

# SELECT THE MIX OF COURSES THAT SUIT YOUR NEEDS

CPD COURSE AND CONFERENCES PROGRAMME 2024
MARCH-MAY

## FEES AND BOOKING CONDITIONS

#### **FEES**

You can pay for BBHSCA courses individually or with prepurchased course vouchers. To buy these vouchers, visit icaew.com/bbhcoursevouchers or contact the Events Information Team at events.information@icaew.com or +44 (0)1908 248 159. Please have your membership number to hand when calling. For full details of the scheme see page 12.

#### FEES PER DELEGATE PER HALF-DAY COURSE

BBHSCA course voucher scheme**	£72 +VAT
ICAEW member/non-member	£99 +VAT
ICAEW member low/half rate	£72 +VAT

#### \*\*BBHSCA COURSE VOUCHER SCHEME

Five pre-purchased electronic course vouchers are available for ICAEW members to purchase. Once purchased, ICAEW members may allocate their use to non-members if they choose.

The 2023-24 vouchers are available to purchase for £360 +VAT and are valid to use on BBH half-day courses taking place until 9 May 2024.

Vouchers can be purchased using a credit or debit card at icaew.com/bbhcoursevouchers. A unique code will be issued which can be redeemed when booking online against five half-day places on BBHSCA courses. Vouchers can only be purchased by ICAEW members, but can be redeemed by any individual, including all staff.

#### **BOOKINGS**

For event information or to book online using a credit or debit card or BBHSCA course vouchers, please visit icaew.com/bbhevents. For online booking support please visit icaew.com/events-support or call +44 (0)1908 248 159. Please have your membership number to hand when calling. Once we have received your booking and payment, we will send you a VAT receipt and joining instructions by email.

The online booking facility closes at the start of the event. Transfers to other courses or to other delegates can be made anytime up until that time.

For virtual courses, delegates will be sent details of how to preregister, together with a link to the notes and/or slides, at least seven days prior to the start of the event or as part of the booking confirmation if booked within seven days of the start date. On receipt you must pre-register to receive your unique link to access the event.

These are live webinars and will not be recorded or available after the event date.

For physical courses, if you cannot attend you can transfer your place to another individual. Places can be transferred at any time, up to and including the day of the event.

# CANCELLATIONS AND LATE BOOKINGS

Cancellations received less than fourteen days before the event date will not be refunded. All cancellations must be made in writing.

If we receive your booking less than seven days before the course, you may not get a copy of the notes on the day.

BBHSCA reserves the right to change the timing of the programme, the speakers, the date or the venue of the courses advertised. The content of individual courses may be subject to variation.

If BBHSCA has to cancel the event, our liability in the event of cancellation is limited to a full refund of the fee.

#### **COURSE VENUES 2024**

#### FIELDER CENTRE, HATFIELD (FC)

Hatfield Business Park, Hatfield Avenue, Hatfield AL10 9TP

#### LUTON (L)

Putteridge Bury Conference Centre, Hitchin Road, Luton, Bedfordshire LU2 8DL

#### WELWYN GARDEN CITY (WGC)

Best Western Homestead Court Hotel, Homestead Lane, Welwyn Garden City Hertfordshire AL7 4LX

#### VIRTUAL (V)

Virtual courses use Zoom Webinar, allowing participants to see the speaker and the slides. Speakers will also be taking regular breaks.

#### **PARKING**

Parking at all the venues is complimentary. The Fielder Centre has approximately 80 spaces, Putteridge Bury Conference Centre has 150 spaces and at Homestead Court there are approximately 60 parking spaces.

For popular courses there may be a shortage of parking spaces so we recommend you arrive early or share transport if possible.

#### LUNCH

Delegates who attend both the physical morning and afternoon Tax and Financial reporting updates will be provided with refreshments and a free lunch. Delegates who attend our one-day conference at the Fielder Centre will be provided with refreshments and a free lunch.

Refreshments will also be provided during the course for delegates who attend a physical morning OR afternoon course. If lunch is required at Putteridge Bury, sandwiches and hot food can be purchased at the venue. In addition, food is available in Stopsley village. At Homestead Court light snacks are available in the bar. Alternatively, there is a pub across the road and a bakery and row of shops about three minutes walk from the hotel.

