



**SOUTH EAST LONDON AREA SOCIETY  
OF CHARTERED ACCOUNTANTS**

**Handbook**

**and**

**Courses**

**2011**

*Attendance at SELAS events may contribute to your CPD requirements under the terms of your professional body's CPD policy. See [www.icaew.co.uk/cpd](http://www.icaew.co.uk/cpd) or [www.accaglobal.com/cpd](http://www.accaglobal.com/cpd) for details.*

## Committee Members

Malcolm Bacchus ( <i>ICAEW Council Member</i> )	020 7635 9421
Richard Durrant	020 8460 3232
Susan Field ( <i>ICAEW Council Member; ASDAC representative</i> )	020 8694 8004
Nigel Hewson ( <i>Vice Chairman</i> )	01689 838 348
Graham Iliffe	020 8650 4953
Deborah Kelledy ( <i>Treasurer</i> )	020 8462 1982
Philip Landergan ( <i>Main Committee representative</i> )	020 8856 2080
William Mantz ( <i>Chairman, Member Discussion Group Chairman</i> )	020 8671 1446

## Administrator

Gina Raggett	<a href="mailto:selasgr@hotmail.com">selasgr@hotmail.com</a>	020 8852 9772 07790 181 729
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## Website

[www.icaew.com/lscs](http://www.icaew.com/lscs) (Area Societies: South East London)

### CLARKSON WRIGHT & JAKES LLP Lawyers That Make Sense



Clarkson Wright & Jakes LLP  
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CWJ is a modern law firm with a reputation built up over five generations. We serve both individuals and commercial clients in the following areas:

- Corporate & Commercial
- Employment
- Commercial Litigation
- Commercial Property
- Family
- Private Client
- Personal Injury
- Clinical Negligence

When you next need legal advice, give us a call; your initial discussion will be on a no obligation basis.

For more information call

Amanda Mehlin  
01689 887808  
[amanda.mehlin@cwj.co.uk](mailto:amanda.mehlin@cwj.co.uk)  
or visit us at [www.cwj.co.uk](http://www.cwj.co.uk)

Crowe Clark Whitehill LLP is pleased to work alongside SELAS members to help, support and resolve their tax problems.

Any queries should be made to Doug Sinclair, Tax Director on either 020 7842 7263 (mobile – 07979 982 298) or Sean Wakeman, Tax Partner on 020 7842 7285.

Please remember to identify yourself as a SELAS member.

Crowe Clark Whitehill LLP (formerly Horwath Clark Whitehill LLP) is a top 20 UK accountancy firm with over 70 Partners and 500 staff in eight offices in the UK.

The firm is the UK member of Crowe Horwath International, one of the largest global professional service organisations.

Crowe Clark Whitehill's tax services include a comprehensive tax compliance, planning and advisory service to a wide range of businesses, professional practices, not for profit organisations, corporates and private clients. So whether your clients wish to set up a tax-efficient remuneration package for their staff, or they are looking to extract funds from their business, our advisers have the knowledge and experience to help.

Crowe Clark Whitehill will provide up to 15 minutes of free telephone assistance and to the extent that further time is required to resolve the issue, the specialist will provide a quote to engage either with the SELAS member or direct with the client.

The primary contact for SELAS members at Crowe Clark Whitehill is Doug Sinclair. Doug is a former Inspector of Taxes who worked for the former Inland Revenue for over 13 years. Since leaving, Doug has been advising clients (individuals and companies) who have been the subject of tax enquiries. Doug has also successfully assisted several clients who wished to make disclosures to the tax authorities under the terms of the New Disclosure Facility and is currently helping clients with disclosures under the Liechtenstein Disclosure Facility.

Crowe Clark Whitehill LLP specialises in 5 areas of excellence: Corporate, Not for Profit, Professional Practices, Pensions Funds and Private Clients. For full details, visit the website at [www.croweclarkwhitehill.co.uk](http://www.croweclarkwhitehill.co.uk)

## Free Members' Meetings

7.30pm – 9.00pm unless otherwise indicated. Meetings are held at The Crown, 117 Burnt Ash Hill, London SE12 0AJ (see map inside back cover). Talks are free to SELAS members who may bring a guest. Attendance may contribute to CPD requirements under the terms of your professional body's CPD policy.

