA

Phil started lecturing in 1983 having qualified with Coopers & Lybrand in his home town, Sheffield. He was the Midlands regional director of Financial Training before joining Mercia in 2001. He lectures to the accounting profession and to those in industry and commerce on accounting, auditing, and related legal and regulatory topics as well as specialising in charity and property accounting and international accounting standards.

David Gallagher BA ACA

David is a senior audit and accounts consultant within the Mercia Team and has become one of our charity specialists. He qualified with Grant Thornton in Leicester where he had his first experience of lecturing. His role at Mercia includes lecturing, conducting file reviews, answering technical queries, responsibility for the Mercia Audit Manual and editing the charities section of the Mercia Specialist Assignments Manual.

Andrew Güntert MSc FCA

Andrew specialises in auditing, financial reporting and associated areas and has been delivering CPD lectures for some years. He was with ATC before joining Mercia. He has a strong interest in technical issues, writing regularly for the specialist press and is an active member of the ICAEW's Audit and Assurance faculty serving on several committees including the Technical and Practical Auditing Committee.

Simone Hurst

Simone started out as a VAT Inspector with HM Customs and Excise (as it was then) before taking a break from VAT completely; assisting her parents in their service line businesses. Simone fell back into the VAT fold and ran an in-house VAT department at an accountancy practice before moving over to Ernst & Young. After a few years, she took over an independent VAT Consultancy called VATease, running the company for the next 10 years before joining BTG Tax with the rest of the VATease team in September 2008.

Mark Morton BA CTA ATT

Mark joined HMRC in 1989 and undertook their full training exams. In 1996 he was made Deputy District Inspector for the Derby area and had detailed experience of all types of Revenue enquiries. Mark joined Mercia as an experienced lecturer and now provides a wide variety of CPD training around the country. He is also a well known contributor to professional publications and provides technical consultancy to the accountancy profession.

Pat Nown ACA CTA ATT

Pat joined Mercia in 2008 as a tax lecturer bringing a wealth of experience with her. She worked for many years with FTC Kaplan where she was Tax Product Director for the Midlands and has been a tax lecturer for many years both for exam based training and for the profession in general. Pat also continues to be actively involved in the Association of Taxation Technicians, where she served as a council member for twelve years.

Bill Telford

Bill has recently set up Telford Financial Training but for the last ten years has been a partner in Baker Tilly where he was responsible for their national training programme. Bill is a very experienced trainer and prior to joining Baker Tilly in 2000 had spent many years on the CPD circuit, including a four year period with Mercia in the late 90s.

John Welsford FCA

John joined Mercia in 1982 and as Managing Director of the company he built Mercia into one of the leading service providers to the accountancy profession with over 4000 clients and 50 members of staff. Whilst he has now handed over his management responsibilities he continues to lecture extensively on Mercia courses and for other organisations.

Phil Williams BA FCA ATII

Phil is a senior tax consultant within the Mercia team. Since qualifying Phil has spent most of his time in tax but has also been involved in many other areas. He is a popular speaker on Mercia CPD courses and a regular contributor to the Mercia tax consultancy service where his extensive knowledge and experience is well recognised.

Professional Development Courses

There are three good reasons why you should commit to training all of your staff!

- **New starters will be immediately effective in the office**
- **'On the job' training time is kept to a minimum**
- **Senior staff can concentrate on chargeable work**

Our Professional Development course programme is designed to teach the basic principles of business advisory, accounting, auditing, taxation, IT and personal skills as required in a professional office and to develop these skills as more experience is gained.

The courses provide a basic introduction for staff with little or no prior knowledge of the subject. This does not mean they are only suitable for those who are 'new' to the profession. They are also designed to extend participants' existing knowledge. The level of assumed knowledge will vary from course to course but is set out in the course details. The case studies and discussion exercises used on these courses will ensure participants have the opportunity to practice the new skills they are taught.

How much do these courses cost?

Professional Development courses are included in the annual membership subscription...

For membership and membershipPLUS, staff courses are included in your annual membership subscription. There is an IT supplement of £30 plus VAT per day for all hands-on courses. This will be invoiced separately at the time of booking on the course.

