

Newsletter

September 2019

Edited by Ian Atkins



HAT
Group of Accountants

WELCOME

Welcome to the Autumn Newsletter. In this edition we have all the current Technical Developments, whilst we all wait to see what happens with regard to Brexit. Just to confirm, we have time in our Planning to make any significant changes which may be required.

On a lighter note, we look forward to seeing many of you at our next Social Event, the Bowling Night, which is on Thursday 3 October at the usual venue. We only have one or two spaces left for teams, so contact Maggie if you still wish to come as soon as possible.

This month's prize quiz for a special £200 prize is simply to predict the top four in the current Rugby Union World Cup. Although the competition has started, we are giving you until Thursday 10 October, which is a rest day and when the Group games will almost be complete to deliver your predictions.



HAT
Technical

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TECHNICAL UPDATE

DRAFT CORRECTION TO BREXIT LEGISLATION

Draft Regulations have been laid before Parliament which are proposed to amend the Statutory Auditors and Third Country Auditors (Amendment) (EU Exit) Regulations 2019 (S.I. 2019/177) (“the Audit SI”), the Accounts and Reports (Amendment) (EU Exit) Regulations 2019 (S.I. 2019/145) and the International Accounting Standards and European Public Limited-Liability Company (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/685) (“the Accounting Standards SI”).

It appears that the primary purpose of the Draft Regulations is to correct drafting errors in original Brexit legislation.

For smaller statutory auditors, the most important amendment (and potentially the one having the most impact) is to amend the criteria for which a UK subsidiary undertaking (either a company or a limited liability partnership) is eligible to take advantage of exemption from a statutory audit. Post Brexit, this exemption will only be available when the parent undertaking is incorporated in the UK.

This is an amendment to the Audit SI, which has been previously noted as coming into force on Exit Day (as opposed to provisions regarding financial reporting which come into force for accounting periods commencing after Exit Day). As there do not appear to be transitional provisions within the Audit SI, and given the likelihood of Exit Day being 31 October 2019, it appears as though the situation is as follows:

- » UK subsidiary, audit exempt by virtue of a guarantee from an EEA, but non-UK parent; year ended 31 March 2019; financial statements signed 31 October 2019 ~ this scenario is compliant with UK law; and
- » UK subsidiary, audit exempt by virtue of a guarantee from an EEA, but non-UK parent; year ended 31 March 2019; financial statements signed 1 November 2019 ~ the company has incorrectly applied audit exemption.

Clarity on this issue is being urgently sought so that HAT can provide guidance before Exit Day, with time scheduled to update relevant Manuals shortly after Exit Day.

EXTENSION TO APPLYING FOR DISPENSATION FROM DISPLAYING TRUSTEE NAMES ON THE REGISTER OF CHARITIES

As part of changes to Charity Commission’s online services, trustees using a public display name on the charity register will have their full legal name displayed to the public, unless they apply to have it removed (known as a dispensation).

These changes were due to happen on 1 September 2019, but the Charity Commission has extended this to give trustees more time to apply for a dispensation if needed. The changes will now happen from 1 April 2020.

A dispensation can be granted if displaying a legal name to the public could put a person in personal danger.

Further information about [display name changes and how to apply for a dispensation](#) is available on the Charity Commission’s website.

CHARITY COMMISSION CONCERN OVER QUALITY OF FINANCIAL STATEMENTS

Following research undertaken by the Charity Commission, they have concluded that only half of the financial statements filed by charities registered with them meet an acceptable minimum benchmark. Their [Press Release](#) states:

“A [new study](#) published today by the Charity Commission, has found that only around half of charity accounts reviewed met the regulator’s external scrutiny benchmark. This follows reviews of the quality of charity accounts which show that auditors and independent examiners are failing to identify significant failings in charity accounts.