#### VIRTUAL COURSES

Delegates can see the slides and the speaker, use the live question and answer facility and receive a soft copy of both the notes and the slides. They run for the same 3.5 hours as the physical courses but with more short breaks. These are live webinars and will not be recorded or available after the event date.

#### **TIMES**

Morning: 09:30-13:00, Afternoon: 14:00-17:30. For whole-day course timings please see full course details.

#### **REGISTRATION**

Registration for virtual courses begins 15 minutes before the course start time. Registration for physical courses begins 30 minutes before the course start time and refreshments will be provided.

#### **DISCLAIMER**

The opinions expressed by external speakers on our courses and in the supporting literature are, by their nature, those of the speaker. They are not necessarily fully endorsed by ICAEW or purport to reflect the official policies and views of ICAEW or its members.

#### **COURSE ENQUIRIES**

Kate Binks BBHSCA Administrator kate.binks@bbhsca.org.uk

#### **EVENTS INFORMATION TEAM**

ICAEW, Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ UK

T+44 (0)1908 248 159 E events.information@icaew.com icaew.com/bbhevents

Event bookings are processed by ICAEW on behalf of Beds, Bucks & Herts Society of Chartered Accountants (BBHSCA)

#### **NEW ICAEW CPD REGULATIONS**

ICAEW's CPD Regulations change on 1 November 2023. Members and other professionals regulated by ICAEW will need to complete a minimum number of CPD hours per year, some of which will need to be verifiable. The BBHSCA half day courses and Accountants in Business conference will be classed as verifiable. Attending one of our half day courses could contribute 3hrs 15mins of verifiable CPD, so long as you can demonstrate that the content is relevant to your role.

For more information about the changes to CPD go to icaew.com/membership/cpd/cpd-is-changing, this includes details on what is verifiable CPD and guidance on how many hours of CPD you are required to undertake for your role.

# **VENUES**

### FIELDER CENTRE, HATFIELD

The Accountants in Business conference is held at the Fielder Centre a specialist conference venue operated by the University of Hertfordshire. There is free onsite parking and Wi-Fi available throughout the venue. Hatfield train station is two miles away (approximately a five minute drive). Refreshments are available all day and a two-course lunch is included for delegates.

Fielder Centre Hatfield Business Park, Hatfield Avenue Hatfield, AL10 9TP



# HOMESTEAD COURT, HERTFORDSHIRE

The Best Western Homestead Court Hotel is a hotel and conference centre. The Hotel is located within two miles of the major business and corporate areas of Welwyn Garden City and Hatfield and is located in a quiet residential area surrounded by parkland (King George V Park).

At Homestead Court light snacks are available in the bar. Alternatively, there is a pub across the road and a bakery and row of shops about three minutes walk from the hotel.

Best Western Homestead Court Hotel, Homestead Lane, Welwyn Garden City, Hertfordshire AL7 4LX





## PUTTERIDGE BURY CONFERENCE CENTRE, LUTON

Putteridge Bury is a neo-Elizabethan manor house built in 1911 in the style of Chequers, the Prime Minister's country residence. Situated in picturesque parkland it enjoys a delightful rural environment whilst only six miles from the M1, four miles from Luton's town centre and close to London Luton airport. Free parking is available for 150 cars.

If lunch is required at Putteridge Bury, sandwiches and hot food can be purchased at the venue. In addition, food is available in Stopsley village.

Putteridge Bury Conference Centre Hitchin Road, Luton, LU2 8DL

Date	Time	Title	Speaker	Venue	Code	Page	
March	March						
Wed 6	am	Property tax update	Ros Martin	WGC	24/23	7	
Tue 12	am	Tax strategies for OMBs	Rebecca Benneyworth	V	1/24	7	
Wed 13	am	Payroll and PAYE update	Jo Marshall	WGC	2/24	8	
Wed 13	pm	Year end tax planning	Martyn Ingles	WGC	3/24	8	
April	April						
Thu 25	am	Charity accounts and audit	Peter Herbert	L	4/24	9	
Thu 25	pm	Anti-money laundering workshop	Peter Herbert	L	5/24	9	
Мау	May						
Wed 1	am	Residential property: CGT and IHT update	Jeremy Mindell	WGC	6/24	10	
Wed 1	pm	VAT: the latest changes and opportunities	Neil Owen	WGC	7/24	10	
Thu 9	am	Financial reporting update	John Selwood	L	8/24	11	
Thu 9	pm	Tax update	Mark Morton	L	9/24	11	

## **SAVE THE DATE**

#### **THURSDAY 10 OCTOBER 2024**

The annual Accountants in Business Conference will take place at The Fielder Centre. Full details can be found on page 6.