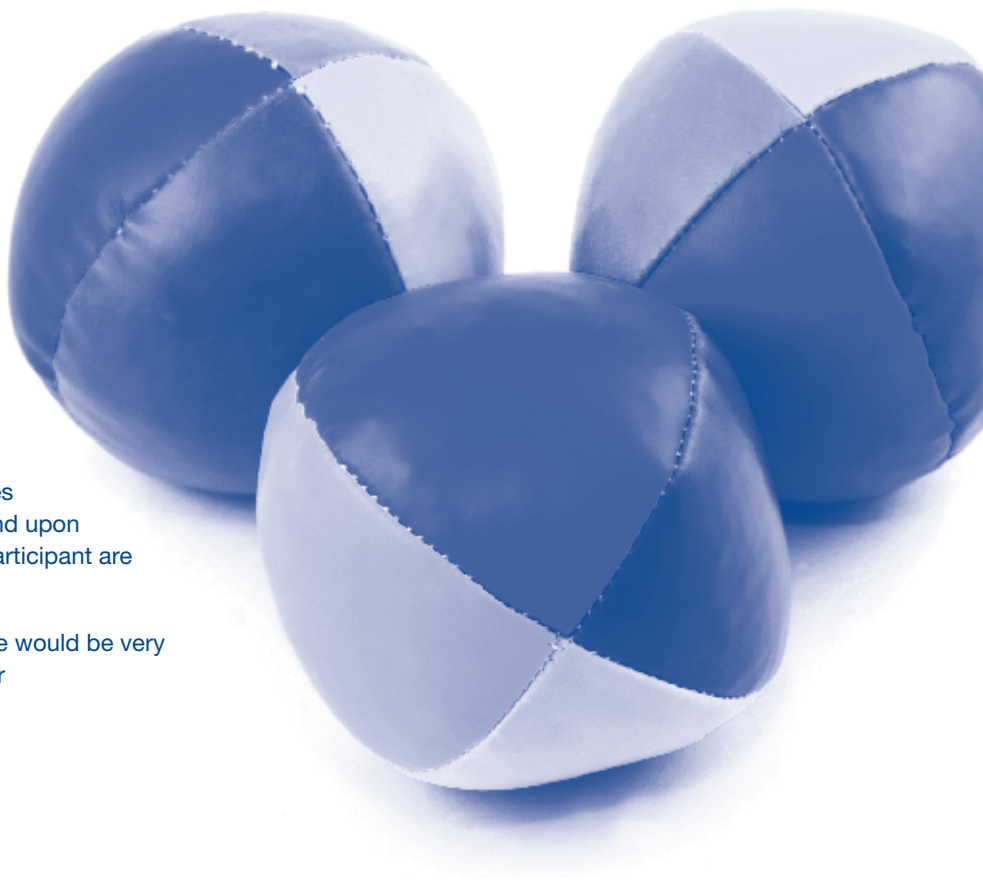
For CPD members, these courses can be used to supplement your training needs. The cost of attending is indicated on each course outline.

For further details on membership please refer to page 1.

... or individual courses from £55 plus VAT per place

If you decide membership is not for you, these courses can be booked on an ad hoc basis. Prices start from £55 plus VAT per participant and depend upon the duration and level of the course. Prices per participant are detailed on each course outline.

If you require help in allocating staff to courses we would be very happy to talk to you. Please contact Liz Coates or Andrew Paul on 0116 258 1200.



For full details of this year's programme turn to page 13.

Professional Development Course Programme

Page No	Course		Stirling
Audit and Accounting			
14	Auditing: First Principles	1 day	10 Mar
14	Understanding Analytical Procedures	am	11 Mar
14	Audit Exemption and Abbreviated Accounts	pm	11 Mar
15	Charities: Key Problem Areas	am	8 Apr
17	Clarified ISAs: Practical Application	pm	8 Apr
15	Principles of Bookkeeping	1 day	22 Aug
15	Bookkeeping: The Next Stage	1 day	23 Aug
16	Bookkeeping Case Study	2 days	24-25 Aug
17	Money Laundering: An Introduction for New Starters	am	2 Nov
17	Practical Small Company Reporting Requirements	am	9 Dec
18	Efficient File Completion	pm	9 Dec

Taxation

18	Personal Tax 1	1 day	4 Apr
18	Business Tax 1	1 day	5 Apr
19	Back to Basics: Inheritance Tax	am	11 May
19	Back to Basics: Trusts	pm	11 May
19	P11Ds/Benefits	am	12 May
20	VAT Problem Areas for Accounts Staff	pm	12 May
20	Introduction to VAT	pm	2 Nov

Personal Skills and Management Development

20	How to be an Effective Senior	1 day	3 Nov
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IT Skills

21	Sage 50 for the Business Adviser	pm	1 Feb
21	Sage 50 Data Extraction Using Excel	am	2 Feb
22	Sage 50 Payroll Update for Existing Users	pm	2 Feb
22	Sage 50 Forecasting (v. 2007) (Basic)	pm	19 Sep
23	Sage 50 Set Up and Processing Cycles	1 day	20 Sep

Mercia reserves the right to vary the published programme

Venue and timings

Stirling

The Royal Hotel, 55 Henderson Street, Bridge of Allan, Stirling, FK9 4HG
T: 01786 832284

am courses: 9.30am - 1.00pm

pm courses: 1.30pm - 4.30pm

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.

