

2012 Training Programme



CPD Courses





from only £60 plus VAT

Staff Professional Development Courses

from only £60 plus VAT



Mix and match...

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



Belfast • Londonderry • Antrim

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 two 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. In addition to this you also receive many membership benefits:

- Unlimited access to a programme of 12 CPD courses online 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 2012 is £175 per firm plus £370 per partner and senior member of staff and £270 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.

**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.*

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 £120 and £295 per place. (A £50 per delegate fee will be charged on full day courses and conferences.)
- Free access to recorded webinars

To view the wide range of courses that will be available to you and your team visit www.merciaireland.com and select 'courses' or use your login if you are already registered.

The membershipPLUS fee for 2012 is £280 per firm plus £465 per partner and senior member of staff and £270 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.

Pay as you go options

Flexible season ticket

- 12+ places £60 plus VAT per place**
- 6-11 places £75 plus VAT per place**
- 1 – 5 places £120 plus VAT per place**

Our flexible season ticket costs £720 plus VAT for 12 CPD places. Any additional courses cost just £60 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 12 courses, 12 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 12 places, a season ticket for 6 to 11 places can be purchased at a cost of £75 plus VAT per place.

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 £120 plus VAT per place

Course outlines are detailed on pages 3 to 8.

Staff professional development courses

From £60 plus VAT per place

Prices are detailed on the individual course outlines on pages 11 to 20.

Online options

Online courses and Webinars are also available. Look out for the  symbol for courses in your programme that are available online. For a full list of 2012 CPD online courses see page 20. For further details of our online courses including webinars and staff courses please go to our website.

If you would like to renew your membership subscription, or enrol on any of our CPD or staff professional development courses, you now need to complete and return the booking forms at the back of the brochure. If before doing so, you would like to discuss the options available please contact Brian Mailey on 028 3083 5588.

CPD Course Programme

| Page No | Course | Belfast | Londonderry | Antrim |
|----------------|--|-------------------------------------|-------------------------------------|-------------------------------------|
| 3 | Audit Update and Current Issues | 7 Mar am | 8 Mar am | 22 Mar am |
| 3 | Accountancy Update and Current Issues | 7 Mar pm | 8 Mar pm | 22 Mar pm |
| 3 | Capital Taxes Refresher | 25 Apr am | 24 Apr am | 19 Apr am |
| 4 | Tax Implications of Marriage, Cohabitation, Separation and Divorce | 25 Apr pm | 24 Apr pm | 19 Apr pm |
| 4 | Spring Tax Update including Budget Issues | 22 May am | 23 May am | 24 May am |
| 4 | Personal and Employment Tax Update | 22 May pm | 23 May pm | 24 May pm |
| 5 | Corporation Tax Refresher | 26 Sep am | 25 Sep am | 20 Sep am |
| 5 | Finance Act 2012 | 26 Sep pm | 25 Sep pm | 20 Sep pm |
| 5 | Practical Auditing Problems and their Solutions | 24 Oct am | 23 Oct am | 18 Oct am |
| 6 | The Link between Accounting Standards and Tax Treatment | 24 Oct pm | 23 Oct pm | 18 Oct pm |
| 6 | Employment & Business Law Update | 6 Dec am | 5 Dec am | 22 Nov am |
| 6 | Topical Tax Issues | 6 Dec pm | 5 Dec pm | 22 Nov pm |
| Timings | | 9.30am - 12.30pm 1.45pm - 4.45pm | 9.30am - 12.30pm 1.45pm - 4.45pm | 9.30am - 12.45pm 1.45pm - 5.00pm |

Specialist CPD Course Programme (These courses are ONLY included in the MembershipPLUS option)

| Page No | Course | Belfast |
|----------------|---|-----------------|
| 7 | Introduction to Limited Liability Partnerships | 19 Apr pm |
| 7 | The Tax Man Cometh - Handling Revenue Enquiries | 10 May pm |
| 7 | UK GAAP and IFRS - Exploring the Differences | 1 Nov pm |
| 8 | Tax Efficient Reorganisations for the Smaller Company | 29 Nov pm |
| Timings | | 1.45pm - 4.45pm |

Mercia reserves the right to vary the published programme

Venues

Belfast

Ramada Hotel, 117 Milntown Road,
Shaws Bridge, Belfast BT8 7XP
T: 028 9092 3500

Londonderry

City Hotel, Queens Quay,
Londonderry BT48 7AS
T: 028 7127 8690

Antrim

Dunsilly Hotel, 20 Dunsilly Road,
Ballymena Road, Antrim BT41 2JH
T: 028 9446 2929

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.

