



# 2017 CPD PROGRAMME

ACCOUNTING, TAXATION & BUSINESS  
COURSES IN SOUTH EAST AND  
SOUTHERN ENGLAND

QUALITY, FLEXIBLE ACCOUNTANCY  
AND BUSINESS TRAINING  
AT AFFORDABLE PRICES

YOUR KEY TO  
PROFESSIONAL KNOWLEDGE



2017 CPD PROGRAMME

# THE FLEXITICKET EXPLAINED



The Flexiticket offers one of the best value for money CPD discount schemes. Tickets are totally transferable and may be used by any number of individuals from different organisations, allowing smaller and sole practitioners and members in business to 'club together'. Tickets are valid for up to 13 months, as they expire 12 months from the last day of the month in which they are paid for. Here are some Frequently Asked Questions to explain the scheme:

**Q What will it cost?**

A £570+VAT for 12 places or £260+VAT for 4 places i.e. as little as £47.50+VAT per place. A 25 place Maxiticket is also available to high volume users for £1140+VAT. These fees are effective from 1 February 2017. Flexitickets purchased and paid for on or before 31 January 2017 are at the 2016 rate (see booking form).

**Q How long is my Flexiticket valid for?**

A 12 months from the last day of the calendar month in which the ticket is paid for eg. pay for your ticket on 1<sup>st</sup> March 2017 and it will expire on 31<sup>st</sup> March 2018. Places must be used on courses which take place within the validity period of the ticket.

**Q Where are the courses held?**

A Throughout the South East. Maps and directions are available at [www.sesca.co.uk/venues](http://www.sesca.co.uk/venues).

**Q Which courses is the ticket valid on?**

A All half day courses in the Croydon, SESCO, SOSCA and Thames Valley Flexiticket programmes.

**Q When should I buy my ticket?**

A You can book your ticket and reserve places at any time. We will not invoice you until the 1<sup>st</sup> of the month in which the first course you wish to attend takes place. Thus you can ensure your places on popular courses well in advance.

**Q Do I have to use the Flexiticket on 4, 12 or 25 different courses?**

A No. The ticket can be used by any number of individuals on any number of courses totalling either 4,12 or 25.

**Q Do I have to be a Croydon, SESCO, SOSCA or Thames Valley member to be eligible for the scheme?**

A No. The courses are designed to be of interest to other professionals and members of the wider business community as well as Chartered Accountants. Members may find some topics of interest to clients.

**Q Do I have to book specific courses when I apply for a Flexiticket?**

A No. Just let us know 6 days before the course you wish to attend that you will be coming, by sending or faxing back the bookings schedule in your Flexipack. However, **early booking on certain courses including the audit, accounting and tax updates is strongly advised** as these are very popular, and places cannot be guaranteed if not booked.

**Q What if I am unable to, or fail to attend a course on which I have booked?**

A You may either use the place on another course which takes place within the validity period of your ticket or request the documentation. If you choose the latter this will constitute use of one place on your ticket. No refunds are made on places not used.

**Q What if I lose track of the number of places used on my ticket?**

A Just give us a call and we will let you know how many you have left. We can also provide you with a printed record of your attendances. A CPD report is automatically sent to all delegates in January.

**Q How do I apply for a Flexiticket?**

A Simply complete the form and send it with your remittance to SESCO Enterprises Ltd., 2B, Chart House, Effingham Road, Reigate, Surrey RH2 7JN. You will receive a Flexipack including your ticket, bookings report, maps and a VAT invoice.

**Q Will I receive delegate information on the courses I wish to attend?**

A All the delegate information you will require including venue and course timings is provided in your Flexipack. **You will not receive separate joining instructions for individual courses.**

**Q I have a further query.....**

A Phone Christina or Mick 01737 223999 or email: [courses@sesca.co.uk](mailto:courses@sesca.co.uk). Full courses details are to be found at [www.sesca.co.uk](http://www.sesca.co.uk).

# 2017 CROYDON, SOUTH EAST, SOUTHERN & THAMES VALLEY COURSES BOOKING FORM



Contact (please give delegate names if known overleaf)

Mr/Mrs/Miss Initials Surname

\_\_\_\_\_

Firm/Company: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

District Society  
(please tick)

CROYDON

SOUTH EAST

SOUTHERN

THAMES



## FEES

	FEE	VAT	FEE+VAT	NO	TOTAL
4 place Flexiticket (purchased and paid for by 31/1/17 – ticket will expire 31/12/17)	£250.00	£50.00	£300.00		
4 place Flexiticket	£260.00	£52.00	£312.00		
12 place Flexiticket (purchased and paid for by 31/1/17 – ticket will expire 31/12/17)	£555.00	£111.00	£666.00		
12 place Flexiticket	£570.00	£114.00	£684.00		
25 place Maxiticket (purchased and paid for by 31/1/17 – ticket will expire 31/12/17)	£1110.00	£222.00	£1332.00		
25 place Maxiticket	£1140.00	£228.00	£1368.00		
Individual course	£99.00	£19.80	£118.80		
"Double your income" whole day * (page 69)	£165.00	£33.00	£198.00		
'Brush-ups' with discount (pages 9 & 38)	£46.00	£9.20	£55.20		
IT courses with Faculty discount	£60.00	£12.00	£72.00		
Charities courses with discount (pages 57 and 58) – both courses	£99.00	£19.80	£118.80		
Tax conference	£295.00	£59.00	£354.00		
Tax conference (5 or more delegates from one organisation)	£280.00	£56.00	£336.00		

All bookings must be accompanied by payment. A VAT invoice will be issued with your Flexiticket. Please make cheques payable to:

**SESCA Enterprises Ltd**  
Details for BACS payment:  
a/c 10771791

Sort code: 20-23-97  
Please quote company name when paying by BACS

Cheque enclosed: £ \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please give course and delegate details overleaf. On the Flexiticket bookings can be made at any time but the courses must take place within the validity period of your ticket.

Return address:

**SESCA Enterprises Ltd,**  
**2B Chart House, Effingham Road,**  
**Reigate, Surrey RH2 7JN**

**BOOKING CONDITIONS:** The course fee covers all documentation, which will be provided on registration, and refreshments. We regret no refunds can be made on course fees other than in exceptional circumstances. Flexitickets are only valid on events which fall within the validity period of the ticket. All places are subject to availability and receipt of notification of attendance at least 6 days before the course. We cannot guarantee places on any course. We reserve the right to make changes, including cancellation to any Croydon, SESCO, SOSCA or Thames Valley courses event. No responsibility for loss occasioned to any person acting or refraining from acting as a result of any of the information in the material can be accepted by the speakers, SESCO Enterprises, SESCO, SOSCA or ICAEW Chartered Accountants Thames Valley and Croydon. We cannot be held responsible for any personal belongings left at any course venue.

\*Also available on Flexiticket using 2 places



**SESCA Enterprises Ltd**

A subsidiary of South Eastern Society of Chartered Accountants Ltd

[www.sesca.co.uk](http://www.sesca.co.uk)

Email: [courses@sesca.co.uk](mailto:courses@sesca.co.uk)

Tel: 01737 223999 Fax: 01737 223888

## DELEGATE INFORMATION

Please give delegate bookings and names if known below. Tick 'Flexi' if booking is on a Flexiticket or Maxiticket. Course codes may be found at the foot of each course page and those for your district society's courses are given on the programme on the inside front flap.

On the Flexiticket, if you do not attend a course booked, the place may be used on another course which falls within the validity period of your ticket or you may request the notes for the course missed. We do ask that you notify us if you wish to cancel a booking. Early booking on the audit, accounting and taxation updates is strongly advised as these become over-subscribed.

MR/MRS/ MISS	FORENAME	SURNAME	FLEXI	COURSE CODE					
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# TAXATION COURSES PROGRAMME

See also 'Specialist' section (pages 56 - 78) for specialist topics with taxation content

COURSE	SPEAKER(S)	DISTRICT				B/P	PAGE
		CR	SE	SO	TV		
TAX UPDATE SPRING & AUTUMN	G.MOONEY, B.TRUNCHION, M.WARD	✓	✓	✓	✓	P	7
TAX UPDATE FOR ACCOUNTANTS IN BUSINESS SPRING & AUTUMN	M.INGLES		✓	✓	✓	B	8
TAX UPDATE FOR ACCOUNTANTS IN BUSINESS SPRING	M.INGLES	✓				B	8
A PRACTICAL TAX UPDATE FOR RETURNERS	A.DURRANT		✓	✓		P	9
HOW DO I DEAL WITH.....? A PRACTICAL GUIDE TO DEALING WITH KEY AREAS OF ADVICE FOR OMBs	D.WOOTTEN	✓	✓	✓		PB	10
TAX PLANNING FOR SMALL BUSINESS	R.MARTIN, M.WARD		✓	✓		PB	11
NI/PAYE UPDATE	A.DURRANT	✓	✓	✓	✓	PB	12
A PRACTICAL APPROACH TO FORMS P11D	A.DURRANT	✓	✓	✓		PB	13
PAYROLL SERVICES FOR CLIENTS	A.DURRANT		✓	✓		P	14
CORPORATION TAX UPDATE	G.MOONEY, M.WARD	✓	✓	✓	✓	PB	15
HAVE RECENT CHANGES IMPACTED ON INCORPORATION?	R.MARTIN		✓	✓		PB	16
BUYING AND SELLING BUSINESSES: TAX IMPLICATIONS	M.WARD G.MOONEY		✓	✓	✓	PB	17
TAX IMPLICATIONS FOR CROSS BORDER TRADING FOR SMALLER BUSINESS	M.WARD		✓	✓		PB	18
TAX AND THE FAMILY	G.MOONEY, R.MARTIN		✓	✓		P	19
CAPITAL TAXES UPDATE	M.WARD, R.MARTIN	✓	✓	✓	✓	PB	20
WEALTHY INDIVIDUALS TAX PLANNING	G.MOONEY, M.WARD	✓	✓	✓		P	21
PENSIONS AND TAX PLANNING - THE WORLD TURNED UPSIDE DOWN	B.TRUNCHION		✓	✓		PB	22
TRUSTS: A PRACTICAL UPDATE AND GUIDE FOR PRACTITIONERS	A.FISHER		✓	✓		P	23
THE IMPACT OF RESIDENCY & DOMICILE & WHY IT MATTERS	R.MARTIN		✓	✓		PB	24
EMPLOYMENT V SELF EMPLOYMENT	R.MARTIN	✓	✓		✓	PB	25
ACTING FOR THE SELF EMPLOYED	D.WOOTTEN		✓	✓	✓	PB	26
PATRNSHIP TAX PLANNING	T.GOOD			✓		P	27
PROPERTY TAX ISSUES	D.WOOTTEN	✓	✓	✓		PB	28
MAKING TAX DIGITAL	D.WOOTTEN	✓	✓	✓	✓	PB	29
HOT TOPICS IN VAT	N.OWEN	✓	✓	✓	✓	PB	30
INTERNATIONAL VAT ISSUES INCLUDING ONLINE TRADING	N.OWEN				✓	PB	31
VAT ON CHARITIES: NEGOTIATING THE MINEFIELD	N.OWEN		✓			PB	32
VAT ON LAND AND PROPERTY	N.OWEN	✓		✓		PB	33

**KEY:** P = interest to practice B = interest to business

\* early booking on these courses is strongly recommended as they are invariably oversubscribed

# HALF YEARLY TAXATION UPDATES

**OBJECTIVES:** These courses aim to provide busy practitioners and their staff with a practical and intensive review of developments over the last six months as well as changes likely to occur in the near future. Whilst the summer and winter courses are stand alone updates, maximum benefit is gained by attending both.

**WHO SHOULD ATTEND:** Partners in small and medium sized practices and their professional staff.

## TOPICS:

Specific topics will be set nearer the time in order to ensure up to the minute coverage. Previous topics have included:

- Finance Act/Bill
- Topical tax administration and investigation points
- Recent tax tribunal and court cases
- Revenue promulgations
- Developments in VAT
- Planning and practical points arising in the period.

## SPEAKERS: (see table below)

**Giles Mooney BSc ACA CTA** Managing Director of PTP Ltd entertains and educates professionals several days each week running tax seminars throughout the country. He is also the presenter of TAXtv and Payroll TV.

**Mark Ward LLB CTA** is a partner in PTP and experienced lecturer. He has an ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style.

**Bob Trunchion MSc FCA CTA TEP** Whilst Bob qualified in the Corporation Tax Department of a big four firm, his move to MacIntyre Hudson in 1985 has rounded off his knowledge so that he is well versed in all aspects of tax. As well as advising on a consultancy basis on all manner of transactions, he is deeply involved in tax training.

## DATES, VENUES AND TIMING

Set out below are the dates and venues for all the updates. **Early booking on these courses is strongly recommended.** The standard fee for each course is £99+VAT (see page 4 for Flexiticket fees).The timing for all courses is:

AM	Registration: <b>09:00</b>	Course starts: <b>09:30</b>	Coffee: <b>11:00</b>	Course ends: <b>12:30</b>
PM	Registration: <b>13:00</b>	Course starts: <b>13:30</b>	Coffee: <b>15:00</b>	Course ends: <b>16:30</b>

<b>CROYDON</b>		TIME	SPEAKER		
Wednesday 3 May	PM	GM	Hallmark Hotel Croydon Aerodrome		CODE: MY03B7
Wednesday 8 November	PM	GM	Hallmark Hotel Croydon Aerodrome		CODE: NO08B7
<b>SOUTH EAST</b>		TIME	SPEAKER		
Wednesday 21 June	AM	GM	Mercure Maidstone Great Danes Hotel		CODE: JN21C7
Wednesday 21 June	PM	GM	Mercure Maidstone Great Danes Hotel		CODE: JN21B7
Tuesday 27 June	PM	MW	Copthorne Hotel Effingham Gatwick		CODE: JN27B7
Thursday 9 November	PM	GM	Copthorne Hotel Effingham Gatwick		CODE: NO09D7
Wednesday 15 November	AM	GM	Mercure Maidstone Great Danes Hotel		CODE: NO15C7
Wednesday 15 November	PM	GM	Mercure Maidstone Great Danes Hotel		CODE: NO15B7
<b>SOUTHERN</b>		TIME	SPEAKER		
Wednesday 17 May	AM	BT	Botley Park Hotel, Botley		CODE: MY17C7
Wednesday 17 May	PM	BT	Botley Park Hotel, Botley		CODE: MY17B7
Thursday 2 November	AM	GM	Botley Park Hotel, Botley		CODE: NO02C7
Thursday 2 November	PM	GM	Botley Park Hotel, Botley		CODE: NO02B7
Tuesday 28 November	PM	BT	Village Hotel, Bournemouth		CODE: NO28D7
<b>THAMES</b>		TIME	SPEAKER		
Tuesday 4 July	PM	MW	Sindlesham Court, Wokingham		CODE: JY04B7
Tuesday 21 November	PM	GM	Sindlesham Court, Wokingham		CODE: NO21B7

# HALF YEARLY TAXATION UPDATES FOR ACCOUNTANTS IN BUSINESS

**SPEAKER: MARTYN INGLES BSc FCA CTA**

**OBJECTIVES:** All ICAEW members are required to undertake CPD. This course is specifically designed to meet the CPD needs of accountants working in business. The emphasis is on recent developments in company and employee taxation as well as relevant VAT changes. Comprehensive notes are provided for future reference. The courses are run half yearly in three societies (once a year in Croydon covering developments over the previous 6 months).

**WHO SHOULD ATTEND:** Those working in industry and commerce who need to keep abreast of current tax developments.

**TOPICS:**

- Budget and Finance Act changes
- Current developments in company taxation
- Topical employee taxation issues
- Value Added Tax developments
- HMRC pronouncements
- Recent tax cases

**SPEAKER: Martyn Ingles** has specialised in taxation ever since he qualified as a Chartered Accountant in 1982. After 11 years preparing students for their tax exams he returned to professional practice in 1997, later becoming a partner with a medium sized firm. He is now a Consultant with MacIntyre Hudson Advisory Services LLP. Martyn's main area of interest is tax planning for the family business. He lectures on this and other taxation issues to accountants and other professionals as well as running his own tax consultancy.

**DATES, VENUES AND TIMING:** Set out below are the dates and venues for all the updates. The standard fee for each course is £99+VAT (see page 4 for Flexiticket fees). The tax courses are run in the afternoon. In the morning there is a similar accounting update (see page 37 for details). The timing for all courses is as follows:

Registration: <b>13:00</b>	Course starts: <b>13:30</b>	Coffee: <b>15:00</b>	Course ends: <b>16:30</b>
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<b>CROYDON</b>		
Thursday 27 April	Croydon Park Hotel	CODE: AP27B7
<b>SOUTH EAST</b>		
Tuesday 25 April	Mercure Maidstone Great Danes Hotel	CODE: AP25B7
Tuesday 20 June	Denbies Wine Estate, Dorking	CODE: JN20B7
Tuesday 21 November	Mercure Maidstone Great Danes Hotel	CODE: NO21D7
Wednesday 29 November	Denbies Wine Estate, Dorking	CODE: NO29B7
<b>SOUTHERN</b>		
Friday 19 May	Botley Park Hotel, Boorley Green, Botley	CODE: MY19B7
Thursday 30 November	Botley Park Hotel, Boorley Green, Botley	CODE: NO30B7
<b>THAMES</b>		
Monday 26 June	Sindlesham Court, Wokingham	CODE: JN26B7
Tuesday 28 November	Sindlesham Court, Wokingham	CODE: NO28B7

# A PRACTICAL TAX BRUSH-UP FOR RETURNERS

## SPEAKER: ALEXANDRA DURRANT FCA

**OBJECTIVES:** This annual course is designed for accountants returning to the professional workplace after a career break, providing an overview of the principles of PAYE and NIC, VAT and corporation tax. It will give the delegates the confidence required to say "I can do that" when returning to the workplace. The basic principles of the three topics will be covered, most of which will already have been learnt and understood by delegates but which may not have been used for some time. The course will cover the more practical aspects of each subject area.

**WHO SHOULD ATTEND:** Returners to the professional workplace, and "old stagers", who may be dealing with payroll, VAT returns and corporation tax computation work and who need to be brought up to date.

### TOPICS:

- A review of RTI and PAYE and NIC procedures
- Update on tax rates and tax bands and NI thresholds and NI rates 2017/18
- Statutory payments update – SSP, SMP, SAP, SPP and shared parental pay
- An update on benefits and expenses following recent changes
- Basic corporation tax computation and the disallowed items
- Capital allowances update
- A review of VAT, the registration and deregistration point, using various VAT schemes, completing returns and the common pitfalls on reclaiming VAT

**SPEAKER: Alexandra Durrant** is a chartered accountant and runs her own practice in East Grinstead. She provides audit, tax and accounting services to her clients, including payroll services and advice. Whilst a partner in a firm of chartered accountants in the City she was responsible for payroll operations, advising clients on PAYE and NI legislation and procedures and carrying out PAYE and NI health checks. She writes and lectures regularly on payroll matters.

\* *Please note: concessions on the standard fee for this course and the audit and accounting technical 'brush-up' (p38) are available for delegates not currently in work. For details phone 01737 223999*

SOUTH EAST					SOUTHERN				
Date	Thurs 21 September				Date	Thursday 16 May			
Venue	Mercure Maidstone Great Danes Hotel				Venue	Solent Hotel,Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee				Code: SE21A7	Course fee: £99+VAT See p4 for Flexi fee				Code: MY16A7



# HOW DO I DEAL WITH.....? A PRACTICAL GUIDE TO DEALING WITH KEY AREAS OF ADVICE FOR OMBs

**SPEAKER: DEAN WOOTTEN FCA CTA**

**OBJECTIVES:** This course aims to cover the practicalities of dealing with key areas of advice for the owner managed business. Planning issues will be discussed and supplemented by practical examples, pro-forma minutes and completion of relevant HMRC forms.

**WHO SHOULD ATTEND:** Anyone providing advice to owner managed businesses.

**TOPICS:**

- Tax efficient profit extraction
- Low salary, high dividend case studies
- Alphabet shares
- Dividend waivers
- Overdrawn loan accounts
- Avoiding the new anti-avoidance rules when winding up a company
- Key OMB pitfalls to avoid in transactions in securities
- Impact of digitalisation on OMBs

The course aims to have quite a crossover between tax, accounting and law. There will be forms on screen, minutes in notes etc. Topics are flexible and new areas may be added.

**SPEAKER: Dean Wootten** has been involved in tax training since 1994 and lectures on a wide variety of tax matters. After qualifying Dean spent a number of years in practice, including over five years at partner level. The experience gained whilst in practice enables him to focus his lecturing on the practical aspects of the issues presented. He was a co-founder director of Online Tutors Limited, a company specialising in providing online CPD training. The company is responsible for Tolley Seminars Online, the tax-learning product Tolley’s Tax Tutor and the quarterly Tolley’s VAT Update.

<b>CROYDON</b>				
Date	<b>Weds 20 September</b>			
Venue	Hallmark Hotel Croydon Aerodrome			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: SE20A7		

<b>SOUTH EAST</b>				
Date	<b>Wednesday 7 June</b>			
Venue	Cophorne Hotel Effingham Gatwick			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: JN07B7		

<b>SOUTHERN</b>				
Date	<b>Wednesday 10 May</b>			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: MY10A7		

# TAX PLANNING FOR SMALL BUSINESSES

## SPEAKERS: MARK WARD LLB CTA (05/07) & ROS MARTIN BSc PhD CTA (06/04)

**OBJECTIVES:** This course aims to familiarise participants with the income tax, corporation tax, capital gains tax and inheritance tax matters that affect family businesses and their owners, and to make them aware of the tax planning opportunities that will enable their clients to minimise their current and potential tax liabilities.

