

Autumn 2011 Training Programme



Exciting New Pricing Options

CPD Courses

from only €60 (3 hours)

Staff Professional Development Courses

from only €95 (3 hours)



Individual courses

Flexible season tickets

Dublin Limerick Cork Galway Letterkenny New Ross



Mercia Ireland Ltd. is a group company of the Mercia Group, one of the UK and Ireland's largest providers of training and support services to the accountancy profession.

Our complete training service is dedicated to the accountancy profession and provides practical training for all partners and professional staff.

Any questions?

If you have any questions about our CPD and staff courses or pricing options contact:
marguerite.hughes@merciaireland.com
or call her on +353 (0)1 8090080.

In-house courses

Many of the courses we present can be organised on behalf of individual practices. We provide a speaker plus the course documentation and the precise content of the course is tailored to suit the needs of your practice. If you would like to know more about the training we offer practices, contact: marguerite.hughes@merciaireland.com or call her on +353 (0)1 8090080.

Venues

Dublin

Radisson Blu St. Helen's Hotel
Stillorgan Road
Blackrock
Dublin 4

Cork

Clarion Hotel Cork
Lapps Quay
Cork City

Galway

Radisson Blu Hotel
Lough Atalia Road
Galway City

Limerick

Clarion Hotel Limerick
Steamboat Quay
Limerick

Letterkenny

Radisson Blu Hotel
Letterkenny
Co Donegal

New Ross

Brandon House Hotel
New Ross
Co Wexford

Booking and Payment Options

Flexible Autumn season tickets

Platinum Season Ticket

€840 for one place on all CPD events nationwide (42 hours CPD) - fully transferable

Additional places booked by the same firm will qualify for 25% discount from the standard price (see below). Additional discounts may be available for bookings of five or more places on a single course - please contact us.

Your Platinum ticket also entitles you to

- 25% discount on live webinars, and free access to all recorded webinars
- 10% discount on the purchase cost of all our technical products and standard compliance review rates

Note: Season tickets are fully transferable within the same firm. A season ticket option is not available for our staff courses, below.

Gold Season Ticket

€750 for one place on any 10 CPD events nationwide (30 hours CPD) - fully transferable

Additional places booked by the same firm will qualify for 25% discount from the standard price (see below). Additional discounts may be available for bookings of five or more places on a single course - please contact us.

Your Gold ticket also entitles you to

- 25% discount on live and recorded webinars
- 5% discount on the purchase cost of all our technical products and standard compliance review rates

Individual courses

CPD courses

€160 (half day course) & €350 (full day course)

Course outlines are on pages 3-6

Staff Professional Development courses

From €95 per place (half day course)

Prices are detailed on the individual course breakdowns on pages 11-12

CPD Course Programme

Page No	Course	Dublin	Limerick	Cork	Galway	Letterkenny	New Ross
3	Equity Finance, Funding & Business Valuations	8 Sep pm					
3	Accountants & Lawyers - a Tense Relationship?	13 Sep pm		14 Sep pm			
3	Revenue Audits & Powers & the 2010 Code of Practice	20 Sep pm		22 Sep pm			
4	Audit of Credit Unions	27 Sep pm	22 Sep pm				
4	Specialist Audit Assignments	11 Oct pm		12 Oct pm		15 Sep pm	13 Sep pm
5	Marketing: What Every Accountant Should Know	20 Oct pm					
5	The New Financial Reporting Standard for Medium Sized Entities (FRSME): The Replacement of UK/Irish Financial Reporting Standards!	24 Nov 8 Dec					
6	Professional Selling Skills	30 Nov am					
6	Delivering Service Excellence & Developing Client Advocacy	30 Nov pm					
6	Audit Workshop	13 Dec	6 Dec	29 Nov	22 Nov	8 Dec	

Timings

am courses	9.30am - 12.30pm
pm courses	2.00pm - 5.00pm
full day courses	9.30am - 5.00pm

Equity Finance, Funding & Business Valuations

Speaker: Brendan Foster FCCA

Platinum ticket price	€60 per place
Gold ticket price	€90 per place
Standard price	€160 per place

OBJECTIVES

Many companies require equity finance to provide initial capital or development capital. The Irish market provides limited access to third party funding and there are a significant number of projects competing for it. The presentation will consider the following key areas of equity finance and funding:-

- Private investors and the Angel Community
- Venture Capital (VC)
- Alternative sources – Pension funding/BES
- State support
- Overseas resources
- Who is in the market; and
- The typical deal sizes available.