Audit Update and Current Issues



Speaker: Jeremy Williams, Mercia Group Ltd or Valerie Steward, VS Consultancy Ltd

£120 plus VAT per place
From £60 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)

Belfast

7 Mar (am)

Londonderry

8 Mar (am)

Antrim

22 Mar (am)

Accountancy Update & Current Issues



Speaker: Jeremy Williams, Mercia Group Ltd or Valerie Steward, VS Consultancy Ltd

£120 plus VAT per place
From £60 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)

Belfast

7 Mar (pm)

Londonderry

8 Mar (pm)

Antrim

22 Mar (pm)

Capital Taxes Refresher

Speaker: Andrew Burgess, Mercia Group Ltd or Amanda Fisher, AJF Taxation

£120 plus VAT per place
From £60 plus VAT (season ticket)
No charge for members

OBJECTIVES

The course will act as a refresher and an update on Capital taxes and show opportunities for tax planning for our clients in order to minimise their potential tax liabilities.

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.

CONTENT

- Capital gains tax planning opportunities
- Entrepreneurs' relief and a refresher on other CGT reliefs
- Inheritance tax update
- Business Property Relief
- Lifetime and death tax planning, considering CGT and IHT
- The use of trusts
- Managing our trusts
- An update on Probate Opportunities

CPD HOURS: 3

Belfast

25 Apr (am)

Londonderry

24 Apr (am)

Antrim

19 Apr (am)

For venue and timing details see page 2.

Tax Implications of Marriage, Cohabitation, Separation and Divorce

Speaker: Andrew Burgess, Mercia Group Ltd or Martyn Ingles, MacIntyre Hudson

£120 plus VAT per place
From £60 plus VAT (season ticket)
No charge for members

OBJECTIVES

The tax regime in general still treats married couples and cohabiting couples in different ways. This course will consider the tax position of each type of couple in a variety of situations. It will consider planning and pitfalls.

CONTENT

- Creating the relationship
- Residence and domicile issues
- Basic income tax issues
- Running a business together
- Capital tax issues
- Relationship breakdown - income tax issues
- Relationship breakdown - capital tax issues

CPD HOURS: 3

Belfast

25 Apr (pm)

Londonderry

24 Apr (pm)

Antrim

19 Apr (pm)

Spring Tax Update including Budget Issues

Speaker: Pat Nown, Mercia Group Ltd

£120 plus VAT per place
From £60 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

Belfast

22 May (am)

Londonderry

23 May (am)

Antrim

24 May (am)

Personal and Employment Tax Update

Speaker: Pat Nown, Mercia Group Ltd

£120 plus VAT per place
From £60 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

Belfast

22 May (pm)

Londonderry

23 May (pm)

Antrim

24 May (pm)

For venue and timing details see page 2.

Corporation Tax Refresher

Speaker: Brian Ogilvie, Ogilvie & Co or Peter Rayney, Peter Rayney Tax Consultancy

£120 plus VAT per place
From £60 plus VAT (season ticket)
No charge for members

OBJECTIVES

The course will make participants who act for small companies aware of the latest developments in Corporation Tax and include an appraisal of the most recent changes in legislation and case law and the protective steps that clients may need to implement to take maximum advantage of these.

CONTENT

- Taxable profits - specific problem areas in practice
- Capital allowances before and after 1 April 2012
- Loss relief and the single company
- Associated companies
- Changing tax rates and the distribution decision
- Administration issues

CPD HOURS: 3

Belfast

26 Sep (am)

Londonderry

25 Sep (am)

Antrim

20 Sep (am)

Finance Act 2012



Speaker: Brian Ogilvie, Ogilvie & Co or Tony Jenkins, Dragon Training

£120 plus VAT per place
From £60 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

Belfast

26 Sep (pm)

Londonderry

25 Sep (pm)

Antrim

20 Sep (pm)

Practical Auditing Problems and their Solutions



Speaker: Andrew Güntert, Mercia Group Ltd or Bill Telford, Telford Financial Training

£120 plus VAT per place
From £60 plus VAT (season ticket)
No charge for members

OBJECTIVES

This course provides practical guidance about regular problems arising on audits of smaller companies through the use of worked examples and case studies, in the context of the requirements of the ISAs (UK & Ireland).