**WHO SHOULD ATTEND:** Anyone advising SMEs on taxation.

**TOPICS:** As this course is designed to be topical specific topics may vary, however typically the course covers:

- Extracting profits from the small business
- Anti-avoidance obstacles: IR 35, s624A and beyond
- Corporation tax mitigation
- Maximising CGT and IHT reliefs
- Tax planning for sole traders and partnerships

### SPEAKERS:

**Mark Ward** is a partner in PTP. He qualified with Arthur Andersen in 1989, having previously worked in the tax departments of a small and a medium size firm. He has been lecturing on a wide variety of tax matters for over fourteen years to tax and accountancy students, and to qualified practitioners and industry specialists in the UK and overseas. His ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style has led to Mark becoming much in demand on the lecturing circuit.

**Ros Martin** is a consultant and lecturer covering all aspects of direct tax and Stamp Duty Land Tax. She was an Inland Revenue fully trained Inspector until 2000 having worked in the Large Business Office as well as in the local district network. She left to become a consultant advising on tax planning for large and small businesses and individuals as well as dealing with full and aspect enquiry work. She has since branched out to include lecturing in her business. The consultancy work gives Ros a particular opportunity to understand the key issues of concerns for such professionals and consider the practical aspects of the application of legislation.

SOUTH EAST					SOUTHERN				
Date		Wednesday 5 July			Date		Thursday 6 April		
Venue		Mercure Maidstone, Great Danes Hotel			Venue		Village Hotel Bournemouth		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee				Code: JY05A7	Course fee: £99+VAT See p4 for Flexi fee				Code: AP06A7

# PAYE & NATIONAL INSURANCE UPDATE

## SPEAKER: ALEXANDRA DURRANT FCA

**OBJECTIVES:** This course is designed to review the changes in the last year and those planned for the future in relation to PAYE and National Insurance legislation. It will also highlight some problem areas in payroll including employment status, taxation of benefits in kind and the current maternity, paternity and adoption provisions.

### WHO SHOULD ATTEND:

- General practitioners and their staff
- General practitioners as employers
- Employees of companies with responsibility for payroll and related matters
- Returners to work needing an update on PAYE/NIC

### TOPICS:

- RTI (Real Time Information): penalty regime and late payment penalties
- PAYE update for 2017/18
- National insurance for 2017/18
- Pension reform – automatic enrolment update
- Employment status issues
- Benefit and expenses changes on P9D threshold, trivial benefits, exemption for qualifying business expenses and voluntary payrolling of benefits
- Update on maternity, paternity adoption and shared parental leave/pay provisions
- Review of recent HMRC consultation relating to payroll matters

**SPEAKER: Alexandra Durrant** is a chartered accountant and runs her own practice in East Grinstead. She provides audit, tax and accounting services to her clients, including payroll services and advice. Whilst a partner in a firm of chartered accountants in the City she was responsible for payroll operations, advising clients on PAYE and NI legislation and procedures and carrying out PAYE and NI health checks. She writes and lectures regularly on payroll matters.

CROYDON					SOUTH EAST					SOUTHERN					THAMES					
Date		Thursday 2 March			Date		Wednesday 8 March			Date		Thursday 16 March			Date		Tuesday 14 March			
Venue		Hallmark Hotel Croydon Aerodrome			Venue		Cophorne Hotel Effingham Gatwick			Venue		Solent Hotel, Whiteley, Fareham			Venue		Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	
	09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30			13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: MA02A7			Course fee: £99+VAT See p4 for Flexi fee		Code: MA08A7			Course fee: £99+VAT See p4 for Flexi fee		Code: MA16A7			Course fee: £99+VAT See p4 for Flexi fee		Code: MA14B7			

# A PRACTICAL APPROACH TO FORMS P11D

**SPEAKER: ALEXANDRA DURRANT FCA**

**OBJECTIVES:**

- To remind delegates of HMRC P11D reporting requirements, the filing deadlines and potential fines.
- To highlight where and how reporting can be minimised thereby saving clients/businesses costs.
- To clarify just which expenses have to be reported and for whom.
- To review the method of calculating the value for benefits in kind using either the “cash equivalent” or the special rules for the various benefits that employers may provide to employees.

**WHO SHOULD ATTEND:**

- Practitioners: partners and staff who undertake P11D preparation for clients
- Accountants in business responsible for their company P11D forms

**TOPICS:**

- Why P11D forms are required
- Filing deadlines and penalties
- What expenses and benefits must be reported
- How to reduce reporting by use of:
  - Tax free items
  - Qualifying business expenses
  - Extra Statutory Concessions
  - PAYE settlement agreements
- Review of the trivial benefits, loss of dispensations, payroll of benefits in kind
- Practical guidance on calculating the taxable value of benefits in kind

**SPEAKER: Alexandra Durrant** is a chartered accountant and runs her own practice in East Grinstead. She provides audit, tax and accounting services to her clients, including payroll services and advice. Whilst a partner in a firm of chartered accountants in the City she was responsible for payroll operations, advising clients on PAYE and NI legislation and procedures and carrying out PAYE and NI health checks. She writes and lectures regularly on payroll matters.

<b>CROYDON</b>					<b>SOUTH EAST</b>					<b>SOUTHERN</b>				
Date		<b>Thursday 2 March</b>			Date		<b>Wednesday 8 March</b>			Date		<b>Thursday 16 March</b>		
Venue		Hallmark Aerodrome Hotel			Venue		Cophorne Hotel Effingham Gatwick			Venue		Solent Hotel, Whiteley, Fareham		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee				Code: MA02B7	Course fee: £99+VAT See p4 for Flexi fee				Code: MA08B7	Course fee: £99+VAT See p4 for Flexi fee				Code: MA16B7

# PAYROLL SERVICES FOR CLIENTS: AN ESSENTIAL UPDATE FOR YOUR STAFF

**SPEAKER: ALEXANDRA DURRANT FCA**

**OBJECTIVES:** This is a practical course designed to cover the issues that can arise when running payrolls for clients. It will highlight potential problem areas such as casuals, “self employed”, calculating holiday pay, maternity rights, terminations and benefits and expenses pitfalls.

**WHO SHOULD ATTEND:**

- Practitioners and staff overseeing or running payrolls for clients
- Practitioners as employers themselves
- Employees of businesses with responsibility for payrolls

**TOPICS:** these are flexible and new issues may be added, however likely content will be:

- Real Time Information - the requirements and update
- Penalty regime update – late filing and late payment
- Dealing with new employees, casuals and the self employed
- Authorised and unauthorised deductions from pay
- Termination of employment
- Holiday pay – basis of calculation
- Pay and holidays rights for employees who are sick
- Pay and other rights for employees on maternity, adoption and paternity leave, including shared parental leave/pay
- The voluntary payrollling of benefits in kind
- Auto enrolment for pensions – payroll involvement
- Review of recentHMRC consultations on payroll matters
- Review of HMRC consultations on travel and subsistence for workers engaged through an employment intermediary

**SPEAKER: Alexandra Durrant** is a chartered accountant and runs her own practice in East Grinstead. She provides audit, tax and accounting services to her clients, including payroll services and advice. Whilst a partner in a firm of chartered accountants in the City she was responsible for payroll operations, advising clients on PAYE and NI legislation and procedures and carrying out PAYE and NI health checks. She writes and lectures regularly on payroll matters.

SOUTH EAST				
Date	Tuesday 2 May			
Venue	Cophthorne Hotel Effingham Gatwick			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY02A7	

SOUTHERN				
Date	Thursday 11 May			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY11A7	

# CORPORATION TAX UPDATE

## SPEAKERS: GILES MOONEY BSc (Hons) ACA CTA & MARK WARD LLB CTA (30/11 only)

**OBJECTIVES:** Recent Finance Acts have introduced a number of changes to the corporation tax regime, exempting some capital gains, allowing further relief for companies' expenditure and extending the application of transfer pricing. Consultation continues on reform of corporation tax, whilst at the same time challenges are being brought in the courts on the basis of conflict with European law. This course will bring participants up to speed on the familiar and not so familiar elements of corporation tax. It will enable any practitioner who deals with companies or their directors to discuss the current issues and point the way to resolving them.

**WHO SHOULD ATTEND:** Anyone advising SMEs on taxation.

**TOPICS:** will be drawn from:

- Taxable profits
  - Interface between accounting principles and tax
  - Specific problem areas
  - The intangible assets regime
  - Capital allowances
  - Transfer pricing
- The corporation tax charge
  - Rates of tax
- Loss reliefs
  - Identifying the options and using them efficiently
- Capital gains
  - Computation and reliefs
- Groups of companies
  - The substantial shareholding exemption
- Close companies
  - Loans to participators
  - Personal service companies – IR 35
- Administration of corporation tax
  - The CT 600 form
  - Payments of corporation tax
  - Self assessment and enquiries

### SPEAKERS:

**Giles Mooney**, Managing Director of PTP Ltd entertains and educates professionals several days each week running tax seminars throughout the country. He is also the presenter of TAXtv and Payroll TV.

**Mark Ward** is a partner in PTP and experienced lecturer. He has an ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style.

<b>CROYDON</b>					<b>SOUTH EAST</b>					<b>SOUTHERN</b>					<b>THAMES</b>				
Date		<b>Thurs 30 November</b>			Date		<b>Thurs 16 November</b>			Date		<b>Weds 28 June</b>			Date		<b>Tues 10 October</b>		
Venue		Croydon Park Hotel			Venue		Cophthorne Hotel, Eppingham, Gatwick			Venue		Solent Hotel Whiteley, Fareham			Venue		Coppid Beech Hotel Binfield, Bracknell		
Time		Reg'n	Course starts	Coffee	Course ends	Time		Reg'n	Course starts	Coffee	Course ends	Time		Reg'n	Course starts	Coffee	Course ends		
		09:00	09:30	11:00	12:30			13:00	13:30	15:00	16:30			09:00	09:30	11:00	12:30		
Course fee: £99+VAT See p4 for Flexi fee		Code: NO30C7			Course fee: £99+VAT See p4 for Flexi fee		Code: NO16D7			Course fee: £99+VAT See p4 for Flexi fee		Code: JN28A7			Course fee: £99+VAT See p4 for Flexi fee		Code: OC10B7		

# HAVE RECENT CHANGES IMPACTED ON INCORPORATION?

**SPEAKER: ROS MARTIN BSc PhD CTA**

**OBJECTIVES:** This course is designed to revisit the question of whether incorporation is appropriate for small businesses in the context of changes to the taxation of dividends and other recent legislative amendments.

**WHO SHOULD ATTEND:** Partners and staff in small and medium sized practices

**TOPICS:**

- The tax difference between unincorporated and incorporated businesses
- Can the tax position be improved without incorporation?
- Tax efficient extraction from family businesses
- Tax effective methods of incorporation
- Potential future changes and their impact

**SPEAKER: Ros Martin** is a consultant and lecturer covering all aspects of direct tax and Stamp Duty Land Tax. She was an Inland Revenue fully trained Inspector until 2000 having worked in the Large Business Office as well as in the local district network. She left to become a consultant advising on tax planning for large and small businesses and individuals as well as dealing with full and aspect enquiry work. She has since branched out to include lecturing in her business. The consultancy work gives Ros a particular opportunity to understand the key issues of concerns for such professionals and consider the practical aspects of the application of legislation.

SOUTH EAST				
Date	Wednesday 5 July			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JY05B7	

SOUTHERN				
Date	Tuesday 17 October			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC17B7	

# BUYING AND SELLING BUSINESSES: TAX IMPLICATIONS

**SPEAKERS: GILES MOONEY BSc (Hons) ACA CTA (21/03)  
& MARK WARD LLB CTA (29/03) & (30/03)**

**OBJECTIVES:** The course will consider the tax consequences of the alternatives available to individuals and groups buying and selling unquoted companies and will identify the efficient options to be pursued in differing circumstances.

**WHO SHOULD ATTEND:** This course is aimed at general practitioners who need to appreciate the implications of commercial transactions, actual or intended.

**TOPICS:**

- Buyer and seller
- When tax planning is needed
- Effect of anti avoidance rules
- Clearances
- Assets or shares?
- Tax effects on valuation
- Consideration for sale
- Shares or cash
- Payments to directors

**SPEAKERS: Giles Mooney**, Managing Director of PTP Ltd entertains and educates professionals several days each week running tax seminars throughout the country. He is also the presenter of TAXtv and Payroll TV.

**Mark Ward** is a partner in PTP and experienced lecturer. He has an ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style.

SOUTH EAST					SOUTHERN					THAMES				
Date	<b>Wednesday 29 March</b>				Date	<b>Thursday 30 March</b>				Date	<b>Tuesday 21 March</b>			
Venue	Gatwick Manor Hotel				Venue	Basingstoke Country Hotel				Venue	Coppid Beech Hotel, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA29A7		Course fee: £99+VAT See p4 for Flexi fee			Code: MA30B7		Course fee: £99+VAT See p4 for Flexi fee			Code: MA21B7	



# TAX IMPLICATIONS OF CROSS BORDER TRADING FOR SMALL BUSINESS

**SPEAKER: MARK WARD LLB CTA**

**OBJECTIVES:** With ever increasing movement of goods and services into and out of the UK many practitioners now find themselves dealing with international personal and corporate tax issues. Brexit can only add to the anxiety for some traders and it is not at all clear how any current concepts may change over the next few years. This course seeks to refresh the basic issues, as well as considering the implications for foreign and UK businesses undertaking cross border transactions.

**WHO SHOULD ATTEND:** Anyone involved in or advising on cross border trading for small businesses.

**TOPICS:**

- The new Statutory Residence Test for ‘leavers’ and ‘arrivers’
- Trading ‘with’ or ‘within’? How Treaties work
- Income tax v corporation tax – what difference does status make?
- Planning considerations
- Added complications for non-domiciles seeking to become resident in the UK
- VAT and the MOSS
- Anti-avoidance in the ‘real’ world of small business

**SPEAKER: Mark Ward** is a partner in PTP. He qualified with Arthur Andersen in 1989, having previously worked in the tax departments of a small and a medium size firm. He has been lecturing on a wide variety of tax matters for over fourteen years to tax and accountancy students, and to qualified practitioners and industry specialists in the UK and overseas. His ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style has led to Mark becoming much in demand on the lecturing circuit.

SOUTH EAST				
Date	Monday 15 May			
Venue	Denbies Wine Estate, Dorking			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY15B7	

SOUTHERN				
Date	Tuesday 28 March			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA28B7	

# TAX AND THE FAMILY

## SPEAKERS: GILES MOONEY BSc(Hons) ACA CTA (02/05) & ROS MARTIN BSc PhD CTA (29/11)

**OBJECTIVES:** This course is designed for the delegate who would like a refresher and update on many family tax planning opportunities covering various taxes at various stages of life and business to ensure they are dealing with their clients' tax affairs in the most tax efficient manner. The course will inspire delegates to be more pro-active when dealing with their clients, in looking at their current and potential exposure to tax, and show ways in which we can assist our clients and thus grow our practice. 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.

**WHO SHOULD ATTEND:** all accountants in general practice who advise families on their tax affairs.

### TOPICS:

- Children's income and gains
- Family provision - in a practical and tax efficient manner
- Husband and wife tax planning
- Settlements legislation – avoiding being caught by the anti-avoidance legislation
- Residences - tax planning for the family home and other property
- Tax implications of Separation and Divorce
- Pensions
- The sale of a business and other exit planning for the business
- IHT mitigation for succession - including wills and trusts

### SPEAKERS:

**Giles Mooney** has been involved in UK tax training for almost twenty years. 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. He entertains and educates professionals several days each week running tax seminars throughout the country. He is also the presenter of TAXtv and AccountingTV.

**Ros Martin** is a consultant and lecturer covering all aspects of direct tax and Stamp Duty Land Tax. Having left the Inland Revenue as an Inspector, she became a consultant advising on tax planning for large and small businesses and individuals as well as dealing with full and aspect enquiry work. This work gives her a particular opportunity to understand the key issues of concerns for such professionals and consider the practical aspects of the application of legislation.

SOUTH EAST					SOUTHERN				
Date	Tuesday 2 May				Date	Weds 29 November			
Venue	Cophorne Hotel Effingham Gatwick				Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY02B7		Course fee: £99+VAT See p4 for Flexi fee			Code: NO29D7	

# CAPITAL TAXES UPDATE

**SPEAKERS: MARK WARD LLB CTA (21/03 & 25/05) & ROS MARTIN BSc PhD CTA (20/09 & 18/10)**

**OBJECTIVES:** During this seminar a number of CGT and IHT planning opportunities available to individuals and trusts will be considered. The session will include an appraisal of the most recent changes in legislation and case law, as well as the protective steps that clients may need to take.

**WHO SHOULD ATTEND:** Partners and staff in small and medium sized practices.

**TOPICS:** These will reflect recent developments and changes, but are likely to include the following:

**CGT business reliefs**

- Entrepreneurs' relief
- Gifts of business assets
- Incorporation v disincorporation
- CGT on the sale of a business
- Replacement of business assets

**CGT personal reliefs**

- Private residences
- Use of trusts

**Inheritance tax**

- Agricultural and business property reliefs
- Transferable nil rate band
- Will drafting/reviewing
- Deeds of variation
- Use of trusts

**SPEAKERS: Mark Ward** is a partner in PTP and experienced lecturer. He has an ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style.

**Ros Martin** joined the Inland Revenue as a trainee in 1988 having acquired a PhD at Nottingham University. She completed her training and was subsequently promoted to the Large Business Office, dealing with large groups of companies. After 5 years, she became Deputy District Inspector in Stratford-upon-Avon, dealing with CT, IT, and CGT with special responsibilities for employer compliance and Schedule E technical work.

CROYDON					SOUTH EAST					SOUTHERN					THAMES				
Date <b>Weds 20 September</b>					Date <b>Weds 18 October</b>					Date <b>Thursday 25 May</b>					Date <b>Tuesday 21 March</b>				
Venue Hallmark Hotel Croydon Aerodrome					Venue Copthorne Hotel Effingham, Gatwick					Venue Basingstoke Country Hotel					Venue Coppid Beech Hotel, Binfield, Bracknell				
Time		Reg'n	Course starts	Coffee	Course ends	Time		Reg'n	Course starts	Coffee	Course ends	Time		Reg'n	Course starts	Coffee	Course ends		
		13:00	13:30	15:00	16:30			13:00	13:30	15:00	16:30			09:00	09:30	11:00	12:30		
Course fee: £99+VAT See p4 for Flexi fee					Code: SE20B7					Course fee: £99+VAT See p4 for Flexi fee					Code: OC18B7				
Course fee: £99+VAT See p4 for Flexi fee					Code: MY25A7					Course fee: £99+VAT See p4 for Flexi fee					Code: MA21A7				

# WEALTHY INDIVIDUALS TAX PLANNING

## SPEAKERS:

**GILES MOONEY BSc (Hons) ACA CTA (11/10)  
& MARK WARD LLB CTA (09/05 & 11/05)**

**OBJECTIVES:** This course will cover all of the main tax planning areas that are relevant to the tax affairs of entrepreneurs and wealthy individuals. It will also highlight pitfalls that must be avoided, particularly those which have emerged in the last twelve months or so. The course will cover the planning points that apply to individuals both in their personal capacities and as directors or shareholders of family companies.

**WHO SHOULD ATTEND:** Partners, managers and other staff with HNW clients requiring a refresher and update on planning issues

## TOPICS:

### Taxation and the family

- Husband and wife
- Children
- Use of trusts
- Domicile issues
- Tax credits

### Director/shareholder tax

- Benefits in kind
- Extracting profit from the family company

### Capital taxes

- CGT reliefs and how to maximise them
- IHT strategies

### Personal investments

- Tax efficient investments
- Pensions
- Life insurance
- Offshore investments

## SPEAKERS:

**Giles Mooney**, Managing Director of PTP Ltd entertains and educates professionals several days each week running tax seminars throughout the country. He is also the presenter of of TAXtv and Payroll TV.

**Mark Ward** is a partner in PTP and experienced lecturer. He has an ability to quickly establish a rapport with his audience, and discuss complex matters in a practical, and understandable style.

CROYDON					
Date	Weds 11 October				
Venue	Hallmark Hotel Croydon Aerodrome				
Time	Reg'n	Course starts	Coffee	Course ends	
	13:00	13:30	15:00	16:30	
Course fee: £99+VAT See p4 for Flexi fee			Code: OC11D7		

SOUTH EAST					
Date	Tuesday 9 May				
Venue	Mercure Maidstone Great Danes Hotel				
Time	Reg'n	Course starts	Coffee	Course ends	
	13:00	13:30	15:00	16:30	
Course fee: £99+VAT See p4 for Flexi fee			Code: MY09B7		

SOUTHERN					
Date	Thursday 11 May				
Venue	Basingstoke Country Hotel				
Time	Reg'n	Course starts	Coffee	Course ends	
	13:00	13:30	15:00	16:30	
Course fee: £99+VAT See p4 for Flexi fee			Code: MY11B7		

# PENSIONS AND TAX PLANNING – THE WORLD TURNED UPSIDE DOWN

**SPEAKER: BOB TRUNCHION MSc FCA CTA TEP**

**OBJECTIVES:** With people living to a much greater age, the Government, to try to encourage people to save for the future, changed the pensions’ regime dramatically in 2006. Unfortunately, this simplified regime became increasingly complicated as layers of anti avoidance measures were introduced in subsequent Finance Acts and Bills putting people off even more from saving for their future. However, in an effort to make saving for a pension more attractive again, the Government decided in the 2014 Budget to look at how funds can be utilised more flexibly in one’s old age rather than just funding an annuity. These changes have dramatically redressed the balance! The system remains horrendously complex but the rules present many opportunities. The course will look at the whole world of pensions to see how they impact upon the advice clients need especially in the area of retirement and estate planning. It is not a financial services course and will not be dealing with products etc.