CONTENT

In preparing for an investor presentation there are a number of key issues which need to be addressed in advance:-

- Robust Information Memorandum
- Valuation basis
- Likely deal structures
- VC due diligence
- Timing and bridging
- An outline of minimum requirements and current views on valuation and deal structures.

CPD HOURS: 3

Dublin
8 Sep (pm)

Accountants & Lawyers - a Tense Relationship?

Speaker: Jonathan Mills BA (Hons), ACA

Platinum ticket price	€60 per place
Gold ticket price	€90 per place
Standard price	€160 per place

OBJECTIVES

The current circumstances of credit crunch, falling client balances at the banks, and the high working burden on solicitors administration during the boom has created a situation where clients' money assets are increasingly perceived by regulators and auditors as at risk. In those circumstances, it is important for a reporting accountant to be fully up to date in this area. Recent events have shown that solicitors' clients' accounts are no more secure than ever from the perennial temptations of fraud and embezzlement. This presents great difficulties to reporting accountants who must deal with possibly their most sophisticated variety of client at a time when those clients' backs are against the wall.

CONTENT

The course will develop a risk based approach centred on analysing the solicitor's client numbers and systems for risk to the integrity of client balances, and then laying out an investigation methodology, understanding the practical application of the regulations and drawing conclusions robust enough to survive the inevitable challenge from the trained advocates you will be dealing with. Additionally we will look at interaction with the regulator in the Law Society

CPD HOURS: 3

Dublin
13 Sep (pm)

Cork
14 Sep (pm)

Revenue Audits & Powers & the 2010 Code of Practice

Speaker: Paul Dillon

Platinum ticket price	€60 per place
Gold ticket price	€90 per place
Standard price	€160 per place

OBJECTIVES

This course gives an overview of how to deal with various Revenue Interventions and Audits, paying particular attention to the changes brought about by Finance Act (2) 2008 and the new code of practice for Revenue audits introduced in 2010.

CONTENT

- Dealing with Revenue
- Revenue powers
- Investigations v audit, versus enquiry, and how to deal with them
- New code of practice
- Penalty regime introduced in Finance Act (2) 2008
- Situations where old code of practice still applies to Revenue audits
- Appeals;
- Current areas of concentration

CPD HOURS: 3

Dublin
20 Sep (pm)

Cork
22 Sep (pm)

For venue and timing details see pages 1-2.

Audit of Credit Unions

Speaker: Brendan Howard B Comm FCCA

Platinum ticket price	€60 per place
Gold ticket price	€90 per place
Standard price	€160 per place

OBJECTIVES

This course will address the primary issues of concern to Credit Union auditors as identified by accountancy bodies and the Registrar of Credit Unions.

CONTENT

The course will make detailed reference to:

- Ethical issues for auditors of Credit Unions
- Key features of Credit Unions legislation and Registrar of Credit Unions requirements
- The role of the Irish League of Credit Unions & Credit Union Development Association
- Credit Union's organisational strengths and weaknesses
- APB Practice Note on Credit Unions
- Audit programmes - areas of special risk
- Auditing bad debts & provisions
- Auditing investments
- Circularisations
- Reporting to the Registrar of Credit Unions
- Other topical matters arising in the context of Credit Unions

CPD HOURS: 3

Dublin
27 Sep (pm)

Limerick
22 Sep (pm)

Specialist Audit Assignments

Speaker: Brendan Howard B Comm FCCA

Platinum ticket price	€60 per place
Gold ticket price	€90 per place
Standard price	€160 per place

OBJECTIVES

This course will identify the higher audit risk aspects of the following assignments, which frequently create problems for auditors during monitoring visits.