CONTENT

- Problems in planning
 - determining the form of report
 - obtaining sufficient understanding of the entity and its environment
 - assessing and using materiality
 - tailoring audit programmes to reflect risk
 - documenting and assessing issues on fraud, and laws and regulations
- Problems in doing the work
 - problem areas identified by QAD and cold file reviews
- Problems in completion
 - events after the balance sheet date
 - going concern
 - file review
 - getting the accounts right
 - closing down the file

CPD HOURS: 3 (Audit Related: 3)

Belfast

24 Oct (am)

Londonderry

23 Oct (am)

Antrim

18 Oct (am)

For venue and timing details see page 2.

The Link between Accounting Standards and Tax Treatment



Speaker: Andrew Güntert, Mercia Group Ltd or Bill Telford, Telford Financial Training

£120 plus VAT per place
From £60 plus VAT (season ticket)
No charge for members

OBJECTIVES

This course will help practitioners ensure that their clients' accounts are prepared in accordance with generally accepted accounting practice.

The course will also provide an opportunity to consider the impact of the adoption of International Accounting Standards as proposed by the ASB.

CONTENT

Among other areas the course will cover:

- What is UK GAAP and how is it determined?
- Developments in tax statutes from the FA 1998 onwards, subsequent tax legislation, and the true and fair view
- HMRC's Business Income Manual addressing the issues of accounting and tax treatments

Important court decisions such as:

- Gallagher v Jones
- Britannia Airways
- Herbert Smith

The specific tax impact of standards such as intangibles, impairment, provisions and tangible fixed assets, including the tax impact of prior period adjustments, and particular issues such as Revenue Recognition and payments for pension costs.

The tax charge in the accounts as required by FRS 16 and FRS 19 and the correct treatment in accounts of tax losses.

The effects of using International Financial Reporting Standards and the likely impact of the Financial Reporting standard for Medium-sized Entities.

CPD HOURS: 3 (Audit related: 3)

Belfast

24 Oct (pm)

Londonderry

23 Oct (pm)

Antrim

18 Oct (pm)

Employment and Business Law Update

Speaker: Louise Dunford, LD Consultancy Ltd

£120 plus VAT per place
From £60 plus VAT (season ticket)
No charge for members

OBJECTIVES

The course provides a good overview of a number of areas of law, concentrating on the topics likely to be most useful to you in your day to day practice. The content of business law, while always providing an update on the most recent case law on company matters, may contain a range of different topics selected from those below, depending on the most recent developments at the time the course takes place. Employment law, in particular is an area subject to enormous change, particularly in the current economic climate, and the course covers a number of key areas and gives solid practical advice for the small employer, which is useful for you and for your clients.

CONTENT

- Business Law
 - Company law – recent cases
 - Directors' duties
 - Minority protection
 - Insolvency
 - Professional negligence – current developments and guidance
 - Bribery Act 2010 – where are we now?
 - Data Protection – recent developments
- Employment Law
 - Employment status – impact of Agency Workers Regulations, new IR35 cases
 - Contract of Employment – recent cases, pitfalls to avoid
 - Working Time and minimum wage – developments in on-call time, cases on holidays and sickness
 - Anti- Discrimination – impact of the Equality Act, some practical advice on avoiding discrimination claims
 - Sickness – how to deal with short term and long term sickness
 - Focus on change to the law on retirement and performance management generally
 - Unfair dismissal – the April 1 reforms and what they mean

CPD HOURS: 3

Belfast

6 Dec (am)

Londonderry

5 Dec (am)

Antrim

22 Nov (am)

Topical Tax Issues



Speaker: Mark Morton, Mercia Group Ltd or Giles Mooney, PTP

£120 plus VAT per place
From £60 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

Belfast

6 Dec (pm)

Londonderry

5 Dec (pm)

Antrim

22 Nov (pm)

For venue and timing details see page 2.

Introduction to Limited Liability Partnerships

Speaker: Hannah Howe, Mercia Group Ltd⁴

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

OBJECTIVES

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

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 (Audit related: 3)

The Tax Man Cometh - Handling Revenue Enquiries

Speaker: Mark Morton, Mercia Group Ltd

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

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

UK GAAP and IFRS - Exploring the Differences

Speaker: Phil Frost, Mercia Group Ltd

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

OBJECTIVES

This course focuses on the differences between UK GAAP and International Accounting Standards.

CONTENT

- What UK companies can and can't do regarding adoption of IFRSs
- Differences and similarities between UK GAAP and IFRSs
 - Format of accounts
 - Treatment and disclosure of profit and loss items
 - Treatment and disclosure of assets and liabilities
 - Cash flow statements and Statement of Changes in Equity
 - Subsidiaries, associates and joint ventures
 - Other differences including related party transactions
- Recent and prospective changes to UK GAAP and IFRSs.