**WHO SHOULD ATTEND:** Partners and staff involved in the provision of advice to clients.

**TOPICS:**

- Contributions – quantum and pitfalls – Lifetime limits, Annual Allowances, Employer contributions – a quick reminder
- Operation of the scheme including what happens on retirement
- Benefits including taxation problems
- Planning advice – not just register pension schemes:-
  - What else can you save into that could be tax efficient? What about Cash rich companies, Transactions in Securities etc....
  - Why spend your pension when you could spend your ISAs?
  - Capital Tax planning in the light of the changes – is it more counter intuitive than you think?

Examples will be used to illustrate the rules and how they work in practice and the planning opportunities that ensue. In view of the number of changes above, the course will not be dealing with offshore pensions such as QROPs nor will it deal with Auto Enrolment.

**SPEAKER: Bob Trunchion** is head of tax training at Macintyre Hudson Advisory Services and a tax consultant for MHA Macintyre Hudson. He is ideally placed to bring his expertise to delegates seeking greater understanding of issues such as capital tax planning, the tax implications of buying and selling companies, and trusts and share valuation work. Bob brings genuine stature as well as keen intellectual insight to his training. He has a broad understanding of tax issues as they apply to industries such as the medical profession and agriculture. Amongst his other achievements he has co-authored a tax procedures manual, written several accredited PSCs in tax and played an integral role in assembling the tax content of an LPC.

SOUTH EAST				
Date	Weds 1 November			
Venue	Denbies Wine Estate, Dorking			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: N001B7	

SOUTHERN				
Date	Wednesday 28 June			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN28B7	

# TRUSTS: A PRACTICAL UPDATE AND GUIDE FOR PRACTITIONERS

**SPEAKER: AMANDA FISHER CTA ATT(Fellow) TEP FMAAT**

**OBJECTIVES:** The course will act as a refresher and an update on Trusts and inspire delegates to see the benefits of trusts and why they are still a useful tax planning and practical tool for our clients. This course will benefit general practitioners who already have trusts clients and would like to be more proactive in advising them on the tax efficient management of existing trusts. The course will also benefit practitioners who would like to increase their opportunities for advising clients on how to minimise their current and potential liabilities by using trusts. The management of trusts and how to keep them tax efficient will also be covered. A review of relevant tax cases to consider when using trusts for all reasons, and numerous examples and illustrations make this a practical and informative course.

**WHO SHOULD ATTEND:** General practitioners who already have trusts clients and would like to be more proactive in advising them on the tax efficient management of existing trusts. The course will also benefit practitioners who would like to increase their opportunities for advising clients on how to minimise their current and potential liabilities by using trusts.

**TOPICS:**

- The use and benefits of the main types of trust that we have for tax and practical purposes, including trusts to protect assets, family trusts, trusts for children and vulnerable persons
- The tax implications of creating a trust
- Considering lifetime and death tax planning, including the interaction with CGT
- The use of trusts for tax planning - many examples of why trusts are still a crucial part of tax planning for income tax, capital gains tax and inheritance tax
- Managing our trusts and minimizing income tax and capital gains tax,
- Trustees expenses
- Illustrations of IHT charges in relation to trusts
- Planning when to make income and capital distributions – compare which one is best
- The formalities of ending a trust
- Case study examples throughout

**SPEAKER: Amanda Fisher** 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 in 2004, 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. She is a member of committees for STEP, and the ATT. Amanda also updates tax technical material for publishers and is the author of the Financial Times Guide to IHT, Probate and Estate Planning.

<b>SOUTH EAST</b>				
Date	<b>Wednesday 24 May</b>			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY24B7	

<b>SOUTHERN</b>				
Date	<b>Thursday 5 October</b>			
Venue	Solent Hotel Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC05A7	

# THE IMPACT OF RESIDENCY AND DOMICILE AND WHY IT MATTERS

**SPEAKER: ROS MARTIN BSc PhD CTA**

**OBJECTIVES:** This course seeks to clarify the complex issues surrounding residency and domicile for tax purposes and what the tax impact is of being not resident or not domiciled.

**WHO SHOULD ATTEND:** Partners and staff in small and medium sized practices

**TOPICS:**

- A review of the statutory residency test including split year treatment
- Practical examples of areas where difficulties arise
- Domicile and proving someone is not domiciled
- The changes to domicile rules
- Tax planning for the non resident individual
- Tax planning for the non domiciled individual

**SPEAKER: Ros Martin** is a consultant and lecturer covering all aspects of direct tax and Stamp Duty Land Tax. She was an Inland Revenue fully trained Inspector until 2000 having worked in the Large Business Office as well as in the local district network. She left to become a consultant advising on tax planning for large and small businesses and individuals as well as dealing with full and aspect enquiry work. She has since branched out to include lecturing in her business. The consultancy work gives Ros a particular opportunity to understand the key issues of concerns for such professionals and consider the practical aspects of the application of legislation.

SOUTH EAST				
Date	Wednesday 22 March			
Venue	Denbies Wine Estate, Dorking			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA22A7	

SOUTHERN				
Date	Thursday 8 June			
Venue	Village Hotel, Bournemouth			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN08B7	

# EMPLOYMENT v SELF EMPLOYMENT

**SPEAKER: ROS MARTIN BSc PhD CTA**

**OBJECTIVES:** This course is designed to examine in detail the distinction between employment and self-employment where misinterpretation of the law can lead to significant consequences for all parties.

**WHO SHOULD ATTEND:** Delegates interested in gaining an understanding of the fundamentals of the distinctions in law necessary to consider and advise both potential employers and employees.

**TOPICS:**

- The legal nature of employment
- The tax and NICs aspects of employment status
- Deemed and disguised employment including agency provisions
- Compliance aspects of status enquiries
- IR35: how the future looks

**SPEAKER: Ros Martin** is a consultant and lecturer covering all aspects of direct tax and Stamp Duty Land Tax. She was an Inland Revenue fully trained Inspector until 2000 having worked in the Large Business Office as well as in the local district network. She left to become a consultant advising on tax planning for large and small businesses and individuals as well as dealing with full and aspect enquiry work. She has since branched out to include lecturing in her business. The consultancy work gives Ros a particular opportunity to understand the key issues of concerns for such professionals and consider the practical aspects of the application of legislation.

<b>CROYDON</b>				
Date	<b>Tuesday 13 June</b>			
Venue	Croydon Park Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN13A7	

<b>SOUTH EAST</b>				
Date	<b>Weds 11 October</b>			
Venue	Denbies Wine Estate, Dorking			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC11B7	

<b>THAMES</b>				
Date	<b>Weds 27 September</b>			
Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE27B7	



# ACTING FOR THE SELF-EMPLOYED

## SPEAKER: DEAN WOOTTEN FCA CTA

**OBJECTIVES:** This course aims to cover the practicalities of dealing with sole traders and partnerships in 2017. Planning issues will be discussed and supplemented by practical examples.

**WHO SHOULD ATTEND:** Anyone providing advice to sole traders and partnerships.

### TOPICS:

- Relief for Capital Expenditure
- Working from home claims
- Business travel
- What other costs are deductible?
- Small business VAT schemes
- Effective use of business losses
- Impact of digitalisation on the self employed
- When should I incorporate?
- How should I incorporate?
- How do I disincorporate?

Topics are flexible and new areas may be added.

**SPEAKER: Dean Wootten** has been involved in tax training since 1994 and lectures on a wide variety of tax matters. After qualifying Dean spent a number of years in practice, including over five years at partner level. The experience gained whilst in practice enables him to focus his lecturing on the practical aspects of the issues presented. He was a co-founder director of Online Tutors Limited, a company specialising in providing online CPD training. The company is responsible for Tolley Seminars Online, the tax-learning product Tolley's Tax Tutor and the quarterly Tolley's VAT Update.

SOUTH EAST				
Date	Tuesday 9 May			
Venue	Mercure Maidstone Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: MY09A7		

SOUTHERN				
Date	Thursday 23 March			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: MA23B7		

THAMES				
Date	Thursday 4 May			
Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: MY04B7		

# PARTNERSHIP TAX PLANNING

**SPEAKER: TIM GOOD BA(Oxon) ACA**

**OBJECTIVES:** Partnership remains a flexible manner in which to carry on a trade or profession, enabling the interests of the individual to be balanced against those of the business. Under self assessment, each partner is treated as carrying on his or her own business. However there are commercial and fiscal pressures on partnerships to make the most efficient use of the existing structure and to consider others, notably an associate corporate structure or the merger of practices. The LLP can represent a comfortable compromise structure. This course will review the income and capital gains tax rules before considering the current issues for both partners and partnerships. The emphasis will be on identifying the areas in which planning opportunities and pitfalls lurk.

**WHO SHOULD ATTEND:** Participants will most likely be general practitioners and their staff who need to consider all the tax implications for themselves or their partnership clients.

**TOPICS:**

- Income tax – basic issues and current problem areas
- Incorporation or not?
- Limited liability partnerships
- Admissions, retirements, mergers and splits
- Capital tax issues

**SPEAKER: Tim Good** is one of the founding partners of The Professional Training Partnership, a director of PTP Ltd, PTP Interactive Ltd and Absolute Accounting Software Ltd and is Chairman of The Tax Club. He lectures several times each week to professional audiences all over the country. He has the ability to make even the most obscure tax point crystal clear and the most mundane topic entertaining and informative. Tim is the author of three chapters in Tolley’s Tax Planning and presenter of TAXtv. He is a past member of the Editorial Board of the Tax Faculty of the Institute of Chartered Accountants in England and Wales and is also the editor and publisher of PTP’s monthly Professional Tax Update.

<b>SOUTHERN</b>				
Date	<b>Tuesday 6 June</b>			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN06A7	

# PROPERTY TAX ISSUES

## SPEAKER: DEAN WOOTTEN FCA CTA

**OBJECTIVES:** The course will cover areas that practitioners encounter when dealing with clients with residential and commercial property interests.

**WHO SHOULD ATTEND:** The course is aimed at partners, managers and seniors who come across property related issues in their daily work.

**TOPICS:**

- Repairs v improvements
- Dealing with the 2017 changes to loan interest
- Impact of Making Tax Digital for property landlords
- The new simplified cash basis for unincorporated property businesses
- Capital gains issues for property
- Practical issues with PPR relief and second homes
- Changes to the Annual Tax on Enveloped Dwellings (ATED) in 2017

**SPEAKER: Dean Wootten** has been involved in tax training since 1994 and lectures on a wide variety of tax matters. After qualifying Dean spent a number of years in practice, including over five years at partner level. The experience gained whilst in practice enables him to focus his lecturing on the practical aspects of the issues presented. He was a co-founder director of Online Tutors Limited, a company specialising in providing online CPD training. The company is responsible for Tolley Seminars Online, the tax-learning product Tolley's Tax Tutor and the quarterly Tolley's VAT Update.

CROYDON				
Date	Thursday 8 June			
Venue	Croydon Park Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: JN08C7		

SOUTH EAST				
Date	Tuesday 3 October			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: OC03A7		

SOUTHERN				
Date	Thursday 15 June			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: JN15B7		

# MAKING TAX DIGITAL

## SPEAKER: DEAN WOOTTEN FCA CTA

**OBJECTIVES:** This course aims to cover the HMRC proposals for making tax digital and considers the impact it will have on your client base. Practical solutions will be offered to help you and your clients deal with digitalisation.

**WHO SHOULD ATTEND:** Everyone!

**TOPICS:**

- Digital tax accounts for all
- HMRC pre-population
- Quarterly uploading of accounting information
- How do practitioners work with the Digital Tax Account
- Dealing with year-end adjustments
- Regular payments?
- Start dates for digitalisation
- Which software is best?
- Making the most of this opportunity!

Topics are flexible and new areas may be added.

**SPEAKER: Dean Wootten** has been involved in tax training since 1994 and lectures on a wide variety of tax matters. After qualifying Dean spent a number of years in practice, including over five years at partner level. The experience gained whilst in practice enables him to focus his lecturing on the practical aspects of the issues presented. He was a co-founder director of Online Tutors Limited, a company specialising in providing online CPD training. The company is responsible for Tolley Seminars Online, the tax-learning product Tolley’s Tax Tutor and the quarterly Tolley’s VAT Update.

<b>CROYDON</b>				
Date	<b>Thursday 6 July</b>			
Venue	Hallmark Hotel Croydon Aerodrome			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JY06B7	

<b>SOUTH EAST</b>				
Date	<b>Friday 10 March</b>			
Venue	Copthorne Hotel, Eflingham, Gatwick			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA10A7	

<b>SOUTHERN</b>				
Date	<b>Tues 12 September</b>			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE12B7	

<b>THAMES</b>				
Date	<b>Tuesday 14 March</b>			
Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA14A7	

# HOT TOPICS IN VAT

**SPEAKER: NEIL OWEN BA CTA(Fellow) FBIAC AIIT**

**OBJECTIVES:** This course provides an update on important changes in VAT in the twelve months preceding the course. It will review recent cases and identify potential problem areas for clients. The course will explain in detail important or complex cases (including tribunal decisions) thus providing a better understanding of complex areas of VAT law.

**WHO SHOULD ATTEND:** All practitioners who advise on VAT as well as accountants in business responsible for VAT.

**TOPICS:** The specific course content will depend on changes in the period before the course is run, but in general the course will follow the same structure covering:

- Changes in the 2017 Budget and Finance Act
- Review of selected Tribunal cases
- Identification of particular trends in cases or in the approach of HMRC
- Major VAT cases in the preceding twelve months: what the case established; likely impact on clients generally
- Topical tips and traps
- Important developments likely to occur in the succeeding months

**SPEAKER: Neil Owen** is the founder and managing director of VAT Advisory Services Limited. He has been a full-time VAT adviser since 1990. He spent 6 years from 1984 as a VAT officer and then joined chartered accountants James & Cowper, where he headed up the provision of VAT consultancy services from 1990 to 2002. He was a principal of Southern VAT, a consultancy practice, until 2007. Neil is a Fellow of the Chartered Institute of Taxation, an Associate of the Institute of Indirect Tax, and a Fellow of the British Institute of Agricultural Consultants. He was previously National Secretary of the VAT Practitioners Group and general editor of the annual book, *CCH VAT Planning*. He is also a former editor of the CIOT journal, *Tax Adviser*.

CROYDON					SOUTH EAST					SOUTHERN					THAMES				
Date		<b>Thurs 16 November</b>			Date		<b>Wednesday 24 May</b>			Date		<b>Tuesday 28 March</b>			Date		<b>Thurs 19 October</b>		
Venue		Croydon Park Hotel			Venue		Mercure Maidstone Great Danes Hotel			Venue		Solent Hotel Whiteley, Fareham			Venue		Coppid Beech Hotel, Binfield, Bracknell		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: NO16B7			Course fee: £99+VAT See p4 for Flexi fee		Code: MY24A7			Course fee: £99+VAT See p4 for Flexi fee		Code: MA28A7			Course fee: £99+VAT See p4 for Flexi fee		Code: OC19A7		

# INTERNATIONAL VAT ISSUES INCLUDING ONLINE TRADING

**SPEAKER: NEIL OWEN BA CTA(Fellow) FBIAC AIIT**

**OBJECTIVES:** This course aims to provide participants with a thorough knowledge of the VAT provisions relating to international transactions, in both goods and services, and the problems often encountered in this area. It will also cover the implications of selling goods and services online. By attending this course you will gain:

- A clear understanding of the way the rules work and how they are changing
- Greater confidence to advise clients undertaking international transactions
- An appreciation of some of the many pitfalls in this area and how to avoid them

**WHO SHOULD ATTEND:** All accountants involved in or advising on international transactions in goods and/or services.

**TOPICS:**

- The extent of the EC and the implications of Brexit
- Imports and exports
- Acquisitions and EC sales
- Place of supply of services
- Invoicing requirements
- The reverse charge
- Buying in services from overseas suppliers
- Overseas VAT recovery
- Overseas registration issues
- When to charge VAT to overseas customers
- Online business

**SPEAKER: Neil Owen** is the founder and managing director of VAT Advisory Services Limited. He has been a full-time VAT adviser since 1990. He spent 6 years from 1984 as a VAT officer and then joined chartered accountants James & Cowper, where he headed up the provision of VAT consultancy services from 1990 to 2002. He was a principal of Southern VAT, a consultancy practice until 2007. Neil is a Fellow of the Chartered Institute of Taxation, an Associate of the Institute of Indirect Tax, and a Fellow of the British Institute of Agricultural Consultants. He was previously National Secretary of the VAT Practitioners Group and general editor of the annual book, *CCH VAT Planning*. He is also a former editor of the CIOT journal, *Tax Adviser*.

THAMES				
Date	Weds 27 September			
Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE27A7	

# VAT ON CHARITIES: NEGOTIATING THE MINEFIELD

**SPEAKER: NEIL OWEN BA CTA(Fellow) FBIAC AIIT**

**OBJECTIVES:** Ironically, charities have one of the most complicated VAT regimes of any business sector, meaning it is imperative that their finance teams and those advising them have a proper appreciation of the relevant VAT provisions. This course will review these provisions and their applications in depth, including some of the more problematic areas. By attending this course you will gain:

- A thorough understanding of the VAT regime as it relates to the charitable sector
- A better awareness of those areas likely to cause the most problems and how best to deal with them
- A recognition of how to make the best of the complex VAT rules in this area

**WHO SHOULD ATTEND:** Anyone involved in auditing or advising charity sector clients. Finance directors and managers of charities requiring knowledge of the VAT regime applicable to their organisation.

**TOPICS:**

- Sponsorship
- Advertising
- Grants and donations
- Business/non-business
- Supplies to charities – standard rated, zero-rated and exempt supplies
- Supplies by charities – zero-rating and exemption
- Recovery of input by charities – problem areas

**SPEAKER: Neil Owen** is the founder and managing director of VAT Advisory Services Limited. He has been a full-time VAT adviser since 1990. He spent 6 years from 1984 as a VAT officer and then joined chartered accountants James & Cowper, where he headed up the provision of VAT consultancy services from 1990 to 2002. He was a principal of Southern VAT, a consultancy practice until 2007. Neil is a Fellow of the Chartered Institute of Taxation, an Associate of the Institute of Indirect Tax, and a Fellow of the British Institute of Agricultural Consultants. He was previously National Secretary of the VAT Practitioners Group and general editor of the annual book, *CCH VAT Planning*. He is also a former editor of the CIOT journal, *Tax Adviser*.

SOUTH EAST				
Date	Thursday 22 June			
Venue	Gatwick Manor Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN22A7	

# VAT ON LAND AND PROPERTY

**SPEAKER: NEIL OWEN BA CTA (Fellow) FBIAC AIIT**

**OBJECTIVES:** This course aims to provide participants with a thorough knowledge of the most topical aspects of this most complex area of VAT. It covers provisions relating to building contractors and those applicable to developers, as well as to others owning an interest in property. By attending this course you will gain:

- A clear understanding of the way the rules work and why
- Greater confidence to advise clients undertaking property transactions
- An appreciation of pitfalls in this area and how to avoid them

**WHO SHOULD ATTEND:** All accountants and other business advisers who have clients involved in land, construction and property projects or transactions.

**TOPICS:**

- Zero-rated new construction work
- Reduced-rated building conversions
- Non-exempt property transactions
- The option to tax in detail
- Sale and purchase of let property

**SPEAKER: Neil Owen** is the founder and managing director of VAT Advisory Services Limited. He has been a full-time VAT adviser since 1990. He spent 6 years from 1984 as a VAT officer and then joined chartered accountants James & Cowper, where he headed up the provision of VAT consultancy services from 1990 to 2002. He was a principal of Southern VAT, a consultancy practice until 2007. Neil is a Fellow of the Chartered Institute of Taxation, an Associate of the Institute of Indirect Tax, and a Fellow of the British Institute of Agricultural Consultants. He was previously National Secretary of the VAT Practitioners Group and general editor of the annual book, *CCH VAT Planning*. He is also a former editor of the CIOT journal, *Tax Adviser*.