A sample of 296 charities’ accounts have been assessed against a new [external scrutiny benchmark](#) developed by the Commission to determine whether a minimum standard of scrutiny by auditors and independent examiners has been met. Compliance with

the benchmark does not amount to full compliance with the requirements of the Charities SORP; the benchmark is about ensuring that the basic requirements have been met, making today's findings particularly concerning.

Failings included incomplete reporting of related party transactions; of 77 cases in which these were not properly disclosed, although in all likelihood an oversight, none were reported to the Commission by auditors or independent examiners. This raises additional concerns that the failure by trustees to manage conflicts of interest is also being under-reported.

Accounts reviewed by an auditor met the benchmark more frequently than those reviewed by an independent examiner. Although qualified examiners performed better, only 44% of accounts submitted by qualified examiners met the benchmark. Just 18% of unqualified examiners met the benchmark.

The regulator is working closely with ICAEW and ACCA to improve their members' awareness of charity reporting and accounting requirements. It has passed details of accounting practitioners that failed to meet the benchmark to their relevant professional bodies so that they can assist them. The Commission may also use non-compliance with the benchmark to raise formal complaints with professional bodies.

The Commission is making its [benchmark available on GOV.UK](#) and expects those scrutinising charity accounts to make use of it and trustees and those interested in charity accounts to be aware of it.

The Commission has updated its '[Independent examination of charity accounts: guidance for trustees \(CC31\)](#)', to make it more accessible to trustees. The guidance is aimed at helping trustees appoint an independent examiner with the right ability and practical experience to carry out a competent examination of the accounts and allowing them to prepare appropriately."

Further narrative regarding the Charity Commission's external scrutiny benchmark (which, as noted above, is solely about ensuring that the basic requirements have been met) will be included within the HAT Charity Newsletter ~ October 2019.

It should be noted that utilisation of relevant documentation within the HAT Charities Manual will ensure that this benchmark is fully complied with.

INITIAL GUIDANCE ISSUED BY THE SRA REGARDING THE NEW ACCOUNTS RULES

The Solicitors' Regulation Authority ("SRA") has released an initial batch of guidance in respect of the new SRA Accounts Rules. This is [available on their website](#), and covers the following areas:

- » [Accountant's report and the exemption to obtain one;](#)
- » [Do I need to operate a client account?;](#)
- » [Helping you keep accurate client accounting records;](#)
- » [Joint accounts and record keeping;](#)
- » [Planning for and completing an accountant's report; and](#)
- » [Third-party managed accounts.](#)

Certain of the guidance which has recently been issued merely reflects an update to existing guidance which has been provided by the SRA, and at present, a copy of the proposed Accountant's Report (covering both the transitional period and periods commencing after 25 November 2019, which will be governed entirely by the new SRA Accounts Rules) is not available. As such, the scope of the work of the Reporting Accountant for periods which end after 25 November 2019 remains unclear.

A commentary on the content of the guidance which has been issued to date has been prepared by the ICAEW and is [available on their website](#).

HAT will continue to monitor developments in this area, with any further guidance being reflected in the updated HAT SRA Accounts Rules Manual, which is scheduled for the final quarter of the year.

MAJOR PROJECTS

- » HAT's suite of Manuals is currently in the process of being "refreshed", so that only requirements which are mandatory for accounting periods commencing on or after 1 January 2019 are reflected in those Manuals ~ this process continues with "specialist" (i.e. Charity / Pension) Manuals, with the changes also being filtered into Caseware;
- » The HAT SRA Accounts Rules Manual will be updated to reflect the requirements of the SRA Accounts Rules 2019, which become effective on 25 November 2019 ~ this Manual will reflect both the 2011 / 2019 Rules, as testing will need to cover both for an accounting period commencing before and ending on or after 25 November 2019; and
- » "Brexit" amendments in the HAT Audit Manual (and linked Manuals, where relevant) and HAT Audit Manual (Gibraltar) will not be processed until the legislation has become effective, which is after the UK leaves the European Union, and as such, the timing of any changes being made is inherently uncertain. Any fundamental change having immediate effect will be communicated via a Technical Memo in advance of any Manual update.