BBHSCA reserves the right to change the timing of the programme, the speakers, the date, or the venue of the courses advertised. The content of individual courses may be subject to variation. Please check our website for the latest information at icaew.com/bbhevents

# **DISCUSSION GROUP INFORMATION**

In addition to CPD courses, BBHSCA organise a varied programme of social and networking events for members. These range from our prestigious annual dinner and a Retired Members' Forum, to informal discussion groups.

The evening discussion groups are a mixture of virtual and in-person sessions which take place at various locations in the district around six times per year. Often led by guest speakers, they provide an opportunity to hear updates on technical and other topics and engage in Chatham House Rule discussions with fellow members. For information on dates and topics please visit icaew.com/bbhevents or if you would like to receive details by email as they are confirmed please contact kate.binks@bbhsca.org.uk

#### **DIGITAL ACCOUNTANTS' CLUB**

The Digital Accountants' Club meet virtually at 14:00–15:00 on the first Friday of each month. Open to members in both practice and business, a range of topics for discussion is circulated prior to each meeting and covers subjects which may be affecting all, as well as those around cloud accounting, digital transformation and collaborative innovation. Held under the Chatham House Rule, members can share thoughts and experiences as well introduce matters for discussion providing peer to peer support. Details of the 2024 sessions can be found at icaew.com/bbhevents or if you would like to receive details by email please contact kate.binks@bbhsca.org.uk. You can also search BBH Digital Accountants Club on LinkedIn.

#### **HOW DO I FIND OUT MORE?**

Please contact our administrator Kate Binks kate.binks@bbhsca.org.uk or visit icaew.com/bbhevents

Find out more about our events and activities in our latest newsletter at icaew.com/bbhlivewire

Full details on all of these events will be on our website nearer the time – icaew.com/bbhevents

To be included in mailings for any of the above discussion groups please contact Kate Binks kate.binks@bbhsca.org.uk

To ensure you receive details of events which are relevant to you, it is important that you check and update your communication preferences regularly at icaew.com/preferences and include 'Regional Updates'.

#### LINKEDIN

Are you a member of the BBHSCA LinkedIn group? Keep up to date with all our courses and events and share posts with local members.

Search ICAEW Beds, Bucks & Herts (BBHSCA) or go to www.linkedin.com/groups/4197272 or email ben@advaloremgroup.uk

# MORE SUPPORT FOR BUSINESS MEMBERS IN BBH

BBHSCA aims to support members who have made the transition from practice to industry. With more than half our members working in industry and commerce, we are keen to build upon the existing services and breadth of support we provide to them.

#### **ANNUAL DINNER**

Our prestigious Annual Dinner for members will take place on Thursday 21 March 2024 at Sopwell House, St Albans. We are delighted to welcome as our guest speaker Jonathan Goodwin, an escape artist known as the 'DareDevil' who appeared on *Britain's Got Talent* and *America's Got Talent*. Jonathan's life changed forever in 2021 while rehearsing a stunt for American TV that left him with horrendous injuries and resulted in permanent paralysis from the waist down. Having retrained he is grateful for the opportunity to be helping people with his writing, presenting, hypnotherapy and being a roll model (pun intended) as an Ambassador for the Spinal Injuries Association for whom we will be raising funds on the night in support of the Frank Williams Academy based in Milton Keynes. For more information or to book visit icaew.com/bbhevents or contact kim.shield@icaew.com

#### MEMBERS IN BUSINESS

Half-day courses which will be of particular interest to business members.

- Financial reporting update see page 11
- VAT update see page 10
- Payroll and PAYE see page 8.