CPD HOURS: 3

The season ticket option is not available for our specialist CPD courses

Belfast
19 Apr (pm)

Belfast
10 May (pm)

Belfast
1 Nov (pm)

For venue and timing details see page 2.

Tax Efficient Reorganisations for the Smaller Company

Speaker: Pat Nown, Mercia Group Ltd

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

OBJECTIVES

This course looks at the key tax implications for companies and their shareholders of transactions involving a variety of forms of company reorganisation and reconstruction. The focus is generally on UK owner managed companies and small groups. The material will include illustrative case studies showing how the relevant provisions operate in a practical context.

CONTENT

- Reorganisations to split companies and businesses
 - Reconstruction using s110 Insolvency Act 1986
 - Statutory demerger options
- Own share purchases
- Trade and asset transfers
 - Internal
 - Third party
- Matters affecting share sales
 - Forms of consideration
 - Substantial Shareholding exemption
 - Anti avoidance
- Illustrative case studies
- Recent developments

CPD HOURS: 3

Belfast

29 Nov (pm)

Speakers

Andrew Burgess

Andrew joined Mercia in 2003 as an experienced tax lecturer and consultant. His expertise lies in the areas of employment taxation, investigation work, charity tax and personal tax planning.

Louise Dunford

Louise Dunford has since 1987 been continuously involved in training and consultancy, both for professional firms and for commercial organisations. Louise specialises mainly in aspects of practical employment law, company law and on professional negligence, and has published widely in leading academic and professional journals.

Amanda Fisher

Amanda began her career with HM Revenue and Customs and later moved over into practice and qualified with Grant Thornton, where she gained considerable experience dealing with private tax clients and their businesses, trusts and estates. Since becoming self-employed, Amanda continues to build her own tax and accountancy practice of private clients and regularly consults to other local practices, alongside her other freelance work as a tax examiner, lecturer and author.

Phil Frost

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.

Andrew Güntert

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.

Hannah Howe

Hannah joined Mercia following seven years in practice with Deloitte, where she got her first taste of lecturing. As a member of our technical team she now lectures on a range of audit courses, as well as carrying out peer reviews.

Martyn Ingles

Martyn qualified as a Chartered Accountant in 1982 and trained in taxation with an international firm. He has been a partner in a medium-sized firm of accountants and now runs his own tax consultancy. In addition to being a highly-experienced presenter, Martyn has also written many articles for specialist tax publications.

Tony Jenkins

Tony Jenkins is a freelance tax lecturer with his own small practice and has over 30 years experience in training and advising clients in all types of businesses. His practical experience with clients gives him a flair for demonstrating the financial value that can be added through rapid and focused technical training. In addition to his own practice Tony provides consultancy advice to other firms of accountants.

Giles Mooney

Giles Mooney is a Chartered Accountant and Chartered Tax Adviser and a Director of PTP. He has been involved in UK tax training for 9 years. Giles started his career with a small firm of accountants and tax advisers, before working as a director of a large professional training company. He has written for a number of publications on various UK tax and business issues including writing PTP's own monthly publication – Professional Tax Update.

Mark Morton

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

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 until recently she served as a council member for twelve years.

Brian Ogilvie

Brian Ogilvie is a Chartered Certified Accountant and Chartered Tax Adviser, based in Brighton and Hove. He worked for a number of small and medium sized general practice firms before establishing his own successful practice. Brian demonstrates a lively training style, using illustrative case studies, and drawing on extensive experience of providing tax advice on various areas affecting the SME sector

Peter Rayney

Peter has recently joined Poole Waterfield as our Tax Technical Consultant. He is widely regarded as one of the most eminent tax experts in the country and prior to joining the team was National Tax Technical Partner at BDO. Well known as a leading lecturer and writer he has a wealth of practical taxation experience.

Valerie Steward

Valerie Steward has for over 20 years worked with accountancy practices, helping them to develop their businesses and remain compliant. She is the author and co-author of a number of technical guides and work programmes. She enjoys helping firms to develop, advising on training and staffing policy and all aspects of practice management. She also lectures widely on auditing, management skills and assurance services.

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.

Jeremy Williams

Jeremy joined Mercia in 2000 as an audit lecturer, having qualified with KPMG in Leicester. As well as lecturing on a wide variety of audit and accounting topics, Jeremy is responsible for FSA-related products as well as providing technical support and peer review services.

