

# SOLICITORS' ACCOUNTS RULES

Held in **BRISTOL** on **10 November 2009**  
at the Hotel du Vin ([www.hotelduvin.com](http://www.hotelduvin.com)) and in  
**LONDON** - **17 November 2009 & 19 January 2010**  
at the Bonnington Rooms ([www.bonningtonrooms.com](http://www.bonningtonrooms.com))

Each day runs from 9.30am-4.30pm (5 hours CPD)

The training is conducted in a practical and friendly way with time for questions and discussion

**Bookings (Cheque+ Reservation Form) are handled on a first-come-first-served basis**

**Delegates should receive confirmation within 7 working days - if not please 'phone**

### FEES + VAT

**£280.00+42.00 VAT=£322.00 per course**

*Reduced fees (£270.00+VAT per course) if 3 or more places booked at the same time  
Fees include tuition, documentation, certificates (attending full day), coffee/teas & lunch*

## CONTENT AND PROGRAMME

- 9.30am-10.00am** Reception, coffee/tea and pastries. Further refreshment breaks during the day at 11.30am and 3.15pm, and a buffet lunch from 1.15-2.00pm.
- 10.00am-1.15pm** **An overview** of all the Rules in such a way as to enable solicitors' staff to find their own way around as needed in their work.
- Recent changes** - an explanation of the nature and affect of the recent amendments including the need to deal with closing balances promptly (effective from 14-07-08), legal disciplinary practices (LDP's) and firm based regulation, abolition of the concept "controlled trust" and interest certificates (effective from 31-03-09).
- The basic Rules** that accounts staff will be using daily. This is the core of the course and will cover client money/office money, requirements for a client (bank) account, paying money into and taking money out of a client account, receipt and transfer of costs, and record keeping.
- 2.00pm-4.30pm** **The basic Rules** continued in the form of a workshop during which delegates have the opportunity to consider the morning's work and in particular the procedures and systems needed to enable their firms to comply with the Rules.
- Bookkeeping and VAT** aspects which flow naturally from a practical study of the SAR's, including how the VAT system works and the VAT treatment of expenses and disbursements.

### Training Leaders

**Adrian Pike BA.,LLB** has specialised in providing training for solicitors' financial staff since 1985. From the start Adrian has worked with **Trevor Harris FCA.,BSc.** who is a chartered accountant in private practice. Trevor is the principal designer and training leader on the bookkeeping and VAT courses (run in-house only at the moment), and is a consultant to Adrian on complex issues and development of the training generally.

# Reservation Form

This form will be returned to you as your VAT invoice.

Please complete all details in capital letters. Thank you.

Please reserve the following place(s) @ £280.00+42.00 VAT=£322.00 per course

Delegate(s) First and Surname(s)	Venue(s) (London/Bristol)	Date(s)

FIRM'S NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_

DX NO. \_\_\_\_\_ DX EXCHANGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_

Enclosed is a cheque for £ \_\_\_\_\_ payable to **Adrian Pike Training** and made up as follows:

- Fees £ \_\_\_\_\_
- Add VAT @ 15% or Current Standard Rate £ \_\_\_\_\_
- FINAL TOTAL - Cheque Payable to Adrian Pike Training** £ \_\_\_\_\_

### Important – Terms of Business

1. VAT has been calculated at 15%. If the VAT rate has been changed please pay the new rate.
2. Please also note that substitutions may be made at any time before a course. Refunds for cancellation will be subject to a £34.50 (£30.00 +4.50VAT) charge per course. It is regretted that no refund will be given for cancellations which are not in writing, or which are received less than 7 (seven) working days before a course. A transfer request within the same 7 day period is regarded as a cancellation.
3. Disclaimers. Adrian Pike Training reserves the right to cancel any course. In the unlikely event this should occur, a full refund of payment/VAT will be given. Programme contents and timings may be altered due to new developments or training leader availability. This training and its material should not be relied upon for any action or lack of action, and specialist advice should be sought in relation to your own particular circumstances. Those attending the training do so at their own risk, and Adrian Pike Training accepts no responsibility or liability for any injury, illness or otherwise which may be attributable to the facilities or services provided at any venue.

### PLEASE RETURN THIS FORM & PAYMENT TO

**Adrian Pike Training DX 30110 KEYNSHAM or 2 Boyds Brook Cottages, Golden Valley Lane, Bristol BS30 6NY**

FOR OFFICE USE

TAX POINT

INVOICE NO.

CHQ.NO. \_\_\_\_\_

BANK

Registered VAT no. 416 7204 68

CHEQUE DATE

Address positioned for window envelope

Two folds needed - where indicated

ADRIAN PIKE TRAINING  
2 Boyds Brook Cottages  
Golden Valley Lane  
BRISTOL  
BS30 6NY

ADRIAN PIKE TRAINING

DX 30110

KEYNSHAM