

2012 Training Programme



## CPD Courses





from only £49 plus VAT

## Professional Development Courses

from only £55 plus VAT



### Mix and match...

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

Aberdeen • Edinburgh • Glasgow • Stirling

# 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.

## Membership - three great options offering unbeatable value and flexibility!

### 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 PDF 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 courses
- 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
- Attend any CPD course in other local programmes at the season ticket price of £49 per place

### Fees

The membership fee for 2012 is £150 per firm plus £370 per partner and senior member of staff and £260 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; including 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 country at no extra cost
- Unlimited places on our specialist courses and one day conferences are included in your subscription and normally cost between £120 and £295 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](http://www.mercia-group.co.uk) and select 'courses' or use your login if you are already registered.

### Fees

The membershipPLUS fee for 2012 is £350 per firm plus £555 per partner and senior member of staff and £260 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 senior 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 PDF 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 £120 and £295 per place. The number of vouchers will be equal to the number of partners and senior members of staff
- Attend any CPD course in other local programmes at the season ticket price of £49 per place

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.

### Fees

The CPD membership fee for 2012 is £150 per firm plus £370 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.

*\*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. Partners / principals / directors are treated as full time regardless of the number of hours worked.*

**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 Andrew Paul on 0116 258 1200.**

## Pay as you go options

### Flexible season ticket

**10 or more places £49 plus VAT per place**

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

**1 – 5 places £95 plus VAT per place**

Our flexible season ticket costs £490 plus VAT for 10 CPD places. Any additional courses cost just £49 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 £95 plus VAT per place**

Course outlines are detailed on pages 5 to 9.

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 £120 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 15 to 23.

## Online training

### Digital 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 2012 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](http://www.mercia-group.co.uk/digital)

The cost of digital subscription is based upon the size of your practice and for 2012 is £250 per firm and £155 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 £145
- 5 – 9 partners £270
- 10 and more partners £545

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

**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 online courses should all be booked via our website.**



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.

## CPD Course Programme

Page No	Course	Aberdeen	Edinburgh	Glasgow	Stirling
5	Taxation of Property Transactions	10 Feb (am)	9 Feb <sup>1</sup> (pm)	8 Feb (pm)	-
5	Accounts and Audit Update - Spring	-	5 Mar <sup>1</sup> (pm)	-	-
5	Audit and Non Audit Reports: Avoiding the Pitfalls	-	12 Mar <sup>1</sup> (pm)	13 Mar (pm)	-
6	Corporation Tax Refresher	16 Apr (pm)	19 Apr <sup>1</sup> (pm)	18 Apr (pm)	17 Apr (pm)
6	Spring Tax Update including Budget Issues	-	19 Apr <sup>1</sup> (am)	-	-
6	Personal and Employment Tax Update	16 May (pm)	14 May <sup>2</sup> (pm)	15 May (pm)	-
7	Dealing with HMRC	-	6 Jun <sup>1</sup> (pm)	-	-
7	VAT Update and Problem Areas	14 Jun (pm)	15 Jun <sup>1</sup> (am)	13 Jun (pm)	-
7	Accounting Standards Refresher	27 Jun (pm)	28 Jun <sup>1</sup> (pm)	25 Jun (pm)	26 Jun (pm)
8	Finance Act 2012	4 Sep (pm)	6 Sep <sup>2</sup> (pm)	3 Sep (pm)	5 Sep (pm)
8	Accountancy Update and Current Issues	25 Sep (pm)	27 Sep <sup>2</sup> (pm)	26 Sep (pm)	24 Sep (pm)
8	Regulatory Update for Practitioners	9 Oct (pm)	11 Oct <sup>1</sup> (pm)	10 Oct (pm)	-
9	Topical Tax Issues	5 Nov (pm)	8 Nov <sup>2</sup> (pm)	7 Nov (pm)	6 Nov (pm)
9	Latest Tax Strategies for Owner Managed Businesses	-	19 Nov <sup>1</sup> (pm)	-	-
9	Audit Update and Current Issues	27 Nov (pm)	29 Nov <sup>1</sup> (pm)	28 Nov (pm)	-
	Timings	9:30am-12:30pm 1:30pm-4:30pm	9:30am-12:30pm 1:30pm-4:30pm	1:30pm-4:30pm	1:30pm-4:30pm

## Specialist CPD Course Programme

Prices from £120+VAT

Page No	Course	Edinburgh	Glasgow
10	<b>Tax Issues for Charities</b>	9 Feb <sup>1</sup> (am)	-
10	<b>Auditing and Accounting for Pension Schemes</b>	2 Apr <sup>1</sup> (pm)	-
10	<b>Toolkit Terrors - Maximising Compliance and Minimising Costs</b>	-	3 May (am)
11	<b>Organise Your Practice - Work Less, Make More</b>	28 Jun <sup>1</sup> (am)	-
11	<b>Money Laundering Update</b>	11 Oct <sup>1</sup> (am)	-
11	<b>Due Diligence in Practice</b>	-	28 Nov (am)
12	<b>Tax Planning for Retirement</b>	4 Dec <sup>1</sup> (am)	-
12	<b>UK Inheritance Tax and Trusts Planning with an Introduction to Probate</b>	10 Dec <sup>1</sup> (pm)	-
	<b>Timings</b>	9:30am-12:30pm 1:30pm-4:30pm	9:30am-12:30pm

**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.

Mercia reserves the right to vary the published programme

**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.

## Venues

### Aberdeen

Aberdeen Football Club, Pittodrie Stadium, Pittodrie Street, Aberdeen, AB24 5QH  
T: 01224 650400 W: [www.afc.co.uk](http://www.afc.co.uk)