FRC CONSULTATION ON AMENDMENT TO ETHICAL/AUDITING STANDARDS

A consultation, which ran until 27 September 2019, proposing amendment to the FRC's Ethical Standard for Auditors and various ISA (UK) has been published, and the [FRC's Press Release](#) states:

"The Financial Reporting Council ("FRC") has issued a consultation proposing important changes to the UK's Ethical and Auditing Standards. The FRC proposes to set more stringent ethical rules for auditors, in response to findings from recent audit enforcement cases and from audit inspections. In response to feedback from investors, the FRC also proposes to enhance the quality and content of auditor's reports in order to improve transparency about what is found in the course of an audit.

Key changes proposed include:

- » A clearer and stronger 'objective, reasonable and informed third party test' which requires audit firms to consider whether a proposed action would affect their independence from the perspective of public interest stakeholders rather than another auditor. This is supported by additional material to encourage a wide-ranging assessment, which considers both the spirit and the letter of the standard;
- » Enhancing the authority of the Ethics Partner function within audit firms, in order to ensure firm wide focus on ethical matters and the public interest, and to require reporting to those charged with governance where an audit firm does not follow the Ethics Partner's advice;
- » The list of prohibited non-audit services that auditors of Public Interest Entities (PIEs) can provide to audited bodies has been replaced with a much shorter list of permitted services, all of which are 'closely related' to an audit or required by law and / or regulation. No other services can be provided; and
- » The requirement for the auditors of all UK listed entities to include in their published auditor's reports the performance materiality threshold used in the audit.

Further detailed amendments to individual standards clarify the auditor's responsibilities when considering whether the bodies they have audited are compliant with relevant laws and regulations, and when checking there are no material misstatements in the 'other information' companies include in their annual financial reports (other than the financial statements which are subject to audit)."

The original discussion paper proposed the removal of Section 6 of the FRC's Ethical Standard (i.e., the "PAASE"), however the Exposure Draft is intending to retain this Section, and as such, other than where a firm undertakes the audit of a PIE, smaller statutory auditors will be largely unaffected by the proposals' amendments.

Once the amendment to the FRC's Ethical Standard and ISA (UK) have been finalised, HAT will analyse the implications for the conduct of audits in the UK. It is currently expected that the amendments will be effective for accounting periods commencing on or after 15 December 2019.

PROPOSED AMENDMENT TO TECH 09/16 AAF ~ REPORTING TO THE CIVIL AVIATION AUTHORITY

The ICAEW is in the process of updating guidance included within [TECH 09/16 AAF ~ Reporting to the Civil Aviation Authority](#). This is primarily as a result of an update to the CAA's Guidance Note 10 (which HAT provided guidance on via Technical Memo 13/18 on 22 August 2018, with the updated HAT ATOL Assignments Manual being released on 25 September 2018).

It is highlighted that the key amendments to TECH 09/16 AAF will relate to:

- » The categories of licensable business, with Single-contract Package replacing Flight-inclusive package and Multi-contract Package replacing Flight-Plus, with changes to the meaning of these categories;
- » Small Business ATOL (SBA) requiring quarterly, rather than annual reporting to the CAA; and
- » The deadline for submission of ATOL Reporting Accountants' reports being the earlier of the expiry of a nine, rather than six month period after the ATOL holders' financial year end or the ATOL holders' licence renewal date.

Once the update to TECH 09/16 AAF has been finalised, HAT will review to identify whether any further amendment is required to the HAT ATOL Assignments Manual.

TIMING OF PROBATE VISITS FROM QAD

The timing of regulatory visits may sometimes be in advance of when these would be expected within "the normal cycle".

One factor which may accelerate a Practice Assurance visit from the ICAEW's Quality Assurance Department is a firm obtaining a licence to undertake Probate work. The [ICAEW's FAQs](#) in this area include the following:

"It is a Legal Services Board requirement that ICAEW aims to visit all probate registered firms within two years of granting that firm's license.