<b>CROYDON</b>					<b>SOUTHERN</b>				
Date	<b>Tuesday 23 May</b>				Date	<b>Thursday 25 May</b>			
Venue	Hallmark Hotel Croydon Aerodrome				Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY23B7		Course fee: £99+VAT See p4 for Flexi fee			Code: MY25B7	



# ACCOUNTING & AUDIT COURSES PROGRAMME

See also 'Specialist' section (pages 56-78) for specialist audit and accounting topics

COURSE	SPEAKER(S)	DISTRICT				B/P	PAGE
		CR	SE	SO	TV		
* AUDIT & ACCOUNTING UPDATE SPRING & AUTUMN	S.HENSHAW, B.TELFORD	✓	✓	✓	✓	P	35
* ACCOUNTING & FINANCIAL REPORTING UPDATE SPRING & AUTUMN	S.HENSHAW		✓	✓		P	36
* ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS SPRING & AUTUMN	G.LOVEDAY		✓	✓	✓	B	37
* ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS SPRING	G.LOVEDAY	✓				B	37
A PRACTICAL ACCOUNTING UPDATE FOR RETURNERS	K.McKAFFREY		✓	✓		P	38
ANNUAL IFRS UPDATE	G.LOVEDAY		✓	✓		PB	39
ACCOUNTING BY MICRO SIZED COMPANIES	G.LOVEDAY	✓				PB	40
FINANCIAL REPORTING AND REGULATION OF AUDIT EXEMPT COMPANIES	J.SELWOOD				✓	PB	41
FRS102 - HOW IS IT GOING SO FAR?	G.LOVEDAY			✓		PB	42
A-Z OF FRS 102 - 26 INTERESTING AND RELEVANT FACTS ABOUT THE REQUIREMENTS OF FRS102	G.LOVEDAY		✓			PB	43
FRS 102 PRACTICAL CASE STUDIES	G.LOVEDAY	✓		✓	✓	PB	44
THE MORE "INTERESTING" AREAS OF FRS102 - PRACTICAL CONSIDERATIONS OF THE REQUIREMENTS	M.ULRICH		✓	✓		PB	45
CONVERTING FROM FRSS TO FRS 102 SECTION 1A: PRACTICAL CASE STUDY	G.LOVEDAY		✓			PB	46
FRS 102 SECTION 1A AND THE FRCs "ENCOURAGEMENT" REGIME	G.LOVEDAY		✓	✓		PB	47
PREPARING AND AUDITING CASH FLOW STATEMENTS UNDER FRS 102	G.LOVEDAY			✓	✓	PB	48
THE IMPACT OF THE NEW REGIME ON SPECIALIST AREAS: LLPs, CHARITIES, SMALL PENSION SCHEMES, LIMITED PARTNERSHIPS AND SERVICE CHARGES	M.ULRICH		✓	✓		PB	49
THE TAX IMPLICATIONS OF FRS 102 AND NEW UK GAAP	J.SELWOOD			✓	✓	PB	50
AUDITING FRS 102 ACCOUNTS	G.LOVEDAY		✓	✓		P	51
EFFICIENT AUDITING UNDER THE CLARITY ISAs	J.SELWOOD		✓	✓		P	52
YOUR AUDIT FILE AND REVISED STANDARDS	B.TELFORD		✓	✓		P	53
THE AUDITOR'S RESPONSIBILITIES CONCERNING FRAUD	G.LOVEDAY		✓			P	54

KEY: P = interest to practice B = interest to business

\* early booking on these courses is strongly recommended as they are invariably oversubscribed

# HALF YEARLY AUDIT & ACCOUNTING UPDATES

## SPEAKERS: STEPHANIE HENSHAW BA(Hons) FCA & BILL TELFORD BA FCA (03/05 & 08/11 only)

**OBJECTIVES:** These courses aim to provide busy practitioners and their staff with a practical and intensive review of developments over the last six months as well as changes likely to occur in the near future. Whilst the summer and winter courses are stand alone updates, maximum benefit is gained by attending both. Please note there are also accounting and financial reporting updates (for those who do not require audit) presented by Stephanie Henshaw on 21 June and 15 November Maidstone, and 17 May and 2 November at Botley Park (see p36).

**WHO SHOULD ATTEND:** Partners in small and medium sized practices and their professional staff.

### TOPICS:

In order to ensure up to the minute coverage the detailed programme will be set nearer the time. Topics included on previous courses have included:

- Developments in FRS 105 and FRS 102 including Section 1A for small entities
- Practical implications of accounting changes
- Company legislation
- Other technical, regulatory and professional developments
- Developments in Auditing Standards (ISAs etc) and Ethical Standards
- Important Audit Monitoring points and other topical practical audit issues

**SPEAKERS:** **Stephanie Henshaw** has presented CPD training to the accountancy profession for many years, specialising in financial reporting, auditing, company law and ethical issues. She is Head of Audit, Assurance and Financial Reporting at PKF Francis Clark and currently Chairman of the ICAEW's Financial Reporting Faculty Board.

**Bill Telford** is well known as an entertaining and authoritative lecturer, able to make auditing and financial reporting both practical and interesting, and relevant to the small and medium sized firm.

### DATES VENUES AND TIMING

Set out below are the dates and venues and timing for all the updates. **Early booking on these courses is strongly recommended.** The standard fee for each course is £99+VAT (see page 4 for Flexiticket fees).

AM	Registration: <b>09:00</b>	Course starts: <b>09:30</b>	Coffee: <b>11:00</b>	Course ends: <b>12:30</b>
PM	Registration: <b>13:00</b>	Course starts: <b>13:30</b>	Coffee: <b>15:00</b>	Course ends: <b>16:30</b>

<b>CROYDON</b>				
Wednesday 3 May	Hallmark Hotel Croydon Aerodrome	AM	CODE: MY03A7	
Wednesday 8 November	Hallmark Hotel Croydon Aerodrome	AM	CODE: NO08A7	
<b>SOUTH EAST</b>				
Wednesday 21 June	Mercure Maidstone Great Danes Hotel	PM	CODE: JN21D7	
Thursday 9 November	Copthorne Hotel Effingham Gatwick	AM	CODE: NO09C7	
Wednesday 15 November	Mercure Maidstone Great Danes Hotel	PM	CODE: NO15D7	
<b>SOUTHERN</b>				
Wednesday 17 May	Botley Park Hotel, Botley	PM	CODE: MY17D7	
Thursday 2 November	Botley Park Hotel, Botley	PM	CODE: NO02D7	
Tuesday 28 November	Village Hotel, Bournemouth	AM	CODE: NO28C7	
<b>THAMES</b>				
Tuesday 4 July	Sindlesham Court, Wokingham	AM	CODE: JY04A7	
Tuesday 21 November	Sindlesham Court, Wokingham	AM	CODE: NO21A7	

# ACCOUNTING AND FINANCIAL REPORTING UPDATE

**SPEAKER: STEPHANIE HENSHAW BA(Hons) FCA**

**OBJECTIVES:** We provide this course for delegates who are looking for a technical update but do not require the auditing content. A half yearly taxation update is held on the same day. The course provides a practical and intensive review of developments in accounting and financial reporting over the last six months as well as changes likely to occur in the near future.

**WHO SHOULD ATTEND:** Partners in small and medium sized practices and their professional staff.

**TOPICS:**

In order to ensure up to the minute coverage the detailed programme will be set nearer the time. Topics may include:

- FRS 105 and FRS 102, including Section 1A for small companies
- Practical implications of accounting changes
- Other topical issues affecting small and micro entity accounts
- Company legislation
- ICAEW technical releases
- Other general areas of interest

**SPEAKER: Stephanie Henshaw** has presented CPD training to the accountancy profession for many years, specialising in financial reporting, auditing, company law and ethical issues. As a partner at PKF Francis Clark as well as a technical partner of 20 years' standing, she uses her experience of the day to day implications of technical changes to bring a relevant and practical slant to her presentations. Stephanie is currently Chairman of the ICAEW's Financial Reporting Faculty Board and is also a member of the ICAEW's Technical Strategy Board. The standard fee for each course is £99+VAT (see page 4 for Flexiticket fees).

The timing for all these courses is:

AM	Registration: <b>09:00</b>	Course starts: <b>09:30</b>	Coffee: <b>11:00</b>	Course ends: <b>12:30</b>
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SOUTH EAST		
Wednesday 21 June	Mercure Maidstone, Great Danes Hotel	CODE: JN21A7
Tuesday 27 June	Cophorne Hotel, Effingham, Gatwick	CODE: JN27A7
Wednesday 15 November	Mercure Maidstone, Great Danes Hotel	CODE: NO15A7
SOUTHERN		
Wednesday 17 May	Botley Park Hotel, Boorley Green, Botley	CODE: MY17A7
Thursday 2 November	Botley Park Hotel, Boorley Green, Botley	CODE: NO02A7

# HALF YEARLY ACCOUNTING UPDATES FOR ACCOUNTANTS IN BUSINESS

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** All Chartered Accountants are required to undertake CPD. This course is specifically designed to meet the CPD needs of accountants working in business. The course will provide delegates with an update on accounting issues relevant to accountants working in industry and commerce. Comprehensive notes are provided which facilitate future reference. The courses are run half yearly and maximum benefit is obtained by attending both.

**WHO SHOULD ATTEND:** Those working in industry and commerce who need to keep abreast of accounting developments.

**TOPICS:** Specific course content will be finalised shortly before each course date but topics will include:

- The latest thoughts and interpretations on working with FRS 102
- Financial Reporting Review Panel – latest comments on narrative reporting, press notices, IFRS and UK GAAP compliance and topical accounting issues
- Latest developments on the “cutting clutter” initiative and the quest for a disclosure framework
- Relevant technical releases from professional bodies
- Relevant issues from the world of audit as they affect companies!
- An outline of IFRS developments

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

**DATES VENUES AND TIMING:** Set out below are the dates and venues for all the updates. The standard fee for each course is £99+VAT (see page 4 for Flexiticket fees). The accounting update courses are run in the morning. In the afternoon there is a similar taxation update (see page 8 for details). The timing for all courses is as follows:

Registration: <b>09:00</b>	Course starts: <b>09:30</b>	Coffee: <b>11:00</b>	Course ends: <b>12:30</b>
<b>CROYDON</b>			
Thursday 27 April	Croydon Park Hotel	CODE: AP27A7	
<b>SOUTH EAST</b>			
Tuesday 25 April	Mercure Maidstone Great Danes Hotel	CODE: AP25A7	
Tuesday 20 June	Denbies Wine Estate, Dorking	CODE: JN20A7	
Tuesday 21 November	Mercure Maidstone Great Danes Hotel	CODE: NO21C7	
Wednesday 29 November	Denbies Wine Estate, Dorking	CODE: NO29A7	
<b>SOUTHERN</b>			
Friday 19 May	Botley Park Hotel, Boorley Green, Botley	CODE: MY19A7	
Thursday 30 November	Botley Park Hotel, Boorley Green, Botley	CODE: NO30A7	
<b>THAMES</b>			
Monday 26 June	Sindlesham Court, Wokingham	CODE: JN26A7	
Tuesday 28 November	Sindlesham Court, Wokingham	CODE: NO28A7	

# A PRACTICAL ACCOUNTING UPDATE FOR RETURNERS

**SPEAKER: KATE McCAFFREY BSc FCA**

**OBJECTIVES:** This annual course complements the practical tax ‘brush-up’ course (see page 9), providing an update for returners to the profession on audit and accounting topics. The basic principles of the topics will be covered, most of which will already have been learnt and understood by delegates but which may not have been used for some time. The course will cover the more practical aspects of each subject area.

**WHO SHOULD ATTEND:** Returners to the professional workplace, who are qualified accountants that would like to “brush” up their knowledge and understand the changes that have taken place.

**TOPICS:**

- Key Accounting Standards Developments
- New “UK GAAP” and practical issues for implementation
- International Accounting Standards
- Key Auditing Developments
- Corporate Governance
- Ethics
- Company Law update
- Current topics on the horizon

**SPEAKER: Kate McCaffrey** works in the Technical Department at Moore Stephens and is responsible for all Internal Accounting and Auditing training courses. She has a wide range of knowledge of auditing and accountancy across several industry sectors. Post qualification, Kate worked as a financial controller in industry. Kate combines working on a client portfolio with the responsibility of advising clients and staff on technical issues and pronouncements. She also presents practical and technical courses to clients, membership organisations and professional bodies. Her knowledge and experience ensures that the training provided is specific and relevant to the audience.

*\* Please note: concessions on the standard fee for this course and the taxation technical ‘brush-up’ (see page 9) are available for delegates not currently in work. For details phone 01737 223999*

SOUTH EAST					SOUTHERN				
Date	Thurs 21 September				Date	Tuesday 16 May			
Venue	Mercure Maidstone, Great Danes Hotel				Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE21B7		Course fee: £99+VAT See p4 for Flexi fee			Code: MY16B7	

# ANNUAL IFRS UPDATE

## SPEAKER: GUY LOVEDAY BSc(Econ) FCA

**OBJECTIVES:** What's new in terms of IFRS? This course will examine new and revised standards and problems in applying existing standards. Delegates will gain:

- Appreciation of how revised standards have changed
- Understanding of changes driven by convergence with US GAAP
- Realisation of the increasing influence of the EU, Japan and China

The course format will be a lively presentation with a high technical content.

### WHO SHOULD ATTEND:

- Accountants responsible for preparing accounts under IFRS
- Accountants responsible for auditing accounts prepared under IFRS
- Accountants needing to convert from UK GAAP to IFRS

### TOPICS: the course will cover

- Latest new and revised IFRSs – including the new leasing standard and the clarified revenue standard
- FRC latest annual report on application of IFRS in the UK – appreciating the mistakes that are commonly being made

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

SOUTH EAST					SOUTHERN				
Date	Weds 20 September				Date	Monday 30 October			
Venue	Gatwick Manor Hotel				Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE20C7		Course fee: £99+VAT See p4 for Flexi fee			Code: OC30B7	

# ACCOUNTING BY MICRO SIZED COMPANIES

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** The FRSSE cannot be used for accounting periods commencing on or after 1<sup>st</sup> January 2016. This course looks at the two main alternatives for entities that have been using the FRSSE in the past.

**WHO SHOULD ATTEND:** All partners and staff involved in the preparation of accounts for micro sized entities

**TOPICS:**

- The choice for micro sized companies – FRS 105 or FRS 102 Section 1A?
- What are the accounting, presentational and disclosure differences between FRS 105 and FRS 102 Section 1A?
- What changes of accounting policy will be required to transition from FRSSE to FRS 105 or FRS 102 Section 1A?
- What are the disadvantages of using FRS 105 and how can we get around them?
- Can LLPs and unincorporated businesses use FRS 105?
- What transitional exemptions are available under FRS 102 Section 1A?
- How will you deal with the new “encouragement” regime under FRS 102 Section 1A?

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

CROYDON				
Date	Weds 22 February			
Venue	Croydon Park Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: FE22B7	

# FINANCIAL REPORTING AND REGULATION OF AUDIT EXEMPT COMPANIES

**SPEAKER: JOHN SELWOOD FCA**

**OBJECTIVES:** This course looks at the practical implications of new UK GAAP and new small company legislation, together with other current accounting issues facing small and micro companies. Delegates will get a better understanding of the impact of FRS 102 1A and FRS 105, together with the related Companies Act accounting regimes.

**WHO SHOULD ATTEND:** Anyone acting for small and micro companies.

**TOPICS:**

- The rules for qualifying as small and/or audit exempt under the new Companies Act regime
- The format of small and micro company accounts and common disclosure issues
- Accounting problems facing small companies and transition issues.

**SPEAKER: John Selwood** is a Chartered Accountant and independent training consultant, who lectures for major accountancy practices, professional bodies, training companies and publishers. He speaks on financial reporting, auditing, money laundering and company law. Previously, he has been the technical partner for a top thirty firm of accountants and head of an accountancy network. John is a member of the ICAEWs Audit and Assurance Faculty's Practitioner Services Committee and has been involved with presenting and writing the material for the Audit & Assurance and Financial Reporting Faculty's Roadshows for a number of years. He also regularly writes for Audit & Beyond and is the author of Core Auditing Standards for Practitioners.

THAMES				
Date	Tuesday 10 October			
Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC10A7	



# FRS102 – HOW IS IT GOING SO FAR?

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** This course will examine recently filed accounts prepared under FRS 102 – and draw attention to the good and bad aspects of those accounts.

**CAN YOU AFFORD TO MISS THIS COURSE?**

**WHO SHOULD ATTEND:** Accountants who are involved in the preparation and/or audit of financial statements in accordance with FRS 102

**TOPICS:** This course will revolve around an examination of real life published FRS 102 accounts and is likely to include comments on matters including:

- Changes of accounting policy and transitional disclosures
- Highlighting of critical accounting judgements
- Key estimation uncertainty disclosures
- Accounting for the costs of major components and major inspections
- Classification of and accounting for financial instruments

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

SOUTHERN				
Date	Thursday 8 June			
Venue	Village Hotel, Bournemouth			
Time	Reg'n	Course starts	Course ends	Code
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN08A7	

# AN A-Z OF FRS 102 – 26 INTERESTING AND RELEVANT FACTS ABOUT THE REQUIREMENTS OF FRS102

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** Most accountants and auditors will have attended a number of courses concerning FRS 102 over the last three years. This course is designed to make you think “well I didn’t know that!” about at least some of the topics covered.

**WHO SHOULD ATTEND:** Preparers and auditors who need to ensure that their knowledge of FRS 102 is sufficient to prepare and audit financial statements for accounting periods commencing on or after 1 January 2015. The course will be particularly useful to accountants who originally qualified with knowledge of UK GAAP.

**TOPICS:** This course examines 26 interesting and relevant facts about FRS 102 – one for each letter of the alphabet – including:

- F for fair value
- R for residual value
- S for SOCI, SOCIE AND SOIRE

How many will be news to you?

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

SOUTH EAST				
Date	Weds 1 November			
Venue	Denbies Wine Estate, Dorking			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: NO01A7	

# FRS102 PRACTICAL CASE STUDIES

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** Practical aspects of applying FRS 102 will be covered on this course – focusing in particular on emerging issues concerning financial instruments and component accounting.

**WHO SHOULD ATTEND:** Accountants who are involved in the preparation and/or audit of financial statements in accordance with FRS 102.

**TOPICS:** This course will revolve around a series of case studies examining:

- Classification of debt instruments using the FRS 102 conditions
- Worked examples of interest only and repayment loans including:
  - Determining the effective interest rate
  - Revising the interest charge when the effective interest rate changes
  - Dealing with renegotiation of loans
- Establishing a fair value using the FRS 102 hierarchy
- Accounting for major components of property plant and equipment under FRS 102
- Accounting for major inspection costs concerning property plant and equipment under FRS 102
- Reconsidering useful lives and residual values of property plant and equipment post transition to FRS 102
- Other issues coming to the fore in the period leading up to the course

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

CROYDON				
Date	Tuesday 13 June			
Venue	Croydon Park Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN13B7	

SOUTHERN				
Date	Thursday 5 October			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC05B7	

THAMES				
Date	Tuesday 31 October			
Venue	Coppid Beech Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC31B7	

# THE MORE “INTERESTING” AREAS OF FRS102: PRACTICAL CONSIDERATIONS OF THE REQUIREMENTS

**SPEAKER: MIKE ULRICH ACA**

**OBJECTIVES:** FRS 102 will be the accounting framework for the majority of UK companies. For medium and others; accounting periods commencing on or after 1 January 2015; for small, periods commencing on or after 1 January 2016. This presentation will look at the changes from the perspective of FAQs which have been raised by practitioners and will use case studies to demonstrate the requirements and considerations.

**WHO SHOULD ATTEND:.** Preparers and auditors involved with accounts prepared under FRS 102

**TOPICS:**

- Transition
- The impact of the new framework on groups, but will not include consolidation
- Financial instruments, classification and accounting
- Investment property
- Deferred tax
- Property plant and equipment
- Related party transactions
- Revenue recognition
- Investments in subsidiaries
- Goodwill
- Employee benefits
- Foreign currency translation
- Changes for small companies

**SPEAKER: Mike Ulrich** has been involved in presenting courses and seminars to professional accountants for over 20 years. The presentations are for a number of organisations covering a wide range of company law, auditing and accounting topics. As well as general courses on auditing and accounting issues he also presents courses in respect of charities, pension schemes, solicitors, service charges, and LLPs. In addition he is a technical consultant on accounting matters and undertakes compliance reviews, both audit and audit exempt, for a number of firms. He has his own practice and is a statutory auditor. This enables him to see both the theory and practical aspects and the presentations reflect this.

<b>SOUTH EAST</b>				
Date	<b>Tuesday 3 October</b>			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: OC03B7		

<b>SOUTHERN</b>				
Date	<b>Wednesday 26 April</b>			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: AP26B7		

# CONVERTING FROM FRSSSE TO FRS102 SECTION 1A: PRACTICAL CASE STUDY

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** This is a practical case study based course looking at the mechanics of possible changes in accounting policy and corrections of past errors when moving from FRSSSE TO FRS 102 Section 1A.

**WHO SHOULD ATTEND:** All partners and staff involved in the preparation of accounts under FRS 102 Section 1A

**TOPICS:** This course will revolve around the transition from FRSSSE to FRS 102 Section 1A and will include:

- Changes in accounting policies for investment properties, component accounting, interest free loans and forward contracts
- Consideration of correction of possible errors concerning holiday pay and interest rate swaps
- Use of the transitional exemptions provided by the standard especially for small companies
- What to disclose concerning the process of transition – and what not to disclose
- Reconsideration of residual values and useful lives post transition to FRS 102 Section 1A

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

SOUTH EAST				
Date	Tues 21 February			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: FE21B7	

# FRS102 SECTION 1A AND THE FRC'S "ENCOURAGEMENT" REGIME

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** FRS 102 Section 1A can be used by micro sized and small entities – but requires the application of the FRCs new “encouragement” regime which will impact upon both presentation and disclosure. This course takes a practical look at achieving truth and fairness under this standard.

**WHO SHOULD ATTEND:** All partners and staff involved in the preparation of accounts under FRS 102 Section 1A.

**TOPICS:** This course will include a template set of accounts prepared in accordance with FRS 102 Section 1A and will cover:

- Considering the merits of abridged accounts
- Considering the merits of “filleting out” the profit and loss account before filing
- Dealing with gains and losses that by pass the profit and loss account – choosing between one and two performance statements
- Dealing with the encouragement for an entity to present a statement of changes in equity – and why it shouldn't
- Understanding when a company is eligible to present a statement of income and retained earnings – and why it should
- Dealing with profit & loss disclosures
- Disclosures that were required under FRSSSE but are not required under FRS 102 Section 1A
- Disclosures that are required under FRS 102 Section 1A but were not required under FRSSSE
- The related party disclosure anomalies
- The four disclosures that are strongly encouraged by FRS 102 Section 1A to be included when relevant
- The many disclosures that companies are encouraged to consider including – and how to choose what is necessary for truth and fairness
- Applying the concept of “undue cost and effort” when dealing with investment properties

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

SOUTH EAST					SOUTHERN				
Date	Wednesday 22 March				Date	Thurs 23 February			
Venue	Denbies Wine Estate, Dorking				Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
		13:00	13:30	15:00		16:30		13:00	13:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA22B7		Course fee: £99+VAT See p4 for Flexi fee			Code: FE23B7	

# PREPARING AND AUDITING CASH FLOW STATEMENTS UNDER FRS102

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:** The cash flow statement is the weak link in many sets of accounts! Many accountants seem totally incapable of preparing a cash flow statement properly! Many cash flow statements are riddled with compensating errors – which can often be easy to detect or suspect! Many auditors seem to be oblivious of the mistakes commonly made when preparing cash flow statements! FRS 102 brings its own additional complications to trip up the unwary preparer or auditor!

