

HAT

Group of Accountants

12 Cock Lane, London, EC1A 9BU
Tel: 020 7213 9911 / Fax: 020 7213 9922
e-mail: hat@hatgroup.co.uk
www.hatgroup.co.uk

NEWSLETTER

March 2015

Edited By: Ian Atkins

TECHNICAL UPDATE

Welcome to the Spring Newsletter of 2015, which contains a number of key technical developments affecting all of us in practice. The proposed clarification of the future reporting regime for Small Companies in FRED 59; the Small Enterprise and Employment Bill, which will receive Royal Assent before the Parliamentary recess for the election, and the Company Names and Trading Disclosures Regulations.

Please note the amended date for this year's **Annual HAT Quiz** of **Thursday 16 April**. There are still places available. Please contact Catherine to book your team of 5; we look forward to seeing you.

We are at present finalising our venue bookings for the 2015 HAT Residential Courses. If you feel you are due to attend a course and have not yet been booked on one, please see your Training Partner who has to make the booking.

Contents

- 1 [Technical Update](#)
- 13 [Technical Memorandums](#)
- 14 [HAT Manuals](#)
- 15 [Courses](#)
- 15 [CPD Programme](#)
- 18 [Exam Results](#)
- 20 [Firms' News](#)
- 21 [Social](#)
- 21 [HAT Quiz](#)

PROPOSED AMENDMENTS TO “NEW UK GAAP”

The Financial Reporting Council (“FRC”) has [published](#) three Financial Reporting Exposure Drafts, primarily to reflect the implementation of the requirements of the EU Accounting Directive in UK / Irish GAAP. These are (with accompanying documentation):

- [FRED 58: Draft FRS 105 – The Financial Reporting Standard applicable to the Micro-entities Regime](#);
- [FRED 59: Draft Amendments to FRS 102 – Small Entities and Other Minor Amendments](#);
- [FRED 60: Draft Amendments to FRS 100 and FRS 101](#); and
- Consultation Overview: FREDs 58, 59 and 60.

Each of the documents is very extensive, and it is only possible to provide a summary of the contents of each. The Consultation Overview (which can be accessed via any of the FREDs above) does however, within the two Appendices each of which is only a page long, provide a summary of the differences between the FRSSE and both FRS 105, and FRS 102, Section 1A.

The consultation period in respect of these FREDs runs until 30 April 2015, following which, it is expected that the final versions of the Standards will be issued by the end of July 2015.

FRED 58: Draft FRS 105 – The Financial Reporting Standard applicable to the Micro-entities Regime:

It was previously proposed that the Standard for Micro-entities would be known as the “FRSME”, but this has now been published as Draft FRS 105.

FRS 105 will be based on the recognition and measurement requirements of FRS 102 – The Financial Reporting Standard applicable in the UK and Republic of Ireland, other than where an accounting treatment is prohibited by legislation (for example, in respect of valuations). This will mean that all ‘New UK GAAP’ standards are based on a consistent framework.

Consideration has been given to the size and complexity of companies that will qualify for this regime and some simplifications from FRS 102 will be made. These include:

- There is no requirement to account for deferred tax and equity-settled share-based payments;
- All accounting policy choices have been removed, including the options to capitalise development costs and borrowing costs; and
- Micro-entities’ accounts that comply with the minimal legal requirements are presumed to give a true and fair view. There is no requirement for directors to consider what additional information may be needed in order for the accounts to give a true and fair view.

It is proposed that FRS 105 will apply for accounting periods commencing on or after 1 January 2016, with early adoption permitted.

Additionally, despite the fact that FRS 105 applies for the smallest and simplest of entities, it should be noted that the text of FRS 105 will extend to over 100 pages!

FRED 59: Draft Amendments to FRS 102 – Small Entities and Other Minor Amendments:

FRED 59 incorporates a new “Section 1A” (based on the increased thresholds for companies to qualify as “small”), which has been developed around the new legal framework for disclosures for small companies. As the requirements of the small entities regime are more comprehensive than the micro-entities regime, it is proposed that the recognition and measurement requirements of Section 1A are the same as those set out in the rest of FRS 102.

Two key differences between the small entities regime and the micro-entities regime are that the use of fair value and revaluation accounting is permitted and that more transactions will be accounted for, including deferred tax and equity-share based payments.

Unlike the micro-entities regime, directors of small entities are legally obliged to prepare accounts that give a true and fair view whereas micro-entity accounts are automatically presumed to give a true and fair view if the legal minimum is adhered to. In practical terms this will require more work of directors of small entities in considering what additional information (if any) is needed to ensure the accounts give a true and fair view ~ FRS 102, Section 1A provides additional guidance to assist directors, by “encouraging” disclosures to be made, and by making cross-references to disclosures included elsewhere in FRS 102.

It is proposed that the amendments to FRS 102 will apply for accounting periods commencing on or after 1 January 2016, with early adoption permitted for accounting periods commencing on or after 1 January 2015.