Auditing: First Principles

£110 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course is an essential introduction to the purpose and principles of auditing. The course is suitable for anyone who has recently become or is about to become involved in auditing and had at least 3 months in the profession. Knowledge of the principles of bookkeeping is assumed.

The course is also suitable for any member of staff wanting a basic revision of current auditing standards and methodologies.

OBJECTIVES

Participants will understand the basic principles of auditing including the requirements of statements of auditing standards. The course will provide an overview of the key aspects of the audit process.

CONTENT

What is an audit and why do we audit?
Discussion of the definition of an audit (including ethical aspects of auditor independence and integrity) and the reasons why audits are conducted.

Explanations of the following areas (matching reference to the applicable auditing standards):

- planning, controlling and recording;
- accounting systems and internal controls;
- audit evidence (including how to gather and record it);
- reporting.

The course will be a mixture of lecturing, discussions and exercises to ensure the participants understand the practical principles involved.

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		

Stirling
10 Mar

Understanding Analytical Procedures

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course is suitable for anyone who has recently become involved in or is about to become involved in auditing.

The relevance of the course will depend upon participants practical experience, but it is designed as an introduction to the principles involved and is therefore unlikely to be of benefit to those with significant experience.

As a guideline, it will be suitable for those who have worked 6 - 18 months in the profession.

OBJECTIVES

By the end of the course participants should have an understanding of what analytical procedures involve and how to use basic procedures to gather evidence.

CONTENT

- What are analytical procedures? An overview of the various stages and how the audit benefits from effective use of analytical review.
- Analytical procedures (ISA +520) focusing on the field work incorporating:
 - trend analysis;
 - ratio analysis;
 - reasonableness tests; and
 - proof in total.

The course will be broken down into convenient sections and mini case studies / exercises will be used to ensure participants understand how to apply analytical techniques in practice.

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		

Stirling
11 Mar (am)

Audit Exemption and Abbreviated Accounts

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

Many small companies, that no longer require an audit, still appoint accountants to help them prepare financial statements in accordance with accounting standards and the Companies Act 2006. This often also includes the preparation of abbreviated accounts. Whilst carrying out the preparation of accounts, the company may require other services from the accountant including some level of assurance on their financial statements. Whilst the purpose of this course is not to examine such services in detail, the principles involved are introduced. To provide such services all staff working on small and audit exempt companies firstly need to understand the legal requirements and how these assignments should be approached and secondly the practicalities involved. The course is essential for anyone wishing to gain an introduction to the required approach for these types of entity. The relevance of the course will depend upon participants practical experience, however, as a guideline, it will be suitable for those who have worked between 10 and 24 months in the profession.

OBJECTIVES

By the end of the course participants will understand Companies Act criteria for small and medium sized companies and what is included in abbreviated accounts. They will also understand when audit exemption applies together with the necessary disclosures. Participants will also be introduced to the principles of an accounts assurance assignment and how to adopt a practical approach to such work.

CONTENT

Formal introductions to abbreviated accounts and audit exempt companies covering:

- eligibility
- types of accounts
- reports of auditors and accountants
- problem areas
- introduction to accounts' assurance assignments

Case studies / questions will be interspersed to ensure understanding of the above.

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
		•		

Stirling
11 Mar (pm)

See page 13 for full venue and timing details.

Charities: Key Problem Areas

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course is aimed at those who act for charities as accountants, examiners or auditors. It is suitable for people who already have experience of charities' work and who, therefore, have a firm grasp of the basic principles.

OBJECTIVES

Over a relatively short period of time, the charities sector has been affected by the introduction of a revised Statement of Recommended Practice (SORP), various changes in legislation, new auditing and ethical standards and numerous pronouncements from OSCR.

The course will fully reflect the latest rules, whilst highlighting the key differences arising from recent changes. Also, the purpose of the course is to address the key problem areas that arise on such assignments and to provide practical solutions.

CONTENT

- Fund accounting
- The trustees' report (including statement of policies on training of trustees, reserves, investments and grants and risk management disclosures)
- Recognition of incoming resources
- Accounting for activities
- Key audit issues on charity assignments with reference to International Auditing and Ethical Standards
- Reporting to OSCR

The course will be a combination of lecturing, case studies, discussions and questions designed to ensure as much information is retained as possible. Reference will be made to OSCR publications, operating guidance, inquiry reports and other publications where appropriate. It will also incorporate extracts from our Specialist Assignment Manual (SAM).

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
8 Apr (am)

Principles of Bookkeeping

£110 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course is essential for anyone who is new to accounting and wishes to understand bookkeeping and accounts preparation. A must for all starters!

OBJECTIVES

At the end of the course participants will be familiar with the basic principles of double entry bookkeeping, and will have prepared trial balances, profit and loss accounts and balance sheets to a basic level.