### Edinburgh

<sup>1</sup> Norton House Hotel & Spa, Ingliston, Edinburgh, EH28 8LX  
T: 0845 072 7468 W: [www.handpickedhotels.co.uk/hotels/norton-house](http://www.handpickedhotels.co.uk/hotels/norton-house)

<sup>2</sup> The King James by Thistle, 107 Leith Street, Edinburgh, EH1 3SW  
T: 0871 376 9016 W: [www.thistle.com/en/hotels/united\\_kingdom/edinburgh/the\\_king\\_james](http://www.thistle.com/en/hotels/united_kingdom/edinburgh/the_king_james)

### Glasgow

The Glynhill Hotel, 169 Paisley Road, Renfrew, PA4 8XB  
T: 0141 886 5555 W: [www.glynhill.com](http://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](http://www.royal-stirling.co.uk)

# Taxation of Property Transactions



Speaker: Andrew Burgess, Mercia Group Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

Transactions involving property will usually have a number of direct tax implications which the adviser must consider. Some of these areas are well established, but some, like Stamp Duty Land Tax, are very new. This course will cover the main tax issues which need to be considered in advising clients who may become involved in property transactions.

### CONTENT

- An introduction to Stamp Duty Land Tax
- Property development
  - The risks of being taxed as a trader
  - Artificial transactions in land
  - Pros and cons of different entities for property development
- Property for use in business
  - Capital tax issues
- Leases
  - A reminder of the treatment for income tax and CGT
- IHT and the family home

**CPD HOURS: 3**

**Aberdeen**  
10 Feb (am)

**Edinburgh**  
9 Feb (pm)

**Glasgow**  
8 Feb (pm)

**Stirling**

# Accounts and Audit Update - Spring

Speaker: Mike Ulrich

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

To update delegates on recent developments relating to auditing and financial accounting assignments.

### CONTENT

By attending this course you will gain:

- A clear understanding of the forthcoming and recent changes in accounting and auditing standards
- An insight into the practical implications of the changes and their effect on clients
- An understanding of the professional, ethical and regulatory developments affecting general practitioners

**CPD HOURS: 3 (Audit related: 3)**

**Aberdeen**  
-

**Edinburgh**  
5 Mar (pm)

**Glasgow**  
-

**Stirling**  
-

# Audit and Non Audit Reports: Avoiding the Pitfalls

Speaker: Jeremy Williams, Mercia Group Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

The course will review a variety of audit and non audit reports, including the requirements of the Clarified ISAs (UK & Ireland), the Companies Act 2006 and other legislation and ICAEW Technical Releases which are considered to be good practice. The course will consider both what is required to be done and practical solutions to the typical problems which arise.

### CONTENT

Amongst the topics to be covered will be:

- Statutory Audit Reports:
  - The principles and problems of reporting under ISAs 700, 705 and 706 and the Companies Act 2006
  - The specific requirements of ISA 570 Going Concern
  - Problems arising under such ISAs as ISA 510 Opening Balances, ISA 710 Comparatives and ISA 600 Group Accounts
- Various other audit reports and guidance as included in various APB Bulletins including:
  - Reports for Short Accounting Periods
  - Reports on Abbreviated Accounts
  - Reports on Summary Financial Statements
- Other statutory reporting areas including charities, pension schemes and LLPs
- Overview of ICAEW Guidance on avoiding risk when an auditor or accountant is requested to report to a third party
- Reporting on audit exempt companies:
  - General principles for reporting on compilation engagements
  - Reporting on audit exempt incorporated entities
  - Reporting on unincorporated entities
  - Developments in Assurance Reporting

**CPD HOURS: 3 (Audit related: 3)**

**Aberdeen**  
-

**Edinburgh**  
12 Mar (pm)

**Glasgow**  
13 Mar (pm)

**Stirling**  
-

Timings vary according to the venue. See pages 3 for details.

## Corporation Tax Refresher

Speaker: Mark Morton, Mercia Group Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

This course will review some of the special areas of taxation applicable only to companies. It will include the position for individuals where relevant in their position as shareholders and directors.

### CONTENT

- Matters affecting the corporation tax charge
  - Associated companies
  - Recent developments
- Loans and trading debts
  - Loan relationships principles
  - Loans and trade debts write offs
  - Loans between company and participator
- Intangible asset regime
  - Principles
  - Goodwill write off - is it available?
  - Rollover relief
- Profit extraction
  - Current issues
- Purchase of own shares
  - Principles
- Other recent developments

**CPD HOURS: 3**

**Aberdeen**  
16 Apr (pm)

**Glasgow**  
18 Apr (pm)

**Edinburgh**  
19 Apr (pm)

**Stirling**  
17 Apr (pm)

## Spring Tax Update including Budget Issues

Speaker: Mark Morton, Mercia Group Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

This course is to provide an updating service for the busy practitioner. Not only does the practitioner have to understand any changes announced in the Budget, they also have to be aware of the masses of changes affecting their practice through case law, decisions of the first-tier and Upper Tribunals, and other changes in HMRC practice.