**WHO SHOULD ATTEND:** All accountants involved in the preparation and/or audit of cash flow statements prepared in accordance with FRS 102.

**TOPICS:** This course is totally practical and revolves around a case study featuring the preparation of the cash flow statement – and explanation of common errors and misconceptions. The requirements of FRS 102 will be followed and issues not dealt with by FRS 102 will be tackled. The course will cover:

- Direct and indirect methods
- Role of the operating activities reconciliation
- Dealing with interest and tax
- Purchase and sale of property, plant and equipment
- Dealing with finance leases
- Acquisitions and disposals of subsidiaries
- Foreign currency cash flows
- Exchange differences
- Dealing with non-cash transactions

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

SOUTHERN					THAMES				
Date	Tues 26 September				Date	Tues 19 September			
Venue	Basingstoke Country Hotel				Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n 13:00	Course starts 13:30	Coffee 15:00	Course ends 16:30	Time	Reg'n 13:00	Course starts 13:30	Coffee 15:00	Course ends 16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE26B7		Course fee: £99+VAT See p4 for Flexi fee			Code: SE19B7	

# THE IMPACT OF THE NEW REGIME ON SPECIALIST AREAS: LLPs, CHARITIES, SMALL PENSION SCHEMES, LIMITED PARTNERSHIPS AND SERVICE CHARGES

**SPEAKER: MIKE ULRICH ACA**

**OBJECTIVES:** This presentation will outline the key accounting issues that will arise for charities, LLPs, small and pension schemes, and service charge accounts on adoption of FRS 102. Following the changes to company financial reporting and the introduction of Section 1A in FRS 102 there will be changes which will also impact these assignments. For charities and LLPs the withdrawal of the FRSSE will require consideration for accounting periods commencing on or after 1 January 2016. For small pension schemes the new SORP was effective for periods commencing on or after 1 January 2015. Service charge accounts have been a matter of debate over a number of years which has led to a variety of accounting treatments.

**WHO SHOULD ATTEND:** anyone acting for and providing advice to these entities.

**TOPICS:**

- Financial statement presentation
- Transition
- Revenue recognition
- Financial instruments
- The use of fair value
- Intangibles and goodwill
- Property, plant and equipment
- Identified disclosure aspects
- Accounting for grants
- Foreign currency translation

Other aspects which are of current debate will be identified closer to the presentation

**SPEAKER: Mike Ulrich** has been involved in presenting courses and seminars to professional accountants for over 20 years. The presentations are for a number of organisations covering a wide range of company law, auditing and accounting topics. As well as general courses on auditing and accounting issues he also presents courses in respect of charities, pension schemes, solicitors, service charges, and LLPs. In addition he is a technical consultant on accounting matters and undertakes compliance reviews, both audit and audit exempt, for a number of firms. He has his own practice and is a statutory auditor. This enables him to see both the theory and practical aspects and the presentations reflect this.

SOUTH EAST				
Date	<b>Wednesday 29 March</b>			
Venue	Gatwick Manor Hotel			
Time	Reg'n 13:00	Course starts 13:30	Coffee 15:00	Course ends 16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: MA29B7		

SOUTHERN				
Date	<b>Tuesday 17 October</b>			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n 09:00	Course starts 09:30	Coffee 11:00	Course ends 12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: OC17A7		



# THE TAX IMPLICATIONS OF FRS 102 AND THE NEW UK GAAP

**SPEAKER: JOHN SELWOOD FCA**

**OBJECTIVES:** For small companies, FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* applies for periods commencing 1 January 2016. It applies a year earlier for medium sized and large companies from periods commencing 1 January 2015.

Partnerships and sole trades will also have to follow the recognition and measurement requirements of the standard for the purpose of calculating their taxable profits. This course will help delegates understand the implications of this change.

**WHO SHOULD ATTEND:** All partners and staff involved in preparing accounts for tax purposes, including more specialist tax practitioners who want to get to grips with new UK GAAP.

**TOPICS:** This course will cover

- An overview of new UK GAAP, including small and micro entity reporting
- Revenue recognition once FRS 5 and UITF 40 have been withdrawn
- The tax implications of gains and losses on financial instruments being accounted for through the profit and loss account
- Hedge accounting and the disregard regulations
- Inter company loans and the tax position
- The tax implications of transition and other prior period adjustments
- Holiday pay accruals
- Deferred tax
- Tax issues for micro companies

**SPEAKER: John Selwood** is a Chartered Accountant and independent training consultant, who lectures for major accountancy practices, professional bodies, training companies and publishers. He speaks on financial reporting, auditing, money laundering and company law. Previously, he has been the technical partner for a top thirty firm of accountants and head of an accountancy network. John is a member of the ICAEW's Audit and Assurance Faculty's Practitioner Services Committee and has been involved with presenting and writing the material for the Audit & Assurance and Financial Reporting Faculty's Roadshows for a number of years. He also regularly writes for *Audit & Beyond* and is the author of *Core Auditing Standards for Practitioners*.

<b>SOUTHERN</b>				
Date	<b>Weds 4 October</b>			
Venue	Basingstoke Country Hotel			
Time	Reg'n 09:00	Course starts 09:30	Coffee 11:00	Course ends 12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC04A7	

<b>THAMES</b>				
Date	<b>Thurs 9 November</b>			
Venue	Coppid Beech Hotel Binfield, Bracknell			
Time	Reg'n 0900	Course starts 09:30	Coffee 11:00	Course ends 12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: NO09A7	

# AUDITING FRS 102 ACCOUNTS

**SPEAKER: GUY LOVEDAY BSc (Econ) FCA**

**OBJECTIVES:** Many clients will be expecting help from their auditors in preparing accounts in accordance with FRS 102 – but to what extent can you help? Transition to FRS 102 will create significantly increased risks of material misstatement due to fraud or error – is this reflected in your planning? FRS 102 does not provide all the answers – have you considered how some of the more contentious issues should be dealt with?

**WHO SHOULD ATTEND:** All partners and staff involved in audit.

**TOPICS:** This course will cover

- The ethical issues arising from the provision of non-audit services provided to assist with applying FRS 102
- Appreciating the increased risk of material misstatement
- Distinguishing between changes of accounting policy and correction of errors
- Maintaining our professional scepticism when considering the appropriate classification of financial instruments
- Obtaining sufficient audit evidence about the fair value of derivatives
- Latest guidance on accounting for the substance of non-market rate loans
- Understanding “undue cost and influence”
- Dealing with goodwill existing at the time of transition to FRS 102

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances.

<b>SOUTH EAST</b>					<b>SOUTHERN</b>				
Date		<b>Tuesday 21 March</b>			Date		<b>Wednesday 26 April</b>		
Venue		Mercure Maidstone Great Danes Hotel			Venue		Basingstoke Country Hotel		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
		13:00	13:30	15:00 16:30			09:00	09:30	11:00
Course fee: £99+VAT See p4 for Flexi fee		Code: MA21D7			Course fee: £99+VAT See p4 for Flexi fee		Code: AP26A7		

# EFFICIENT AUDITING AND THE CLARITY ISAs

**SPEAKER: JOHN SELWOOD FCA**

**OBJECTIVES:** This course will help delegates improve the efficiency of their audit work. Profitability and High Quality are not mutually exclusive. Indeed they should go hand in hand. High quality auditing can be fast and effective. Cut back on costs not compliance. Clarity ISAs do require significant documentation but it is possible to cut this down to size.

**WHO SHOULD ATTEND:** The content of the course is aimed at auditors of smaller and medium sized businesses. The course is suitable for partners, managers and qualified staff.

**TOPICS:**

- How compliance with ISAs and Ethical Standards does not need to be onerous
- How some firms make super-profits on auditing
- The latest thinking on audit methodologies
- The impact of the latest revisions to Standards
- Efficiently demonstrating independence
- High quality techniques to gather audit evidence
- How to reduce completion time
- Feedback from QAD reviewers

**SPEAKER: John Selwood** is a Chartered Accountant and independent training consultant, who lectures for major accountancy practices, professional bodies, training companies and publishers. He speaks on financial reporting, auditing, money laundering and company law. Previously, he has been the technical partner for a top thirty firm of accountants and head of an accountancy network. John is a member of the ICAEWs Audit and Assurance Faculty’s Practitioner Services Committee and has been involved with presenting and writing the material for the Audit & Assurance and Financial Reporting Faculty’s Roadshows for a number of years. He also regularly writes for Audit & Beyond and is the author of Core Auditing Standards for Practitioners.

SOUTH EAST					SOUTHERN				
Date	Tuesday 7 November				Date	Thurs 23 November			
Venue	Gatwick Manor Hotel				Venue	Solent Hotel, Whitely, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: NO07B7		Course fee: £99+VAT See p4 for Flexi fee			Code: NO23B7	

# YOUR AUDIT FILE AND REVISED STANDARDS

## SPEAKER: BILL TELFORD BA FCA

**OBJECTIVES:** Revisions to ISAs and Ethical Standards for Auditors are due to be applied soon. Audit regulators continue to criticise the application of the old standards. In this seminar we consider the changes being introduced, the issues identified by regulators and offer practical suggestions to enable cost effective compliance with the revised standards.

**WHO SHOULD ATTEND:.** Partners and staff involved in audit.

**TOPICS:**

- ISAs
  - Overview of changes
  - Problem areas in existing ISAs
    - Assessing and responding to risk
    - Audit of accounting estimates
    - Related parties
    - Going concern
    - Opening balances and comparative figures
  - Practical implications for audit files
  
- Ethical Standards for Auditors
  - Overview of changes
  - Problem areas in existing standards
    - Provision of non-audit services
    - Long association with client
    - Contingent fees
  - Practical implications for audit files

**SPEAKER: Bill Telford** has spent more than 30 years in technical and training roles within the profession. He joined Baker Tilly as National Training Director in July 2000 and became a partner in March 2007. In September 2010 he became a freelance lecturer and training consultant whilst remaining a consultant with Baker Tilly. He is well known as an entertaining and authoritative lecturer, able to make auditing and financial reporting both practical and interesting, and relevant to the small and medium sized firm.

<b>SOUTH EAST</b>				
Date	<b>Tuesday 11 July</b>			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JY11B7	

<b>SOUTHERN</b>				
Date	<b>Thursday 15 June</b>			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	11:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN15A7	

# THE AUDITOR'S RESPONSIBILITIES CONCERNING FRAUD

**SPEAKER: GUY LOVEDAY BSc(Econ) FCA**

**OBJECTIVES:**

- How likely is it that your client has suffered losses from the effects of a fraud that they do not know about – yet?
- Is your audit approach coping with your responsibilities concerning the detection of fraud?
- Are there shortcomings in your planning process?
- Are you documenting your compliance with every aspect of ISA 240?
- Are there shortcomings in your review process?
- Would your files stand up in court if action was taken against you?

This course will help you to answer these questions

**WHO SHOULD ATTEND:** Auditors – of all levels of experience – but especially those who are so complacent as to think that it will not happen to their clients and those who simply do not “buy in” to the approach inherent in the clarified ISAs.

**TOPICS:**

- A look at the latest annual fraud barometer
- How fraud might manifest itself for your clients
  - Misappropriation of assets
  - Financial reporting fraud
- Planning the audit to give ourselves a reasonable expectation of detecting material fraud (or at least to be seen to be doing so)
- The TEN things we must do to comply with ISA 240 on fraud
- Ensuring that your clients are well protected against fraud
- Considering the impact of the UK Bribery Act 2010
- Criticism of auditors from professional bodies since the introduction of the clarified ISAs

**SPEAKER: Guy Loveday** is a partner in The Professional Training Partnership. He specialises in presenting auditing and financial reporting updates for accountants in practice and industry and finance courses for members of the wider financial community. He provides a consultancy service to assist companies in preparing their annual financial statements. He also makes occasional TV appearances

SOUTH EAST				
Date	Monday 9 October			
Venue	Gatwick Manor Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
		13:00	13:30	15:00 16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC09B7	

# SPECIALIST COURSES PROGRAMME

COURSE	SPEAKER	DISTRICT				B/P	PAGE
		CR	SE	SO	TV		
EMPLOYMENT & BUSINESS LAW UPDATE	L.DUNFORD	✓	✓	✓	✓	PB	56
CHARITIES UPDATE	D.BAWTREE	✓	✓	✓	✓	PB	57
CHARITIES LEGAL UPDATE	L.DUNFORD		✓	✓		PB	58
ACCOUNTING FOR AND AUDITING ACADEMY SCHOOLS	P.HERBERT		✓			P	59
DOCTORS, DENTISTS, THE TAXMAN AND YOU	B.TRUNCHION		✓			P	60
SRA ACCOUNTS RULES: UPDATE ON THE NEW REPORTING REGIME AND THE NEW RULES	J.TAYLOR		✓	✓		P	61
TAX ISSUES FOR FARMERS	R.MARTIN			✓		P	62
ACTING AS AN EXECUTOR	B.TRUNCHION		✓	✓		PB	63
VALUATION OF UNQUOTED COMPANY SHARES AND BUSINESSES	D.BOWES		✓	✓		PB	64
REGULATORY REFRESHER - STAYING OUT OF PRISON, STAYING OUT OF TROUBLE	J.SELWOOD		✓	✓		PB	65
MONEY LAUNDERING: YOU AND YOUR CLIENTS UNDER THE NEW AML DIRECTIVE	B.TELFORD	✓	✓	✓	✓	P	66
HOW TO STAND OUT AND BE NOTICED AS MORE THAN JUST ANOTHER ACCOUNTANT	M.LEE			✓		P	67
MOVING INTO ADVISORY SERVICES WITHOUT FEELING UNCOMFORTABLE	M.LEE		✓			P	68
DOUBLE YOUR INCOME	M.LLOYDBOTTOM			✓		P	69
COMMUNICATING WITH IMPACT	P.THATCHER		✓			PB	70
HELPING OTHERS ACHIEVE	P.THATCHER	✓				PB	71
LEADING BY EXAMPLE	P.THATCHER			✓		PB	72
GOOD SPREADSHEET PRACTICE - EXCEL FUNDAMENTALS	S.HURST	✓				PB	73
100 WAYS TO MAKE EXCEL EASIER	S.HURST			✓		PB	74
50 ADVANCED TECHNIQUES FOR CREATING INSPIRATIONAL SPREADSHEETS	S.HURST				✓	PB	75
USING THE LATEST VERSIONS OF EXCEL TO REVOLUTIONISE YOUR SPREADSHEETS	S.HURST		✓			PB	76
PRACTICAL EXCEL TECHNIQUES TO REDUCE SPREADSHEET RISK	S.HURST			✓		PB	77
MORE POWER TO YOUR PIVOT: PRACTICAL USES FOR EXCEL PIVOT TABLES	S.HURST		✓			PB	78

**KEY:** P = interest to practice B = interest to business

# EMPLOYMENT AND BUSINESS LAW UPDATE

**SPEAKER: LOUISE DUNFORD LLM LLB Barrister**

**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 dealings with clients and staff. Given the current state of uncertainty surrounding our exit from the EU and the shape of our future government, it is difficult to be very specific about some aspects of the content. Therefore what is laid out below may be subject to some modification. Broadly the course will attempt to cover the legal issues that accountants who assist SMEs are likely to deal with or be asked about in the course of their normal work.

**WHO SHOULD ATTEND:** Employers and professionals providing advice to small companies and directors of SMEs.

## TOPICS:

### Company Law and Business Law

- Impact of changes brought about by Small Business, Enterprise and Employment Act 2015, in particular the PSC Register and the changes to the insolvency regime
- Directors' Duties and relevant case law
- Using restrictive covenants in relation to the sale and purchase of a business and in relation to employees
- Changes to EU law on data protection – how will they impact if mirrored by UK?

**Employment Law:** the main areas explored will be:

- Employment status
- Useful terms to include when drafting employment contracts
- Working time and minimum wage issues
- Discrimination including the impact of the Equality Act 2010 and all the new cases
- Family friendly rights including shared parental leave and extension to grandparents
- Disability discrimination and dealing with sickness
- Developments in unfair dismissal and using settlement offers
- What is coming up? Changes due this year and next

As far as time allows we will also look at

- Professional negligence – in particular engagement letters and recent cases on third party liability

**SPEAKER: Louise Dunford** is a former senior lecturer at the University of Portsmouth specialising in employment and tort law. She has taught widely on professional update courses for solicitors and accountants and has been involved in teaching trainee accountants. She has published widely in leading academic journals. Louise is now an Employment law and HR consultant.

CROYDON					SOUTH EAST					SOUTHERN					THAMES				
Date		Monday 16 October			Date		Weds 18 October			Date		Thurs 23 November			Date		Tues 19 September		
Venue		Croydon Park Hotel			Venue		Cophorne Hotel Effingham Gatwick			Venue		Solent Hotel Whiteley, Fareham			Venue		Coppid Beech Hotel Binfield, Bracknell		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee		Code: OC16B7			Course fee: £99+VAT See p4 for Flexi fee		Code: OC18A7			Course fee: £99+VAT See p4 for Flexi fee		Code: NO23A7			Course fee: £99+VAT See p4 for Flexi fee		Code: SE19A7		

# CHARITIES UPDATE

## SPEAKER: DON BAWTREE MA FCA

*Attendance at this course together with SESCA course 'Charities Legal Update' (p58) is offered to registered charities at a combined concessionary fee of £99+VAT (half standard fee).*

**OBJECTIVES:** Charities continue to be affected by developments in accounting, tax, and external scrutiny, especially with a revised charity SORP expected for 2016 and developments in regulation around the UK. This popular half-day course keeps you up to date with all the recent key developments.

**WHO SHOULD ATTEND:** Charity finance staff, charity auditors and examiners, advisors and charity trustees, especially treasurers.

### TOPICS:

- Lessons learnt from the new SORP and preparing for the next one
- Regulatory activities, especially the Charity Commission
- Future developments in reporting requirements
- New fundraising rules
- Recent tax and VAT developments
- Cross border developments in Scotland and Northern Ireland
- Recent cases of interest

**SPEAKER: Don Bawtree** is a partner with the Charities Specialist Unit at BDO LLP where he acts for a range of national and local charitable clients. He lectures extensively and is a regular contributor to the press on matters affecting the voluntary sector. He publishes the Charity SORP Compliance Guide with Charity Finance Magazine.

CROYDON					SOUTH EAST					SOUTHERN					THAMES				
Date		Wednesday 19 April			Date		Thurs 12 October			Date		Thurs 28 September			Date		Thursday 19 October		
Venue		Croydon Park Hotel			Venue		Mercure Maidstone Great Danes Hotel			Venue		Botley Park Hotel, Botley			Venue		Coppid Beech Hotel, Binfield, Bracknell		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee		Code: AP19A7			Course fee: £99+VAT See p4 for Flexi fee		Code: OC12A7			Course fee: £99+VAT See p4 for Flexi fee		Code: SE28A7			Course fee: £99+VAT See p4 for Flexi fee		Code: OC19B7		



# CHARITIES LEGAL UPDATE

## SPEAKER: LOUISE DUNFORD LLM LLB Barrister

**Attendance at this course together with 'Charities Update' (p57) is offered to registered charities at a combined concessionary fee of £99+VAT (half the standard fee).**

**OBJECTIVES:** Charities have a far higher profile than they did 30 years ago and there have been significant changes in the law in relation to charities in the last few years. The professional advisor assisting a charity is under a considerable responsibility to understand the basic legal regulation underpinning the charitable sector. This course provides an overall picture of the framework of the law relating to charities, insofar as possible dealing with any issues around our exit from the European Union and also the recent media attention on charities. It deals in particular with the duties of trustees and the new emphasis on the regulatory framework, the charity's fundraising obligations, relevant Charity Commission Guidance, as well as any recent cases relevant to small and medium sized charities. There is also a summary of employment law relevant to charities. The course does not deal with the administration of charities from an accounting perspective.

**WHO SHOULD ATTEND:** Charities staff, trustees and their advisors.

### TOPICS:

#### Introduction/Recent Legislation

- A brief discussion of the common law and statutory definition of a charity
- The legal forms of constitution of charity
- Charitable Incorporated Organisations – how are they working out?
- Registration with the Charities Commission, and impact of Charities (Protection and Social Investment) Act 2016
- Issues around fundraising and the CC consultation

#### The Charity Trustee

- General discussion of the role of the trustee, including appointment and removal
- Powers and duties of trustees including the dangers of being a trustee – the Didier Drozba example, and others
- Liability of trustees and members
- Remuneration of trustees

#### The Charity Secretary

- Role and core duties
- Status, authority and liability

#### Committee Administration

- The law of meetings
- Administration of meetings
- Additional requirements applicable to a charitable company, including PSC Register

#### Employment Law and the Charity

Employment law generally applies to charities as it does to all employers whether in the public or private sector. This short section focuses on a few issues which may be peculiar to voluntary sector organisations or may affect them particularly. The lecturer can deal with all employment related queries from delegates, whether in the list below or not.