Thursday 17 February 2011	PENSIONS UPDATE Kevin Hains <i>Francis Townsend and Hayward</i>
Thursday 17 March 2011	COMMUNITY CARE ISSUES Jeremy Groeger-Wilson and colleagues <i>Clarkson Wright &amp; Jakes LLP</i>
Thursday 28 April 2011	BUDGET UPDATE Gareth Waterworth <i>Dixon Wilson Chartered Accountants</i>
Thursday 26 May 2011	HEALTH AND SAFETY ISSUES Speaker tba <i>Peninsula</i>
Thursday 16 June 2011	ANNUAL GENERAL MEETING* (7.00pm) followed by Q&A with Doug Sinclair and colleagues <i>Crowe, Clark, Whitehill LLP</i>
Thursday 21 July 2011	COMPANIES HOUSE UPDATE Neil Butler <i>Companies House</i>
Thursday 29 September 2011	E-CRIME: STAY SAFE ONLINE Dr Stephen Hill <i>Fraud Advisory Panel</i>
Thursday 27 October 2011	EMPLOYMENT LAW UPDATE William Addis <i>Clarkson Wright &amp; Jakes LLP</i>
Thursday 24 November 2011	EMPLOYMENT AND BENEFIT TAXES Gareth Waterworth <i>Dixon Wilson Chartered Accountants</i>

### ANNUAL GENERAL MEETING

\*The 2011 SELAS AGM will take place on  
**Thursday 16 June at 7.00pm**

The meeting will be followed at 7.30pm by a session at which members will have the opportunity to meet and put questions to representatives from Crowe, Clark Whitehill plc

Q: where can I get answers to my technical questions?

A: Dixon Wilson, of course

Dixon Wilson, the answer to all your specialist accountancy, tax and strategic planning questions.



Dixon Wilson is a leading accountancy firm, specialising in providing accountancy, audit, tax and strategic planning advice to private clients, companies, entrepreneurs and their businesses.

We provide a free helpline for all SELAS members to assist with specialist enquiries which might be outside their day-to-day experience.

If you have a technical question, call Gareth Waterworth now, on 020 7680 8100 or 07800 682 513 or email him at: [garethwaterworth@dixonwilson.co.uk](mailto:garethwaterworth@dixonwilson.co.uk).



Gareth Waterworth  
Consultant  
Dixon Wilson

[www.dixonwilson.co.uk](http://www.dixonwilson.co.uk)  
020 7680 8100

DIXON WILSON  
CHARTERED ACCOUNTANTS

## Support Members

ICAEW has set up a network of voluntary support members to provide immediate help to chartered accountants with a problem. They offer a confidential, non-judgmental person-to-person or telephone counselling service to members of any age and in all areas of professional activity. Support members are not subject to the duty to report.

Our representative is: Susan Field 020 8694 8004

*If you do not wish to speak to a representative in the SELAS area, details of those in other areas may be obtained from the ICAEW. Call free 24/7 on 0800 917 3526 or email [support.members@icaew.com](mailto:support.members@icaew.com).*

## Member Discussion Group

The Member Discussion Group is open to all SELAS members regardless of whether they are practitioners or not. This is an extremely lively and popular event at which participants are encouraged to raise matters of concern within their professional sphere in order to seek guidance or possible solutions from other members of the Group.

The Group also operates an email network which is available to all members should any problems arise between the monthly meetings. There is no charge and no formal membership: just turn up on the day. Contact the Administrator or the Discussion Group chairman – William Mantz (020 8671 1446 or [williammantz@btconnect.com](mailto:williammantz@btconnect.com)) – for advance details.

Meetings are held on the second Wednesday of the month throughout the year from **7.00pm** until **9.00pm** in the upstairs Function Room at The Crown PH, 117 Burnt Ash Hill, London SE12 0AJ. See inside back cover for 2011 dates.