For venue and timing details see page 2.

Staff 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 staff course programme is designed to teach the basic principles of business advisory, accounting, auditing, taxation 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?

Staff professional development courses are included in the annual membership subscription...

For members, staff professional development courses are included in your annual membership subscription.

For further details on membership options please refer to page 1.

... or individual courses from £60 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 £60 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 Brian Mailey on 028 3083 5588.

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

Staff Professional Development Course Programme

Page
No

Course

Induction courses for new starters

Belfast

| | | | |
|----|------------------------------------|--------|-------------|
| 11 | Principles of Bookkeeping | 1 day | 17 Sep |
| 12 | Bookkeeping: The Next Stage | 1 day | 18 Sep |
| 11 | Bookkeeping Case Study | 2 days | 19 - 20 Sep |
| 12 | Introduction to PAYE and NI | am | 21 Sep |
| 12 | Introduction to VAT | pm | 21 Sep |

Audit and Accounting

| | | | |
|----|---|----------|-----------|
| 13 | Practical Small Company Reporting Requirements | am | 29 Mar |
| 13 | File Review Skills | pm | 29 Mar |
| 13 | Planning an Effective Audit | am | 30 Mar |
| 14 | Effective Use of Analytical Procedures | pm | 30 Mar |
| 14 | The Audit & Accountancy Update /Refresher | 1 day | 20 Apr |
| 14 | Understanding Company Accounts | 1 day | 18 Oct |
| 15 | Understanding Analytical Procedures | am | 19 Oct |
| 15 | Audit Exemption and Abbreviated Accounts | pm | 19 Oct |
| 15 | Auditing: First Principles | am | 21 Nov |
| 16 | How to Audit Series | 2.5 days | 21-23 Nov |

Taxation

| | | | |
|----|--|-------|--------|
| 17 | P11Ds/Benefits | am | 26 Apr |
| 17 | Tax Issues Arising from Accounts Review | pm | 26 Apr |
| 17 | Business Tax 2 | am | 27 Apr |
| 18 | VAT Refresher | pm | 27 Apr |
| 18 | Business Tax Refresher | am | 27 Sep |
| 18 | Corporation Tax Refresher | pm | 27 Sep |
| 19 | General Tax Update for Accounts Staff | 1 day | 28 Sep |
| 19 | Personal Tax 1 | 1 day | 15 Nov |
| 19 | Business Tax 1 | 1 day | 16 Nov |

Personal Skills and Management Development

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|----|--|----|--------|
| 20 | Successful Job Management | am | 10 Oct |
| 20 | Effective Business Letter Writing | pm | 10 Oct |

Venue

Belfast

Ramada Hotel, 117 Miltown Road, Shaws Bridge, Belfast BT8 7XP

T: 028 9092 3500

am courses 9.30am - 1.00pm
pm courses 2.00pm - 5.00pm
All day courses 9.30am - 5.00pm

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.

Bookkeeping Case Study

£240 plus VAT per place
No charge for 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.

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".

Daybooks

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.

Balancing Off

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.

CPD HOURS: 12

| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
|---------|--------------|--------------|---------------|---------------|
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Belfast
19-20 Sep

Ledgers

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.

ETB, Journals and Final Accounts

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.

Part of a five day course

This series may be booked as a five day course for £550 plus VAT.

For venue and timing details see page 10.

Principles of Bookkeeping



£120 plus VAT per place
No charge for 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; and
- prepare of profit and loss account and balance sheet.

CPD HOURS: 6

Part of a five day course

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

Belfast
17 Sep

Bookkeeping: The Next Stage

£120 plus VAT per place
No charge for 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

Part of a five day course

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|---------|--------------|--------------|---------------|---------------|
| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
18 Sep

Introduction to PAYE and NI

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is suitable for those participants who have little or no experience in this area. As a guideline it will be suitable for those who have worked less than 12 months in the profession.

OBJECTIVES

To familiarise participants with the basics of PAYE and National Insurance using manual preparation of deduction working sheets.

CONTENT

The course will include:

- Scope and calculation of PAYE
- Scope and calculation of National Insurance
- PAYE compliance
- Case study - month 10 payroll run

CPD HOURS: 3

Part of a five day course

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|---------|--------------|--------------|---------------|---------------|
| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
21 Sep (am)

Introduction to VAT

£60 plus VAT per place
No charge for 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

Part of a five day course

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
21 Sep (pm)

For venue and timing details see page 10.