CONTENT

The day commences with an introduction to double entry bookkeeping and consideration of accounting records, types of business and methods of bookkeeping.

Participants will be shown how to:

- open accounts for individual transactions;
- post entries to T-accounts;
- record cash and credit transactions;
- extract a trial balance; and
- prepare of profit and loss account and balance sheet.

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		•

Stirling
22 Aug

Bookkeeping: The Next Stage

£110 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course is relevant for anyone who is new to accounting and wishes to understand bookkeeping and accounts preparation. It is ideally combined with Principles of Bookkeeping, but is also an excellent stand alone course for those with an existing basic knowledge.

OBJECTIVES

By the end of the course participants will be able to make common year-end adjustments. They will be familiar with the production of journals to effect adjustments and with roll-forward procedures.

CONTENT

Participants will be introduced to:

- accruals;
- prepayments;
- bad debts;
- depreciation and fixed asset disposals; and
- stock.

Lecture sessions will be illustrated with examples and short exercise questions.

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		•

Stirling
23 Aug

See page 13 for full venue and timing details.

Bookkeeping Case Study

£220 plus VAT per place
No charge for members (except CPD members)

WHO SHOULD ATTEND

The course is relevant for anyone who is new to accounting and wishes to understand how manual bookkeeping and accounts preparation works in practice.

It builds on the theory covered in Principles of Bookkeeping and Bookkeeping: The Next Stage and is ideally combined with these courses, although it also serves as an excellent stand-alone unit for those who have grasped the principles but would appreciate a more practical demonstration of the techniques involved.

Daybooks

OBJECTIVES

By the end of the course participants will have had practical exposure to daybooks by completing two months of transactions for a fictional client, "Wanda of Whetstone".

CONTENT

Participants will gain experience of manual bookkeeping through writing up:

- sales daybook from sales invoices;
- purchase daybook from purchase invoices;
- cashbook from paying-in slips and cheque stubs; and
- petty cash book from vouchers and bank receipts.

In addition, participants will be taken through bank reconciliation procedures.

As well as exposure to manual bookkeeping, participants will also be shown how daybooks appear when accounts preparation packages such as Sage are used.

Ledgers

OBJECTIVES

By the end of the course participants will have had practical exposure to ledgers by completing two months of transactions for a fictional client, "Wanda of Whetstone".

CONTENT

Participants will gain experience of manual bookkeeping through:

- writing up sales ledger from sales daybook and cashbook receipts;
- writing up purchase ledger from purchase daybook and cashbook payments;
- balancing off sales and purchase ledgers; and
- extracting lists of balances.

As well as exposure to manual bookkeeping, participants will also be shown how ledgers appear when accounts preparation packages such as Sage are used.

Balancing Off

OBJECTIVES

By the end of the course participants will have had practical exposure to control accounts and trial balances by completing two months of postings for a fictional client, "Wanda of Whetstone".

CONTENT

Participants will gain experience of manual bookkeeping through:

- posting from daybooks into sales and purchase ledger control accounts;
- reconciling control accounts with sales and purchase ledger balances;
- posting remaining daybooks into the nominal ledger; and
- balancing-off accounts and extracting a preliminary trial balance.

As well as exposure to manual bookkeeping, participants will also be shown how ledgers and trial balances appear when accounts preparation packages such as Sage are used.

ETB, Journals and Final Accounts

OBJECTIVES

By the end of the course participants will have had practical exposure to daybooks by completing an extended trial balance for a fictional client, "Wanda of Whetstone".

CONTENT

Participants will gain experience of manual bookkeeping through:

- preparing journals for period-end adjustments;
- calculating accruals and prepayments;
- extending a trial balance; and
- drafting a trading and profit and loss account and balance sheet.

As well as exposure to manual bookkeeping, participants will also be shown how journals and final accounts appear when accounts preparation packages such as Sage are used.

CPD HOURS: 12

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		•

Stirling
24-25 Aug

See page 13 for full venue and timing details.

Clarified ISAs: Practical Application

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

Seniors and semi seniors involved in the audit of limited companies. A knowledge of basic audit procedures is assumed.

OBJECTIVES

On completion of the course, participants will:

- be aware of the practical impact of the adoption of clarified ISA+s in the UK
- understand the overall effects of the changes and be comfortable with the revised audit approach
- understand much of the detailed impact of the changes on audit procedures and documentation.

They will have a practical understanding of how these changes will impact on the performance of an audit and on the level and detail of documentation required at the planning, fieldwork and completion stages.

CONTENT

The course will consist of a mixture of case studies, discussion exercises and lecturing. The main focus will be on the audit areas where the introduction of Clarified ISAs will have greatest practical impact, including:

- Related parties – what to record on the permanent file and which tests to perform
- Estimates – identifying what the client has included, which ones matter and how to audit them
- Groups – all the significant changes, what steps to take and what to record
- Communication with clients – new requirements for management letters and representation letters
- Materiality – what is performance materiality and how will you use it
- Control deficiencies – what needs to be reviewed, recorded and communicated
- Evaluation of misstatements – are the current unadjusted errors schedules in need of change?