**SELAS 2011**

**ANNUAL SUBSCRIPTION**

**AND**

**COURSES APPLICATION FORMS**



## ANNUAL SUBSCRIPTION AND COURSES APPLICATION FORM - 2011

The annual subscription for January - December 2011 is £45. This entitles members to attend Free Members' Meetings and the Member Discussion Group, to use the Helplines and to obtain the reduced fee rate for courses. Annual subscription for retired members is £7.50. A single annual subscription covers all employees of the same company. **SEE BACK PAGE OF THIS FORM FOR MORE!**

<u>Course Fees</u>	<u>SELAS Members</u> £	<u>Non Members</u> £
Individual courses booked	55 per course	65 per course
If 5/6/7 booked	45 per course	55 per course

### 1) I wish to subscribe to the following SELAS courses in 2011:

<u>Date</u>	<u>Subject</u>	<u>No of places</u>	<u>Cost</u>
1 March	<b>Acting for the Higher Rate Taxpayer</b>	.....	.....
31 March	<b>Powers, Penalties, Procedures and PI</b>	.....	.....
5 May	<b>Audit and Accountancy Update</b>	.....	.....
28 June	<b>Retirement Taxes</b>	.....	.....
6 September	<b>How to Run Your Business Effectively</b>	.....	.....
20 October	<b>Hot Topics in VAT</b>	.....	.....
15 November	<b>Corporation Tax Refresher</b>	.....	.....
<b>Total No of Courses</b>		.....	£ _____

### 2) I wish to take out/renew my subscription to SELAS for 2011 (£45)

**TOTAL** £ \_\_\_\_\_

#### Notes

- 1 - An alternative delegate may be substituted for the one named on the application form
- 2 - Fees are not refundable unless the course content, speaker or venue varies from the published programme
- 3 - Please note that membership of ICAEW does not include SELAS membership

**2011 Subscription/Courses application form (continued)**

**Please complete the details below and on the previous page and send\* with your cheque made payable to SELAS to:**

Mrs Gina Raggett, SELAS Administrator, 23 Pagoda Gardens, London SE3 0UX  
Tel: 020 8852 9772; Mobile: 07790 181 729; email: [selasgr@hotmail.com](mailto:selasgr@hotmail.com)

*\* To keep a record of your booking we suggest you return a photocopy of these pages*

**Name**.....

**Qualifications**.....**ICAEW/ACCA Membership No**.....

**Practice Name**.....

**State whether: Sole Practitioner** [  ] **Employee in Practice** [  ] **Industry** [  ]

**Other (eg Charity, Local Government)** [  ].....

**Address**.....

.....  
.....

**Tel:** ..... **Mobile\*:** .....

**Email:** .....

**I enclose a cheque for £.....made payable to SELAS**

**Signature**.....**Date**.....

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*\*Required in case of cancellation at short notice*

**A Membership List has been compiled for distribution to SELAS Members only. To obtain a copy, please contact the Administrator. If you do NOT want your details to appear on this list, please indicate by ticking here [  ]. Please note that the list is for internal circulation only and must not be used for marketing or publicity or for any purpose not approved by SELAS.**

## *Some of the many benefits of joining SELAS ...*

- CPD-relevant evening talks and courses on your doorstep
- The opportunity to hear the country's top speakers at rock-bottom rates
- A minimum of 9 free "members only" talks each year
- Admission to the lively and informative round table discussion group
- The chance to meet and talk to old and new colleagues
- Reduced rates for extended evening seminars
- Access to top quality expert advice via two "members only" Helplines

*Some SELAS speakers: Robert Trunchion ... Gerry Hart ... Tim Good ... Robert Jamieson ... Mark Ward ... Andrew Güntert ... Louise Dunford ... Dean Wootten ... Guy Loveday ... Robert Maas ... Stephanie Barber ... Neil Owen ... Phil Frost ... Simon Birkett ... Neil Warren*