FRED 59 also proposes a small number of other amendments necessary to maintain consistency between FRS 102 and company law. Of particular note is the fact that when it is not possible to determine the useful economic life of goodwill, this shall now be presumed to be ten years, and not five years, as is the case with FRS 102 (Revised August 2014). Should an entity which is not applying Section 1A “early adopt” a useful economic life of goodwill of ten years, it will be required to disclose the fact that it has early adopted this provision.

Note that it has also been concluded that there be no requirements relating to Residents’ Management Companies incorporated into FRS 102, Section 34, following the analysis of responses to FRED 50 on this topic.

Finally, narrative at the end of the FRED indicates that any entity other than a company which is regarded as small (such as an LLP which may be treated as small, based on the thresholds applicable to LLPs) will also be eligible to apply FRS 102, Section 1A.

FRED 60: Draft Amendments to FRS 100 and FRS 101:

Minor amendments are required to FRS 100 Application of Financial Reporting Requirements and FRS 101 Reduced Disclosure Framework to ensure continued compliance with changes to company law. FRED 60 sets out these proposed amendments.

The most significant amendment to FRS 101 provides greater flexibility in relation to the format of the profit and loss account and balance sheet, allowing the use of IFRS-based presentation requirements similar to those used for the group accounts.

AMENDMENT TO FRS 102

A minor amendment has been issued by the Financial Reporting Council to FRS 102, entitled, “Amendments to FRS 102 – Pension obligations”. This is intended to clarify aspects of the accounting for defined benefit pension plans by UK and Irish entities, and the [Press Release](#) accompanying this amendment states:

“The amendments enable sponsoring employers reporting under UK and Irish GAAP to continue with current practice in accounting for defined benefit pension schemes.

Specifically:

- No additional liability need be recognised for a ‘schedule of contributions’ that has been agreed in order to address a plan deficit when the deficit itself has already been recognised; and
- The effect of not recognising an irrecoverable surplus in a defined benefit plan is shown in other comprehensive income, rather than profit or loss.”

DRAFT LEGAL AMENDMENTS FOR EU ACCOUNTING DIRECTIVE

The Government has laid [Draft Regulations](#) before Parliament to enact the requirements of the EU Accounting Directive in the United Kingdom, which are summarised in the [Draft Explanatory Memorandum](#). These are expected to come into force on 6 April 2015, and will be known as, ‘The Companies, Partnerships and Groups (Accounts and Reports) Regulations 2015’.

The Regulations will apply to companies and limited partnerships (but not limited liability partnerships) for financial periods commencing on or after 1 January 2016. Company directors have the option of adopting the amendments for financial periods commencing on or after 1 January 2015 if they so wish.

The following is a summary of the amendments being brought about by the Regulations, which contain additional detail to the points noted below:

- Criteria to qualify as a small company will be amended to these thresholds:
 - Turnover ~ not more than £10.2m (from £6.5m);
 - Gross assets ~ not more than £5.1m (from £3.26m);
 - Employees ~ remaining at not more than 50;
 - These limits also apply to the comparative period when considering in a current period whether a company is small or not;
 - Note that there are also increases in group / medium thresholds.

- If, based on current small company thresholds, a company does not qualify as small, but would do based on the above criteria, the company is not eligible to take advantage of, 'small company audit exemption' should "early adoption" be exercised in 2015;
- A small company will no longer be able to file at Companies House, annual accounts which are an abbreviated version of the accounts which it prepares and sends to shareholders – instead a small company will file the versions of the balance sheet and profit and loss account (where the profit and loss account is filed) which are prepared and sent to shareholders. Note also, that ability of a medium company to file abbreviated accounts will no longer exist;
- Where all members of a company (which is not a charitable company) consent, small companies will be permitted to prepare an "abridged" balance sheet and profit and loss account to send to shareholders;
- Eligibility for small company exemptions is now not "blocked" if the company becomes ineligible post year end;
- A group will no longer be an ineligible group for small company exemptions if it contains a public company, unless that company is a "traded company" (effectively listed on a "regulated market" such as the main market of the London Stock Exchange);
- A group which is small, other than for the fact that it is headed by a public company will not be required to prepare consolidated financial statements, unless it is a "traded company";
- There will be more detailed requirements as to the content of an auditor's report on a company's non-financial reports such as strategic reports and director's reports;
- It will be a requirement for companies to disclose in their accounts the address of their registered office, their registered number, and the part of the United Kingdom in which they are registered (for example, England and Wales / Scotland / Northern Ireland);
- Small companies will need to disclose the average number of employees in the notes to their accounts, although there will otherwise be a reduction in the number of required disclosures in the notes to the accounts of a small company;
- It will no longer be permissible to exclude details of subsidiary undertakings from the notes to the accounts when these disclosures are extensive (currently "alternative compliance" is permitted by providing this information with the company's annual return);
- Disclosure of advances to directors will need to additionally disclose amounts written off and amounts waived;
- A micro-entity will no longer be required to prepare a directors' report;

- Any extension to the period for filing accounts cannot extend beyond twelve months after the end of the relevant accounting period; and
- The useful life of intangible assets, when this cannot be reliably estimated, must not exceed ten years.