These courses are designed with business members in mind. Members in practice may also learn something, particularly if you work closely with members in business or you have management responsibility within your practice.

#### **ACCOUNTANTS IN BUSINESS CONFERENCE**

#### Speaker:

Various subject experts

#### Aims and objectives

A whole-day conference designed to update finance professionals working in industry. The conference is open to all and you do not need to be an ICAEW member to attend.

Topics usually include a Financial reporting update, a Tax update and a UK economic outlook as well as other topical sessions.

#### Content

The full conference programme is available at icaew.com/bbhevents. If you would like us to send you the details, please email us at kate.binks@bbhsca.org.uk

#### Ticket prices

Includes refreshments, lunch and delegate pack.

Fees per delegate (early booking by 31 August 2024)

Members £265 + VAT = £318

Non-members £310 + VAT = £372

Fees per delegate (after 31 August 2024)

Members £320 + VAT = £384Non-members £365 + VAT = £438

Please note: BBHSCA course vouchers do not apply for one-day conferences.

Date	Time	Venue
Thu 10 October	09:00-17:00	Fielder Centre

Course Code: TBC

#### PROPERTY TAX UPDATE



Speaker: Ros Martin CTA

#### Aims and objectives

Many accountants will have clients who invest in property as an alternative to more traditional investments. This has continued despite changes in legislation which have altered the environment and increased tax liabilities. The aim of this course is to consider the relevant tax issues for those investing in residential and commercial property.

#### Content

- Property holding structures personal, partnerships, companies
- Deductions in calculating property income profits
- Incorporation of property businesses
- Issues relating to commercial property
- The let property campaign
- Current SDLT issues

#### Target audience

The course is aimed at all those in general practice who have clients who have property income and need to understand current problems and solutions but also is a general refresher on the key issues for everyone.

#### **TAX STRATEGIES FOR OMBS**



Speaker: Rebecca Benneyworth MBE, BSc, FCA

#### Aims and objectives

To update participants on current tax planning issues relevant to owner managed businesses.

#### Content

- Incorporation what are the current numbers?
- Effective profit extraction techniques in 2024
- Business taxation planning capital allowances, balancing charges, other issues
- The impact of basis period reform; taxing the transitional amount
- Preparing for MTD

#### Target audience

Partners and staff working in small and medium sized practices who wish to keep their knowledge up to date.

Date	Time	Venue
Wed 6 March	09:30-13:00	Welwyn GC

Course Code: 24/23

Date	Time	Venue
Tue 12 March	09:30-13:00	Virtual

Course Code: 1/24

#### Please note:

#### **PAYROLL AND PAYE UPDATE**



Speaker: Jo Marshall MCIPP.dip

#### Aims and objectives

Reassurance and awareness of the compliance changes taking effect from the start of the current UK tax year in April 2024 and planned legislative changes for the next tax year April 2025 and beyond.

#### Content

#### Payroll legislation changes

- The Budget
- · Family leave and pay entitlement

#### Expenses and benefits

- An overview of the changes required for P11d processing for tax year 2023–2024
- And for the current tax year 2024-2025 if you are payrolling your benefits

#### Pensions and Auto Enrolment

- Changes to state pension age and NMPA
- Future changes for Auto Enrolment
- Possible future plans regarding the tax relief on your pension contributions

#### Other compliance issues

- NMW/NLW are you aware of the 4 types of workers?
- What do you need to be aware of?
- What are the proposed plans for the future of NLW and what impact will this have on businesses?

#### Holiday pay - a challenging area for everyone

- Casual and Zero Hour Contract entitlement
- Single Enforcement Body

#### Off-payroll working

- Deemed workers caught by IR35
- The payroll implications and processes to consider

#### Target audience

Anyone with UK payroll responsibilities. The content of the course is based on current legislation, so an understanding of basic UK payroll is recommended.

Date	Time	Venue
Wed 13 March	09:30-13:00	Welwyn GC

#### Course Code: 2/24

#### YEAR END TAX PLANNING



Speaker: Martyn Ingles BSc, FCA, CTA

#### Aims and objectives

Many tax planning actions are time critical and need to be put in place before the end of the tax year or accounting period. This course is intended to alert delegates to those tax planning actions that need to be implemented before the end of the tax year and flag up key changes for the next tax year.