- Charities
- Insurance Brokers
- Property Management Companies

CONTENT

Charities

- The Charities Act 2009 and its implications
- Internal controls (or the lack of them)
- Completeness of Income
- Grants
- Restricted Funds
- Disclosure issues
- The SORP

Insurance Brokers

- Broker authorisation levels and their impact on reporting and capital adequacy
- Handbooks and Codes
- Goodwill
- Auditors' Right & Duty to report to the Central Bank of Ireland
- Statutory Duty Confirmations
- Weakness letters
- Client Assets-what are they?

Property Management Companies

- Title to Common Areas
- The basis for an annual charge-does it exist?
- Audit exemption
- Dealing with Managing Agents
- Dangers from strike-off
- Disclosures
- The role of the ODCE

CPD HOURS: 3

Dublin **Letterkenny**
11 Oct (pm) 15 Sep (pm)

Cork **New Ross**
12 Oct (pm) 13 Sep (pm)



Technical Manuals

No more worries about compliance - let us give you peace of mind. Whether you're concerned about your routine or specialist audits getting a clean bill of health from your professional body or whether you are worried about your internal money laundering procedures, we have the answer. Our tried and tested manuals, all available in electronic format, will save you hours of research and worry!

- Audit Manual (including paperless versions)
- Accounts Disclosure Checklists and Proforma Accounts
- Audit Exemption Manual
- Audit of Insurance Brokers and Mortgage Intermediaries Manual
- Audit of Property Management Companies Manual
- Anti-Money Laundering Procedures Manual
- Investment Business Compliance Manual
- Audit of Charities Manual

Visit our website for more information
www.merciaireland.com

For venue and timing details see pages 1-2.

Marketing: What every Accountant should know

Speaker: Rachel Killeen BSc (Mgmt)

Platinum ticket price	€60 per place
Gold ticket price	€90 per place
Standard price	€160 per place

OBJECTIVES

How much of your valuable resources should you devote to marketing? There are those who believe it takes big ideas, big changes and big budget. However, there are some simple, practical marketing techniques to win business, drive profitability and ultimately improve the bottom line.

CONTENT

Using the Five Cs Marketing Plan - Collate, Create, Communicate, Collaborate and Calculate - this course provides case study led examples of how companies can:

- Harness customer research, insights and profitability analysis to build long-term relationships
- Create a 360 degree marketing proposition to maximise income
- Talk to customers in a way that engages and attracts them, at low cost
- Work with other organisations for mutual benefit and maximum exposure, using minimum expenditure
- Measure the effectiveness of marketing activity and spend.

A set of 'actions for the office' is provided to help accountants to influence the marketing strategy in the organisation and to budget accordingly.

CPD HOURS: 3

Dublin

20 October (pm)

The New Financial Reporting Standard for Medium Sized Entities (FRSME): The Replacement of UK/Irish Financial Reporting Standards!

- a two day workshop

Speaker: Robert J Kirk BSc (Econ), CPA,
FCA Professor of Financial Reporting
University of Ulster

Platinum ticket price	€240 per place
Gold ticket price	€360 per place
Standard price (inclusive of light lunch)	€700 per place

OBJECTIVES

The Financial Reporting Standard for Medium Sized Entities (FRSME) will revolutionise financial reporting in Ireland as over 90% of reporting entities will have to switch from their current adoption of Irish GAAP to this standard. As most Irish companies do not adopt the FRSSE it will impact on every reporting entity in Ireland from the local grocers shop to the largest private company. There will also be opportunities to reduce the disclosures required for subsidiaries of listed companies.

This two day course will provide delegates with a detailed resumé of the focal points of this very important development for non listed companies in Ireland and to ensure that financial accountants are aware of the major changes required to adequately prepare the switch from national standards. It is designed for both users and preparers who want to find out about the main differences between national standards and the new FRSME. It is due to be applied for financial statements commencing from the 1st July 2003 but the opening Statement of Financial Position will, for some entities, be as early as the 1st July 2012.