Practical Small Company Reporting Requirements

£60 plus VAT per place
No charge for 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 FRSSE (including the Companies Act requirements)
- Key differences between small and large company disclosure requirements
- Small groups
- Common problem areas

CPD HOURS: 3

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
29 Mar (am)

File Review Skills

£60 plus VAT per place
No charge for 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

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
29 Mar (pm)

Planning an Effective Audit

£60 plus VAT per place
No charge for 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 ISAs (UK and Ireland) 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

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
30 Mar (am)

For venue and timing details see page 10.

Effective Use of Analytical Procedures

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is suitable for audit seniors / 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

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
30 Mar (pm)

The Audit and Accountancy Update / Refresher

£120 plus VAT per place
No charge for members

WHO SHOULD ATTEND

The course will be essential for anyone who is in a senior position of responsibility (seniors / managers) and who would value a practical update and refresher of both auditing and accounting. Thus it will be suitable to those who are about to take final examinations (or who have equivalent experience) and above.

The programme will be changed annually, thus enabling participants to attend consecutive years.

OBJECTIVES

At the end of the course participants will be aware of the current position relating to auditing and accounting.

CONTENT

The material will be written nearer the date of the course and details will be available from Mercia on request.

CPD HOURS: 6

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
20 Apr

Understanding Company Accounts

£120 plus VAT per place
No charge for members

WHO SHOULD ATTEND

The course is essential for anyone new to the preparation of company accounts or who needs to revise this area. For Chartered, Certified and AAT students the relevance of the course will depend upon the participants' level of experience and stage reached in examinations.

Alternatively, the course will be useful for anyone wanting a refresher on company accounts disclosures or is unfamiliar with UK GAAP and disclosures having studied under international standards.

OBJECTIVES

The course will introduce the format and disclosure requirements of limited companies preparing accounts for their members. By the end of the day the participants will be familiar with a set of statutory accounts together with the relevant notes.

CONTENT

- Comparison of sole trader or partnership accounts with company accounts.
- Formal introduction to company accounts, accounting principles and policies.
- Profit and loss account - format and notes including reference to accounting standards.
- Balance sheet - format and notes, including relevant accounting standards.
- Exercises will be used to illustrate the contents of some of the disclosure notes.
- Discussion re using a computer accounts package to generate statutory accounts and highlighting main principles and typical errors applicable to all packages.
- Case study - participants will be introduced to the small company accounts disclosure checklist and will be required to review and amend a set of accounts for both disclosure requirements and presentation issues. Participants will then be required to discuss the accounts with the client.
- Discussion contrasting the differences in disclosures should the company not claim small company exemptions.

The course does not deal with the content of abbreviated accounts.

CPD HOURS: 6

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
18 Oct

For venue and timing details see page 10.

Understanding Analytical Procedures



£60 plus VAT per place
No charge for 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, and for those who are studying it should be attended before sitting professional stage (ACA), certificate stage (ACCA) or technician stage (AAT) exams.

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

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast

19 Oct (am)

Audit Exemption and Abbreviated Accounts



£60 plus VAT per place
No charge for 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

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast

19 Oct (pm)

Auditing: First Principles



£60 plus VAT per place
No charge for 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: 3

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast

21 Nov (am)

For venue and timing details see page 10.

How to Audit Series

£300 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is designed to put theory into practice. It is suitable for anyone who has recently become involved or is about to become involved in the audit of bank and cash 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 wishing to revise basic techniques and learn about current methodologies.

‘How to Audit’ Bank And Cash

OBJECTIVES

Participants will have reviewed the audit evidence available for bank and cash and made effective use of it to prove the audit objectives.

CONTENT

Introduction to cash and bank, objectives of the section and main audit areas.

Review of the various sources of audit evidence available.

Audit of bank reconciliation. Discovery of window-dressing and therefore an adjustment is required. Covers how to deal with adjustments and points for partners attention.

Consideration of audit work on other accounts (deposits account, loan account, foreign currency and petty cash).

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

‘How to Audit’ Debtors

OBJECTIVES

Participants will understand the various methods available to test debtors and the suitability of each in differing circumstances.

CONTENT

Introduction to debtors, objectives of the section and main audit areas.

Review of the possible analytical procedures which could be used in connection with debtors.

Debtors Circularisation. Participants reconcile circularisation replies using sales invoice listing, cash received after date and information on credit note provisions and bad debts. Participants complete the debtors confirmation working paper and the confirmation results summary.