Note that there are separate (and linked) proposals from the Financial Reporting Council relating to the implementation of the EU Accounting Directive. Additionally, there is a separate and on-going Government consultation regarding the implementation in the United Kingdom of the EU Statutory Audit Directive.

MAJOR PROJECTS

- The HAT FCA Client Assets Reports Manual is being finalised, and this will be released within the coming weeks;
- The HAT Charities Manual will be “patched” for amendments which have been made to audit exemption / consolidation thresholds, and this will be released within the coming weeks;
- In Ireland, the Companies Act 2014 is expected to apply from 1 June 2015, and that this will apply “across the board”, such that financial statements and audit reports signed on or after this date will fall within the Companies Act 2014, rather than the Companies Acts 1963 to 2013. Subject to the timing of enacting legislation, the relevant Irish Manuals will be updated and issued to all users of these Manuals prior to the Companies Act 2014 coming into force;
- It is expected that there will be amendments to the SRA Accounts Rules from 1 April 2015 ~ time has been scheduled to amend the HAT SRA Accounts Rules Manual, although the scope / timing of this amendment will not be known until final Rules have been published; and
- Work continues on the new HAT Audit Manual, which is intended to be released during Q2, which will reflect legislation and standards in force as at 1 January 2015 (as opposed to all of those which are issued later, and can be effective from 1 January 2015). An update to this Manual will be required later in the year as a result of the implementation of the requirements of the EU Accounting Directive in the UK, which will “amend” FRS 102, introduce FRS 102 Section 1A, and introduce FRS 105. As HAT’s focus during 2015 will be to update all Manuals for FRS 102 (Revised August 2014), the “second phase” of FRS 102 Manuals may not be released until 2016.

IMPLEMENTATION OF SMALL BUSINESS, ENTERPRISE AND EMPLOYMENT BILL

The Small Business, Enterprise and Employment Bill 2014 is now in the House of Lords, and a [Ministerial Statement](#) has been published setting out provisional plans regarding the implementation of company filing requirements and corporate transparency measures and the register of people with significant control.

The [provisional plan](#) has been formally published by the Department for Business, Enterprise and Skills for the implementation of Parts 7 (Companies: Transparency) and 8 (Company filing requirements) of the Bill. Subject to Royal Assent, the key provisions in those parts of the Bill are planned to be implemented as follows:

- **Bearer shares** – Companies will be prohibited from issuing bearer shares two months after Royal Assent. The nine month conversion period for existing companies will start from this point;
- **Prohibition on corporate directors** – The prohibition will come into force in October 2015;
- **PSC register** – Companies will be required to keep a register of persons with significant control (PSC register) from January 2016, but will not need to file this information at Companies House until April 2016, giving companies three months in which to obtain and hold the required information; and
- **Company filings** – The new confirmation statement will replace the annual return in April 2016. Private companies will also be able to opt to keep information in their registers on the public register at Companies House, and all companies will be able to put certain optional information on the public register, from that date.

COMPANY NAMES AND TRADING DISCLOSURES REGULATIONS

The [Company, Limited Liability Partnership and Business \(Names and Trading Disclosures\) Regulations 2015](#), (SI 2015 / 17) have been approved by Parliament and published. These, along with [The Company, Limited Liability Partnership and Business Names \(Sensitive Words and Expressions\) Regulations 2014](#), which have been covered previously, amend the regime in relation to company names and business names, and come into force on 31 January 2015. In both cases, these replace existing regulations.

These Regulations deal with restrictions relating to the registered name of a company, an LLP and overseas companies, to business names, and making requirements relating to trading disclosures. A summary of the requirements is included in the [Explanatory Note](#) at the end of the Regulations.

Of particular relevance to accountants are the following regarding Trading Disclosures ([Part 6 of the Regulations](#)), which have been extracted from the Explanatory Note (reference to “the Act” is to the Companies Act 2006):

- “Regulation 20 states that all displays and disclosures required by these Regulations are to be in characters which can be read with the naked eye;
- Regulation 21 specifies that a company’s registered name must be displayed at the registered office and other places at which records are kept for inspection. This regulation does not apply to any company which is “*dormant*” as defined in section 1169 of the Act;
- Regulation 22 applies to locations other than those referred to in regulation 21, and it specifies that a company’s registered name must also be displayed at any location at which it carries on business. This regulation does not apply to a location which is primarily used for living accommodation;

- Regulation 23 sets out the manner in which a company is required to display its registered name. The name must be positioned so that it can easily be seen by any visitor to the premises and must also be displayed continuously. If the office, place or location is shared by more than five companies, either the registered names should be displayed for at least fifteen continuous seconds at least once every three minutes; or the registered names should be available for inspection on a register by any visitor to that office, place or location;
- Regulation 24 specifies the documentation on which a company's registered name should appear. A company must also display its registered name on its websites;
- Regulation 25 sets out the particulars, in addition to the registered name, which should appear on a company's business letters, order forms and websites (these typically are the company's registered number, the address of the company's registered office and the part of the United Kingdom in which the company is registered). The reference to registration in a particular part of the United Kingdom is to registration by the Registrar of Companies for that part of the United Kingdom (section 1080 of the Act);
- Regulation 26 specifies that where a company's business letter includes the name of a director of that company, other than in the text or as a signatory, the letter must disclose the name of every director of that company; and
- Regulation 27 deals with disclosures relating to the registered office and any other place at which the company keeps records available for inspection under the Companies Acts. It is an offence to fail to comply with a requirement of Regulations 20 – 27 inclusive (which is punishable by fine) and for these purposes a shadow director is to be treated as an officer of the company (Regulation 28)."