Over the two days, which are separated by two weeks to enable delegates to better digest the material, the course will cover the major changes between current Irish standards and the new FRSME as well as providing illustrative examples of how the standard will be applied in practice so that both preparers and users of medium sized non listed companies are able to understand the major changes from the existing national standards.

CONTENT

- Scope
- Concepts and principles
- Content and Illustrative Financial Statements
- Presentation of Financial Statements
- Statement of Financial Position
- Statement of Comprehensive Income and Income Statement
- Statement of Changes in Equity and Statement of Retained Earnings
- Statement of Cash Flows
- Notes to the Financial Statements
- Purpose, structure, disclosure of accounting policies
- Judgments and key sources of estimation uncertainty
- Accounting policies, estimates and errors
- Foreign currency translation
- Property, plant and equipment including investment property

CPD HOURS: 12

Dublin

24 Nov & 8 Dec
(9.30am - 5.00pm)

For venue and timing details see pages 1-2.

Management Training Workshop

Management and skills training will become more important to the successful independent professional firm in their next decade. To meet this demand we set up our Management Training Division. We are now established as one of the leading providers of management training to the profession helping firms equip their staff with the management and personal skills they will need to cope with today's competitive, increasingly commercial and rapidly changing profession.

The independent accountancy practice has always tended to concentrate on developing the technical skills of their staff at the expense of management skills. This has left many newly qualified seniors, managers and even some partners, lacking in many of the skills they need to manage their teams and firms effectively. Our aim is to develop these skills within a focussed, commercial and totally relevant context.

Professional Selling Skills

Speaker: John Sharkey BA (Econ) ACA

Platinum ticket price €60 per place
Gold ticket price €90 per place
Standard price €160 per place

OBJECTIVES

To enable participants to:

- Fully understand the professional sales process and what 'buyers' are looking for from 'sellers'
- Building their awareness of self, and their skills in influencing clients and prospects
- Prepare, conduct and close a professional business meeting with a client or prospect

CONTENT

The Professional Sales Process

- The three sources of income for any practice
- What is selling?
- What are buyers looking for?
- The sales process - an overview

Professional Selling Skills

- The importance of relationships
- Self-awareness - your natural influencing style
- Building rapport and making a good first impression
- Understanding the client or prospect's needs and wants
- Meeting the client or prospect's needs and wants

Conducting a Professional Business Meeting

- To meet or not to meet?
- Planning and preparation
- The introduction
- Conducting the meeting
- Finishing the meeting
- Post meeting follow-up

CPD HOURS: 3

Dublin

30 Nov (am)

Delivering Service Excellence & Developing Client Advocacy

Speaker: John Sharkey BA (Econ) ACA

Platinum ticket price €60 per place
Gold ticket price €90 per place
Standard price €160 per place

OBJECTIVES

Delegates will have the opportunity to review the key skills and disciplines required in managing client relationships and expectations effectively and ensure they deliver a consistent, excellent service to their clients, with the ultimate objective of turning their clients into advocates of them and their firm.

CONTENT

Changes to:

- Identifying and clarifying clients needs and expectations
- Delivering to client needs and keeping promises
- Delivering added value
- Providing clarity and transparency around actions and outputs
- Handling complaints, perceptions of non delivery and areas of difficulty
- Seeking and responding to client feedback
- Turning clients into advocates

CPD HOURS: 3

Dublin

30 Nov (pm)

Audit Workshop

Speaker: Brendan Howard B Comm FCCA

Platinum ticket price €120 per place
Gold ticket price €180 per place
Standard price €350 per place
(inclusive of light lunch)

OBJECTIVES

Brendan Howard, a director of the Mercia Ireland group, presents his annual review of what is topical in the world of auditing. This is a one day update on auditing issues, with a practical rather than technical emphasis. The course deals with the major changes affecting practitioners in 2011.