The visit will always:

- » Be onsite;
- » Cover Practice Assurance and probate; and
- » Consider your compliance with the Probate Regulations."

Any firm which obtains a Probate licence from the ICAEW should expect to receive an accelerated Practice Assurance visit if, at the time of receiving that licence, their next visit would not be expected within the next two years. Note that typically Practice Assurance visits additionally cover compliance with DPB / AML / client money requirements.

PROPOSED NEW REGULATORY FRAMEWORK FOR PROPERTY AGENTS

The Regulation of Property Agents Working Group has published a [Final Report](#), proposing changes to the way in which the section is regulated.

The [Press Release](#) accompanying the issue of the report highlights that the key recommendations made by the report are:

- » A model for an independent property-agent regulator, including how it will operate and how it will enforce compliance;
- » A single, mandatory and legally-enforceable Code of Practice for property agents;
- » A system of minimum entry requirements and continuing professional development for property agents; and
- » Clarifying processes and charges for leaseholders.

It is likely that this will ultimately impact on how client money held by property agents is regulated and monitored ~ HAT will continue to monitor developments in this area and ensure that, at the appropriate time, amendments are reflected in the HAT Property Agents Client Money Manual.

PROPOSED AMENDMENT TO AAF 01/06 ~ REPORTS ON CONTROLS AT SERVICE ORGANISATIONS

The ICAEW is consulting (until 30 September 2019) on its [proposed changes to TECH 01/06 AAF: Assurance reports on internal controls of service organisations made available to third parties](#).

The consultation highlights that the key changes being made to TECH 01/06 AAF include:

- » Expanded introduction on assurance engagements that should assist more firms undertake engagements in accordance with this guidance;
- » Expanded guidance for senior management of service organisations, particularly in their role as preparers of the description of the service organisation's control activities;
- » Expanded guidance for service auditors, particularly in scenarios where the service organisation uses other service organisations and in respect of the nature, timing and extent of their testing and how the results of that testing gives rise to a range of reporting options that need to be considered by the service auditor;
- » Although the principle of specifying control objectives to promote consistency of reporting has been retained, the control objectives have been refined and reworded to reflect the current risks faced by service organisations. In some cases, there has been a reduction in the specified control objectives, with certain objectives now presented as illustrative and supplementary;
- » Control objectives being specified for two new areas, fiduciary management and property investment administration, and the removal of separate control objectives for hedge fund management; and
- » Withdrawal of the stewardship supplement, in line with the FRC's new Stewardship Code, which makes no specific reference to AAF 01/06.

It is planned that the revised Technical Release (which will replace the existing version of TECH 01/06 AAF) will come into effect for reporting periods beginning on or after 1 January 2020.

PROPOSED AMENDMENT TO THE CLIENT ASSETS ASSURANCE STANDARD

A consultation, which ran until 27 September 2019, proposing limited amendments to the FRC's Client Assets Assurance Standard has been published, and the [FRC's Press Release](#) states:

"The FRC has launched a consultation proposing limited revisions to the Client Assets Assurance Standard, which provides requirements and guidance for auditors who are required to report to the Financial Conduct Authority ("FCA") on an entity's compliance with the CASS Rules. The standard was issued in 2015, and the revisions follow a post implementation review. Those who responded to the consultation or attended a round table agreed that the standard had increased the quality of audit in the sector, as well as the preparedness of CASS entities for audit. The safe control and custodianship of client assets is an important area of public interest.

The proposed changes are of limited scope and focus mainly on updates to reflect regulatory changes to the scope of the CASS regime; changes to improve the value of reporting to those charged with governance; and some streamlining to requirements. The FCA has been consulted on the revisions, and both the FRC and FCA agree that the current priority remains to fully embed the standard. Although the quality of CASS audit has improved, the audit market is a diverse one, and further progress is needed."