### CONTENT

The very nature of an update seminar makes it difficult to predict what will be topical at the time. However, it is expected that the following will be covered:

- Important cases both in the courts and at the various tribunals and their implications
- An analysis of recent HMRC notices, briefs, consultations and announcements made in the preceding six months looking especially at the draft or full Finance Bill 2012 (depending which is available by the date of the seminar)
- Any other practical points which need to be drawn to practitioners attention
- An analysis of the 2012 Budget as it effects clients (assuming the Budget pre-dates the course)

**CPD HOURS: 3**

**Aberdeen**  
-

**Glasgow**  
-

**Edinburgh**  
19 Apr (am)

**Stirling**  
-

## Personal and Employment Tax Update

Speaker: Pat Nown, Mercia Group Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

This course will provide participants with a wide ranging and practical update on personal and employment tax matters. This will include a review of relevant problem areas.

There will be a particular emphasis on topical issues, recent developments and changes ahead.

The main individual tax areas to be covered are income tax and national insurance though related capital taxes issues will be included as appropriate.

### CONTENT

The course will include:

- Income tax changes ahead for individuals and trusts
- PAYE and NIC developments and changes ahead
- P11d pitfalls and problem areas
- Employment benefit changes and recent tax cases
- Topical property investment matters including FHL and PPR
- Investment scheme changes and maximising related reliefs
- Tax credits – recent changes including developments towards the new Universal Tax credit
- New penalties and other administrative changes
- Other topical issues and developments including the new statutory residence test

**CPD HOURS: 3**

**Aberdeen**  
16 May (pm)

**Glasgow**  
15 May (pm)

**Edinburgh**  
14 May (pm)

**Stirling**  
-

Timings vary according to the venue. See pages 3 for details.

## Dealing with HMRC

Speaker: Ros Martin

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

HMRC enquiries can be difficult for both client and adviser especially when faced with an intransigent Inspector on the other side. The new array of powers given to HMRC from 2009 provide extra ammunition for the Inspector.

This course will enable the adviser to get and keep control of an enquiry and ensure that the Inspector operates within defined limits. Practical advice will be given by a speaker who has 40 years of experience of investigations on both sides of the fence.

### CONTENT

- The impact of an investigation
- Can an investigation be avoided
- How to get control
- HMRC powers to obtain information and visit premises
- Key issues in finishing a case
- Negotiation of penalties

**CPD HOURS: 3**

**Aberdeen**  
-

**Edinburgh**  
6 Jun (pm)

**Glasgow**  
-

**Stirling**  
-

## VAT Update and Problem Areas



Speaker: Neil Warren,  
Warren Accountancy Services

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

The world of VAT is constantly evolving as the impact of the global economy, complex case law and staff reductions in HMRC create challenges and problems for practitioners on almost a daily basis.

It is very important that practitioners ensure clients are fully aware of the impact of VAT changes, not only to keep on the right side of HMRC but also to take advantage of VAT saving opportunities that become available.

### CONTENT

This seminar will:

- Review all major changes in VAT over the last twelve months
- Consider HMRC disclosure opportunities and what they mean in practice
- Give tips and advice on the flat rate scheme
- Provide tax saving tips on many aspects of VAT
- Consider important VAT cases in the last 12 months
- Consider potential pitfalls that need to be considered by practitioners in relation to partial exemption and land and property transactions
- Review important issues with the penalty regime and correction of errors

Most topics will be illustrated with practical examples based on actual situations that the presenter has encountered within his VAT consultancy practice.

**CPD HOURS: 3 (Audit related: 1)**

**Aberdeen**  
14 Jun (pm)

**Edinburgh**  
15 Jun (am)

**Glasgow**  
13 Jun (pm)

**Stirling**  
-

## Accounting Standards Refresher

Speaker: John Welsford

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

This course will review the current position of the FRSSSE, SSAPs and FRSs in issue at the time of the course. The broad requirements of each will be covered with special emphasis being placed on requirements impacting on smaller companies and on areas which have caused problems for accounts preparers and auditors in the past. The course provides an opportunity to have a fresh look at some existing standards.

On completion of the course participants will:

- Understand the differences between reporting under full accounting standards and the FRSSSE
- Be fully aware of the practical benefits of using the FRSSSE
- Understand the likely impact of moving towards harmonisation with international standards including the prospects for private entities.

### CONTENT

- Eligibility to use the FRSSSE
- The effects of the CA 2006
- GAAP for HMRC purposes
- Stocks and long term contracts
- Tangible assets, intangible assets and impairment
- Revenue recognition and other issues concerning the substance of transactions such as factored debts and leases
- Presentation in the financial statements including exceptional items and the STRGL
- Related party transactions and disclosures
- Current and deferred taxation
- Accounting for provisions
- Events after the balance sheet date

**CPD HOURS: 3 (Audit related: 3)**

**Aberdeen**  
27 Jun (pm)

**Edinburgh**  
28 Jun (pm)

**Glasgow**  
25 Jun (pm)

**Stirling**  
26 Jun (pm)

Timings vary according to the venue. See pages 3 for details.

## Finance Act 2012



Speaker: Norman Allison, Mercia Group Ltd

£95 plus VAT per place  
From £49 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 2012/13 tax year

**CPD HOURS: 3**

**Aberdeen**  
4 Sep (pm)

**Edinburgh**  
6 Sep (pm)

**Glasgow**  
3 Sep (pm)

**Stirling**  
5 Sep (pm)

## Accountancy Update and Current Issues



Speaker: David Gallagher, Mercia Group Ltd

£95 plus VAT per place  
From £49 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**  
25 Sep (pm)

**Edinburgh**  
27 Sep (pm)

**Glasgow**  
26 Sep (pm)

**Stirling**  
24 Sep (pm)

## Regulatory Update for Practitioners

Speaker: Andrew Güntert, Mercia Group Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

Each year the laws and regulations faced by clients and practitioners become more demanding and this course is designed to ensure that delegates will be reasonably confident as to what are the most relevant laws and regulations, with brief references to the requirements of the relevant ISA 250 (UK & Ireland).