*Some SELAS topics: Retirement Taxes, Buying and Selling Private Companies; Corporation Tax Issues; Management Skills; Legal Aspects of Running a Business; Revenue Compliance; Charities; Corporation Tax and VAT Updates*

**Why travel into town for CPD courses when they are available at low cost in your area at times to suit your working day? See inside back cover for our full 2011 calendar of events.**

## PROFESSIONAL TRAINING COURSES

All professional training courses are held at Colfe's School, Horn Park Lane, Lee, London SE12 8AW. (*For courses application form, please see centre of Handbook.*)

### ACTING FOR THE HIGHER RATE TAXPAYER

Tuesday 1 March 2011

5.30 – 9.00pm

#### **Course Objectives:**

This is a potentially lucrative market for practitioners but also a demanding one. It presents a number of challenges, particularly in areas relating to changes to the tax treatment of high-income clients announced in the Finance Act 2009.

#### **The Course will include:**

- A new top rate of tax for 2010/11
- Pension contributions
- Planning within the family/Family debt scheme
- Strategies for spouses and trusts/Home-sharing arrangements
- Entrepreneurs' relief
- Tax-efficient will planning

<b>Speaker:</b> Robert Jamieson Mercer & Hole
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### POWERS, PENALTIES, PROCEDURES AND PI TIME BOMBS

Thursday 31 March 2011

5.15 – 8.30pm\*

*\*Note earlier start time!*

#### **Course Objectives:**

Recent Finance Acts have not only increased the complexity of the tax engagement, they have dramatically increased HMRC's powers. This has massively changed our relationship both with HMRC and with our clients. The course provides a refresher on the new Revenue powers and penalty legislation and how practitioners should react if they find themselves on the receiving end of a claim. The world of PI is explained along with how claims arise, procedures to be adopted and avoidance strategies.

#### **The Course will include:**

- Revenue powers and penalties refresher – use and abuse
- How have we adapted (or have we)?
- Introduction to PI and risk management
- Case studies including Failed Tax Planning, PAYE, VAT, CT

<b>Speaker:</b> Robert Trunchion MacIntyre Hudson Advisory Services
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## AUDIT & ACCOUNTANCY UPDATE

Thursday 5 May 2011

5.30 - 9.00pm

### **Course Objectives:**

The course will provide a comprehensive refresher on all audit and accounting Standards, exposure drafts, practice notes, technical releases and UITF abstracts issued since the last update, focusing on owner-managed businesses. There will also be a review of other relevant and anticipated changes.

### **The Course will include:**

- Problems arising from changes in Companies Act 2006 to financial statements
- FRS8 (revised)/Filing issues, including effects of XBRL
- Guidance on owner-managed business audits, inc PN26
- Impact of clarified ISAs on 31 December 2010 year-end audits

**Speaker:** Andrew Güntert  
Mercia

## RETIREMENT TAXES

Tuesday 28 June 2011

5.30 - 9.00pm

### **Course Objectives:**

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

### **The Course will include:**

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

**Speaker:** Gerry Hart

## HOW TO RUN YOUR BUSINESS EFFECTIVELY

Tuesday 6 September 2011

5.30 – 9.00pm

### **Course Objectives:**

The aim of this course is to look at the legal aspects of running your own business, including topics such as P11d, engagement letters and PI insurance. The practical issues relating to recruitment and selection of staff will also be considered.

### **The Course will include:**

- Contract or statement? What paperwork for new staff?
- Policies and procedures to start with/ Data protection – how to register
- Money laundering – basic procedures to put in place

**Speaker:** Louise Dunford  
PTP

## HOT TOPICS IN VAT

Thursday 20 October 2011

5.30 – 9.00pm

### **Course Objectives:**

VAT is a tax where it is all too easy to get things wrong, working as it does according to its own rules. Opportunities exist for the well-informed, but there are many potential minefields to be negotiated. The aim of this session is to guide delegates through a series of topics of current interest, particularly those where a correct understanding of the position can make the difference between avoiding pitfalls and falling into them.