- Determining the status of volunteers
- Settlement offers
- Health and safety issues for charities
- Issues around care workers, including working time and minimum wage

#### Other legal issues relevant to the administration of the Charity

This section deals with any relevant legislation and cases that may come up during the year – the following issues being typical

- Data protection and the charity – relevance of the EU exit
- Social networking and charities
- Intellectual property

**SPEAKER: Louise Dunford** is a former senior lecturer at the University of Portsmouth specialising in employment and tort law. She has taught widely on professional update courses for solicitors and accountants and has been involved in teaching trainee accountants. She has published widely in leading academic journals. Louise is now an Employment Law and HR consultant.

SOUTH EAST					SOUTHERN				
Date	Tuesday 12 October				Date	Thurs 28 September			
Venue	Mercurie Maidstone Great Danes Hotel				Venue	Botley Park Hotel, Botley			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
		13:00	13:30	15:00 16:30			13:00	13:30	15:00
Course fee: £99+VAT See p4 for Flexi fee			Code: OC12B7		Course fee: £99+VAT See p4 for Flexi fee			Code: SE28B7	

# ACCOUNTING FOR AND AUDITING ACADEMY SCHOOLS

**SPEAKER: PETER HERBERT BSc FCA**

**OBJECTIVES:** This course will act as a refresher and an update on producing and auditing financial statements for Academy Schools. The latest Academies Accounts Direction and Financial Handbook will be explored in depth. Topical financial reporting issues will be covered in detail, with real Academy financial statements used throughout as a point of reference. The audit part of the session will focus on balancing efficiency and effectiveness when conducting the true and fair and regularity audits required by the Department for Education.

**WHO SHOULD ATTEND:** General practitioners who prepare and audit financial statements for Academy Schools.

## TOPICS:

- Updated governance requirements in the latest Financial Handbook
- Trustees and governance reports – key tips and traps
- Preparing the SOFA – completing the key rows and columns
- Fund accounting – similarities and differences compared to non-Academy charities
- Contentious disclosure issues (including trustees' remuneration) and how these are addressed
- The impact of changes in the latest Accounts Direction – aligning Academy accounts with FRS 102
- How to plan and perform an efficient Academy audit
- Conducting the Regularity audit – updated guidance from the latest Accounts Direction

**SPEAKER: Peter Herbert** began his career KPMG in Manchester where he specialised in accounts preparation and audit. He later spent 6 years working as a tutor at FTC (now Kaplan Financial). Since leaving FTC in 2003, Peter has specialised in the development and delivery of practical training programmes targeted at financial professionals in both the charitable and for-profit sectors. Peter acts as an advisor to a number of accountancy firms. In this capacity he is frequently called on to do quality control reviews of charity audit files and financial statements.

SOUTH EAST				
Date	Wednesday 14 June			
Venue	Gatwick Manor Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN14B7	

# DOCTORS, DENTISTS, THE TAXMAN AND YOU

**SPEAKER: BOB TRUNCHION MSc FCA CTA TEP**

**OBJECTIVES:** People often link dealing with the above two professions as being the same. Whilst there are similarities, this is fundamentally wrong – there are many differences and these can have considerable effects on the advice required. However, dealing with these professionals can be very rewarding. In this rapidly changing and increasingly competitive niche market, it is essential that accountants are aware of the most recent developments. The course is aimed at helping accountants to assist their clients in responding to the changes on both strategic and detailed levels.

**WHO SHOULD ATTEND:** Accountants already acting for this type of client, who have at least a basic knowledge of the subject, and are looking for a technical update and refresher. It will also be suitable for those who would like an understanding of the specific tax problems encountered by the health care sector.

## TOPICS:

- The course will look at the two niches on a compare and contrast basis and will not be 1 ½ hours on Doctors followed by 1 ½ hours on Dentists
- A recap on the Health Professional and the NHS. Before the tax is dealt with, the changing relationship between the GP or the dentist and the NHS must be considered
  - What structures can be awarded NHS contracts and which cannot!
  - Successions and sales - the rules
  - Goodwill implications arising from this
  - Superannuation and pensions
  - Partnership deeds - the main specialist financial clauses
  - Associates/performers
- Where are we with incorporation, hybrids, partnerships and other structures after all the changes and their tax implications?
- Specific operational tax problems - VAT, mileage, personal expenses and HMRC
- Surgeries - capital gains and capital allowances
- Inheritance Tax Planning - are you sure they get BPR?
- Stop press - the most recent developments arising out of the 2017 budget and related developments!

**SPEAKER: Bob Trunchion** is head of tax training at Macintyre Hudson Advisory Services and a tax partner in MHA Macintyre Hudson. He is ideally placed to bring his expertise to delegates seeking greater understanding of issues such as capital tax planning, the tax implications of buying and selling companies, and trusts and share valuation work. Bob brings genuine stature as well as keen intellectual insight to his training. He has a broad understanding of tax issues as they apply to industries such as the medical profession and agriculture.

SOUTH EAST				
Date	Weds 11 October			
Venue	Denbies Wine Estate, Dorking			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC11A7	

# SRA ACCOUNTS RULES: UPDATE ON THE NEW REPORTING REGIME AND THE NEW RULES

**SPEAKER: JANET TAYLOR ACA**

**OBJECTIVES:** To provide delegates with the most up to date guidance covering the work of the reporting accountant as well as the very latest on the SRA's rewrite of the Accounts Rules.

**WHO SHOULD ATTEND:** All partners and staff who have a reasonable knowledge of the rules and need to ensure they are confident of recognising the risk areas and reporting appropriately. The seminar will use case studies to highlight key issues.

## TOPICS:

- A review of how has the work and reporting has changed;
  - Feedback on the first key period under the new regime – what have we learnt so far?
- The latest guidance from the ICAEW and the SRA on risk and reporting issues arising, looking at where the Accountants can refine their approach, such as
  - Are there any areas the accountant is missing?
  - Are there areas where the accountants can be more efficient?
  - What are other firms doing?
  - Are there issues the accountant is reporting that the SRA deem in-significant?
- Case studies exercises and examples

The details of this part of the session will depend upon the stage of completion reached by the SRA (Looking to the Future - SRA Accounts Rules Review -consultation during Summer 2106)

- What are the (proposed) changes?
- What will they mean for the law firm and their reporting accountants?
- Effective dates for the changes

**SPEAKER: Janet Taylor** is a partner in Taylor Mowbray LLP. She spent over 10 years with a top 20 accounting firm heading up their specialist solicitors' group. A highly experienced presenter, Janet provides relevant and practical training on a number of financial issues for lawyers. She is also a regular presenter of Solicitors' Accounts Rules training to a wide range of accounting and law firms through in-house and public seminars. Clients have included several major international and national law firms as well as reporting accountants. Janet is also a committee member of the ICAEW's Solicitors Special Interest Group.

SOUTH EAST					SOUTHERN				
Date		Weds 15 March			Date		Thurs 23 February		
Venue		Denbies Wine Estate, Dorking			Venue		Solent Hotel, Whiteley, Fareham		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee				Code: MA15B7	Course fee: £99+VAT See p4 for Flexi fee				Code: FE23A7

# TAX ISSUES FOR FARMERS

**SPEAKER: ROS MARTIN BSc PhD CTA**

**OBJECTIVES:** This course will consider tax compliance and planning issues for clients in the farming industry

**WHO SHOULD ATTEND:** Partners and staff in small and medium sized practices with farming clients

## TOPICS:

- What is farming and why does it matter?
- Incorporation of farming and the use of corporate partners
- Farm diversification
- CGT issues for farmers including Entrepreneurs' relief issues
- APR and BPR update
- SDLT for farmers

**SPEAKER: Ros Martin** is a consultant and lecturer covering all aspects of direct tax and Stamp Duty Land Tax. She was an Inland Revenue fully trained Inspector until 2000 having worked in the Large Business Office as well as in the local district network. She left to become a consultant advising on tax planning for large and small businesses and individuals as well as dealing with full and aspect enquiry work. She has since branched out to include lecturing in her business. The consultancy work gives Ros a particular opportunity to understand the key issues of concerns for such professionals and consider the practical aspects of the application of legislation.

SOUTHERN				
Date	Tues 26 September			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE26A7	

# ACTING AS AN EXECUTOR

## SPEAKER: BOB TRUNCHION MSc FCA CTA TEP

### OBJECTIVES:

- With the age profile of the UK likely to be that of continuing ageing for the next two decades, the role of will and lifetime planning becomes a vital service for accountants. There are plenty of courses which consider that hugely important opportunities available when it comes to the relevant tax planning arising in this area. Few deal with the ramifications of dealing with the practical aspects of wills, death and subsequent administration of the estate.
- Further, in the past many practitioners have turned down opportunities to act as executors of clients' wills or helping with the administration of an estate due to difficulties in obtaining probate and, very often, the need to involve another professional as there were strict rules which precluded Accountants from doing certain parts of the probate process.
- The rules that relate to obtaining probate have now changed to allow some professionals other than solicitors to apply for grants of probate. However, this is not a blanket relaxation of the rules. However, with the ICAEW now able to "license" accountants to undertake some types of probate work and, despite the restrictions that remain, it is important that practitioners are able to participate in this profitable area, where you can provide a real and lasting service to your clients, and not turn such work away.
- This course outlines how an ICAEW member can set about undertaking this type of work and, just as importantly, why they should do so.

**WHO SHOULD ATTEND:** Anyone who wants to offer a complete service to clients by offering to be their executor or to help with the administration of their estate. It is not aimed at solicitors (although it will clearly look at the interactions and synergies between the professions) but the accountant with a reasonable understanding of the various taxes who is looking to expand their "offering" to clients especially in the light of the pressures caused by MTD (making tax digital). Attendance on the course does not count towards the training required by the ICAEW to become an "Authorised" individual for probate work.

### TOPICS:

- Introduction and the opportunities - what are the ICAEW rules regarding licensing firms and how would you set about becoming an authorised individual under their probate regulations
- It will look at the ICAEW guidance on when a firm needs to be licensed (mandatory from 1 August 2015) and the restrictions that remain for unlicensed firms
- Why should your firm look to offer these services?
- Who can be an executor and how far can you go - including when you should involve solicitors
- Why have wills and, as a professional executor, what should we look out for?
- What if there is no will?
- The 6 stages of probate- a brief introduction to demystify the process to see if it is something that you feel your firm should offer
- IHT and other forms
- Some tax and other planning points illustrated with practical examples
  - > Getting the right structures will and lifetime planning
  - > Thinking about what planning executors can do post death
  - > Thinking "outside the box" to achieve results

Please note this course is an introductory/refresher course – it is to look at what is involved and why you should consider undertaking this work – the course does not specifically count towards the training needed to satisfy the ICAEW that you have the competency to become an Authorised Individual – it will outline how you may go on to achieve this. It counts for CPD purposes generally and for those with the probate authorisation, it should count as specific CPD.

**SPEAKER: Bob Trunchion** is head of tax training at Macintyre Hudson Advisory Services and a tax consultant for MHA Macintyre Hudson. Bob brings genuine stature as well as keen intellectual insight to his training.

SOUTH EAST					SOUTHERN				
Date		Monday 9 October			Date		Thursday 6 April		
Venue		Gatwick Manor Hotel			Venue		Village Hotel Bournemouth		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee				Code: OC09A7	Course fee: £95+VAT See p4 for Flexi fee				Code: AP06B7

# VALUATION OF UNQUOTED COMPANY SHARES AND BUSINESSES

**SPEAKER: DAVID BOWES CTA (Fellow) FRICS**

**OBJECTIVES:** This course will cover all the major basic valuation concepts and principles, concentrating on the smaller to medium sized entities that comprise the overwhelming majority of businesses in the UK. This will assist practitioners to achieve agreement of the most advantageous values for their clients with HMRC, whilst also dealing with many valuation principles likely to be of application in non-tax situations, including the crucial issue of discounts.

**WHO SHOULD ATTEND:** All those in practice or in industry, whether beginners or occasional valuers, or Partners, Managers or staff, dealing with valuations on a regular basis and who feel that they would benefit from an update or refresher, dealing with the latest case law and valuation practice developments

## TOPICS:

- Valuations of smaller companies and unincorporated businesses
- Different types of shares
- Accounts' analysis
- Valuation methods – earnings, assets, dividend yield, industry customs
- Comparability
- Market value
- Tax valuations and negotiating with SAV
- Adjustments to profits
- Information for valuation purposes
- Goodwill

**SPEAKER: David Bowes** is a partner at Bruce Sutherland & Co, independent specialists in share and business valuation. He has had senior roles for some of the world's leading Accountancy firms, an AIM listed one, and was Director in charge of Share & Business Valuations at Chiltern plc, now part of BDO LLP. He has wide experience of valuations for all types and sizes of businesses, and purposes. He has also acted as single joint expert, is trained in and has provided expert evidence in court in tax, divorce, dispute and criminal cases, and the First Tier Tax Tribunal. David has made numerous conference presentations, both in the UK and overseas. He is author of valuation articles in leading professional publications, including LexisNexis Accounting and Tax Digests. Also the author of Tolley's Practical Share & Business Valuation.

SOUTH EAST					SOUTHERN				
Date		Weds 13 September			Date		Wednesday 10 May		
Venue		Mercure Maidstone, Great Danes Hotel			Venue		Solent Hotel, Whiteley, Fareham		
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee				Code: SE13B7	Course fee: £99+VAT See p4 for Flexi fee				Code: MY10B7

# REGULATORY REFRESHER: STAYING OUT OF PRISON, STAYING OUT OF TROUBLE

**SPEAKER: JOHN SELWOOD FCA**

**OBJECTIVES:** This course provides technical partners and their senior staff and sole practitioners with an update and topical refresher on regulation and compliance.

**WHO SHOULD ATTEND:** Technical partners and their senior staff and sole practitioners.

## TOPICS:

- Anti-money laundering
- Companies Act requirements
- Companies House filing
- Regulatory issues relevant to the professional accountancy bodies – such as getting engagement letters right, PI etc

**SPEAKER: John Selwood** is a Chartered Accountant and independent training consultant, who lectures for major accountancy practices, professional bodies, training companies and publishers. He speaks on financial reporting, auditing, money laundering and company law. Previously, he has been the technical partner for a top thirty firm of accountants and head of an accountancy network. John is a member of the ICAEWs Audit and Assurance Faculty's Practitioner Services Committee and has been involved with presenting and writing the material for the Audit & Assurance and Financial Reporting Faculty's Roadshows for a number of years. He also regularly writes for Audit & Beyond and is the author of Core Auditing Standards for Practitioners.

SOUTH EAST					SOUTHERN				
Date	Monday 15 May				Date	Thursday 30 March			
Venue	Denbies Wine Estate, Dorking				Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee					Course fee: £99+VAT See p4 for Flexi fee				
Code: MY15A7					Code: MA30A7				



# MONEY LAUNDERING: YOU AND YOUR CLIENTS UNDER THE NEW AML DIRECTIVE

**SPEAKER: BILL TELFORD BA FCA**

**OBJECTIVES:** The Proceeds of Crime Act and related legislation impose requirements on firms and individuals to report in certain circumstances or risk criminal sanction. In addition firms are required to have procedures in place to forestall money laundering. The new AML Directive is being implemented and with government and other initiatives it is important that everyone is aware of their responsibilities. As well as reviewing the core issues, this seminar will highlight changes being introduced by the revised AML directive and regulations, both for individuals and for firms

**WHO SHOULD ATTEND:** Partners and staff involved in general practice, and money laundering reporting officers and others with compliance responsibilities

**TOPICS:**

- Money laundering – an overview
  - The Proceeds of Crime Act – an overview
  - Terrorism and money laundering
  - The Bribery Act and its implications for money laundering
- Money laundering and the individual
  - Your responsibilities as an individual
    - Client identity due diligence
    - Reporting
    - Avoiding tipping off
  - Your responsibilities as auditor
    - ISA 240 (Fraud) and ISA 250 (Laws and Regulations) and interaction with Money Laundering
- Money laundering and the firm
  - The responsibilities of the MLRO or equivalent

**SPEAKER: Bill Telford** has spent more than 30 years in technical and training roles within the profession. He joined Baker Tilly as National Training Director in July 2000 and became a partner in March 2007. In September 2010 he became a freelance lecturer and training consultant whilst remaining a consultant with Baker Tilly. He is well known as an entertaining and authoritative lecturer, able to make auditing and financial reporting both practical and interesting, and relevant to the small and medium sized firm.

CROYDON				SOUTH EAST				SOUTHERN				THAMES																			
Date		Tuesday 23 May		Date		Tuesday 4 April		Date		Weds 4 October		Date		Wednesday 5 April																	
Venue		Hallmark Hotel Croydon Aerodrome		Venue		Mercure Maidstone, Great Danes Hotel		Venue		Basingstoke Country Hotel		Venue		Coppid Beech Hotel, Binfield, Bracknell																	
Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends	Time	Reg'n	Course starts	Coffee	Course ends												
	09:00	09:30	11:00	12:30		09:00	09:30	11:00	12:30		13:00	13:30	15:00	16:30		13:00	13:30	15:00	16:30												
Course fee: £99+VAT See p4 for Flexi fee				Code: MY23A7				Course fee: £99+VAT See p4 for Flexi fee				Code: AP04A7				Course fee: £99+VAT See p4 for Flexi fee				Code: OC04B7				Course fee: £99+VAT See p4 for Flexi fee				Code: AP05B7			

# HOW TO STAND OUT AND BE NOTICED AS MORE THAN JUST ANOTHER ACCOUNTANT

**SPEAKER: MARK LEE FCA**

**OBJECTIVES:** Do you struggle to differentiate yourself, your role or your practice from other accountants? This course will provide you with easy to adapt guidance that will enable you to STAND OUT positively online and face to face. You'll learn how to make it easier for other people to remember, refer and recommend you. Plus you'll find it easier to engage new clients too.

**WHO SHOULD ATTEND:** Accountants who want to get better results from their networking, social media activity and online presence.

## TOPICS:

- Why you need to STAND OUT in a positive way from others who do what you do
- The 4 suits approach to having more powerful conversations
- Key elements of effective online profiles
- 7 simple strategies to help ensure you are remembered, referred and recommended
- How to use LinkedIn for lead generation
- What accountants should and shouldn't

**SPEAKER: Mark Lee** is passionate about helping individual accountants to achieve more success in their careers and practices. He qualified as a chartered accountant in 1982 and was in practice until 2006. He worked for all sizes of firm including BDO in London who headhunted him from a smaller practice. In more recent years Mark has written and spoken for hundreds of firms and thousands of accountants. His blogposts and online articles have been viewed well over a million times. His talks and advice avoid fluff, hype and waffle. Rather they are always focused on what is practical and commercial.

SOUTHERN				
Date	Tuesday 6 June			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: JN06B7	

# MOVING INTO ADVISORY SERVICES WITHOUT FEELING UNCOMFORTABLE

**SPEAKER: MARK LEE FCA**

**OBJECTIVES:** Are you keen or reluctant to expand the services of your practice beyond recurring compliance work? This course will enable you to become a more effective and attractive accountant. You will come away more confident in your ability to provide clients with advice which will generate more fees for your practice without turning you into a consultant, mentor or business coach.

**WHO SHOULD ATTEND:** Sole practitioners, managers and partners responsible for growing the profitability of their practice.

**TOPICS:** At the end of the course you will:

- be able to talk about what you do in a unique and compelling way;
- want to meet with prospective clients as you'll know how to win them over;
- be able to plan and hold more effective meetings with prospects and clients;
- know how to secure new business at a fair fee;
- be keen to provide advisory services to clients and to charge appropriately;

In short, you will become a more effective and attractive accountant able and confident in providing clients with advice on business finances and so much more than recurring compliance work.

**SPEAKER: Mark Lee** is passionate about helping individual accountants to achieve more success in their careers and practices. He qualified as a chartered accountant in 1982 and was in practice until 2006. He worked for all sizes of firm including BDO in London who headhunted him from a smaller practice. In more recent years Mark has written and spoken for hundreds of firms and thousands of accountants. His blogposts and online articles have been viewed well over a million times. His talks and advice avoid fluff, hype and waffle. Rather they are always focused on what is practical and commercial.

SOUTH EAST				
Date	Tuesday 4 April			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: AP04B7	

# DOUBLE YOUR INCOME

## SPEAKER: MARK LLOYDBOTTOM FCA

*A one day seminar including a light lunch. It may be attended on the Flexiticket using 2 places or for a single fee of £165+VAT*

**OBJECTIVES:** This is a new dynamic one-day course which addresses what accounting firm owners should do to ensure a successful and profitable future in an era when compliance services are diminishing.

The income you enjoy today and the lifestyle you have when you retire depend on how well you manage your firm. Many accountants with firms as small as 6 people make the bottom line of £200,000 per owner per year or even £250,000 and more. This one day course shows how they do it without working any harder than the average accountant! Mark will share with delegates the most successful practice management techniques used by the "overachievers" among the hundreds of accounting firms with which he has worked.

**WHO SHOULD ATTEND:** Practitioners who are looking to increase their income and productivity.

### HOW WILL YOU BENEFIT?

Here are just a few ways:

- Increase your standard billing rates even in challenging economic environment
- Increase chargeable hours per staff member
- Turn unprofitable clients into money makers
- Reduce unplanned write-downs
- Increase client demand for your non-compliance services
- Learn how to be more effective in gaining new client engagements

### WHAT PREVIOUS DELEGATES HAVE SAID:

*"Best seminar in 10 years that I have attended"*

*"I've heard over hundred practice management presentations and this is the first one for a, long time that I've actually gained some usable nuggets of actionable information from"*

*"Mark is easy to listen to and challenges you to live, not think, outside the box"*

*"More practical ideas than any other "consultant" seminars I have attended. Practical vs "ivory tower" is always a winner"*

*"I came to this seminar because I cannot manage to increase my profits to where they need to be"*

**SPEAKER: Mark Lloydbottom** is acknowledged as a futurist who specialises in management planning and strategy for accounting firms. His programmes and consulting are based on over 25 years' experience as an accountant and consultant. He was an accountant to 16 years having started his own practice in Bristol in 1978. He is the founder of Practice Track and PracticeWeb and has also served on various committees with the ICAEW including Tomorrow's Practice and the Profitable and Sustainable reports. He was a non-executive director of SWAT for 10 years serving as chairman for the last three.