ONLINE BANK AUDIT LETTERS

The British Bankers Association ("BBA") has issued a [Press Release](#) highlighting that it has created an online option for bank audit letters. It states:

"Whenever a company or other body wants to file their accounts, their auditors must send an audit confirmation letter to the entity's banks – to check that the financial statements' figures are accurate.

Until now, this process has been conducted using the postal service, often posing serious difficulties for the organisation filing its accounts:

- 40% of auditors say they have had to delay signing an audit opinion due to missing confirmations;
- 66% of clients have had to contact their bank due to a missing confirmation; and
- The current system costs European organisations more than £250 million a year, auditors say.

The BBA and their preferred technology partner [Confirmation.com](#), which is the world's leading online audit confirmation solution, are introducing a new service that gives banks and auditors greater control of the audit confirmation process.

The new service will allow accountants to upload their audit requests to an online platform enabling banks to respond much more quickly. This could cut the time taken to confirm an audit from months to a matter of days. It will also provide visibility to customers over how they obtain audit confirmation letters, which are vital to complying with audit regulations. Confirmation.com is already the preferred provider for the American Institute of Certified Public Accountants and is endorsed by the American Bankers Association.”

Separately, the BBA additionally [highlights](#):

“Through the BBA’s work with [Practice Note 16](#) (Bank Reports for Audit Purposes) the need for an electronic solution has been identified to enable rapid and secure audit confirmations to be take place in the UK. BBA Confirmations has been launched to provide the following benefits to banks and audit firms:

- Saves time – workflow management and powerful reporting tools;
- Enhances customer service – slick digital authority process and prevents delays to customers’ financial audits by responding faster;
- Combats fraud – the process cannot be circumvented in the same way that posted or emailed confirmations can; and
- Global network – thousands of banks and audit firms are already participating through the Confirmation.com network.

For details of banks responding through [BBA Confirmations](#), refer to the [PN16 Contacts page](#).”

Note that at the moment, this initiative is being driven by the BBA, rather than the Financial Reporting Council, and has only been noted in passing by the ICAEW. However, there does not appear to be any reason why a Statutory Auditor cannot utilise an online option for obtaining these confirmations from banks which have agreed to process audit letter requests in this manner.

EU MONEY LAUNDERING DIRECTIVE ~ AGREEMENT REACHED

The European Union has issued a [Press Release](#) advising that the European Council has endorsed agreement with the European Parliament on the new Money Laundering Directive, which will strengthen EU rules against money laundering and ensure consistency with the approach followed at international level. The Press Release states:

“International recommendations:

The texts implement recommendations by the Financial Action Task Force (FATF), which is considered a global reference for rules against money laundering and terrorist financing.

On some issues, the new EU rules expand on the FATF's requirements and provide additional safeguards.

The strengthened rules reflect the need for the EU to adapt its legislation to take account of the development of technology and other means at the disposal of criminals. The main elements are:

- Extension of the directive's scope, introducing requirements for a greater number of traders. This is achieved by reducing from €15,000 to €10,000 the cash payment threshold for the inclusion of traders in goods, and also including providers of gambling services;
- Application of a risk-based approach, using evidence-based decision making, to better target risks. The provision of guidance by the European supervisory authorities; and
- Tighter rules on customer due diligence. Obligated entities such as banks are required to take enhanced measures where the risks are greater, and can take simplified measures where risks are demonstrated to be smaller.

Beneficial ownership:

The package includes specific provisions on the beneficial ownership of companies. Information on beneficial ownership will be stored in a central register, accessible to competent authorities, financial intelligence units and obliged entities such as banks. The agreed text also enables persons who can demonstrate a legitimate interest to access the following stored information:

- Name;
- Month and year of birth;
- Nationality;
- Country of residence; and
- Nature and approximate extent of the beneficial interest held.

Member states that so wish may use a public register. As for trusts, the central registration of beneficial ownership information will be used where the trust generates consequences as regards taxation.

Gambling:

For gambling services posing higher risks, the agreed text requires service providers to conduct due diligence for transactions of €2,000 or more. In proven low-risk circumstances, member states will be allowed to exempt certain gambling services from some or all requirements, in strictly limited and justified circumstances. Such exemptions will be subject to a specific risk assessment. Casinos will not benefit from exemptions.