### **The Course will include:**

- Any significant legal developments
- Changes in HMRC practice
- Update on international services
- Selected land and property issues
- Further developments in the penalty regime

<b>Speaker:</b> Neil Owen VAT Advisory Services Ltd
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## CORPORATION TAX REFRESHER

Tuesday 15 November 2011

5.30 – 9.00pm

### **Course Objectives:**

Recent Finance Acts have introduced a number of changes to the corporation tax regime. Consultation continues on reform of corporation tax, whilst at the same time the First Tier Tribunal is producing some “interesting” decisions. 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 director/shareholders to discuss the current issues and point the way to resolving them.

### **The Course will include:**

- Taxable profits
  - Recent decisions/Intangible assets regime/Capital allowances
- The Corporation tax charge
  - Rates of tax/The role of associated companies
- Loss reliefs
  - Identifying the options and using them efficiently
- Close companies
  - Issues for family companies/Loans to participators/Personal service companies – IR 35
- Administration of corporation tax
  - Payments of corporation tax/Self assessment and enquiries

<b>Speaker:</b> Mark Ward PTP
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## How to find us ...

Events listed in blue in the calendar opposite are held at Colfe's School, Horn Park Lane, Lee, London SE12 8AW. The area is served by Lee mainline station (a 7-minute walk) and buses 122, 176, 261, 273 and 321.



Events listed in black (see opposite) are held in the upstairs Function Room at The Crown PH, 117 Burnt Ash Hill (east side), Lee, London SE12 0AJ. The area is served By Lee mainline station (a 10-minute walk) and buses 202, 261, 273 and 284.

**There is ample free car parking at both venues**

## SELAS Year 2011 Calendar

Wednesday	12 January	7.00pm	Member Discussion Group
Wednesday	9 February	7.00pm	Member Discussion Group
Thursday	17 February	7.30pm	Free Members' Meeting – Pensions Update
Tuesday	1 March	5.30pm	Course – Acting for the Higher Rate Taxpayer
Wednesday	9 March	7.00pm	Member Discussion Group
Thursday	17 March	7.30pm	Free Members' Meeting – Community Care Issues
Thursday	31 March	5.15pm*	Course – Powers, Penalties, Procedures and PI
Wednesday	13 April	7.00pm	Member Discussion Group
Thursday	28 April	7.30pm	Free Members' Meeting – Budget Update
Thursday	5 May	5.30pm	Course – Audit and Accountancy Update
Wednesday	11 May	7.00pm	Member Discussion Group
Thursday	26 May	7.30pm	Free Members' Meeting – Health and Safety Issues
Wednesday	8 June	7.00pm	Member Discussion Group
Thursday	16 June	7.00pm	Free Members' Meeting – AGM and Meet CCW
Tuesday	28 June	5.30pm	Course – Retirement Taxes
Wednesday	13 July	7.00pm	Member Discussion Group
Thursday	21 July	7.30pm	Free Members' Meeting – Companies House Update
Wednesday	10 August	7.00pm	Member Discussion Group
Tuesday	6 September	5.30pm	Course – How to Run Your Business Effectively
Wednesday	14 September	7.00pm	Member Discussion Group
Thursday	29 September	7.30pm	Free Members' Meeting – E-Crime: Stay Safe Online
Wednesday	12 October	7.00pm	Member Discussion Group
Thursday	20 October	5.30pm	Course – Hot Topics in VAT
Thursday	27 October	7.30pm	Free Members' Meeting – Employment Law Update
Wednesday	9 November	7.00pm	Member Discussion Group
Tuesday	15 November	5.30pm	Course – Corporation Tax Refresher and Update
Thursday	24 November	7.30pm	Free Members' Meeting – Employment Taxes
Wednesday	14 December	7.00pm	Member Discussion Group

*\*Note earlier start time*

Items printed in black will be held at The Crown PH, 117 Burnt Ash Hill, Lee, London SE12 0AJ  
 Items printed in blue will be held at Colfe's School, Horn Park Lane, Lee, London SE12 8AW

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