CONTENT

- The Clarity ISA's - the changes
- Statutory Audit Directive - the Impact on Auditors
- Succession Planning for Accountancy Practices
- Specific Auditing Problems, including the auditing of property assets and stocks
- Audit and Investment Business Monitoring visits - how to survive them

Note that the topics may be varied in order to deal with issues which have become more significant at the time of delivery of the course

CPD HOURS: 6

Dublin

13 Dec

Letterkenny

8 Dec

Galway

22 Nov

Limerick

6 Dec

Cork

29 Nov

(9.30am - 5.00pm)

For venue and timing details see pages 1-2.



Are you ISQC 1 compliant?

One of the most common monitoring visit failures is non-compliance with the International Standard on Quality Control (UK and Ireland) 1 - ISQC 1. Effective from 15 June 2005, all Irish and UK audit firms regardless of size and client base must comply with ISQC 1 requirements.

ISQC 1 requires all audit firms to have in place a written and communicated system of internal quality control, which includes policies and procedures addressing each of the following elements:

- Leadership responsibilities for quality within the firm
- Ethical requirements
- Acceptance and continuance of client relationships and specific engagements
- Human resources
- Engagement performance and
- Monitoring

A Mercia ISQC 1 compliance review will provide assistance in documenting the internal quality control policies and procedures within your firm and will cost significantly less than the cost of failing a monitoring visit.

Contact Details

If you would like to discuss a Mercia ISQC 1 compliance review for your firm in more detail, please contact Brian Mailey FCA (brian.mailey@merciaireland.com) or Brendan Howard FCCA (brendan.howard@merciaireland.com) or at the telephone number below.

+353 (0)1 8090080

Visit our website for more information
www.merciaireland.com

Speakers

Paul Dillon

Paul Dillon is a Tax Partner with Duignan Carthy O'Neill, Chartered Accountants in Dublin. Paul is responsible for delivering compliance and consultancy to a wide range of clients from PLC's to SME's. He is a representative of the Consultation Committee of Accounting Bodies of Ireland and the TALC Audit Sub Committee. He is a member of the AGN International Tax Committee, the International Association to which his firm is affiliated.

Brendan Foster

Brendan Foster is partner, Business Consulting & Advisory Services in Grant Thornton Dublin. He joined the firm in 1995 having previously been a director of corporate finance and consulting in another Dublin practice. Brendan oversees an extensive client portfolio across a variety of sectors including renewable energy, retail and leisure, construction and property. He also heads a specialist debt advisory team in Grant Thornton that has extensive business and technical experience and advises on all aspects of debt restructuring including negotiation and re-negotiation of terms with key lenders and other stakeholders. He assists clients of the privately held business division with maximising finance from state bodies (Enterprise Ireland, Sustainable Energy Ireland and Udarás Na Gaeltachta) and structuring investor presentations to venture capital organisations.

A strong advocate of business planning and strategic positioning, Brendan assists clients in identifying key business drivers and formulating an actionable plan to deliver objectives. Brendan is a fellow of the Association of Chartered Certified Accountants in Ireland (ACCA) and was the Irish president in 2008/09. He has served as an officer on many of the technical committees of the association, as its International Assembly representative and for the Combined Consultative Accountancy Bodies in Ireland.

Brendan Howard

Brendan is a Director of Mercia Ireland Group. He has worked in practice and financial services for over 20 years. He has lectured extensively for various colleges and professional bodies. He represents ACCA on CCAB-I Auditing Consultative Committee, and on the Practice Note Committee for Credit Unions, having previously been on PN 21 Committee (which dealt with entities, such as insurance brokers, which are regulated by IFSRA), and on the Central Bank liaison group.