### CONTENT

- The current position and recent developments and requirements in money laundering and the impact of the new Bribery Act 2010
- An update on a range of legal and regulatory issues that the practitioner needs to be familiar with including relevant parts of employment law and health and safety law, together with an overview of laws connected with planning & building, transport, consumer protection etc in so far as these may impact on clients accounts.
- The requirements of the Data Protection Act
- Recent changes to the APB's Ethical Standards for Auditors.

**CPD HOURS: 3 (Audit related: 3)**

**Aberdeen**  
9 Oct (pm)

**Edinburgh**  
11 Oct (pm)

**Glasgow**  
10 Oct (pm)

**Stirling**  
-

Timings vary according to the venue. See pages 3 for details.

## Topical Tax Issues

Speaker: Phil Williams, Mercia Group Ltd

£95 plus VAT per place  
From £49 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**  
5 Nov (pm)

**Edinburgh**  
8 Nov (pm)

**Glasgow**  
7 Nov (pm)

**Stirling**  
6 Nov (pm)

## Latest Tax Strategies for Owner Managed Businesses

Speaker: Peter Rayney, Peter Rayney Tax Consultancy Ltd

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

This course aims to provide a range of tax planning ideas with particular emphasis on their usefulness to OMBs. Also examined are some of the pitfalls and opportunities produced by recent statutory changes and decided cases.

### CONTENT

- Incorporation planning in 2012
- Tax efficient business structures
- Profit extraction strategies
- Dealing with EBTs, EFRBs, and the impact of the 'disguised remuneration' rules
- Optimum use of capital allowances
- Company sale planning

**CPD HOURS: 3**

**Aberdeen**  
-

**Edinburgh**  
19 Nov (pm)

**Glasgow**  
-

**Stirling**  
-

## Audit Update and Current Issues

Speaker: Bill Telford, Telford Financial Training

£95 plus VAT per place  
From £49 plus VAT (season ticket)  
No charge for members

### OBJECTIVES

On completion of the course, participants will:

- Be aware of Government and EU proposals for the future of auditing in the UK
- Be aware of relevant Auditing Standards, Practice Notes, Technical Releases and other audit pronouncements issued since the previous update course, and understand the problems which have arisen from the implementation of the Clarified ISAs
- 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: A review of the problems and pitfalls identified as a result of using the Clarified ISAs and practical guidance on how these can be overcome
- Latest guidance on owner managed business audits
- Revisions to Ethical Standards
- EC Proposals on the future of auditing and legislative plans published by BIS
- POB's annual report and QAD/ACCA/AIU feedback from visits

**CPD HOURS: 3 (Audit related: 3)**

**Aberdeen**  
27 Nov (pm)

**Edinburgh**  
29 Nov (pm)

**Glasgow**  
28 Nov (pm)

**Stirling**  
-

Timings vary according to the venue. See pages 3 for details.

# Webinars

## live and interactive one hour CPD

Our live and interactive webinars, are streamed directly to your desktop via the internet, allowing you to obtain valuable training from the comfort of your own home or office, whilst maximising your working time.



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

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## Tax Issues for Charities

Speaker: Andrew Burgess, Mercia Group Ltd

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

### WHO SHOULD ATTEND

Partners and senior staff who advise charity clients.

### OBJECTIVES

The UK direct tax system provides many significant benefits for charitable organisations. Those benefits are not unlimited and need to be exercised with care otherwise they can cause serious problems. This course will identify the key tax benefits and highlight the areas where problems can arise for the unwary or the careless. The course will not deal with VAT issues as they affect charities.

### CONTENT

The basic tax exemption

- What is it?
- The extension into Europe
- The problem when things go wrong

Trading by charities

- Identifying that there is a trade
- The trading exemptions
- Dealing with fundraising events

Using a trading subsidiary

- How it works in theory
- Where the problems can arise in practice

Gift Aid

- Getting the admin right
- Taking full advantage of the relief
- Identifying and tackling the problem of benefits

Other tax efficient giving

- Payroll giving
- Gifts of shares and land
- Legacies

**CPD HOURS: 3**

**Edinburgh**  
9 Feb (am)

**Glasgow**  
-

## Auditing and Accounting for Pension Schemes

Speaker: Bill Telford, Telford Financial Training

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

### WHO SHOULD ATTEND

Qualified accountants in practice who need an overview of recent and forthcoming developments to help them identify issues relevant to their clients and firms.

### OBJECTIVES

To provide delegates with an update on recent developments relating to auditing and accounting for pension schemes and a practical approach to dealing with problem areas.

### CONTENT

- Understanding the terms of your appointment
  - the Statutory background
  - the Trust Deed
- Understanding the financial statements
- Accounting for and reporting on contributions
- Planning and conducting the audit in accordance with ISAs, Practice Note 15 and current best practice
- Reporting
  - on the financial statements
  - on the contributions
  - to the regulators
- Current problem areas

**CPD HOURS: 3 (Audit related: 3)**

**Edinburgh**  
2 Apr (pm)

**Glasgow**  
-

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

## Toolkit Terrors - Maximising Compliance and Minimising Costs

Speaker: Mark Morton, Mercia Group Ltd

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

### WHO SHOULD ATTEND

All partners and staff involved in providing tax advice to clients on an ongoing basis.