#### Content

- Tax planning actions to consider before the end of the current tax year or accounting period
- Key tax planning opportunities to look out for in the next tax year
- In particular:-
  - The new basis period rules and the 2023/24 transitional year
  - Pension planning
  - Maximising capital allowances
  - Use of tax losses

#### Target audience

Those accountants in practice advising on tax planning and compliance. The course may also be of interest to accountants working in industry and commerce.

Date	Time	Venue
Wed 13 March	14:00-17:30	Welwyn GC

#### Course Code: 3/24

#### Please note:

#### **CHARITY ACCOUNTS AND AUDIT**



Speaker: Peter Herbert BSc, FCA

#### Aims and objectives

To provide participants with an update on new rules and regulations relevant to the preparation, examination and audit of charity accounts. To highlight common problem areas and how to resolve them.

#### Content

- Latest developments in the Charities SORP, FRS 102 and the financial statements
- Considerations for the Trustees' Annual Report
- Challenging accounting areas for charities
- Important considerations for charity auditors
- Latest guidance from the Charity Commission

#### Target audience

This course will be beneficial to partners and staff in professional firms who are responsible for the preparation of charity financial statements and charity audits. The seminar will also be highly relevant for anyone working in the sector with an interest in charity annual reports and accounts.

#### **ANTI-MONEY LAUNDERING WORKSHOP**



Speaker: Peter Herbert BSc, FCA

#### Aims and objectives

- To highlight common problems that firms face when complying with the AML regulations
- To explain typical NCA reporting issues and how they should be approached
- To explain key initial and ongoing client due diligence procedures step by step
- To discuss what to expect on an ICAEW/ACCA regulatory visit and how to ensure you're compliant.

#### Content

- Latest guidance from the CCAB, the NCA and ICAEW
- The Economic Crime Acts 2022 and 2023 and related legislation – what they mean for accountants
- Latest changes to the Money Laundering Regulations
- Client due diligence common traps and how to address them
- Fraud and crime red flags latest guidance from ICAEW, NCA, HM Treasury and AASG)
- Reporting do's and don'ts (including relevant topical case studies

#### Target audience

This session will be relevant for all staff in accountancy firms who want to keep up to date on the requirements of the AML regime in the UK and what they need to do to comply.

Date	Time	Venue
Thu 25 April	09:30-13:00	Luton

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Course	CODE:	4/24

Date	Time	Venue
Thu 25 April	14:00-17:30	Luton

#### Course Code: 5/24

#### Please note:

#### **RESIDENTIAL PROPERTY: CGT AND IHT UPDATE**



Speaker: Jeremy Mindell CTA, CIPD

#### Aims and objectives

To provide participants with the knowledge of how tax affects the acquisition, maintenance and disposal of properties. It also covers the inheritance tax consequences of transferring properties either whilst alive or as part of a bequest.

#### Content

- Acquiring a property tax considerations
- Principal Private Residence Relief lessons from recent tax cases
- Buy to let tax opportunities and traps
- How to reduce taxable income on rental properties
- Rules for reporting disposals of properties
- · How to mitigate IHT liabilities on property

#### Target audience

Tax professionals, landlords and anyone involved in property advisory work would benefit from this course.

#### **VAT: THE LATEST CHANGES AND OPPORTUNITIES**



Speaker: Neil Owen BA, CTA(Fellow), FBIAC, AIIT

#### Aims and objectives

To provide details of current changes and trends in the world of VAT, drawing attention to any opportunities or pitfalls to bring delegates up to date and enable them to understand the implications for their own businesses or those they advise.

#### Content

- Current developments in HMRC
- Recent cases of significance
- Update on the new penalty and interest regimes
- Selected land and property matters
- Topical tips and traps

#### Target audience

The intention is that the course and content will be of interest to staff of accounting firms and those working in accounts in industry and commerce whose work involves VAT at any level and in any capacity.