Rachel Killeen

Rachel Killeen, a graduate in Management Science from Dublin's College of Marketing and Design and from Trinity College Dublin, has been involved in marketing professional services for over 20 years. Rachel established Ulster Bank's International and Treasury marketing functions and has worked with some of Ireland's most prominent brands. In 2008, she set up Killeen Communications which provides sales, marketing and PR expertise to both corporate companies and professional firms. Her business philosophy is all about helping clients to create value, communicate effectively and establish collaborative relationships. Rachel specialises in marketing strategy, communications, innovation and writing for business. She regularly speaks at conferences, seminars and on radio about marketing and international marketing for businesses. Rachel is author of Client Science: The Five Cs Marketing Plan for Professionals (Chartered Accountants Ireland May 2010). She is also co-author of a publication on International Marketing entitled: 'Selling your Services Overseas' for the Irish Exporters Association.

Robert J Kirk

After graduating with a second class first division honours degree in Economics from Queens University, Belfast in 1972, Robert trained as an Irish Chartered Accountant with Price Waterhouse, qualifying in first place in his final examinations in 1975. Subsequently he was employed as the Financial Controller of ICB, a subsidiary of Shell (UK) and as a personal assistant to the partners in James Baird & Co (now part of PricewaterhouseCoopers).

In 1981 he was appointed a Director of Business and Accounting Training where he embarked on his academic career, teaching mainly on the professional examination courses for ICAI, CPA, CIMA and ACCA in Belfast and Dublin.

In 1985 he joined Queens University as a full time lecturer and moved to the University of Ulster in 1992 as a Senior Lecturer. In 1994 he was appointed to the Chair in Financial Reporting at the University of Ulster. Robert specialises in the teaching of and research into the development of accounting standards in the United Kingdom. He has published 14 books and numerous articles in both academic and professional journals. Three of his publications are currently core textbooks for two of the main professional accounting bodies in the United Kingdom

Jonathan Mills

Jonathan Mills has twenty years experience in auditing funds, fund managers, life assurance companies and other finance vehicles, working in the IFSC, and the City of London, at every level. He has both practical experience and theoretical knowledge of every aspect of the auditing and reporting process.

Prior to setting up JP Mills & Co., Jonathan worked as senior manager in Arthur Andersen/KPMG's IFSC audit department, and as an inspector of audit firms for the Institute of Chartered Accountants. He has lectured in audit, accountancy and company law, in the Smurfit Business School and UCD. JP Mills & Co is a registered auditor which provides risk analysis, accounting and consulting services to financial services companies in Ireland.

John Sharkey

John joined Mercia in 1998 having previously been the managing director of Brains, a training consortium in the UK.

He is currently responsible for the management of a number of training groups within the Mercia organisation. He is however, better known as a charismatic presenter of management development courses throughout the UK.

Compliance Reviews

Why not let Mercia's team of compliance and technical experts give you peace of mind?

A complete compliance audit will review and check your firm's compliance with:

- Audit Regulations
- Financial Reporting Standards (FRS)
- Company Legislation
- Ethical Standards including the APB Ethical Standards for Auditors
- Investment Business (inc. DPB) Regulations
- Client Money Regulations
- Anti-Money Laundering Legislation and Regulations

If you would like to discuss a compliance audit for your firm, in strictest confidence and with no obligation, please contact Brian Mailey FCA, at brian.mailey@merciaireland.com

Audit and Accountancy Technical Support

This service provides independent expert advice and assistance regarding:

- Interpreting the requirements of the Companies Act, Accounting Standards and Auditing Standards.
- The implementation of the Audit Regulations.
- Matters of judgement where a second opinion is required.
- Areas where consultation is required by the Audit Regulations and sufficient in house resources are not available.

How it works

Simply register your firm, FREE OF CHARGE and then only pay for the technical support you need, when you need it!

For further information and for details of our charges please visit www.merciaireland.com or contact Brian Mailey FCA, at brian.mailey@merciaireland.com

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 Professional Development 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?

Individual courses from €95 (half day course)

These courses can be booked on an ad hoc basis. Prices start from €95 per participant (half day course) and depend on the duration 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 Brendan Howard or Marguerite Hughes on +353 (0)1 8090080.

For full details of the Autumn programme turn to page 10.



