2014 courses programme

**NON-AUDIT WORK:**

**HOW TO BE COMPLIANT, COST EFFECTIVE AND MANAGE RISK**

Tuesday 7 October 2014 13:30 to 16:30hrs  
Ramside Hall Hotel, Carrville, Durham DH1 1TD

**Designed for** Partners and staff involved in accounts preparation, tax and other non-audit work

**Objectives** As fewer firms conduct audits, the accounts preparation and related functions are an increasingly important source of fee income. They are not, however risk free. Recent ICAEW disciplinary cases have seen firms fined (or accept consent orders) in relation to improperly prepared accounts.

**Content**

* Agreeing the terms of engagement
* Ensuring that an audit is not required
* Agreeing terms of report
* Agreeing fees and liability caps
* Ensuring compliance with ethical standards, including anti-money laundering procedures
* Determining appropriate procedures
* Risk assessment
* Work programmes
* Reporting
* To clients
* To third parties

*In addition to a detailed analysis of accounts preparation assignments the course will consider other typical non-audit assignments e.g. tax computations, payroll and management accounts, reports to third parties.*

**Speaker – Bill Telford BA FCA** Having qualified with an international practice, Bill has spent more than 30 years in technical and training roles within the profession. He has recently retired as a partner with Baker Tilly, and is now trading as a freelance lecturer and training consultant.

**Lunch** from the Hotel Carvery is included for those booking this course and the seminar in the morning.

**Credit/Debit Card Booking – Tel 01908 248159**

**Online Booking - £84.00 inc VAT, Retired/not employed £42.00 inc VAT at** [**www.icaew.com/northern**](http://www.icaew.com/northern)

**Postal Booking by cheque - £90.00 inc VAT, Retired/not employed £45.00 inc VAT**

Further information telephone 0191 300 0532 or email: northern@icaew.com

**\*I/we would like to attend the Non-Audit Work: How to be Compliant, Cost Effective and Manage Risk course on Tuesday 7 October 2014.**

If paying for multiple attendees please insert thelead name below with details of others - name, organisation & membership number - overleaf

Name: Organisation:

E-mail: Tel:

Address:

Postcode:

Institute Membership No. (if applicable): ⬜⬜⬜⬜⬜⬜⬜ Tick this box if you require a VAT Receipt ⬜

**I wish to reserve ….... place(s) at the above seminar. I enclose my cheque for £…………… payable to “NSCA”**

**Closing date for bookings Monday 29 September 2014**