Sanctions:

As concerns sanctions, the text provides for a maximum pecuniary fine of at least twice the amount of the benefit derived from the breach or at least €1 million. For breaches involving credit or financial institutions, it provides for:

- A maximum pecuniary sanction of at least € million or 10% of the total annual turnover in the case of a legal person; or
- A maximum pecuniary sanction of at least € million in the case of a natural person.

Next steps:

Agreement with the European Parliament was reached on 16 December 2014. The Council's approval of that outcome paves the way for adoption of the package at second reading.

Member states will have two years to transpose the directive into national law. The regulation will be directly applicable.”

It is also possible to access the text of the proposed [Directive](#) on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing.

PROPOSED AMENDMENTS TO SHARE BUYBACK REGIME FOR PRIVATE COMPANIES

The [draft Companies Act 2006 \(Amendment of Part 18\) Regulations 2015](#) have been laid before Parliament. These are proposed to amend the regime which allows private companies to make small share buybacks out of capital, and are intended to come into force on 6 April 2015. The proposed changes made by the draft Regulations include:

- Clarifying that the regime permits a private company (where authorised by its articles) to make small buybacks out of capital without having to comply with the regime for permissible capital payments in the Companies Act; and
- Treating buybacks made under the *de minimis* exemption in the same way, for accounting purposes, as payments out of capital under section 734 of the Companies Act.

THIRD PARTIES CAN NOW SUBMIT ACCOUNTS ONLINE TO CHARITY COMMISSION

The [Charity Commission](#) has made an announcement, which states:

“The Charity Commission has launched a digital service that allows a charity’s accountant or other nominated agent to submit accounts on behalf of their client charity.

All charitable incorporated organisations (CIOs), regardless of income, and charities with annual incomes of over £25,000 must file accounts with the Commission, and have up to 10 months from the end of their financial year to submit them to the regulator. This new tool aims to make the process easier for third parties involved, enabling them to submit accounts once finalised on behalf of their client. Filing online is a quick, easy process that enables a charity’s profile to be updated overnight.

Charities must use the existing ‘change your charity’s details’ service to give authorisation and then the accountant or agent can register to use the new service. Information about the tool can be found on GOV.UK.”

INCREASE IN CHARITY AUDIT THRESHOLD CONFIRMED

The Government has [published its response](#) to the [consultation](#) which proposed to increase audit exemption thresholds for charities, an amendment which has now been enacted.

[The Charities Act 2011 \(Accounts and Audit\) Order 2011](#) (SI 2015 / 321) and [The Charities Act 2011 \(Group Accounts\) Regulations 2015](#) (SI 2015 / 322) increase the following thresholds from £500,000 to £1 million for accounting periods ending on or after 31 March 2015:

- Income threshold at which a charity should have its accounts audited;
- Aggregate group income threshold at which parent charities should have group accounts audited; and
- Preparation threshold for group accounts.

Within the Government response to the consultation, there are some important explanations to provide additional background as to why other proposals are not going to be implemented, and also complications which may arise from the above proposals actually being implemented. These are:

- It is not possible, at the moment, to amend the “income component of the asset threshold”, as this is linked to the threshold at which charities are required to prepare accounts on an accruals basis (Charities Act 2011, section 133) ~ an amendment to which would require primary, rather than secondary legislation. Separately, as the threshold for receipts and payments accounts is preferred by the Government to remain at £250,000, the income component of the asset threshold must remain at this level;
- The Government agrees with a number of comments made that there is a preference for the “asset component of the asset threshold” to remain aligned with the threshold applicable to determine entitlement to small company exemptions in the Companies Act 2006. It is proposed to revisit this matter once thresholds in the Companies Act 2006 have increased from £3.26million to £5.1million, including considering linking the asset component of the asset threshold in Charities Act 2011, section 144 (1)(b), explicitly to the Companies Act 2006, through primary legislation;
- It should be noted that these amendments will only be reflected in the Charities Act 2011 (and affecting only charities registered solely in England and Wales) ~ therefore any charity which is registered in Scotland, including those which have a dual registration in England and Wales, will not be able to take advantage of these increased thresholds; and
- Performance of an independent examination by a firm of accountants, rather than an individual is a matter which would require primary rather than secondary legislation to enact. This is a matter which would be considered in the future.

As the Statutory Instrument effecting these changes has been published in its final form, HAT is working on amending relevant documentation in the HAT Charities Manual, and will issue a “patch” to this Manual, which will be issued within the coming weeks.

Separately, it is unclear whether any disclosures included within the new Charity SORPs, which are linked to the audit exemption threshold may need to be reconsidered, in light of a doubling of this threshold. The Government response indicates that they will request the SORP making body to revisit this area.

Important Note

With regards to the technical articles in this newsletter, every care has been taken by HAT in the preparation of these articles, HAT does not guarantee the accuracy or veracity of any information or opinions. No responsibility for loss occasioned to any person acting or refraining from acting as a result of material contained within these articles can be accepted by the editor, HAT, its officers or employees.

TECHNICAL MEMORANDUMS

Here is a list of Technical Memorandums issued in 2014/15; please let us know if you have not received any of them.