### OBJECTIVES

Over the last year, HMRC have implemented a number of new compliance strategies. One of them has been the HMRC Toolkit. HMRC envisage producing up to 20 Toolkits, which highlight common problems in certain technical areas.

This course will look at the underlying purpose of the Toolkits and the possible consequences of ignoring them.

It will also explore the practical issues which surround the use of Toolkits and will consider in detail all of the Toolkits which deal with direct taxation matters.

### CONTENT

In particular, the following areas will be covered:

- HMRC Toolkits - what are they?  
- including the concept of 'carelessness' and its implications
- Marginal Relief
- Loan accounts
- Capital v revenue
- Capital allowances
- The self employed
- P11Ds
- NIC and statutory payments
- Property income
- CGT for shares
- Income tax losses

**CPD HOURS: 3**

Edinburgh

Glasgow  
3 May (am)

## Organise Your Practice - Work Less, Make More

Speaker: John Welsford

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

### WHO SHOULD ATTEND

All partners and managers involved in running a professional practice which is looking to succeed.

### OBJECTIVES

For the independent accountancy firm life just gets tougher. Competition increases, margins are attacked and attracting new 'owners' either internally or externally gets more difficult.

Growing the business is harder and real profit levels are flat or declining. There is no shortage of ideas for the development of a firm. The effective and profitable introduction and development of these ideas is the problem for most.

Only the best organised and successful firms will survive and create real value for existing and future owners.

This course will look at how a 2012 firm should be managed for maximum efficiency and profitability, resulting in increased profits with less management time.

### CONTENT

- Structure  
- decision making process  
- service and support function responsibility and delivery
- Succession  
- creating opportunities for both parties. Win-Win  
- maximising potential sale value
- Outsourcing  
- reasons and benefits  
- undertaking it successfully
- Marketing  
- in the modern world
- People  
- make it all work. Getting the right skills and commitment
- Financial management  
- the KPIs and how to manage them  
- financial success – what is it and achieving it

**CPD HOURS: 3**

Edinburgh  
28 Jun (am)

Glasgow

## Money Laundering Update



Speaker: Andrew Güntert, Mercia Group Ltd

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

### 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.

### 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 expect these Regulations to be complied with. The environment becomes even more challenging after 1 July 2011 as a result of the Bribery Act 2010 which will lead to more suspicion of criminal offences having taken place. 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 including government plans to change the regulations
- The Bribery Act 2010 - offences and required procedures
- The revised money laundering regulations - the differences and effects
- 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 identity checks  
- what is a risk based approach?  
- what do the JMLSG say  
- the CCAB guidance
- Interaction with other rules and regulations
- Practical consequences of the first seven years of money laundering regulations

**CPD HOURS: 3 (Audit related: 3)**

Edinburgh  
11 Oct (am)

Glasgow

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

## Due Diligence in Practice

Speaker: Bill Telford, Telford Financial Training

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

### WHO SHOULD ATTEND

Partners and staff involved in due diligence and assisting clients.

### OBJECTIVES

To enable delegates to understand the deal process and the role of the accountant in providing financial due diligence.

To understand where financial due diligence fits in relation to other elements of due diligence and the general principles of approaching such assignments.

To provide practical guidance for those conducting due diligence including in relation to risk management and limitation of liability.

### CONTENT

- Understanding the deal cycle
- The types of due diligence
- Scoping the assignment
- Carrying out the fieldwork
- Drafting the report
- Risk management

**CPD HOURS: 3**

Edinburgh

-

Glasgow

28 Nov (am)

## Tax Planning for Retirement

Speaker: Gerry Hart, Gerry Hart Associates Ltd

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

### WHO SHOULD ATTEND

Partners and staff who provide planning advice to their clients.

### OBJECTIVES

There are many tax saving opportunities and issues which have particular relevance to clients in or approaching retirement. The complete picture will be covered in this course - from the perspective of a large range of clients who need to plan for this stage in their lives.

### CONTENT

This course will include:

- Tax problems associated with retirement
- Creating a strategy
- Tax efficient investments
- Maximising pension benefits
- Exit routes from a family company or OMB
- Business succession planning
- CGT planning on retirement
- Tax planning on emigration
- The family home
- IHT mitigation

**CPD HOURS: 3**

Edinburgh

4 Dec (am)

Glasgow

-

## UK Inheritance Tax and Trusts Planning with an Introduction to Probate

Speaker: Amanda Fisher

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

### WHO SHOULD ATTEND

Practitioners who would like to increase their opportunities for advising clients on how to minimise their current and potential liabilities to inheritance tax and to effectively manage trusts. It is also ideal for practitioners who would like to explore the possibilities of extending their services into probate and estate work and to gain an awareness of the practical steps involved.

### OBJECTIVES

The course will include a refresher on UK inheritance tax to date, offer some planning opportunities for clients in order to minimise their potential tax liabilities and update delegates on the practical and tax effects of using trusts.

The latter part of the course will consist of an introduction to probate for delegates who wish to gain more understanding in the process of dealing with an estate and probate.

### CONTENT

- Inheritance tax update
- Business Property Relief
- Lifetime and death tax planning
- An update on trusts for tax and practical purposes
- Managing our trusts
- An introduction to Probate Opportunities and providing a structure to dealing with the process

The course will include a review of relevant tax cases to consider when planning, and will include numerous examples and illustrations to make this a practical and informative course.

**CPD HOURS: 3**

Edinburgh

10 Dec (pm)

Glasgow

-

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

# Professional Development Training

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, professional development courses are included in your annual membership subscription. There is an IT supplement of £20 plus VAT per half day and £30 plus VAT per full day for all hands-on IT 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 Andrew Paul on 0116 258 1200.