Staff Professional Development Course Programme

Page No	Course		Dublin	Limerick	Cork
Staff Audit Courses					
13	Effective Small Company Audits	am	1 Sep	30 Aug	31 Aug
14	Audit Exemption & Abridged Accounts	pm	1 Sep	30 Aug	31 Aug

Induction Week for New Starters

14	Bookkeeping Case Study	2 Days	5-6 Sep		
14	Introduction to Company Accounts	1 Day	7 Sep		
14	Introduction to VAT, PAYE & PRSI	1 Day	8 Sep		
14	Communication and Report Writing	1 Day	9 Sep		

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

Venues

Dublin

Sandymount Hotel
 (Formerly Mount Herbert Hotel)
 Herbert Road
 Lansdowne Road
 Sandymount
 Dublin 4

Limerick

Clarion Hotel Limerick
 Steamboat Quay
 Limerick

Cork

Clarion Hotel Cork
 Lapps Quay
 Cork City

Effective Small Company Audits

€95

OBJECTIVES

This course will look at the problems presented by the audit of small companies and how they can be overcome.

The course will refer to planning and completion issues, but will focus on the fieldwork stage.

CONTENT

The course will consist of a mixture of case studies combined with lecturing. It will include:

- Consideration of risk and materiality for these types of assignments and how the overall plan should take into account any accounts preparation work
- Consideration of the use of analytical and detailed testing to obtain audit evidence
- Illustration of how to obtain audit evidence from accounts preparation and other work undertaken for a client
- Coverage of how to summarise results for partners' attention

WHO SHOULD ATTEND

The course will be ideal for staff who are engaged on small company audits.

It is designed for those who have had at least 24 months in the profession and who are responsible for carrying out small audit assignments cost effectively. More experienced staff may find it a useful refresher.

CPD HOURS: 3

Dublin
1 Sep (am)

Limerick
30 Aug (am)

Cork
31 Aug (am)

Audit Exemption & Abridged Accounts

€95

OBJECTIVES

By the end of the course participants will understand Companies Act criteria for small and medium sized companies and what is included in abridged 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 abridged 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.

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. This often also includes the preparation of abridged 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. The course is essential for anyone wishing to gain an introduction to the required approach for these types of entity.

CPD HOURS: 3

Dublin
1 Sep (pm)

Limerick
30 Aug (pm)

Cork
31 Aug (pm)

Webinars

A new effective training solution that combines technological innovations with Mercia Irealnd's wealth of experience

€85 per participant

25% discount for flexible season ticket holders

Our new live and interactive seminars, '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.

- The webinars feature experienced presenters and participants can interact with them by asking text based questions
- Course notes are downloadable from the live online seminar site
- Full IT technical support is available from experienced technicians

We will send you a link, together with login details and password, to access the live online seminar in the joining instructions for the event.



For venue and timing details see page 10.

Induction Week for New Starters

The price is €635 per full week course (please note that lunch is not provided)

Bookkeeping Case Study

(Days 1 and 2)

Our experience at Mercia tells us that the bookkeeping skills of graduates leaving college can be somewhat deficient. This course puts right this deficiency and offers practical training in this area to all participants.

This bookkeeping session gives participants a real understanding of the principles of bookkeeping by giving practical exposure, through a case study, Wanda of Whitehall, to manual bookkeeping including:

- Daybooks
- Ledgers
- Journals including the calculation of accruals and Prepayments
- Other year end adjustments
- ETB's
- Producing final accounts.

By the end of this course participants will be familiar with the bookkeeping procedures needed to prepare a draft set of accounts and will have prepared trial balances, profit and loss accounts and balance sheets.

This session is considered relevant for all new trainees regardless of their degree or background.

Introduction to VAT, PAYE & PRSI

(Day 4)

Day 4 introduces the basic principles of VAT and the bookkeeping entries necessary to record the VAT element of business transactions.

The introduction of PAYE and PRSI uses manual preparation of deduction working sheets. Both sessions use practical case studies for participants to complete.