Memo	Date	Subject
01/14	9 January 2014	HAT SRA Accounts Rules 2011 Manual – January 2014
02/14	24 March 2014	HAT Charities Manual – March 2014
03/14	10 April 2014	HAT Non- Audit Assignments Manual – March 2014
04/14	12 May 2014	SRA Accountants Reports
05/14	19 May 2014	HAT Practice Assurance Manual April – 2014
06/14	6 June 2014	FCA Client Asset Reports
07/14	10 June 2014	FRS 102 Transition Programme
08/14	14 July 2014	HAT Academies Manual – August 2014
09/14	4 September 2014	HAT Not for Profit Entities Manual – August 2014
10/14	10 September 2014	Share-Based Payments Programme
11/14	17 September 2014	SRA Accountants Reports
12/14	30 September 2014	FRS 102 Disclosure Checklists
13/14	29 October 2014	HAT Registered Social Housing Providers Manual – October 2014
14/14	20 November 2014	HAT SRA Accounts Rules 2011 Manual – October 2014
1/15	15 February 2015	Excel version of the Audit Manual

HAT MANUALS

Manual	Last Updated	Additional information
SRA Accounts Rules 2011 Manual	October 2014	The whole manual is referenced October 2014
Anti Money Laundering Procedures Manual	October 2013	The whole manual is referenced October 2013
FCA Manual	June 2013	The whole manual is referenced June 2013
Property Agents' Client Money Assignments Manual	March 2013	The whole manual is referenced March 2013
Groups Manual	October 2012	The whole manual is referenced October 2012
Registered Social Housing Providers Manual	October 2014	The whole manual is referenced October 2014
Pensions Manual	November 2012	The whole manual is referenced November 2012
Charity Manual	March 2014	The whole manual is referenced March 2014
Non Charitable Not for Profit Entities Manual	August 2014	The whole manual is referenced August 2014
LLP Manual	October 2012	The whole manual is referenced October 2012
Audit and Accountancy Manual	September 2013	The whole manual is referenced September 2013
Academies Audit Manual	August 2014	The whole manual is referenced August 2014
Audit Procedures Manual	July 2012	The whole manual is referenced July 2012
Practice Assurance Manual	April 2014	The whole manual is referenced April 2014
Non – Audit Assignment Manual	March 2014	The whole manual is referenced March 2014
Audit & Accountancy Manual Ireland	September 2013	The whole manual is referenced September 2013
Anti Money Laundering Manual Ireland	December 2012	The whole manual is referenced December 2012
Audit Procedures Manual Ireland	July 2012	The whole manual is referenced July 2012
Audit & Accountancy Manual Gibraltar	September 2013	The whole manual is referenced September 2013
Anti Money Laundering Gibraltar	December 2012	The whole manual is referenced December 2012
Audit Procedures Manual Gibraltar	July 2012	The whole manual is referenced July 2012

If you would like a copy of any of the manuals please contact HAT. Full Member firms receive all manuals free. Members of the General Practitioners Scheme receive the Audit and Accountancy Manual free and all of the other manuals at a substantial discount.

A full price list is available from HAT and is also published on our Website.
Please note Irish & Gibraltarian Manuals are only sent out if requested and are free to all Full Members. Full prices are available on request from Roger.

HAT COURSES

If you feel that any of these courses may be relevant to your professional development, please talk to your training partner. Bookings can be made through any member of the HAT team.

2015 COURSE PROGRAMME

Course	Date / Venue	Subject
D Course	20 – 24 April 2015 Holiday Inn Norwich	Seniors Course
F Course	2 – 5 June 2015 Shendish Manor, Apsley	Managers Course
GA or GB Course	17 – 19 June 2015 Mill Hotel Sudbury	Senior Managers Course (Dealing with Staff/ Clients)
C Course	22 – 26 June 2015 Belstead Brook Hotel Ipswich	Advanced Audit & Accountancy
AB Course	16 – 17 July 2015 Central London	Advanced Bookkeeping
D Course	10 – 14 August 2015 Holiday Inn Norwich	Seniors Course
A Course	17 – 21 August 2015 Central London	Introduction to Bookkeeping
B Course	24 – 28 August 2015 Central London	Introduction to Auditing
CA Course	23 – 25 September 2015 Central London	UK Financial Disclosure
E Course	20 – 23 October 2015 Hydro Hotel Eastbourne	Supervisors Course
C Course	16 – 20 November 2015 Belstead Brook Hotel Ipswich	Advanced Audit & Accountancy

CPD COURSE PROGRAMME

The following CPD Courses are running in 2015:

Course	Speaker	Date
Introduction to Charities – A Practical Guide	Matthew Shaw	Wednesday 11 March 2015
Pensions – Key Issues for Preparers and Auditors in 2015	Matthew Shaw	Tuesday 17 March 2015
A Practical Guide to Consolidated Financial Statements	Matthew Shaw	Wednesday 25 March 2015

Business Writing	Ian Atkins	Tuesday 31 March 2015
Audit Planning Workshop	Andrew Jarvis	Wednesday 15 April 2015
Effective Audit Review	Simon Kettlewell	Wednesday 20 May 2015
A Practical Guide to FRS 102 – What Does it Mean for Me?	Matthew Shaw	Tuesday 2 June 2015
SRA Update and Ensuring that you get the Qualification correct (1½ hours)	Matthew Shaw	Tuesday 16 June 2015
A Practical Guide to FRS 102 – What Does it Mean for Me?	Matthew Shaw	Tuesday 6 October 2015
Audit Implications of FRS 102	Matthew Shaw	Tuesday 10 November 2015

Please see the HAT website www.hatgroup.co.uk for new courses as they are released.