Throughout the course examples will be drawn from PN26 (the latest guidance on owner managed business audit documentation) to identify the most efficient approach to adopt if the audit client is owner managed and relatively low risk.

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
8 Apr (pm)

Money Laundering: An Introduction for New Starters

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course is important for all staff whether technical or administrative.

This course is intended as an introduction to the money laundering rules and therefore will be of most benefit to those who have never had any money laundering training.

Participants who have previously attended a money laundering training session, even if this was with a previous employer, will derive little benefit from this course.

OBJECTIVES

This course will cover the definition of money laundering, how it arises, how it is detected, what to do if you suspect it and what procedures should be in place to prevent and detect it.

CONTENT

The following areas will be covered:

- How is money laundering committed?
- Indications of money laundering
- Accountants' responsibilities
- Prevention
- Auditors' responsibilities and ISA+ 240, ISA+ 250 and Practice Note 12
- Reporting requirements, particularly reporting to SOCA.

The course will be a combination of lecturing, discussions and short questions to illustrate the points and to practise identifying the key issues.

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•	•	•

Stirling
2 Nov (am)

Practical Small Company Reporting Requirements

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The different regime for the financial reporting of small companies poses a challenge on two fronts. First of all, it creates rules that are different from larger clients. Also, it increases the client's expectation that the preparation of financial statements can be carried out expeditiously.

Therefore, meeting the accounting and disclosure requirements for small limited company accounts as effectively and efficiently as possible requires a clear understanding of both what is required and why.

The course will be suitable for staff involved in the preparation of company accounts and assumes a basic understanding of company financial statements. It would be most beneficial to participants who have been involved in such assignments for between 18 and 36 months.

OBJECTIVES

This course is designed to highlight the key issues surrounding small company financial reporting so as to ensure less time is wasted on "real" client assignments.

CONTENT

The course consists of a mixture of formal lecturing, case studies and discussions designed to highlight the key difficulties when tackling small company assignments.

The course covers:

- Small company size criteria and status
- Audit exemption and abbreviated accounts
- Disclosure requirements in the FRSE (including the Companies Act requirements)
- Key differences between small and large company disclosure requirements
- Small groups
- Common problem areas

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
9 Dec (am)

See page 13 for full venue and timing details.

Efficient File Completion

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

The course will be ideal for seniors or semi-seniors who are responsible for completing audit or audit exempt assignments, and who present jobs for manager review in a virtually finished state. It is likely that they will have had at least 18 to 24 months in the profession and will be familiar with period end adjustments, but will be relatively new to the completion process.

OBJECTIVES

The course will look at the issues involved in the final stages of an assignment. It will identify how and why inefficiencies arise at this stage and how these inefficiencies can be minimised.

The technical aspects of audit and audit exempt file completion will be covered in detail.

CONTENT

The course will consist of a mixture of case studies and discussion exercises combined with lecturing. Attention will be given to common areas in which efficiency can be improved.

In addition, the following technical and administrative areas will be considered:

- Final analytical review
- Points forward
- Representation letters
- Reports to management
- Post balance sheet events
- Going concern
- Accounts disclosure checklist
- Points for manager / partner
- Errors and deviations
- File review - common problems
- Audit summary memorandum

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
9 Dec (pm)

Personal Tax 1

£110 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is suitable for those participants who have little or no existing tax knowledge or experience in this area. As a guideline it will be suitable for those who have worked between 3 and 15 months in the profession. It will not normally be suitable for those participants who are studying and have sat their first professional tax exam.

OBJECTIVES

By the end of the course participants will be familiar with the basic principles of calculating an individual's income tax liability.

CONTENT

- Review of the different sources of income
- Determination of tax credits/tax deducted at source
- Tax rates and allowance
- Income tax computations
- Case studies

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		

Stirling
4 Apr

Business Tax 1

£110 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is suitable for those participants who have little or no existing tax knowledge or experience in this area. As a guideline it will be suitable for those who have worked between 3 and 15 months in the profession and it will help if they have previously attended Personal Tax 1.

It will not normally be suitable for those participants who are studying and have sat their first professional tax exam.

OBJECTIVES

By the end of the course participants will be familiar with the basic rules governing the calculation of taxable profits for a self-employed client.

CONTENT

- General principles of allowable/disallowable expenditure
- Plant and machinery capital allowances
- Determination of the Class 4 NIC liability
- Trading income computation
- Completion of the relevant self assessment pages

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		

Stirling
5 Apr

See page 13 for full venue and timing details.