The proposed amendments will have limited impact on the work of a CASS auditor, but nevertheless, once finalised, all amendments will be reflected in the HAT FCA Client Assets Manual, with the amendments expected to come into force for accounting periods commencing on or after 1 January 2020.

FRC CONCERN REGARDING TRANSPARENCY REPORTS

The FRC has undertaken a review of Transparency Reports published by statutory auditors of public interest entities, and their [Press Release](#) summarising these states:

“Transparency reporting by accountancy firms performing audits is currently ineffective with a lack of awareness amongst investors and Audit Committee Chairs that the reports even exist and many being used as a marketing exercise, according to a review from the FRC.

While mandatory Transparency Reports broadly contain the required information, for those aware of the reports, there is a view they are too long and overly positive to be useful. The FRC is concerned that many firms treat the reports wrongly as a marketing tool which damages their perception among stakeholders and limits their usefulness.

Other findings of the review include:

- » 84% of Audit Committee Chairs were not aware of Transparency Reports;
- » 15% of reports were not found on firms’ websites; and
- » Five of the 33 firms reviewed did not prepare a report at all.

The FRC is calling on firms to reduce the length of their Transparency Reports and explain within them the challenges they are facing in seeking to deliver consistently high-quality audits, along with their assessment of how successful they are being at meeting those challenges.

Sitting alongside the reports on audit quality that the FRC publishes, Transparency Reports by the firms should provide stakeholders with important information about each firm’s quality processes and initiatives to improve audit quality.”

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 this year; please let us know if you have not received any of them.

MEMO	DATE	SUBJECT
01/19	31 January 2019	HAT Audit Manual – January 2016 (12-18 Update)
02/19	31 January 2019	HAT Non-Audit Assignments Manual – January 2016 (12-18 Update)
03/19	31 January 2019	HAT LLP Manual – January 2016 (12-18 Update)
04/19	31 January 2019	HAT Groups Manual – January 2016 (12-18 Update)
05/19	4 February 2019	HAT Charities Manual – June 2016 (12-18 Update)
06/19	4 February 2019	HAT Pensions Manual - June 2016 (12-18 Update)
07/19	20 February 2019	MTD for VAT Engagement Letter
08/19	25 February 2019	HAT Registered Social Housing Providers Manual – June 2016 (12-18 Update)
09/19	4 April 2019	HAT Property Agents' Client Money Manual – April 2019
10/19	25 April 2019	HAT Compliance Manual – January 2018 (04-19 Update)
11/19	24 July 2019	HAT Academies Manual – August 2019
12/19	30 September 2019	HAT Audit Manual – January 2019
13/19	30 September 2019	HAT Non-Audit Assignments Manual – January 2019
14/19	30 September 2019	HAT LLP Manual – January 2019
15/19	30 September 2019	HAT Groups Manual – January 2019

HAT MANUALS

TO ENSURE YOU ARE USING THE CORRECT VERSION OF THE MANUAL, PLEASE DOWNLOAD THE MANUAL FROM THE MEMBERS SECTION OF THE HAT WEBSITE. THE LIST BELOW SIMPLY GIVES THE DATE OF THE MANUAL AND NOT THE DATES OF ALL THE SUBSEQUENT UPDATES.

MANUAL	DATE OF MANUAL
SRA Accounts Rules 2011 Manual	May 2016
Anti Money Laundering Procedures Manual	October 2017
FCA Client Assets Reports Manual	January 2016
Property Agents' Client Money Assignments Manual	June 2016

ATOL Assignment Manual	September 2016
Groups Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
Registered Social Housing Providers Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2015	January 2015
Pensions Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2015	January 2015
Pensions Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
Charity Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2015	January 2015
Charity Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS ON OR AFTER 17 JUNE 2016	June 2016
Non Charitable Not for Profit Entities Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
LLP Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
Audit Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
Academies Audit Manual	August 2018
Audit Procedures Manual	March 2017
Practice Assurance Manual	March 2017
HAT Compliance Manual	January 2018
Non – Audit Assignment Manual THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
Audit & Accountancy Manual Ireland THIS MANUAL IS TO BE USED FOR ACCOUNTING PERIODS BEGINNING ON OR AFTER 1 JANUARY 2016	January 2016
Non Audit Assignment Manual Ireland	January 2016
Anti Money Laundering Manual Ireland	December 2012
Audit Procedures Manual Ireland	March 2017
Audit & Accountancy Manual Gibraltar	January 2016
Non Audit Assignment Manual Gibraltar	January 2016