SOUTHERN				
Date	Wednesday 12 July			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Lunch	Course ends
	09:00	09:30	13:00-14:00	16:30
Course fee: £165+VAT See p4 for Flexi fee			Code: JY12D7	

# COMMUNICATING WITH IMPACT

**SPEAKER: PETER THATCHER FCA**

**OBJECTIVES:** All too often people come out of meetings wishing that they had presented their point of view in a different way so that other people would have taken more notice of their opinions and views. This course will help you to make a positive impact in all situations when communicating your ideas and opinions to other people.

**WHO SHOULD ATTEND:** Anyone wishing to improve their communication and presentation skills.

## TOPICS:

- Understanding your own strengths and weaknesses
- The importance of preparation and what to prepare
- Adapting your communication style
- Using appropriate influencing styles
- Developing emotional intelligence to enhance your message

**SPEAKER: Peter Thatcher** has been involved in training and consultancy for nearly 30 years and heads up Aptus Personal Development Consultants. He specialises in writing and presenting financial reporting workshops around the world to accountants from a wide range of business sectors. These workshops cover recent developments in UK and international financial reporting as well as providing in-depth analysis on specific technical issues. Peter also writes and delivers financial analysis, leadership and personal development programmes for a range of organisations based in the UK and overseas. He also acts as a personal coach and mentor to leaders and senior managers. For more information visit [www.apтусpdc.co.uk](http://www.apтусpdc.co.uk).

SOUTH EAST				
Date	Weds 20 September			
Venue	Gatwick Manor Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE20D7	

# HELPING OTHERS ACHIEVE

## SPEAKER: PETER THATCHER FCA

**OBJECTIVES:** It is a pre-requisite for any manager to have the desire to develop the technical and personal skills of those that they manage in order to maximise their contribution to their organisation. This course will consider alternative approaches to communication, motivation and coaching that take account of an individual's personal capability, commitment and self-confidence.

**WHO SHOULD ATTEND:** Anyone interested in improving management skills.

### TOPICS:

- Flexing your management style
- Understanding different personality types
- Delegating effectively
- Giving positive and hard feedback
- Motivating your team
- Coaching to improve personal performance

**SPEAKER: Peter Thatcher** has been involved in training and consultancy for nearly 30 years and heads up Aptus Personal Development Consultants. He specialises in writing and presenting financial reporting workshops around the world to accountants from a wide range of business sectors. These workshops cover recent developments in UK and international financial reporting as well as providing in-depth analysis on specific technical issues. Peter also writes and delivers financial analysis, leadership and personal development programmes for a range of organisations based in the UK and overseas. He also acts as a personal coach and mentor to leaders and senior managers. For more information visit [www.apтусpdc.co.uk](http://www.apтусpdc.co.uk).

CROYDON				
Date	Thurs 30 November			
Venue	Croydon Park Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: NO30D7	

# LEADING BY EXAMPLE

## SPEAKER: PETER THATCHER FCA

**OBJECTIVES:** “Leadership is example.” (Sir Peter de la Billière) “Example is leadership” (Albert Schweitzer). Whether they like it or not, leaders are role models and their behaviour is a reference point for those that they lead. Therefore, to be successful, leaders need to set the right example to encourage positive behaviours from the people that they lead.

**WHO SHOULD ATTEND:** Anyone who seeks to improve their leadership skills.

**TOPICS:** This course will cover:

- The differences between leadership and management
- The importance of leading by example
- The key attributes and behaviours for which a good example is essential including behaving with integrity, communicating with others, respecting others and being trustworthy and trusting

**SPEAKER: Peter Thatcher** has been involved in training and consultancy for nearly 30 years and heads up Aptus Personal Development Consultants. He specialises in writing and presenting financial reporting workshops around the world to accountants from a wide range of business sectors. These workshops cover recent developments in UK and international financial reporting as well as providing in-depth analysis on specific technical issues. Peter also writes and delivers financial analysis, leadership and personal development programmes for a range of organisations based in the UK and overseas. He also acts as a personal coach and mentor to leaders and senior managers. For more information visit [www.aptuspd.co.uk](http://www.aptuspd.co.uk).

SOUTHERN				
Date	Thurs 14 September			
Venue	Solent Hotel, Whiteley, Fareham			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: SE14B7	

# GOOD SPREADSHEET PRACTICE: EXCEL FUNDAMENTALS

## SPEAKER: SIMON HURST BA ACA

**OBJECTIVES:** Principle 3 of the ICAEW 20 Principles for good spreadsheet practice states: “Ensure that everyone involved in the creation or use of spreadsheets has an appropriate level of knowledge and competence”. This course seeks to cover that attendees have at least the required level of knowledge and competence.

**WHO SHOULD ATTEND:** This course is aimed at new or existing users of Excel who wish to ensure that they possess the skills and knowledge required to use Excel efficiently and safely while delivering effective and reliable end results. No particular prior knowledge is required. If you are already an experienced Excel user with a comprehensive understanding of a wide range of Excel features and functions then the course might be of limited direct benefit, although it might still be a useful guide to understanding what others working with spreadsheets in your organisation need to know. Examples will be based on Excel 2016 but where an earlier version (2007 onwards) differs substantially this will be highlighted on the course. The course is not hands-on but the course notes have been designed to provide step-by-step instructions for all the areas covered.

This course is suitable for the levels “Basic User to General User” under the ICAEW IT Faculty Spreadsheet Competency Framework. For more information visit [www.sesca.co.uk/scf.pdf](http://www.sesca.co.uk/scf.pdf).

### TOPICS:

- Excel anatomy: how everything fits together and how worksheets and workbooks should be set up to be as efficient and reliable as possible
- Formula fundamentals: cell references, calculations, brackets, what the dollar signs do and why it's essential that you know. The most common Excel formula mistake and why avoiding it will save you time, effort and grief. The importance of Excel Tables.
- Function fundamentals: What functions are and how to use them safely. Key functions SUM(), IF(), SUMIFS(), VLOOKUP()
- Effective formatting: cell formats, Styles, number and date formats, Conditional Formats, Charts and graphics
- Fundamental features: working with data, PivotTables, Data Validation
- Is it right? Testing your spreadsheet and building in checks and controls
- Tips and shortcuts – keyboard and other shortcuts to work more efficiently and impress your colleagues

**SPEAKER: Simon Hurst**, a Chartered Accountant has been involved in computer software for over 20 years. His training organisation, The Knowledge Base ([www.tkb.co.uk](http://www.tkb.co.uk)) provides a wide range of training and consultancy services to accountants and other professionals.

### **Discount fees for IT Faculty members**

*The courses on pages 73-78 if booked individually, are available to IT Faculty members for £60+VAT each. Phone 01737 223999 for more details.*



CROYDON				
Date	Monday 16 October			
Venue	Croydon Park Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
		09:00	09:30	11:00 12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: OC16A7	



# 100 WAYS TO MAKE EXCEL EASIER

## SPEAKER: SIMON HURST BA ACA

**OBJECTIVES:** This course is the 'sequel' to 'Using Excel to work smarter not harder' which looked at design ideas and introduced some less well-known Excel features. This course concentrates on a range of different tips and practical techniques for getting more out of Excel with less effort.

**WHO SHOULD ATTEND:** You certainly don't need to have attended the original 'Smarter not harder' course, though the two courses are designed to complement each other and if you did attend the first course, this is an ideal follow-up. Because the course concentrates on practical ideas for using Excel efficiently, rather than particularly advanced areas, most Excel users should find it useful. No particular prior knowledge is required beyond a basic understanding of Excel and how to create simple formulae. If you already have a good understanding of a wide range of Excel functions, make extensive use of range names and use lots of keyboard shortcuts then the course might be of less benefit (but you'd still be very welcome to attend). Examples will be based on Excel 2016 but where an earlier version (2007 onwards) differs substantially this will be highlighted on the course. The course is not hands-on but the course notes have been designed to provide step-by-step instructions for all the areas covered.

This course is suitable for the levels "Basic User to Creator" under the ICAEW IT Faculty Spreadsheet Competency Framework. For more information visit [www.sesca.co.uk/scf.pdf](http://www.sesca.co.uk/scf.pdf).

### TOPICS:

- 20 indispensable functions – from the simple to the slightly more complicated and including the hidden date function that *they* didn't want you to know about
- 20 better ways of working with formulae – important techniques to make Excel formulae do more and to make formulae easier to enter, easier to understand, easier to troubleshoot and easier to get right
- 10 quick wins. Techniques and Excel features to add value to your Excel spreadsheets – from improved formatting to the Excel camera
- 40 keyboard and mouse shortcuts – sometimes it's the simplest things that can save the most time
- Top 10 Excel tips – impress your colleagues and amaze friends and family - a countdown of the most useful Excel tips

**SPEAKER: Simon Hurst**, a Chartered Accountant has been involved in computer software for over 20 years. His training organisation, The Knowledge Base ([www.tkb.co.uk](http://www.tkb.co.uk)) provides a wide range of training and consultancy services to accountants and other professionals.

### **Discount fees for IT Faculty members**

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SOUTHERN				
Date	Thursday 23 March			
Venue	Basingstoke Country Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA23A7	

# 50 ADVANCED TECHNIQUES FOR CREATING INSPIRATIONAL SPREADSHEETS

**SPEAKER: SIMON HURST BA ACA**

**OBJECTIVES:** The course is designed to address some more advanced Excel features and capabilities that will be of use to those working with financial data. It is based on the very popular '100 ways to make Excel easier course' but, in the few cases where similar techniques are covered, this course will feature different or extended applications of those techniques. Some significant new features in recent versions of Excel will be covered, but most of the course will be relevant to users of any Excel version. The intention is to cover areas that provide real practical benefits including making spreadsheets more automatic, more reliable and also increasing their impact through improved presentation. Please note, the course is not hands-on but comprehensive notes will be provided to allow you to explore the areas covered in more detail.

**WHO SHOULD ATTEND:** The course will assume a familiarity with some Excel subjects, e.g.:

- Absolute and relative cell references
- Excel functions such as IF(), VLOOKUP(), SUMIF()
- Basic chart creation
- Basic PivotTables

This course is suitable for the levels "General User to Developer" under the ICAEW IT Faculty Spreadsheet Competency Framework. For more information visit [www.sesca.co.uk/scf.pdf](http://www.sesca.co.uk/scf.pdf).

Previous attendance on any existing SESCA Excel courses, or other similar courses, should provide adequate preparation for this course. If you already use complex financial functions, understand array formulae, make extensive use Excel form tools including PivotTables and write or edit VBA code then the course may well be of limited benefit to you.

**TOPICS:**

- Advanced use of functions – including using apparently simple functions to save hours of manual effort
- Excel formulae and techniques – including array formulae, alternatives to array formulae, advanced aspects of range names
- Macros and Visual Basic. Creating user defined functions, editing and writing macros. Increasing interactivity and automating spreadsheets with macros.
- Data analysis tools – working efficiently with external data and using extended data tools and PivotTable features
- Presentation – improving general spreadsheet presentation and making charts better. Using the latest Excel graphics features to create inspirational spreadsheets

**SPEAKER: Simon Hurst**, a Chartered Accountant has been involved in computer software for over 20 years. His training organisation, The Knowledge Base ([www.tkb.co.uk](http://www.tkb.co.uk)) provides a wide range of training and consultancy services to accountants and other professionals.

**Discount fees for IT Faculty members**

The courses on pages 73-78 if booked individually, are available to IT Faculty members for £60+VAT each. Phone 01737 223999 for more details.



THAMES				
Date	Thursday 18 May			
Venue	Coppid Beech Hotel, Binfield, Bracknell			
Time	Reg'n	Course starts	Coffee	Course ends
	13:00	13:30	15:00	16:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MY18B7	

# USING THE LATEST VERSIONS OF EXCEL TO REVOLUTIONISE YOUR SPREADSHEETS

**SPEAKER: SIMON HURST BA ACA**

**OBJECTIVES:** Since Excel 2007 and the introduction of the new ribbon interface, there have been many significant changes and new features introduced in each new version of Excel. Some of these features are so significant that they have the potential to completely transform how Excel is used and what it is capable of doing.

**WHO SHOULD ATTEND:** Users of Microsoft Excel that haven't yet upgraded to the latest version and are wondering whether they should. Users of Microsoft Excel that have recently upgraded and want to make sure they're getting the most out of the new version.

This course is suitable for the all levels under the ICAEW IT Faculty Spreadsheet Competency Framework. For more information visit [www.sesca.co.uk/scf.pdf](http://www.sesca.co.uk/scf.pdf).

## TOPICS:

- Excel enhancements – billions of cells, massively improved conditional formatting, fantastic new chart types and why getting 'Get & Transform' could transform how you use Excel
- Why 'Format as Table' might seem useless but could be one of the most significant changes
- Office 365 - moving Excel to the Cloud
- The Excel BI revolution – from spreadsheet to Business Intelligence engine. Slicers, Timelines, Sparklines, PowerPivot and animated 3D Maps with videos
- Excel 2013 and 2016 changes – how the latest versions of Excel extend Excel's capabilities even further
- Excel 2016 Power Pivot: how to get more dates with Excel

**SPEAKER: Simon Hurst**, a Chartered Accountant has been involved in computer software for over 20 years. His training organisation, The Knowledge Base ([www.tkb.co.uk](http://www.tkb.co.uk)) provides a wide range of training and consultancy services to accountants and other professionals.

## Discount fees for IT Faculty members

The courses on pages 73-78 if booked individually, are available to IT Faculty members for £60+VAT each. Phone 01737 223999 for more details.



SOUTH EAST				
Date	Tuesday 7 November			
Venue	Gatwick Manor Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: NO07A7	

# PRACTICAL EXCEL TECHNIQUES TO REDUCE SPREADSHEET RISK

**SPEAKER: SIMON HURST BA ACA**

**OBJECTIVES:** There is growing concern over the risks associated with the use of spreadsheets in all aspects of business. This course will concentrate on some practical tips and techniques to help reduce those risks. Some significant new features in Excel 2007 through to Excel 2016 will be covered, but most of the course will be relevant to users of any Excel version. The intention is to cover areas that provide real practical benefits which not only make spreadsheets more robust and more reliable, but also improve efficiency and performance.

Please note, the course is not hands-on but comprehensive notes will be provided to allow you to explore the areas covered in more detail.

**WHO SHOULD ATTEND:** The course should be useful to anyone who uses Excel or is responsible for the use of Excel in their organisation. It will cover both basic and advanced features in the context of the avoidance and detection of spreadsheet errors.

This course is suitable for the levels “General User to Creator” under the ICAEW IT Faculty Spreadsheet Competency Framework. For more information visit [www.sesca.co.uk/scf.pdf](http://www.sesca.co.uk/scf.pdf).

**TOPICS:**

- Firm foundations – how to design your spreadsheets to minimise the risk of errors. The basic Excel techniques and knowledge that underpin efficient and reliable spreadsheets.
- What not to use Excel for. Why Excel can't manage data. How best to get your data into Excel.
- Managing input – Data Validation and Protection
- Robust formulae – designing formulae to work reliably and adjust for changes
- Checks and controls – the Excel functions that can help spot errors for you and bring them to your attention
- Auditing tools – Excel's built in error-checking and why you shouldn't rely on it. The Formula Auditing tools and other techniques to reveal errors and inconsistencies.
- The workbook review and auditing tools introduced in Excel 2013

**SPEAKER: Simon Hurst**, a Chartered Accountant has been involved in computer software for over 20 years. His training organisation, The Knowledge Base ([www.tkb.co.uk](http://www.tkb.co.uk)) provides a wide range of training and consultancy services to accountants and other professionals.

**Discount fees for IT Faculty members**

The courses on pages 73-78 if booked individually, are available to IT Faculty members for £60+VAT each. Phone 01737 223999 for more details.



SOUTHERN			
Date	Thurs 14 September		
Venue	Solent Hotel, Whiteley, Fareham		
Time	Reg'n	Course starts	Course ends
	09:00	09:30	12:30
Course fee: £99+VAT See p4 for Flexi fee	Coffee		Code:
	11:00		SE14A7

# MORE POWER TO YOUR PIVOT: PRACTICAL USES FOR EXCEL PIVOT TABLES

**SPEAKER: SIMON HURST BA ACA**

**OBJECTIVES:** PivotTables are one of Excel's most powerful features but they seem to divide Excel users into fanatical advocates and those who just don't see the point. This course will explain how PivotTables can be useful to almost any Excel user. Starting with the basics of using a simple PivotTable to summarise financial data it will show how PivotTables can simplify a range of practical Excel tasks from identifying best selling products to consolidating branch data and acting as the engine for an automated performance dashboard.

Please note this is not a 'hands-on' course, but will provide practical advice, demonstrated through examples and with comprehensive documentation. The Examples will be based on Excel 2016 but where an earlier versions (2007 onwards) differs substantially this will be highlighted on the course.

**WHO SHOULD ATTEND:** If your use of Excel includes summarising, analysing, auditing and reporting on any form of financial data you should find this course of value.

This course is suitable for the levels "General User to Developer" under the ICAEW IT Faculty Spreadsheet Competency Framework. For more information visit [www.sesca.co.uk/scf.pdf](http://www.sesca.co.uk/scf.pdf).

## TOPICS:

- Introduction to PivotTables - from raw data to your top ten products in 5 minutes with no formulae
- Dealing with data - different ways of getting at your data and keeping it updated automatically. Consolidating data from different parts of your organisation
- Manipulating PivotTables - sorting, filtering, grouping and formatting
- Advanced techniques - ad hoc grouping, adding formulae and working with values
- PivotTable as report engine - using a PivotTable to automate the production of management reports
- Using a PivotTable to create an automated performance dashboard
- Latest PivotTable developments - conditional formatting, Excel 2010 slicers. PowerPivot, Power View, Power Map and Power Query (now known as 'Get & Transform' in Excel 2016) - possibly the most significant Microsoft Office development of the millennium?

**SPEAKER: Simon Hurst**, a Chartered Accountant has been involved in computer software for over 20 years. His training organisation, The Knowledge Base ([www.tkb.co.uk](http://www.tkb.co.uk)) provides a wide range of training and consultancy services to accountants and other professionals.