### Online professional development courses

If it is not possible for a member of your team to attend one of the actual courses, there may be an online version available. Courses available online are marked with an  on the outline. The cost of an annual subscription for each course starts from £150 per firm. Full details can be found on our website at [www.mercia-group.co.uk/digital](http://www.mercia-group.co.uk/digital)

## Professional Development Course Programme

Page No	Course		Stirling
<b>Audit and Accounting</b>			
15	<b>Auditing: First Principles</b>	Full Day	8 Mar
15	<b>Understanding Analytical Procedures</b>	am	9 Mar
15	<b>Audit Exemption and Abbreviated Accounts</b>	pm	9 Mar
16	<b>Introduction to Limited Liability Partnerships</b>	am	29 Mar
17	<b>File Review Skills</b>	pm	29 Mar
17	<b>Principles of Bookkeeping</b>	Full Day	20 Aug
17	<b>Bookkeeping: The Next Stage</b>	Full Day	21 Aug
18	<b>Bookkeeping Case Study</b>	2 Days	22-23 Aug
19	<b>Money Laundering: An Introduction for New Starters</b>	am	5 Nov
19	<b>Letter and Report Writing</b>	Full Day	6 Nov
19	<b>Planning an Effective Audit</b>	am	4 Dec
20	<b>Effective Use of Analytical Procedures</b>	pm	4 Dec
<b>Taxation</b>			
20	<b>Personal Tax 1</b>	Full Day	27 Mar
20	<b>Business Tax 1</b>	Full Day	28 Mar
21	<b>VAT Refresher</b>	am	10 May
21	<b>Capital Allowances</b>	pm	10 May
21	<b>Introduction to VAT</b>	pm	5 Nov
22	<b>Family Company Tax Considerations</b>	Full Day	21 Nov
<b>IT Skills</b>			
22	<b>Getting the Most Out of Excel (2010)</b>	pm	24 Jan
22	<b>Sage 50 : The Advanced Modules</b>	Full Day	25 Jan
23	<b>Sage 50 Accounts: Data Extraction Using Excel</b>	pm	26 Sep
23	<b>Sage 50: Back to Basics</b>	Full Day	27 Sep

Mercia reserves the right to vary the published programme

## Venue and timings

Courses will be held in Stirling

**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 APB 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**  
8 Mar (Full Day)

## 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.

### 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
  - 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**  
9 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**  
9 Mar (pm)

## Introduction to Limited Liability Partnerships

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

### WHO SHOULD ATTEND

This course is aimed at those who are about to or who have recently become involved in the audit and accounts of Limited Liability Partnerships (LLPs), although it may provide useful revision for those with more experience who want to ensure they fully understand the reporting and auditing requirements.

### OBJECTIVES

By the end of the course participants will have gained a understanding of the background, financial reporting and audit requirements of Limited Liability Partnerships.

### CONTENT

The course will cover:

- Legislative background
- Becoming an LLP – practical considerations
- Members' agreements
- Format and terminology of LLP accounts including SORP requirements
- Audit issues

CPD HOURS: 3

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

**Stirling**  
29 Mar (am)

# Specialist Assignments ...made easy!

- Academies
- Audit Exemption
- Charities
- Clubs
- Estate Agents
- Friendly & Industrial & Provident Societies
- FSA - Designated Investment Firms
- FSA - Mortgage and General Insurance Intermediaries
- Limited Liability Partnerships (LLP)
- Pension Schemes
- Registered Social Housing Providers
- Solicitors' Accounts Rules



The Mercia Specialist Assignment Manuals (SAM) will save you hours of research and keep you up-to-date with relevant rules and regulations.

from  
**£195** plus VAT  
per manual

Also available  
**Mercia Audit Manual**  
from £245 plus VAT per manual

## File Review Skills

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

### WHO SHOULD ATTEND

This is an essential course to ensure staff appreciate what is involved in reviewing colleagues' work effectively and efficiently.

This course is appropriate for seniors who are already or will soon be reviewing other peoples' work. It will also provide a useful refresher for experienced reviewers of audit and accounts assignments.

### OBJECTIVES

This session explores the techniques essential when reviewing work undertaken by colleagues. It is not intended to cover aspects of review at the planning or final completion stages of an assignment.

At the end of the course participants will benefit from an understanding of what is involved in the review process along with the techniques required to undertake an effective review.

### CONTENT

The course will consist of a mixture of lecturing, discussion exercises and case studies. The discussions will highlight the issues that should be considered. The case studies, which include a role play, will provide an opportunity for participants to practice these skills.

Specifically, the course will cover the following:

- Consideration of the objectives of review
- How the review process should be carried out and how review points should be cleared
- Practice in reviewing an accounts preparation section of a file followed by a role play meeting in which the review points are discussed
- Additional principles and considerations required in reviewing audit work

**CPD HOURS: 3**

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

**Stirling**  
29 Mar (pm)

## 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!

Students who have already attended an introductory bookkeeping course provided as part of their examination studies may not benefit from attending this course, but should instead attend 'Bookkeeping: The Next Stage' and 'Bookkeeping Case Study'.

### 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
- Preparation of a profit and loss account and balance sheet

**CPD HOURS: 6**

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

**Stirling**  
20 Aug (Full Day)

## 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 of double entry.

### OBJECTIVES

By the end of the course participants will be able to make common year-end adjustments.

