



Don't get hung up on
practice matters.

Speak to the experts.

Solicitors Seminars (CPD accredited)

Series 1:

Practice Support

- Employment taxes and current HR issues
- Solicitor's Accounts Rules
- Better Management Information

Series 2:

Forensic Support

- Ogden Six Tables
- Understanding Accounts for PI Lawyers
- Preparing Schedules for Damages

bennettbrooks

accountants and advisors to the legal sector

Contact us today on **0845 330 3200** to find out more, or visit www.servicesforsolicitors.co.uk

Offices in Bromborough, Macclesfield, Northwich, Knutsford and Mold

• ½ Day courses - 10am to 12:30pm (*lunch available*)

• £75 per event

(*free for existing clients and refundable for those using our services within the next 12 months*)

Event: **Solicitors Accounts Rules (SAR) Update**

26/04/10 & 14/10/10

Following the changes last year, as a result of the Legal Services Act (LSA), every employee now has an obligation to adhere to the SAR's, and action can now be taken for non-compliance. The course is designed to be suitable for all levels of personnel within a firm including partners, fee earners, office managers and cashiers.

Programme

- Impact of the changes to the rules following the LSA that came into force March 2009
- Hot topics' & common breaches that are highlighted from SRA's PSU visits (and how to avoid them)
- Practical solutions to common breaches, including month end procedures, client withdrawals, reconciliations, billing etc
- Potential future changes to the rules

Event: **Code of Conduct Compliance**

15/07/10

We present a range of common practical compliance issues identified during SRA's PSU visits and as seen during our own compliance reviews. The course will be split into two main sections covering client care related compliance and accounts rules. It is designed to be suitable for all levels of personnel including partners, fee earners, office managers and cashiers.

Programme

- Overview of common non-compliance issues
- Client care obligations under the code of conduct with practical solutions to ensure adherence
- Update of money laundering requirements
- Are you aware of the Provision of Services Act and the extra compliance obligations this imposes - an in depth review
- Common accounts rules breaches identified during PSU visits with practical solutions to ensure compliance

Event: **Incorporation, the Impact of Recent Tax Changes & Alternative Business Structures** 22/09/10

Changes in the UK Tax regime expected in the forthcoming emergency budget will result in various tax opportunities. Our seminar will cover the options available to legal firms to minimise the exposure to higher rate taxes. We will also provide an overview on the likely impact of Alternative Business Structures (ABS) and how this can play a part in achieving tax efficiencies for owners of firms, as well as providing growth, succession and retirement planning opportunities.

Programme

- Examining the Tax Advantages of Incorporation
- Changes in Tax Legislation
- Alternative Business Structures (ABS) - what they are and how can they benefit the firm and its owners

Event: **Preparing PI Proposals and the Benefits of Lexcel**

19/08/10

Cringing at the prospect of completing your professional indemnity renewal form? We highlight areas to entice a greater range of insurance companies to offer their cover to your firm and so help you get a more competitive quote. The course also covers how Lexcel, The Law Society's practice management standard can provide a range of benefits, including your professional indemnity premiums.

Programme

- How to prepare a comprehensive PI proposal
- Lexcel - what does it involve and how can it benefit your firm

Series 1: Forensic Support

- ½ Day courses - 1:30pm to 4:00pm (*lunch available*)
 - £75 per event
- (*free for existing clients and refundable for those using our services within the next 12 months*)

Event: **Ogden Six Tables**

07/09/10

An in depth examination of the tables with some interesting examples and practical training.

Programme

- Application of Tables
- Interpolation
- Disabled / not disabled?
- Coping with different future changes in circumstances
- Fatal Accidents

Event: **Understanding Accounts for PI Lawyers**

05/07/10

A set of accounts for a limited company or a sole trader can contain a wealth of information and also create difficulties. The purpose of this seminar is to enable PI lawyers to spot problems and identify what information might be needed and when to instruct an expert.

Programme

- Interpreting accounts
- Limited companies
- Partnerships (including the husband and wife joint ownership)
- Taxation

Event: **Preparing Schedules for Damages**

12/07/10

The preparation of a schedule of damages is a daunting task. Michael has prepared and reviewed well over a 1000 in the last 30 years. The object of this seminar is to help a PI Lawyer to prepare schedules.

Programme

- Gathering the information and documents
- Systematic approach to preparation
- Layout
- Common problems

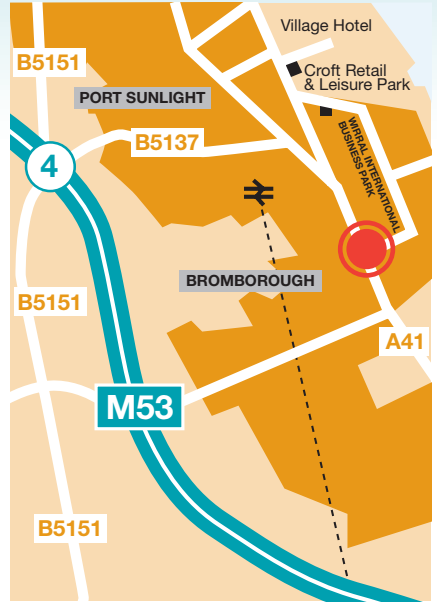
Speakers: **Background**

Yvonne Wood FCA Yvonne founded Bennett Brooks in 1985 and for over twenty five years has worked extensively with legal practices. Yvonne provides a tailored service to the legal sector on taxation and general business advice, dealing with partnership change, tax planning, always working closely with partners.

Peter Lane DMS Peter is a solicitor who has been a management consultant with Bennett Brooks since 1994, having previously been a manager at the Legal Aid Board. His experience includes introducing systems to achieve quality standards and preparing business/service plans and financial projections. He is an assessor for both Lexcel and Investors in People.

Stuart Littler ACA Stuart is an Associate Director of Bennett Brooks working extensively with solicitors. He has 15 years experience with the solicitors practice industry and an excellent understanding of Solicitors Accounts Rules. His interest is in advising on and implementing management systems that will promote successful practices through quality management information.

Michael Swift FCA MAE QDR MCIARb Michael has acted as a forensic accountant for almost 30 years. He presents seminars to Barristers, Solicitors, Accountants, local groups and for APIL. He is also a successful mediator with a 90% success rate.



Directions

By Car:

- Take M6 junction 20/20a, following signs for M56, joining M56 at junction 9.
- Leave M56 at junction 15, then join the M53 motorway signposted "Ellesmere Port / Birkenhead".
- Leave M53 at junction 5, immediately taking the 3rd exit at the roundabout onto the A41.
- Follow A41 to Bromborough for approx. 2.3 miles.
- At traffic signals on A41 turn right onto Old Hall Road, then 1st left into Wirral International Business Park.

Location

Gateway House is prominently situated on the A41 (New Chester Road) which provides a direct dual carriageway link to Liverpool via the Birkenhead Tunnel and is within approximately 2 miles drive of both junctions 4 and 5 of the M53.



Book *your* place TODAY



Online: www.servicesforsolicitors.co.uk



Telephone: 0845 330 3200



Email: seminars@bennettbrooks.co.uk

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