Introduction to audit of bad debts, consideration of cut off, credit note provision, other debtors and prepayments.

Completion of trade debtors schedule, lead schedule, cross-referencing of whole section and completion of Audit Programme.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

‘How to Audit’ Creditors

OBJECTIVES

Participants will understand the objective which needs to be proved when testing creditors and the ways to gather sufficient evidence.

CONTENT

Introduction to creditors, objective of the section and main audit areas.

Review of the possible analytical procedures which could be used in connection with creditors.

Creditors Statement Reconciliation. Participants reconcile statements to the clients manual purchase ledger and complete the creditors reconciliation working paper, summarise their results and draw a conclusion.

Working papers for the following areas are already on the participant’s files and the audit work is discussed regarding cut-off, search for unrecorded liabilities, accruals and other creditors.

Leases and Hire Purchase. Explanation of the treatment under FRSSE via an example.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

‘How to Audit’ Fixed Assets

OBJECTIVES

Participants will gain an understanding of the audit objectives to be proved and the evidence available for fixed asset testing.

CONTENT

Introduction to fixed assets, objectives of the section and main audit areas.

Participants are given the client’s Fixed Asset lead schedule, working papers and relevant invoices plus extractions from the minutes and the repairs and maintenance account, and physical verification schedule. They are required to audit the section updating the Fixed Asset register in the process. Several errors are discovered giving further experience in scheduling of potential adjustments.

Review of case study and any points arising.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

‘How to Audit’ Stock

OBJECTIVES

Participants will cover the key issues concerning stock and how to effectively gather evidence to gain assurance on those areas.

CONTENT

Introduction to the audit of stock, objectives of the section and audit work. Emphasis is placed on the high risk nature of the audit area.

Stock take attendance. Participants have the completed documentation for WJK Ltd on file and the procedure is discussed.

Participants will be given the results of a stock take attendance sheet and expected to follow these through to the final sheets, investigating any errors.

Valuation. A short talk is given on valuation methods, cost and audit work. The case study will then be used to apply the appropriate method.

Use will be made of lecture examples and practical work based on the case study – Woolly Jumpers Knitwear Ltd.

CPD HOURS: 15

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast

21 - 23 Nov

Please note: This course starts in the afternoon on the first day.

For venue and timing details see page 10.

P11Ds / Benefits

£60 plus VAT per place
No charge for 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 |
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Belfast
26 Apr (am)

Tax Issues Arising from Accounts Review

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

Seniors and staff who are responsible for the accounts and preparation of draft tax computations. As a guide it will be suitable for those who have worked at least 24 months in the profession.

Participants will therefore need to be familiar with the format of company accounts. The course will deal with taxation issues identified from the preparation and review of accounts.

OBJECTIVES

To enable participants to identify potential tax issues when reviewing a set of accounts.

This course will consider the taxation matters that need to be considered both during the accounts preparation and when preparing the draft corporation tax computation.

CONTENT

The course will include :

- A review of corporation tax charging provisions
- Trading income computation considerations
- Capital allowances and recent developments
- Associated companies
- Loans to participators
- National Insurance issues
- Case studies may be used where appropriate

Participants will be expected to have a basic understanding of the main tax rules.

CPD HOURS: 3

| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
26 Apr (pm)

Business Tax 2

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is suitable for those participants who have attended the introductory session, Business Tax 1, or those who have a reasonable working knowledge of the basics of business tax.

The relevance of the course will depend upon participant's practical experience, however, as a guideline it will be suitable for those who have worked between 9 and 24 months in the profession. It will not normally be suitable for those participants who are studying and who have sat their first professional tax exam.

OBJECTIVES

At the end of the course participants will have built on the knowledge gained from the introductory session and will have considered commencement and cessation rules, the implications of a change of accounting date and also relief for losses. Participants will also have covered the basic rules concerning class 2 and class 4 national insurance contributions.

CONTENT

- Commencement and cessation rules
- Interaction with overlap profits/transitional relief
- Class 2 and Class 4 National Insurance
- Change of accounting date
- Loss relief
- Case study - sole trader client (commencing trading) – taxable trading profits

CPD HOURS: 3

| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast
27 Apr (am)

For venue and timing details see page 10.

VAT Refresher

£60 plus VAT per place
No charge for 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

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast

27 Apr (pm)

Business Tax Refresher

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is aimed at members of staff who have, or at least in the past have had, a basic understanding of the main concepts of business income tax. They may have had a break from the profession or have worked in a different area of the profession for a while and need a refresher on the current rules.