### CONTENT

Participants will be introduced to:

- Accruals
- Prepayments
- Bad debts
- Depreciation
- Fixed asset disposals
- 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**  
21 Aug (Full Day)

# 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 receipts from paying-in slips and remittance advices
- Cashbook payments from cheque book stubs and bank submission report
- 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 sales and purchase 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
- 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 the nominal ledger
- Balancing off accounts
- Reconciling control accounts with sales and purchase ledger balances

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 the preparation of journals for year end adjustments (including accruals, prepayments, correction of posting errors, depreciation, a disposal and stock) and completion of an extended trial balance sheet and profit on a loss account 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
- 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**  
22-23 Aug (Full Days)

## 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**  
5 Nov (am)

## Letter and Report Writing

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

### WHO SHOULD ATTEND

The course is designed for semi-seniors and seniors who are relatively new to business writing and need to improve their written communication skills. More experienced staff may find it a useful refresher of the basics.

### OBJECTIVES

At the end of the course participants will have a greater appreciation of the skills required to generate more effective written communication. They will be able to write in a way which conveys a clear and effective message.

### CONTENT

The course will cover:

- Structure, purpose, content and style
- Barriers between reader and writer
- Use of plain English to create appropriate tone and impression
- The 'golden rules' of business writing - illustrated by examples

Individual and group exercises will be used to enable participants to practise the key skills learned.

**CPD HOURS: 6**

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

**Stirling**  
6 Nov (Full Day)

## Planning an Effective Audit

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

### WHO SHOULD ATTEND

One of the key sections to ensure audits are carried out properly and efficiently is planning.

The course will be relevant to all staff who are involved in planning assignments. It is ideally suited to those who are relatively new to planning, but will also be useful as a refresher for those who consider that their planning needs to be more effective.

It is expected that the course will be suitable for staff with between 24 and 36 months experience in the profession and a reasonable knowledge of audit fieldwork techniques.

### OBJECTIVES

At the end of the course participants will understand the key aspects of the planning process to effectively carry out an audit.

### CONTENT

- Purpose of planning and the process by which it is achieved
- Relevant ISA+s will be considered and their application will be illustrated by audit manual documentation
- Case studies covering obtaining business knowledge, risk assessment, materiality and the preparation of overall audit plans

**CPD HOURS: 3**

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

**Stirling**  
4 Dec (am)

## Effective Use of Analytical Procedures

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

### WHO SHOULD ATTEND

This course is suitable for audit seniors and semi-seniors who have some experience in using analytical procedures but would benefit from a review of how to use them effectively. It is particularly suited to those involved in audit fieldwork in cases where peer reviews or monitoring visits have identified problems with the use of analytical procedures.

The relevance of the course will depend upon participants' practical experience; however, as a guideline, it will be most suited to those with 18 - 48 months' auditing experience. More experienced staff may find it a useful refresher if they have been away from audits for some time.

For those with less experience or who are new to analytical procedures, the "Understanding Analytical Procedures" course will be more suitable.

### OBJECTIVES

By the end of the course participants will understand the skills and knowledge required in order to implement the effective use of analytical techniques at all stages of an audit.

### CONTENT

The course combines lecture sessions with case study examples to illustrate the practical use of analytical procedures.

- Understanding clients and building up expectations for use in analysis
- Using analytical procedures to provide substantive evidence
- Recording and corroborating the results of analytical procedures
- Using IT for effective analytical review
- Analytical procedures at the completion stage

**CPD HOURS: 3**

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

**Stirling**  
4 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**  
27 Mar (Full Day)

## 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 and are familiar with a set of accounts.

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**  
28 Mar (Full Day)

## VAT Refresher

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

### WHO SHOULD ATTEND

This course is suitable for those participants who have an understanding of VAT and who would like to be able to give clients assurance on VAT matters. As a guide it will normally be suitable for those participants who have been in practice for between 24 and 36 months. It is not suitable for partners or managers with extensive experience in VAT matters.

### OBJECTIVES

The aim of the course is to ensure that participants can deal confidently with day to day VAT issues. The course highlights some of the key areas people get wrong when completing or reviewing their clients VAT records.

### CONTENT

- Review of day to day issues, such as credit notes, bad debts, part exchanges, entertaining costs, vehicles and related expenses, etc
- Review of the second hand margin schemes
- Review of the Flat rate scheme
- Issues relating to the increase in the standard rate of VAT
- Case studies and quizzes may be used to illustrate key areas.

**CPD HOURS: 3**

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

**Stirling**  
10 May (am)

## Capital Allowances

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

### WHO SHOULD ATTEND

This course is suitable for those participants who have experience of completing tax computations for corporate and unincorporated clients.

This course is not suitable for participants who have no experience of capital allowances and as a guideline is appropriate for those with at least 24 months in the profession.

### OBJECTIVES

To review basic capital allowance principles together with recent changes, including a look at some of the more problematic areas.

### CONTENT

The course will include:

- Assets and expenditure qualifying for capital allowances
- Existing allowance rules
- Problem areas

**CPD HOURS: 3**

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

**Stirling**  
10 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**  
5 Nov (pm)

## Family Company Tax Considerations

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

### WHO SHOULD ATTEND

This course is only suitable for those participants who have experience of completing corporate tax computations and who are aware of the rules for calculating commonly found benefits in kind. The course should only be attended after the Corporation Tax 1 and P11Ds/Benefits courses.

Participants MUST be familiar with accounts format and be conversant with taxable trading income and employment income rules.

The relevance of the course will depend upon experience, however, as a guide it will be suitable for those who have worked at least 24 months in the profession.

### OBJECTIVES

By the end of the course participants will be technically up to date as regards compliance work and the current technical issues likely to affect a typical family company.