### **Discount fees for IT Faculty members**

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SOUTH EAST				
Date	Tuesday 21 March			
Venue	Mercure Maidstone, Great Danes Hotel			
Time	Reg'n	Course starts	Coffee	Course ends
	09:00	09:30	11:00	12:30
Course fee: £99+VAT See p4 for Flexi fee			Code: MA21C7	

DATE	COURSE	SPEAKER	D/S	VENUE	TIME	PG
21 FEB	CONVERTING FROM FRSE TO FRS 102 SECTION 1A: PRACTICAL CASE STUDY	G.LOVEDAY	SE	M	PM	46
22 FEB	ACCOUNTING BY MICRO SIZED COMPANIES	G.LOVEDAY	C	P	PM	40
23 FEB	SRA RULES UPDATE	J.TAYLOR	SO	S	AM	61
23 FEB	FRS 102 SECTION 1A AND THE FRCs "ENCOURAGEMENT" REGIME	G.LOVEDAY	SO	S	PM	47
02 MAR	NI/PAYE UPDATE	A.DURRANT	C	A	AM	12
02 MAR	A PRACTICAL APPROACH TO FORMS P11D	A.DURRANT	C	A	PM	13
08 MAR	NI/PAYE UPDATE	A.DURRANT	SE	C	AM	12
08 MAR	A PRACTICAL APPROACH TO FORMS P11D	A.DURRANT	SE	C	PM	13
10 MAR	MAKING TAX DIGITAL	D.WOOTTEN	SE	C	AM	29
14 MAR	NI/PAYE UPDATE	A.DURRANT	TV	CB	PM	12
14 MAR	MAKING TAX DIGITAL	D.WOOTTEN	TV	CB	AM	29
15 MAR	SRA RULES UPDATE	J.TAYLOR	SE	D	PM	61
16 MAR	NI/PAYE UPDATE	A.DURRANT	SO	S	AM	12
16 MAR	A PRACTICAL APPROACH TO FORMS P11D	A.DURRANT	SO	S	PM	13
21 MAR	MORE POWER TO YOUR PIVOT: PRACTICAL USES FOR EXCEL PIVOT TABLES	S.HURST	SE	M	AM	78
21 MAR	AUDITING FRS102 ACCOUNTS	G.LOVEDAY	SE	M	PM	51
21 MAR	CAPITAL TAXES UPDATE	M.WARD	TV	CB	AM	20
21 MAR	BUYING AND SELLING BUSINESSES: TAX IMPLICATIONS	G.MOONEY	TV	CB	PM	17
22 MAR	THE IMPACT OF RESIDENCY AND DOMICILE AND WHY IT MATTERS	R.MARTIN	SE	D	AM	24
22 MAR	FRS 102 SECTION 1A AND THE FRCs "ENCOURAGEMENT" REGIME	G.LOVEDAY	SE	D	PM	47
23 MAR	100 WAYS TO MAKE EXCEL EASIER	S.HURST	SO	B	AM	74
23 MAR	ACTING FOR THE SELF EMPLOYED	D.WOOTTEN	SO	B	PM	26
28 MAR	HOT TOPICS IN VAT	N.OWEN	SO	S	AM	30
28 MAR	TAX IMPLICATIONS OF CROSS BORDER TRADING FOR SMALLER BUSINESS	M.WARD	SO	S	PM	18
29 MAR	BUYING AND SELLING BUSINESSES: TAX IMPLICATIONS	M.WARD	SE	GM	AM	17
29 MAR	THE IMPACT OF THE NEW REGIME ON SPECIALIST AREAS: LLPs, CHARITIES, SMALL PENSION SCHEMES, LIMITED PARTNERSHIPS AND REGULATORY REFRESHER - STAYING OUT OF PRISON, STAYING OUT OF TROUBLE	M.ULRICH	SE	GM	PM	49
30 MAR	BUYING AND SELLING BUSINESSES: TAX IMPLICATIONS	M.WARD	SO	B	PM	17
04 APR	MONEY LAUNDERING: YOU AND YOUR CLIENTS UNDER THE NEW AML DIRECTIVE	B.TELFORD	SE	M	AM	66
04 APR	MOVING INTO ADVISORY SERVICES WITHOUT FEELING UNCOMFORTABLE	M.LEE	SE	M	PM	68
05 APR	MONEY LAUNDERING: YOU AND YOUR CLIENTS UNDER THE NEW AML DIRECTIVE	B.TELFORD	TV	CB	PM	66
06 APR	TAX PLANNING FOR SMALL BUSINESS	R.MARTIN	SO	VB	AM	11
06 APR	ACTING AS AN EXECUTOR	B.TRUNCHION	SO	VB	PM	63
19 APR	CHARITIES UPDATE	D.BAWTREE	C	P	AM	57
25 APR	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	SE	M	AM	37
25 APR	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	SE	M	PM	8
26 APR	AUDITING FRS 102 ACCOUNTS	G.LOVEDAY	SO	B	AM	51
26 APR	THE MORE "INTERESTING" AREAS OF FRS102 - PRACTICAL CONSIDERATIONS OF THE REQUIREMENTS	M.ULRICH	SO	B	PM	45
27 APR	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	C	P	AM	37
27 APR	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	C	P	PM	8
02 MAY	PAYROLL SERVICES FOR CLIENTS	A.DURRANT	SE	C	AM	14
02 MAY	TAX AND THE FAMILY	G.MOONEY	SE	C	PM	19
03 MAY	AUDIT & ACCOUNTING UPDATE	B.TELFORD	C	A	AM	35
03 MAY	TAX UPDATE	G.MOONEY	C	A	PM	7
04 MAY	ACTING FOR THE SELF EMPLOYED	D.WOOTTEN	TV	CB	PM	26
09 MAY	ACTING FOR THE SELF EMPLOYED	D.WOOTTEN	SE	M	AM	26
09 MAY	WEALTHY INDIVIDUALS TAX PLANNING	M.WARD	SE	M	PM	21

DATE	COURSE	SPEAKER	D/S	VENUE	TIME	PG
10 MAY	HOW DO I DEAL WITH.....? A PRACTICAL GUIDE TO DEALING WITH KEY AREAS OF ADVICE FOR OMBs	D.WOOTTEN	SO	S	AM	10
10 MAY	VALUATION OF UNQUOTED COMPANY SHARES AND BUSINESSES	D.BOWES	SO	S	PM	64
11 MAY	PAYROLL SERVICES FOR CLIENTS	A.DURRANT	SO	B	AM	14
11 MAY	WEALTHY INDIVIDUALS TAX PLANNING	M.WARD	SO	B	PM	21
12 MAY	TOPICAL ISSUES IN INSOLVENCY ♦	VARIOUS	SE	D	D	83
15 MAY	REGULATORY REFRESHER - STAYING OUT OF PRISON, STAYING OUT OF TROUBLE	J.SELWOOD	SE	D	AM	65
15 MAY	TAX IMPLICATIONS OF CROSS BORDER TRADING FOR SMALLER BUSINESS	M.WARD	SE	D	PM	18
16 MAY	A PRACTICAL TAX UPDATE FOR RETURNERS	A.DURRANT	SO	S	AM	9
16 MAY	A PRACTICAL ACCOUNTING UPDATE FOR RETURNERS	K.McCAFFREY	SO	S	PM	38
17 MAY	ACCOUNTING & FINANCIAL REPORTING UPDATE	S.HENSHAW	SO	BP	AM	36
17 MAY	TAX UPDATE	B.TRUNCHION	SO	BP	AM	7
17 MAY	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	SO	BP	PM	35
17 MAY	TAX UPDATE	B.TRUNCHION	SO	BP	PM	7
18 MAY	50 ADVANCED TECHNIQUES FOR CREATING INSPIRATIONAL SPREADSHEETS	S.HURST	TV	CB	PM	75
19 MAY	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	SO	BP	AM	37
19 MAY	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	SO	BP	PM	8
23 MAY	MONEY LAUNDERING: YOU AND YOUR CLIENTS UNDER THE NEW AML DIRECTIVE	B.TELFORD	C	A	AM	66
23 MAY	VAT ON LAND AND PROPERTY	N.OWEN	C	A	PM	33
24 MAY	HOT TOPICS IN VAT	N.OWEN	SE	M	AM	30
24 MAY	TRUSTS: A PRACTICAL UPDATE AND GUIDE FOR PRACTITIONERS	A.FISHER	SE	M	PM	23
25 MAY	CAPITAL TAXES UPDATE	M.WARD	SO	B	AM	20
25 MAY	VAT ON LAND AND PROPERTY	N.OWEN	SO	B	PM	33
06 JUN	PARTNERSHIP TAX PLANNING	T.GOOD	SO	S	AM	27
06 JUN	HOW TO STAND OUT AND BE NOTICED AS MORE THAN JUST ANOTHER ACCOUNTANT	M.LEE	SO	S	PM	67
07 JUN	HOW DO I DEAL WITH.....? A PRACTICAL GUIDE TO DEALING WITH KEY AREAS OF ADVICE FOR OMBs	D.WOOTTEN	SE	C	PM	10
08 JUN	PROPERTY TAX ISSUES	D.WOOTTEN	C	P	AM	28
08 JUN	FRS102 - HOW IS IT GOING SO FAR?	G.LOVEDAY	SO	VB	AM	42
08 JUN	THE IMPACT OF RESIDENCY AND DOMICILE AND WHY IT MATTERS	R.MARTIN	SO	VB	PM	24
13 JUN	EMPLOYMENT V SELF EMPLOYMENT	R.MARTIN	C	P	AM	25
13 JUN	FRS 102 PRACTICAL CASE STUDIES	G.LOVEDAY	C	P	PM	44
14 JUN	ACCOUNTING FOR AND AUDITING ACADEMY SCHOOLS	P.HERBERT	SE	GM	PM	59
15 JUN	YOUR AUDIT FILE AND REVISED STANDARDS	B.TELFORD	SO	B	AM	53
15 JUN	PROPERTY TAX ISSUES	D.WOOTTEN	SO	B	PM	28
20 JUN	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	SE	D	AM	37
20 JUN	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	SE	D	PM	8
21 JUN	ACCOUNTING & FINANCIAL REPORTING UPDATE	S.HENSHAW	SE	M	AM	36
21 JUN	TAX UPDATE	G.MOONEY	SE	M	AM	7
21 JUN	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	SE	M	PM	35
21 JUN	TAX UPDATE	G.MOONEY	SE	M	PM	7
22 JUN	VAT ON CHARITIES: NEGOTIATING THE MINEFIELD	N.OWEN	SE	GM	AM	32
26 JUN	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	TV	SC	AM	37
26 JUN	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	TV	SC	PM	8
27 JUN	ACCOUNTING & FINANCIAL REPORTING UPDATE	S.HENSHAW	SE	C	AM	36
27 JUN	TAX UPDATE	M.WARD	SE	C	PM	7
28 JUN	CORPORATION TAX UPDATE	G.MOONEY	SO	S	AM	15
28 JUN	PENSIONS AND TAX PLANNING - THE WORLD TURNED UPSIDE DOWN	B.TRUNCHION	SO	S	PM	22
29 JUN	INSOLVENCY CONFERENCE ♦	VARIOUS	SE	SU	C	83
04 JUL	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	TV	SC	AM	35
04 JUL	TAX UPDATE	M.WARD	TV	SC	PM	7

DATE	COURSE	SPEAKER	D/S	VENUE	TIME	PG
05 JUL	TAX PLANNING FOR SMALL BUSINESS	M.WARD	SE	M	AM	11
05 JUL	HAVE RECENT CHANGES IMPACTED ON INCORPORATION?	R.MARTIN	SE	M	PM	16
06 JUL	MAKING TAX DIGITAL	D.WOOTTEN	C	A	PM	29
11 JUL	YOUR AUDIT FILE AND REVISED STANDARDS	B.TELFORD	SE	M	PM	53
12 JUL	DOUBLE YOUR INCOME	M.LLOYDBOTTOM	SO	S	D	69
07 SEP	TAXATION CONFERENCE ♦	VARIOUS	SE	KU	C	83
12 SEP	MAKING TAX DIGITAL	D.WOOTTEN	SO	S	PM	29
13 SEP	VALUATION OF UNQUOTED COMPANY SHARES AND BUSINESSES	D.BOWES	SE	M	PM	64
14 SEP	PRACTICAL EXCEL TECHNIQUES TO REDUCE SPREADSHEET RISK	S.HURST	SO	S	AM	77
14 SEP	LEADING BY EXAMPLE	P.THATCHER	SO	S	PM	72
19 SEP	EMPLOYMENT & BUSINESS LAW UPDATE	L.DUNFORD	TV	CB	AM	56
19 SEP	PREPARING AND AUDITING CASH FLOW STATEMENTS UNDER FRS 102	G.LOVEDAY	TV	CB	PM	48
20 SEP	HOW DO I DEAL WITH.....? A PRACTICAL GUIDE TO DEALING WITH KEY AREAS OF ADVICE FOR OMBs	D.WOOTTEN	C	A	AM	10
20 SEP	CAPITAL TAXES UPDATE	R.MARTIN	C	A	PM	20
20 SEP	ANNUAL IFRS UPDATE	G.LOVEDAY	SE	GM	AM	39
20 SEP	COMMUNICATING WITH IMPACT	P.THATCHER	SE	GM	PM	70
21 SEP	A PRACTICAL TAX UPDATE FOR RETURNERS	A.DURRANT	SE	M	AM	9
21 SEP	A PRACTICAL ACCOUNTING UPDATE FOR RETURNERS	K.McCAFFREY	SE	M	PM	38
26 SEP	TAX ISSUES FOR FARMERS	R.MARTIN	SO	B	AM	62
26 SEP	PREPARING AND AUDITING CASH FLOW STATEMENTS UNDER FRS 102	G.LOVEDAY	SO	B	PM	48
27 SEP	INTERNATIONAL VAT ISSUES INCLUDING ONLINE TRADING	N.OWEN	TV	CB	AM	31
27 SEP	EMPLOYMENT V SELF EMPLOYMENT	R.MARTIN	TV	CB	PM	25
28 SEP	CHARITIES UPDATE	D.BAWTREE	SO	BP	AM	57
28 SEP	CHARITIES LEGAL UPDATE	L.DUNFORD	SO	BP	PM	58
03 OCT	PROPERTY TAX ISSUES	D.WOOTTEN	SE	M	AM	28
03 OCT	THE MORE "INTERESTING" AREAS OF FRS102 - PRACTICAL CONSIDERATIONS OF THE REQUIREMENTS	M.ULRICH	SE	M	PM	45
04 OCT	THE TAX IMPLICATIONS OF FRS 102 AND NEW UK GAAP	J.SELWOOD	SO	B	AM	50
04 OCT	MONEY LAUNDERING: YOU AND YOUR CLIENTS UNDER THE NEW AML DIRECTIVE	B.TELFORD	SO	B	PM	66
05 OCT	TRUSTS: A PRACTICAL UPDATE AND GUIDE FOR PRACTITIONERS	A.FISHER	SO	S	AM	23
05 OCT	FRS 102 PRACTICAL CASE STUDIES	G.LOVEDAY	SO	S	PM	44
06 OCT	TOPICAL ISSUES IN INSOLVENCY ♦	VARIOUS	SE	D	D	83
09 OCT	ACTING AS AN EXECUTOR	B.TRUNCHION	SE	GM	AM	63
09 OCT	THE AUDITOR'S RESPONSIBILITIES CONCERNING FRAUD	G.LOVEDAY	SE	GM	PM	54
10 OCT	FINANCIAL REPORTING AND REGULATION OF AUDIT EXEMPT COMPANIES	J.SELWOOD	TV	CB	AM	41
10 OCT	CORPORATION TAX UPDATE	G.MOONEY	TV	CB	PM	15
11 OCT	WEALTHY INDIVIDUALS TAX PLANNING	G.MOONEY	C	A	PM	21
11 OCT	DOCTORS, DENTISTS, THE TAXMAN AND YOU	B.TRUNCHION	SE	D	AM	60
11 OCT	EMPLOYMENT V SELF EMPLOYMENT	R.MARTIN	SE	D	PM	25
12 OCT	CHARITIES UPDATE	D.BAWTREE	SE	M	AM	57
12 OCT	CHARITIES LEGAL UPDATE	L.DUNFORD	SE	M	PM	58
16 OCT	GOOD SPREADSHEET PRACTICE - EXCEL FUNDAMENTALS	S.HURST	C	P	AM	73
16 OCT	EMPLOYMENT & BUSINESS LAW UPDATE	L.DUNFORD	C	P	PM	56
17 OCT	THE IMPACT OF THE NEW REGIME ON SPECIALIST AREAS: LLPs, CHARITIES, SMALL PENSION SCHEMES, LIMITED PARTNERSHIPS AND	M.ULRICH	SO	S	AM	49
17 OCT	HAVE RECENT CHANGES IMPACTED ON INCORPORATION?	R.MARTIN	SO	S	PM	16
18 OCT	EMPLOYMENT & BUSINESS LAW UPDATE	L.DUNFORD	SE	C	AM	56
18 OCT	CAPITAL TAXES UPDATE	R.MARTIN	SE	C	PM	20
19 OCT	HOT TOPICS IN VAT	N.OWEN	TV	CB	AM	30
19 OCT	CHARITIES UPDATE	D.BAWTREE	TV	CB	PM	57
30 OCT	ANNUAL IFRS UPDATE	G.LOVEDAY	SO	S	PM	39
31 OCT	FRS 102 PRACTICAL CASE STUDIES	G.LOVEDAY	TV	CB	PM	44



DATE	COURSE	SPEAKER	D/S	VENUE	TIME	PG
01 NOV	A-Z OF FRS 102 - 26 INTERESTING AND RELEVANT FACTS ABOUT THE REQUIREMENTS OF FRS102	G.LOVEDAY	SE	D	AM	43
01 NOV	PENSIONS AND TAX PLANNING - THE WORLD TURNED UPSIDE DOWN	B.TRUNCHION	SE	D	PM	22
02 NOV	ACCOUNTING & FINANCIAL REPORTING UPDATE	S.HENSHAW	SO	BP	AM	36
02 NOV	TAX UPDATE	G.MOONEY	SO	BP	AM	7
02 NOV	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	SO	BP	PM	35
02 NOV	TAX UPDATE	G.MOONEY	SO	BP	PM	7
07 NOV	USING THE LATEST VERSIONS OF EXCEL TO REVOLUTIONISE YOUR SPREADSHEETS	S.HURST	SE	GM	AM	76
07 NOV	EFFICIENT AUDITING AND THE CLARITY ISAs	J.SELWOOD	SE	GM	PM	52
08 NOV	AUDIT & ACCOUNTING UPDATE	B.TELFORD	C	A	AM	35
08 NOV	TAX UPDATE	G.MOONEY	C	A	PM	7
09 NOV	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	SE	C	AM	35
09 NOV	TAX UPDATE	G.MOONEY	SE	C	PM	7
09 NOV	THE TAX IMPLICATIONS OF FRS 102 AND NEW UK GAAP	J.SELWOOD	TV	CB	AM	50
15 NOV	ACCOUNTING & FINANCIAL REPORTING UPDATE	S.HENSHAW	SE	M	AM	36
15 NOV	TAX UPDATE	G.MOONEY	SE	M	AM	7
15 NOV	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	SE	M	PM	35
15 NOV	TAX UPDATE	G.MOONEY	SE	M	PM	7
16 NOV	HOT TOPICS IN VAT	N.OWEN	C	P	PM	30
16 NOV	CORPORATION TAX UPDATE	G.MOONEY	SE	C	PM	15
21 NOV	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	SE	M	AM	37
21 NOV	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	SE	M	PM	8
21 NOV	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	TV	SC	AM	35
21 NOV	TAX UPDATE	G.MOONEY	TV	SC	PM	7
23 NOV	EMPLOYMENT & BUSINESS LAW UPDATE	L.DUNFORD	SO	S	AM	56
23 NOV	EFFICIENT AUDITING AND THE CLARITY ISAs	J.SELWOOD	SO	S	PM	52
28 NOV	AUDIT & ACCOUNTING UPDATE	S.HENSHAW	SO	VB	AM	35
28 NOV	TAX UPDATE	B.TRUNCHION	SO	VB	PM	7
28 NOV	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	TV	SC	AM	37
28 NOV	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	TV	SC	PM	8
29 NOV	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	SE	D	AM	37
29 NOV	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	SE	D	PM	8
29 NOV	TAX AND THE FAMILY	R.MARTIN	SO	B	PM	19
30 NOV	CORPORATION TAX UPDATE	M.WARD	C	P	AM	15
30 NOV	HELPING OTHERS ACHIEVE	P.THATCHER	C	P	PM	71
30 NOV	ACCOUNTING UPDATE FOR ACCOUNTANTS IN BUSINESS	G.LOVEDAY	SO	BP	AM	37
30 NOV	TAX UPDATE FOR ACCOUNTANTS IN BUSINESS	M.INGLES	SO	BP	PM	8

**KEY:** ◆ = Events not available on the Flexiticket

**AM** = 09:30 – 12:30 **PM** = 13:30 – 16:30 **D** = Day course – timings vary – see individual course information

**C** = Residential conference - timings vary – see individual course information

## KEEP TRACK OF YOUR CPD

To help you keep your CPD records up to date we send to every delegate on the Flexiticket scheme an annual report in January, of courses attended in the previous 12 months. Reports can be requested at any time of the year.



## VENUES: Set out below is information on all our venues.

Directions to all venues are available on the website [www.sesca.co.uk/venues](http://www.sesca.co.uk/venues)

### CROYDON

HALLMARK HOTEL LONDON CROYDON AERODROME	A	680 PURLEY WAY, CROYDON, SURREY CR9 4LT TEL: 020 8680 1999
CROYDON PARK HOTEL	P	7 ALTYRE RD, CROYDON, CR9 5AA TEL: 020 8680 9200

### SOUTH EASTERN

MERCURE MAIDSTONE GREAT DANES HOTEL	M	ASHFORD RD, HOLLINGBOURNE, MAIDSTONE, ME17 1RE TEL: 01622 631163
UNIVERSITY OF KENT	KU	KENT UNIVERSITY, CANTERBURY CT2 7LX TEL: 01227 828000
GATWICK MANOR HOTEL	GM	LOWFIELD HEATH, CRAWLEY RH10 9ST TEL: 01293 866619
COPTHORNE HOTEL EFFINGHAM GATWICK	C	WEST PARK ROAD, COPTHORNE, EFFINGHAM, WEST SUSSEX RH10 3EU TEL: 01342 714994
DENBIES WINE ESTATE	D	LONDON ROAD, DORKING, RH5 6AA TEL: 01306 876616
SURREY UNIVERSITY	SU	UNIVERSITY OF SURREY, GUILDFORD GU2 5XH. TEL: 01483 686767

### SOUTHERN

BOTLEY PARK HOTEL	BP	BOORLEY GREEN, BOTLEY, SO32 2UA TEL: 01489 780888
SOLENT HOTEL	S	ROOKERY AVENUE, WHITELEY, FAREHAM, PO15 7AJ TEL: 01489 880000
VILLAGE HOTEL, BOURNEMOUTH	VB	WESSEX FIELDS, DEANSLEIGH ROAD, BOURNEMOUTH BH7 7DZ TEL: 0871 2224573
BASINGSTOKE COUNTRY HOTEL	B	SCURES HILL, NATELY SCURES NR. HOOK RG27 9JS TEL: 01256 764161

### THAMES VALLEY

COPPID BEECH	CB	JOHN NIKE WAY, BINFIELD, BRACKNELL, BERKSHIRE RG12 8TF TEL: 01344 303333
SINDLESHAM COURT	SC	MOLE ROAD, SINDLESHAM, WOKINGHAM, BERKSHIRE RG41 5EA TEL: 0118 978 3902

#### SESCA ANNUAL RESIDENTIAL TAX CONFERENCE 7-9 September at The University of Kent, Canterbury

A two and a half day residential conference providing an intensive update on taxation for general practitioners as well as specialists and accountants in business. For more details [www.sesca.co.uk/conferences](http://www.sesca.co.uk/conferences)

#### SESCA ANNUAL RESIDENTIAL INSOLVENCY CONFERENCE 29 – 30 June at Surrey University, Guildford

A value for money update over one and a half days, for Insolvency Practitioners covering a wide range of technical and professional issues. For more details visit [www.sesca.co.uk/conferences](http://www.sesca.co.uk/conferences)

#### TOPICAL ISSUES IN INSOLVENCY 12 May and 6 October at Denbies Wine Estate, Dorking

Spring and Autumn one day seminars providing technical and professional updating for Insolvency Practitioners and their senior staff on a range of topical issues.  
For more information visit [www.sesca.co.uk/insolvency](http://www.sesca.co.uk/insolvency)

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