Date	Time	Venue
Wed 1 May	09:30-13:00	Welwyn GC

Course	CODE:	6/24

Date	Time	Venue
Wed 1 May	14:00-17:30	Welwyn GC

Course Code: 7/24

#### Please note:

#### FINANCIAL REPORTING UPDATE



Speaker: John Selwood ACA

#### Aims and objectives

The update will cover all the latest changes to UK GAAP, new FRC and ICAEW guidance, and news from Companies House. There will also be an overview of any relevant IFRS issues.

#### Content

This is a topical course and its content will reflect that. The course will use practical examples and case studies, where relevant, and will cover:

- Recent and proposed future changes to FRS 102 and FRS 105 and the periodic review
- Changes to other relevant accounting standards and SORPs
- Any relevant Exposure Drafts, including the consultation on the periodic review
- Companies House update electronic filing and the latest on Companies House reform
- The latest on narrative reporting
- The latest guidance from ICAEW

#### Target audience

This update is for all accountants in practice or industry and commerce who prepare financial statements under UK GAAP. The issues covered will apply for small and large companies.

#### **TAX UPDATE**



Speaker: Mark Morton BA, CTA, ATT

#### Aims and objectives

The course will update participants on the latest developments in direct taxes, particularly those that give rise to planning opportunities, and the pitfalls that they and their clients need to avoid.

#### Content

Full coverage will be made of all relevant changes to legislation and HMRC guidance and practice and the Spring Budget, as well as the most recent case law decisions, in the areas of:

- Personal tax
- Employee tax
- National Insurance
- Business income tax
- Corporation tax
- Capital Taxes

#### Target audience

Qualified staff involved in all areas of taxation.

Date	Time	Venue
Thu 9 May	09:30-13:00	Luton

Course Code: 8/24

Date	Time	Venue
Thu 9 May	14:00-17:30	Luton

Course Code: 9/24

#### Please note:

## **COURSE VOUCHER SCHEME**

#### BBHSCA CPD COURSE VOUCHERS 2024

A unique code that can be redeemed against five half-day places on BBHSCA courses for £360 + VAT.

#### **BBHSCA COURSE VOUCHER SCHEME**

Pre-paid course vouchers are available for ICAEW members and their employees. Vouchers apply equally to BBHSCA physical, virtual and hybrid half-day courses and represent a saving of £27 per delegate per half-day course. A unique code that can be redeemed against five half-day places costs £360 +VAT and can be purchased at icaew.com/bbhcoursevouchers. The vouchers are valid for courses up until 9 May 2024.

#### **CONDITIONS OF SALE**

- 1. The scheme is open to all ICAEW members.
- 2. Vouchers are accepted for all BBHSCA half-day courses unless otherwise specified.
- 3. Vouchers purchased from 1 October 2022 are valid for courses held up to and including 9 May 2024.
- 4. Submit the unique code for each half-day place booked either online or over the telephone. We will assume vouchers are submitted with the authority of the original purchaser.
- The voucher will be recognised as payment for a course and is subject to the same booking conditions ie, 14 days notice of cancellation is required without forfeit of the voucher.
- 6. If we receive cancellation 14 days before the course, the voucher will be reinstated and no financial refund will be given.
- 7. Change of name for the individual attending will be permitted without penalty.
- 8. Vouchers are valid equally for physical, virtual and hybrid half-day courses.

# HOW TO BUY ELECTRONIC CPD COURSE VOUCHERS

To purchase using a credit or debit card visit icaew.com/bbhcoursevouchers. You will be issued with a unique code that can be redeemed against five half-day places on BBHSCA courses.

Alternatively, while booking a course online at icaew.com/bbhevents part of the booking process will include an opportunity to purchase vouchers.

You can buy vouchers for future use, selecting your courses at a later date.

For vouchers purchased after 1 October 2022 the unique code will be valid from the date of purchase until 9 May 2024 (see Conditions of Sale)

Bookings are being taken by ICAEW on behalf of BBHSCA.

For more information, contact:

#### **EVENTS INFORMATION TEAM**

ICAEW, Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ UK

T+44 (0)1908 248 159 E events.information@icaew.com icaew.com/bbhevents

or

 ${\bf Email\ kate.binks@bbhsca.org.uk}$ 

# BEDS, BUCKS & HERTS SOCIETY OF CHARTERED ACCOUNTANTS

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