### CONTENT

- Remuneration packages and extraction of funds
- P11D compliance – case study
- An introduction to succession planning
- Detailed case study including trade profit and capital allowances computations, capital gains computations, accounts finalisation and CTSA requirements

### CPD HOURS: 6

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

**Stirling**  
21 Nov (Full Day)

## Getting the Most Out of Excel (2010)

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

### WHO SHOULD ATTEND

Participants should be familiar with Excel at least up to introductory level, and, with at least 6 months practical experience of using the package on a day to day basis. This experience should include creating spreadsheets from scratch, entering and copying formulae and the use of the ribbons and tabs.

Users upgrading from Excel 2000, Excel XP or Excel 2003 in particular, will find this course of use. This course will also be suitable for users of v.2007.

### Current version used on this course: Excel 2010

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

### OBJECTIVES

Many firms have been using Excel for some time now, but are they getting the best out of the software – particularly bearing in mind the new navigation aspects and new features incorporated in Excel 2010. So, some of the key objectives include demonstrating how to speed up navigation round the new version by tailoring the Excel desktop, a look at some of the other new and improved features and formulae and finally to cover some of the more advanced Excel features that firms could be using to their advantage.

### CONTENT

- Using the Quick Access Toolbar
- Creating new Tabs and Groups
- Minimise rounding errors
- Absolute and mixed cell references
- Data validation
- Lookup formulae (including Vlookup and IFEError)
- Conditional formatting
- Conditional logic formulae (including IF and nested IF's)
- SUMIF and SUMIFS commands
- Sheet replication
- Range names and Named Range manager
- Pivot tables
- Database auto filter and advanced filter options
- External data access – linking to other packages such as Sage 50
- Concatenation (linking text and formulae)
- Custom date and number formats

### CPD HOURS: 3

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

**Stirling**  
24 Jan (pm)

## Sage 50: The Advanced Modules

£140 plus VAT per place  
£30 plus VAT for members  
(except CPD members)

### WHO SHOULD ATTEND

Previous attendance on the Sage Introductory course is preferred.

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

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

As the core ledgers and general navigation are covered on the Introductory course there is an assumed level of knowledge.

The course will be of benefit to those who require an operational understanding of the more advanced modules of the system including the Report Designer.

A case study will also be used to examine some of the more common Sage problems.

### OBJECTIVES

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

The more advanced features of the system will be covered.

The Report Designer session will take up all of the morning session and will cover both the version 12 Report Design module (briefly), and the new Report Design module found in v.2007 (v.13) and above.

### CONTENT

- New/upgraded features
- Report Designer
- Client case study (looking at typical problems)
- Export Sage data
- Overview of Products, Sales Order processing and Invoicing modules
- Maintenance and Utilities options
- Overview of Project Costing module
- Overview of Foreign Trader module

### CPD HOURS: 6

**Numbers limited to 12 participants**

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

**Stirling**  
25 Jan (Full Day)

## Sage 50 Accounts: Data Extraction Using Excel

£75 plus VAT per place  
£20 plus VAT 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.2011/12 and Excel v.2003 (and references to Excel v.2010 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

### CPD HOURS: 3

Numbers limited to 12 participants

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

**Stirling**  
26 Sep (pm)

## Sage 50: Back to Basics

£140 plus VAT per place  
£30 plus VAT 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 is aimed at bookkeeping staff, more senior staff who may be a little bit rusty after a period out of the profession, or those who have simply got 'left behind'.

A reasonable level of basic Windows navigation skills are required.

### 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.

This course is similar to our 'Sage 50 Set up and Processing Cycles' course, but more time is devoted to Sage 50 navigation, and Sage 50 reports.

### 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, allocation procedures and key Sage 50 reports
- Correcting transactions
- Bank and Vat reconciliations and key reports
- Recurring entries and other journals

### CPD HOURS: 6

Numbers limited to 12 participants

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

**Stirling**  
27 Sep (Full Day)



## Charities Conference 2012

This year's conference will be held in Stirling. Full details of the programme will be released early in 2012.

**6 March 2012**

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

## CPD Courses Online

During 2012 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](http://www.mercia-group.co.uk)

Details of courses available in 2013 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 and Problem Areas

January 2012

### The Tax Man Cometh – Handling Revenue Enquiries

February 2012

### Detecting Fraud and Advising on Preventing Fraud

March 2012

### Audit Update and Current Issues

April 2012

### Accountancy Update and Current Issues

May 2012

### Taxation of Property Transactions

June 2012

### Audit and Accounts of Group Companies

July 2012

### Capital Taxes and the Family Company

August 2012

### The Link between Accounting Standards and Tax Treatment

September 2012

### Finance Act 2012

October 2012

### Money Laundering Update

November 2012

### Topical Tax Issues

December 2012

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](http://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' @ £155 per person £ \_\_\_\_\_

Senior Staff	_____
Partners	_____
Total	_____

Per firm fee £ **250** \_\_\_\_\_

plus VAT @ 20% £ \_\_\_\_\_

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**

Mercia Group Ltd is a company registered in England and Wales with company number 1464141  
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 £370	£

### Membership

Per firm fee	£150
No. of Partners/Managers/Senior staff x £370	£
No. of Trainees/Junior staff x £260	£

### MembershipPLUS

Per firm fee	£350
No. of Partners/Managers/Senior staff x £555	£
No. of Trainees/Junior staff x £260	£

plus VAT @ 20%	£
<b>TOTAL</b>	£

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 include 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,  
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