Back to Basics: Inheritance Tax

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is aimed at members of staff who require a basic understanding of inheritance tax and who have little or no existing knowledge in this area or who require a refresher of the basic rules.

It will not normally be suitable for those who have covered this area as part of their professional examinations.

Participants should bring a calculator.

OBJECTIVES

To familiarise participants with the principles of inheritance tax for individuals and trusts including fundamental computational aspects.

CONTENT

The course will include:

- General overview
- Lifetime transfers
- General valuation principles
- Exemptions and Reliefs
- Occasions of charge for trusts
- Administration
- Case studies

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•				

Stirling
11 May (am)

Back to Basics: Trusts

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is aimed at members of staff who require a basic understanding of trusts and how income tax and capital gains tax apply to trusts. This course will also be suitable for staff members who deal with the tax compliance of trusts but who have come to rely on computer software to get things right.

The course is not suitable for those new to the profession as participants require a working knowledge of income and capital gains tax.

Participants should bring a calculator.

OBJECTIVES

To introduce the basic principles of trusts and the computations necessary for trust tax compliance. This course will not cover tax planning ideas using trusts.

CONTENT

The course will include:

- Types of trusts and their uses
- Income and capital gains tax computations
- Administration
- Key events and their consequences
- Case studies

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•				

Stirling
11 May (pm)

P11Ds / Benefits

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is suitable for those participants who have attended the introductory session or those who have some knowledge of the basics of P11D completion. As a guideline it will be suitable for those who have worked between 12 and 24 months in the profession or those who have not recently completed P11Ds.

OBJECTIVES

To familiarise participants with the calculation of a wide range of benefits together with a review of recent developments/changes in practice or the legislation.

CONTENT

- Calculation and treatment of the main benefits eg: company cars, beneficial loans, reimbursed expenses etc
- Administration – review of the paperwork, filing dates, penalties, and dispensations
- Class 1A
- Detailed case study. Participants are given blank P11Ds together with information in respect of various benefits and expenses payments. Participants are asked to complete the P11Ds and prepare schedules showing taxable benefits and expenses claims

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•	•	•	•	

Stirling
12 May (am)

See page 13 for full venue and timing details.

VAT Problem Areas for Accounts Staff

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is suitable for those participants who already have a basic understanding of VAT and would benefit from an understanding of some of the problem areas. As a guideline it will be suitable for those people who have worked between 24 and 36 months in the profession.

OBJECTIVES

To ensure participants are aware of the correct treatment of specific problem areas within VAT as well as some of the recent changes in VAT practice and any relevant changes in the legislation.

CONTENT

- Basic land and property transactions
- Partial exemption
- Capital Goods Scheme
- International trading in goods and services
- Recent developments

Case studies may be used during the session to help illustrate the topics where appropriate.

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		•

Stirling
12 May (pm)

Introduction to VAT

£55 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

This course is suitable for those participants who have little or no experience in this area. As a guideline it is suitable for people who have up to 12 months experience in the profession.

Participants will be expected to be familiar with basic bookkeeping entries.

OBJECTIVES

To familiarise participants with the basic scope of VAT and the bookkeeping entries necessary to record the VAT element of business transactions.

CONTENT

The course will include:

- Scope of VAT
- Accounting for VAT
- The VAT return
- Case study - completion of a VAT return

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
	•	•		

Stirling
2 Nov (pm)

How to be an Effective Senior

£110 plus VAT per place
No charge for members
(except CPD members)

WHO SHOULD ATTEND

Being able to manage ourselves and our relationships with colleagues and clients are as important as having the appropriate technical skills.

The course is ideal for those about to become or who have recently become seniors and are starting to take responsibility for jobs and other members of staff.

The relevance of the course will depend upon participants' level of responsibility and practical experience. As a guideline however, it is unlikely to be appropriate for those with less than two years experience in the profession.

OBJECTIVES

At the end of the course participants will be more aware of the importance of managing themselves and others and have gained an insight into how this can be achieved.

CONTENT

Examination of the role and skills required of the senior.

Communication skills – review of the barriers to effective communication and how they can be overcome.

One to one training – introduction to the skills, including the use of the video 'You'll Soon Get the Hang of It!', followed by an exercise whereby participants have the opportunity to put these skills into practice.

An introduction to time management skills.

Group skills - use of a management game to illustrate how groups make decisions and how they can be influenced.

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•	•	•		

Stirling
3 Nov

See page 13 for full venue and timing details.

Sage 50 for the Business Adviser

£55 plus VAT per place
No charge for members (except CPD members)

WHO SHOULD ATTEND

Auditors/advisors, with at least 12 months experience, who wish to gain a deeper understanding of the Sage 50 package. Some familiarity with the package would be useful, particularly an understanding of the core ledgers.

OBJECTIVES

This course looks at the Sage 50 package in some detail.