The following additional courses can be run at your office:

Skills Courses

Staff Appraisals
Presentation Skills
Effective Business Writing
Interviewing Skills
Meetings and Facilitation
Leadership Skills

Audit Courses

Audit Efficiencies
Audit File Review
Using the Audit Programmes Efficiently and Effectively
Effective Analytical Procedures
Auditing Stock Effectively
Getting Audit Evidence Right
Audit Planning

The Audit of the Profit and Loss Account
Effective Management Letters
Fraud and Error

The cost of these courses:

Half Day (all courses except Leadership Skills) £1,095 plus disbursements, plus VAT

Whole Day £1,995 plus disbursements, plus VAT

AUDIT MANUAL AND ANTI MONEY LAUNDERING INDUCTIONS

HAT Audit Manual and Anti Money Laundering Inductions are held on the first working Monday of each month at the HAT Office. The Audit Manual Inductions run from 9.30am to 1.00pm and the Anti Money Laundering from 2.00 to 4.00pm. The dates for these courses are as follows:

13 April 2015
11 May 2015
2 June 2015
6 July 2015
3 August 2015
7 September 2015
5 October 2015
2 November 2015
7 December 2015

Manual Inductions - These courses are designed for all audit staff joining your practice who will not attend the HAT B Course. Please note that it is mandatory under Audit Regulations for new staff to be properly inducted into the audit system used.

These courses are free to Full Members and cost £100 plus VAT per delegate for General Practitioner Members. (Non-members will be charged at £135 plus VAT, per delegate). Each course will be held at our office from 9.30 am - 1 pm.

Anti Money Laundering Training - These courses are designed for **all** new staff irrespective of their role, including support staff, unless they are due to attend the HAT B Course. It will run between 2.00pm and 4.00pm and is free if the delegate is a trainable head; otherwise a charge of £75 plus VAT per delegate will apply to Members. (Non-members will be charged at £105 plus VAT per delegate). **Please note that it is a criminal offence not to train all staff in this area.**

Numbers on these courses are limited, so please contact Catherine when someone new joins your practice and she will make the relevant bookings.

If you are unsure whether or not you are entitled to free courses, please email roger@hatgroup.co.uk

NEW IN 2015 – Caseware Automated Audit System Induction Courses

20 April 2015
18 May 2015
9 June 2015
13 July 2015
10 August 2015
14 September 2015
12 October 2015
9 November 2015
14 December 2015

The Courses will be free to Full Members and the duration of the course will be finalised soon.

OFFICE QUARTERLY MEETINGS

Two Office Quarterlies are now run every three months to ensure all Members of our General Practitioners Scheme have the opportunity to be personally updated.

The Courses run from 9.30 – 11.00 a.m. and costs £65 + VAT for Members and £95 + VAT for Non Members

2015 Dates:

Quarter 1 12 March 2015
Quarter 2 21 May & 18 June 2015
Quarter 3 20 August & 17 September 2015
Quarter 4 19 November & 17 December 2015

Additional office quarterlies will be arranged subject to demand.

All Course Bookings can be made by telephoning, faxing or e-mailing HAT.

EXAM RESULTS

Congratulations to the following students who have recently passed exams.

ICAEW Professional Stage December 2014

Students who have now completed the Professional Stage

Student	Firm
Jamie Ashby	Rawlinson & Hunter
Will Booth	Bird Luckin
Laura Boyle	Shelley Stock Hutter LLP
James Brennan	Lewis Golden & Co
Ed Hawker	Lewis Golden & Co
Joshua Meyrick	Simmons Gainsford LLP
Angus Reger	Simmons Gainsford LLP
Charlie Sampson	FW Smith Riches & Co
Beth Sanders	Bird Luckin
Craig Staton	Bird Luckin

Dan Walden	Bird Luckin
Emma Weedon	Bird Luckin

Papers Passed:

AA

Student	Firm
John Bacigalupo	Liles Morris
Jonathan Borchardt	Wilder Coe LLP
Beth Brooks	Shelley Stock Hutter LLP
Eleanor Budd	Wilder Coe LLP
Stephanie Chandler	Bird Luckin
Sinead Chapman	Sayers Butterworth LLP
Lauren Charnley	F W Smith Riches & Co
Matthew Horsman	Cox Costello & Horne
Umang Joshi	Shelley Stock Hutter LLP
Jamie Kerr	Simmons Gainsford LLP
Holly Lockyer	Simmons Gainsford LLP
Matthew Malyali	Lewis Golden & Co
Lydia Mawby	Beavis Morgan LLP
Jordan Miller	Bird Luckin
Philip Mundy	F W Smith Riches & Co
Bhavik Patel	Rawlinson & Hunter
Alex Rowlands	Cox Costello & Horne
Daniel Stone	Beavis Morgan LLP
Edward Symington	Lewis Golden & Co
Kirsten Walmsley	Rawlinson & Hunter
James White	Bird Luckin
Isabel Yau	Wilder Coe LLP

FAR

Student	Firm
Zoe Ager	Venthams
Dean McCaffrey	Wilder Coe LLP
Jordan Miller	Bird Luckin
Peter Thompson	Beavis Morgan LLP

FAR & TC

Student	Firm
Karim Moualem	Sayers Butterworth LLP
Rachel Swindon	Lewis Golden & Co
Stuart Woolmer	Lewis Golden & Co

TC

Student	Firm
Martin Davis	Beavis Morgan LLP
Catherine Ryan	Beavis Morgan LLP

FM

Student	Firm
Hannah Fowlie	Bourner Bullock
Joshua Greenham	Jeffreys Henry LLP
Jabed Uddin- Ahmed	Simmons Gainsford LLP

BS & FM

Student	Firm
Rosanna Blair	Sayers Butterworth LLP
Daniel Proctor	Wilder Coe LLP
Rahim Topadar	Shelley Stock Hutter LLP

BS & BPT

Student	Firm
Pam Bailey	Beavis Morgan LLP
Raj Patel	Simmons Gainsford LLP

BS

Student	Firm
Kay Stephenson	Beavis Morgan LLP

Congratulations to Lauren Townrow of Sayers Butterworth LLP, who won first place in the LSCA Central London Small Practitioners Group, Small Firm Prize, in respect of the Annual Sittings (July and November 2014) of the ICAEW Advanced Stage Examinations.

Congratulations to the following students who won HAT awards at the recent Student Committee Meeting:

Professional Stage December 2014

AA – Sinead Chapman of Sayers Butterworth (£250 prize)
FAR/TC – Stuart Woolmer of Lewis Golden (£250 prize)
BS/FM/BPT - James Brennan of Lewis Golden (£250 prize)

Advanced Stage November 2014 - Otudamilola Otufale of Rawlinson & Hunter (£500 prize)

ACCA Results

Please note that HAT do not receive these results and, due to the variety of tutors used, it is very difficult to tabulate all results.

We ask all students to send their results to Catherine, in order to include them in the newsletter.

FIRMS NEWS

We would like to extend a warm welcome to all our new clients.

ROOM HIRE AT HAT OFFICES

Member Firms will be able to hire either the large or small meeting room at the HAT Offices by contacting Catherine@hatgroup.co.uk

The Small Room, which holds 6 people Board Room style, can be hired for £25 per hour, £60 a Half Day or £100 a Full Day.

The Large Room, which holds up to 15 people Board Room style can be hired for £50 per hour, £120 a Half day or £200 a Full Day.

Both rates include tea, coffee and biscuits. Lunch can be arranged at cost price.

SOCIAL EVENTS

FORTHCOMING SOCIAL EVENTS

Thursday 16 April 2015 NEW DATE	HAT Quiz	Balls Brothers, City of London
Thursday 10 September 2015	HAT Bowling	Rowans Leisure Centre Finsbury Park

Details will be sent to all social representatives approximately two months before each event by Catherine.

HAT NEWSLETTER QUIZ

The winner of the £100 prize was Michele Byford of Waller & Byford.

The answers were:

- | | |
|---------------------------|--------------------------------|
| 1. DOVE COTTAGE | WILLIAM WORDSWORTH |
| 2. BATEMANS | RUDYARD KIPLING |
| 3. 22 PORTOBELLO ROAD | GEORGE ORWELL |
| 4. GREENWAY | AGATHA CHRISTIE |
| 5. TAVISTOCK HOUSE | CHARLES DICKENS |
| 6. THE PARSONAGE, HAWORTH | EMILY, CHARLOTTE & ANNE BRONTE |
| 7. 15 USHERS ISLAND | JAMES JOYCE |
| 8. MENABILLY | DAPHNE DU MAURIER |
| 9. STEVENTON RECTORY | JANE AUSTEN |
| 10. MAX GATE | THOMAS HARDY |

THIS MONTH'S QUIZ FOR A £100 PRIZE:

For this Newsletter Quiz we have turned thoughts to Spring and the arrival of young ones. Listed below are 10 animals; simply name the young for each one

1. GOOSE
2. RHINO
3. PENGUIN
4. LLAMA
5. HAMSTER
6. TURTLE
7. MONKEY
8. KOALA
9. HARE
10. OWL

Please e-mail ian@hatgroup.co.uk or send your answers to the HAT Office by 5pm on Friday 15 May.

GOOD LUCK !