The course is not suitable for those new to the profession or to business tax.

OBJECTIVES

By the end of the course participants will be familiar with the current rules governing the calculation of taxable profits for the self employed together with the National Insurance consequences.

CONTENT

- Principles of allowable and disallowable expenditure
- Specific expenditure problem areas
- Capital allowances
- Classes 2 and 4 National insurance

Case studies will be used throughout.

CPD HOURS: 3

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| Seniors | Trainees-Tax | Trainees-Acc | Payroll Staff | Support Staff |
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Belfast

27 Sep (am)

Corporation Tax Refresher

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is aimed at members of staff who have, or at least in the past have had, a basic understanding of the main concepts of corporation tax. They may have had a break from the profession or have worked in a different area of the profession for a while and need a refresher.

The course does NOT cover trading profits and capital allowances. Business Tax Refresher covers these core business tax topics for those wanting an equivalent basic refresher.

OBJECTIVES

By the end of the course participants will have a better understanding of current rules regarding corporation tax computations.

CONTENT

- Basic charging provisions
- Corporation tax rates and calculations
- Selected aspects of non trading profits
- Losses for the single company
- Associated company principles
- Corporation tax administration

Case studies will be used throughout.

CPD HOURS: 3

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

Belfast

27 Sep (pm)

For venue and timing details see page 10.

General Tax Update for Accounts Staff

£120 plus VAT per place
No charge for members

WHO SHOULD ATTEND

Audit and accounts staff who have a good working knowledge of the main taxes and who have already attended other Intermediate level courses and wish to be kept up to date with the recent legislative changes. (This course is NOT intended for anyone who has attended the 2012 CPD Finance Act session.)

OBJECTIVES

By the end of the course staff will have been given an overview of recent changes in legislation including a look at some of the more problematic areas.

CONTENT

- Finance Act changes - income / corporation / capital taxes / VAT
- Case study questions will be included throughout the course to illustrate current topical issues

Participants will be expected to have a basic understanding of the main tax rules.

CPD HOURS: 6

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

Belfast
28 Sep

Personal Tax 1

£120 plus VAT per place
No charge for 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 |
| | • | • | | |

Belfast
15 Nov

Business Tax 1

£120 plus VAT per place
No charge for 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 |
| | • | • | | |

Belfast
16 Nov

For venue and timing details see page 10.

Successful Job Management

£60 plus VAT per place
No charge for members

WHO SHOULD ATTEND

This course is aimed at those about to become or who have recently become involved in managing work teams. They should be responsible for the planning of projects and their successful completion.

OBJECTIVES

As a result of this course, participants will have a clear understanding of the processes involved in successfully managing projects.

CONTENT

- Defining the job management process
- Successful v unsuccessful jobs – contributing factors
- The job life cycle – preparation, planning, implementation and review
- Key functions and activities to be carried out
- Managing the human factor

CPD HOURS: 3

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

Belfast
10 Oct (am)

Effective Business Letter Writing

£60 plus VAT per place
No charge for 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. It will not normally be suitable for those participants who are studying and have sat their first professional tax exam.

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 practice the key skills learned.

CPD HOURS: 3

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

Belfast
10 Oct (pm)

CPD Courses Online

During 2012 we will be offering the following programme of CPD courses online. These can be purchased individually or as a 12 month subscription. All members will be given access to these courses as part of their membership fee.

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

Webinars

One hour webinars on topical subjects are also available. For details go to our website.

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

For venue and timing details see page 10.

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*

Membership

MembershipPLUS

Fees

Membership

| | |
|--|------|
| Per firm fee | £175 |
| No. of Partners/Managers/Senior staff x £370 | £ |
| No. of Trainees/Junior staff x £270 | £ |

MembershipPLUS

| | |
|--|------|
| Per firm fee | £280 |
| No. of Partners/Managers/Senior staff x £465 | £ |
| No. of Trainees/Junior staff x £270 | £ |

| | |
|--------------|---|
| 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 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

(All trainees plus other inexperienced members of staff who would not normally attend CPD course.)

Other Junior Staff

Total No. of Staff _____

Please also complete the course booking forms and return to:
Mercia NI Ltd, Wyncroft, 30 Rathfriland Road, Newry, Co Down BT34 1JZ

Mercia NI Ltd is a company registered in Northern Ireland with company number NI 038498
 Registered office: Wyncroft, 30 Rathfriland Road, Newry, Co Down BT34 1JZ