The main objectives are to arm the auditor or advisor with sufficient knowledge to feel comfortable at year-end, or when setting up systems for a client, or when providing support and advice on an ad hoc basis.

Please note that this is not a hands-on course.

CONTENT

- Sage and Sage 50 overview
- Updated options and new reports
- Company Settings – performing a healthcheck
- Chart of Accounts Layouts – performing a healthcheck
- Dealing with returned cheques, write-offs and other corrections
- Bank reconciliation
- Manage VAT module
- Creating recurring entries and Skeleton journals
- Data integrity tools and Audit Assistant
- Month end
- Year end update, Archiving and Audit Trail clear-down
- Export/Import data
- Overview of Foreign Trader module
- Overview of Project Costing module

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
1 Feb (pm)

Sage 50 Data Extraction Using Excel

£85 plus VAT per place
£20 for members (except CPD members)

WHO SHOULD ATTEND

Participants should be familiar with Sage 50 and be reasonably proficient at using the core modules (Customers/Suppliers/Nominal and Financials) and menu options.

Experience of using Sage in a client environment would also be useful.

A good basic knowledge of Excel is also required.

Versions- Sage 50 v.2011 and Excel v.2003 (and references to Excel v.2007 also).

OBJECTIVES

To provide hands-on training on some of the more advanced concepts of exporting Sage 50 data into Excel, and using Excel tools to interrogate this data.

Some of the more advanced Excel features, such as the database, pivot tables and ODBC links will be covered, to enable participants to feel confident with interrogating and extracting Sage data.

CONTENT

- Export Sage 50 data to Excel
- Using the Sage 50 report designer to change sort orders and adding filters
- Using Sage filters and search options
- Export data directly to Excel
- Export to Excel via .csv
- Excel Database - Autofilter and Advanced Filter
- Excel Pivot Tables
- Creating Excel ODBC links to Sage 50 data and using MS-Query

Numbers limited to 12 participants

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
2 Feb (am)

See page 13 for full venue and timing details.

Sage 50 Payroll Update for Existing Users

£85 plus VAT per place
 £20 for members (except CPD members)

WHO SHOULD ATTEND

The course is aimed at current Sage 50 Payroll users who wish to improve their productivity and understanding of some of the more advanced aspects of the package.

Users must be familiar with the Employee and Payroll modules within the package, and also be reasonably familiar with the standard payroll period-end update procedures.

OBJECTIVES

To provide hands-on training on the latest version of Sage 50 Payroll.

To assist staff in their understanding of the more technical aspects of the software, in order to improve productivity and understanding.

The course is also useful for those who need to go through the Sage Payroll year-end procedures for the first time.

CONTENT

- Organising the Payroll desktop
- Maintenance and Housekeeping utilities
- Accessing Historical data
- Rollback wizard
- Manually reconciling year-end reports
- Sage 50 Payroll year-end and post year-end update procedures
- Import and Export Payroll data
- Exporting Nominal journals
- Introduction to Payroll Report Designer

Numbers limited to 12 participants

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•	•	

Stirling
2 Feb (pm)

Sage 50 Forecasting (v.2007) (Basic)

£85 plus VAT per place
 £20 for members (except CPD members)

WHO SHOULD ATTEND

This course is suitable for those wishing to learn how to create forecasts and use the standard reports within the Sage 50 Forecasting software. This product training course is designed for staff in the profession, and so a good understanding of accounting principles and an overall appreciation of forecasting methodology are assumed.

Users of Sage WinForecast Professional (v.4) will derive little benefit from this course unless they are due to upgrade to v.2007 in the near future.

Sage 50 Forecasting version 2007 is used on this course.

OBJECTIVES

A modular based hands-on course covering the basic aspects of Sage 50 Forecasting (v.2007). A case study based on a typical SME client with a £1m turnover, will form the basis of the course.

CONTENT

Topics covered include:

- Planning and creating a new forecast
- Setting forecast options and profiles
- Creating sections, sub-sections and records
- Entering record assumptions and values
- Flexing the forecast
- Reports and graphs

Numbers limited to 12 participants

CPD HOURS: 3

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•		

Stirling
19 Sep (pm)

See page 13 for full venue and timing details.

Sage 50 Set Up and Processing Cycles

£150 plus VAT per place

£30 for members (except CPD members)

WHO SHOULD ATTEND

Participants should be familiar with double-entry principles, although no prior knowledge of an accounts package is necessary.

The course will be of benefit to those who require an operational understanding of the Sage system. In particular, those who will be responsible for setting up and supporting the package for clients.

OBJECTIVES

The key stages involved in setting up and using the Sage 50 system are covered.

The core stages of the processing cycle, are also covered, including monthly reconciliations and other month end routines.