Introduction to Company Accounts

(Day 3)

Having been introduced to unincorporated accounts during days 1 and 2, day 3 introduces the format and disclosure requirements of limited company financial statements.

The course uses a case study to introduce a disclosure checklist for a small company and participants are required to review and amend a set of accounts for disclosure requirements and presentation issues. Participants will then discuss the accounts with the client through a role play.

Communication and Report Writing

(Day 5)

This session helps ensure that new trainees communicate effectively with clients and colleagues whether on the phone, face to face, or in writing.

By the end of the day participants will be aware of the principles of good communication and the effect of key aspects of their behaviour on working relationships. They will also appreciate the skills required to generate more effective written communication and will be able to write letters and reports which convey a clear and concise message.



Dublin
5-9 Sep
(9.30am - 1.00pm & 2.00pm - 5.00pm daily)

For venue and timing details see page 10.

Many firms and networks ask us to offer courses on an in-house basis to their staff. The following courses can be presented in this manner, and are attractively priced.

For further details contact brendan.howard@merciaireland.com or call him on the telephone numbers below.

Accounting

Introduction to Bookkeeping	2 days
Bookkeeping Case Study	2 days
Brown Paper Bag Job-Incomplete Records Case Study	1 day
Understanding Company Accounts	1 day
Audit Exemption & Abridged Accounts	Half day

Auditing

Introduction to Auditing & Auditing Case Study	3 day
Planning an Effective Audit	Half day
Effective Small Company Audits	Half day
Understanding Analytical Procedures	Half day
File Review Skills	Half day
Efficient File Completion	Half day
Auditing the Difficult Areas	Half day
Practical Audit Problems	1 day
Auditing in a Recession	Half day

Taxation

Introduction to VAT	Half day
Introduction to PAYE/PRSI	Half day
Introduction to Personal Tax	Half day
Introduction to Business Tax	Half day

Practice Mergers, Acquisitions and Disposals

Our unique relationships with professional accountancy practices means that Mercia Ireland consultants are regularly asked by practitioners to assist with the identification of suitable target practices for mergers, acquisitions or disposals.

How can we help?

We use our experience with your firm and our extensive knowledge of the accountancy profession in Ireland to identify only those firms as potential suitors who are likely to fit with your own practice and be acceptable to both you and your client base. In selecting potential partners we will

obviously give due consideration to the general compatibility of both practices. We can provide valuations and a facilitation service to assist in achieving a smooth transition.

All our services are naturally carried out in the strictest confidence. To find out more contact Brian Mailey FCA

brian.mailey@merciaireland.com

or Brendan Howard FCCA

brendan.howard@merciaireland.com

or at the telephone numbers below.



Mercia Ireland Ltd Suite 329 The Capel Building Mary's Abbey Dublin 7 Republic of Ireland
t + 353 (0)1 8090080 f + 353 (0)1 8090082 enquiries@merciaireland.com

Mercia NI Ltd Wyncroft 30 Rathfriland Road Newry Co Down BT34 1JZ
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Staff Professional Development Course Programme Booking Form

(Please use block capitals and photocopy if there is not enough space)

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Course Title	Date	Venue	Delegate Names	Cost

Personal Details
(Required for all bookings)

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Tel No	
Fax No	
Email	
Contact	

Payment Details

TOTAL (Cheque enclosed payable to Mercia Ireland Ltd) €

Paying By Credit Card: Visa, Mastercard or Laser Accepted

Card No _____

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Card Expiry Date _____

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Cardholder Signature _____

Cardholder Address _____

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Confirmation: An invoice will be sent as confirmation of your booking.

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 140 administration charge. All cancellations must be in writing.

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CPD Course Booking Form

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Course Title	Date	Venue	Delegate Names	Cost

Personal Details
(Required for all bookings)

Firm	
Address	
Tel No	
Fax No	
Email	
Contact	

Payment Details

TOTAL (Cheque enclosed payable to Mercia Ireland Ltd) €

Paying By Credit Card: Visa, Mastercard or Laser Accepted

Card No _____

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Cardholder Name & Initials _____

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