CONTENT

- Overview of Sage and Sage products
- Key features of Sage 50
- Company set-up and key settings
- Nominal ledger records and Chart of Accounts
- Customer/Supplier records and opening balances
- Posting routines and allocation procedures
- Bank and VAT reconciliations
- Recurring entries and other journals
- Fixed assets register and depreciation
- Month end routines

Numbers limited to 12 participants

CPD HOURS: 6

Seniors	Trainees-Tax	Trainees-Acc	Payroll Staff	Support Staff
•		•	•	•

Stirling
20 Sep

See page 13 for full venue and timing details.

In-house IT Courses

Why not organise an in-house IT course that's tailored for your practice?

We offer an extensive range of Sage 50 courses that can be tailored to suit the specific needs of your team. A half day course for up to 12 people would cost from £845 plus VAT and expenses and a full day from £1135 plus VAT and expenses. Laptops will be provided.

Our most popular Sage 50 courses include:

- Sage 50 Set Up and Processing Cycles
- Sage 50 The Advanced Modules
- Sage 50 Report Designer
- Sage 50 Payroll
- Sage 50 Forecasting

If you would like further information on this option or details of any of these courses please contact liz.coates@merciam-group.co.uk or call her on 0116 258 1200.



CPD Courses Online

During 2011 we will be offering the following programme of CPD courses online. All members will be given access to these courses as part of their membership fee and digital subscribers will be given access to those that fall within their subscription period. Anyone wishing to purchase individual courses can do so through our website at www.mercia-group.co.uk

Details of courses available in 2012 will be added to our website throughout the year but if you need any further information on any of our digital options please contact Kay Sanders on 0116 2581200.

VAT Update

January 2011

Charities: Current Issues

February 2011

Practical Auditing Problems and Their Solutions

March 2011

Audit Update

April 2011

Accountancy Update and Current Issues

May 2011

Business Tax: Problem Areas

June 2011

Corporation Tax Refresher

July 2011

Inheritance Tax Planning Including Trusts

August 2011

The Reporting Requirements of Small Companies

September 2011

Finance Act 2011

October 2011

Money Laundering Update

November 2011

Topical Tax Issues

December 2011

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

Digital Subscription Application Form

As a digital subscriber you receive a selection of our 12 most popular CPD courses over a 12 month period, starting from the month you begin to subscribe. To view the selection visit www.mercia-group.co.uk/training/digital.htm

Firm _____

Address _____

Tel _____

Fax _____

Email _____

Contact (please print) _____

I/We wish to become a Mercia digital subscriber starting from _____ (insert month)

Please complete the information below.

*Total Partners and Senior staff** @ £150 per person £ _____

Senior Staff	_____
Partners	_____
Total	_____

Per firm fee £ **250** _____

plus VAT £ _____

TOTAL £ _____

Please include all partners and senior staff. Senior staff include those qualified by examination or experience.

The fee will be invoiced in advance but can be paid in 12 monthly instalments. A Direct Debit Mandate will be sent to you on receipt of your application. Please note that credit card payments must be made in full.

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 to:

Mercia Group Limited, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester LE8 6EP

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Registered office: 19 - 21 Christopher Street, London EC2A 2BS

Membership Application Form

Please photocopy this form if there is not enough space.

Firm	
Address	

Tel No	
Fax No	
Main Contact	
Main Email	
Enrolment Contact	
Enrolment Email	

Membership Options - please select



CPD Membership	<input type="checkbox"/>
Membership	<input type="checkbox"/>
MembershipPLUS	<input type="checkbox"/>

Fees

CPD Membership

Per firm fee	£150
No. of Partners/Managers/Senior staff x £355	£

Membership

Per firm fee	£150
No. of Partners/Managers/Senior staff x £355	£
No. of Trainees/Junior staff x £250	£

MembershipPLUS

Per firm fee	£350
No. of Partners/Managers/Senior staff x £535	£
No. of Trainees/Junior staff x £250	£

plus VAT	£
TOTAL	£

The fee will be invoiced in advance but can be paid in 12 monthly instalments. A Direct Debit Mandate will be sent to you on receipt of your application. Please note that credit card payments must be made in full.

Paying By Credit Card: Visa, Mastercard Or Delta Accepted

Cardholder No _____

Security Code _____

Card Expiry Date _____

Cardholder Name & Initials _____

Cardholder Address (Inc. Postcode) _____

Staff Names

Please includes all staff who are involved in chargeable work. Those working on a part time basis (less than 20 hours per week) should be included as 0.5.

Partners/Principals/ Directors	_____

Managers/ Senior Staff

(Those who are qualified either by examination or experience)

Trainees	_____

Other Junior Staff

Total No. of Staff

--	-------

Please return with completed course booking form to:

**Mercia Group Limited, Best House, Grange Business Park,
Enderby Road, Whetstone, Leicester LE8 6EP**

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