Anti Money Laundering Gibraltar	December 2012
Audit Procedures Manual Gibraltar	March 2017

Due to the large number of Updates currently being processed, to ensure the Manual you are using is completely up to date, you can download at any time, from the Members Section of the HAT Website, the current version of the respective Manual.

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.

2019 COURSE PROGRAMME

COURSE	DATE / VENUE	SUBJECT
A	13 – 17 January 2020 London (non-residential)	Introduction to Bookkeeping
A	10 – 14 August 2020 London (non-residential)	Introduction to Bookkeeping
B	19 – 23 August 2019 London (non-residential)	Introduction to Auditing
B	20 – 24 January 2020 London (non-residential)	Introduction to Auditing
B	17 – 21 August 2020 London (non-residential)	Introduction to Auditing
AB	6 – 7 January 2020 London (non-residential)	Advanced Bookkeeping
AB	11 – 12 June 2020 London (non-residential)	Advanced Bookkeeping
AB	27 – 28 June 2019 London (non-residential)	Advanced Bookkeeping
C	14 – 18 October 2019 Ipswich (residential)	Practical Auditing
C	15 – 19 June 2020 Ipswich (residential)	Practical Auditing

C	19 – 23 October 2020 Ipswich (residential)	Practical Auditing
CA*	13 – 14 February 2020 London (non-residential)	A Practical Introduction to UK GAAP
D	20 – 24 April 2020 Norwich (residential)	Becoming an Effective Audit Senior
D	3 – 7 August 2020 Norwich (residential)	Becoming an Effective Audit Senior
E	5 – 8 November 2019 Eastbourne (residential)	Effective Team Management
E	3 – 6 November 2020 Eastbourne (residential)	Effective Team Management
Managers NEW	12 – 15 May 2020 Suffolk (residential)	Managers Course** (See below)

* The CA Course reflects the requirements of FRS 105 and FRS 102 Section 1A as well as covering FRS 102. It provides a vital overview of the requirements of these Standards for staff who are preparing financial statements and completing disclosure checklists. We recommend that all trainees attend this course after completing the ICAEW Financial Accounting and Reporting Paper or equivalent.

**NEW MANAGERS COURSE FOR 2019

This 3 day Residential Course, which commences with dinner the night before, is aimed at all Managers in General Practice, who need to acquire or refresh the key non-technical skills required to be successful in their role. Combining the best elements from the former F, Ga and Gb Courses, the areas to be covered include:

- » Planning
- » Review
- » Appraisals
- » Dealing with Staff Issues
- » Decision Making
- » Team Work
- » Stress Management
- » Time Management
- » Negotiation Skills
- » Obtaining, Keeping & Developing Clients

CPD COURSE PROGRAMME

THE FOLLOWING CPD COURSES ARE RUNNING IN 2019/2020

COURSE	SPEAKER	DATE
Charities Update for Auditors & Independent Examiners 9.30am – 1.00pm	Andrew Jarvis	Tuesday 8 October 2019
SRA Accounts Rules – Update: Getting your Report Right 9.30am – 12.30pm	Andrew Jarvis	Wednesday 13 November 2019
AML Compliance – A Guide for Senior Management 2.00pm – 4.00pm	Andrew Jarvis	Wednesday 13 November 2019
Audit Planning Workshop 9.30am – 4.30pm	Simon Kettlewell	Tuesday 26 November 2019
Limited Liability Partnerships – A Practical Guide 9.30am – 1.00pm	Simon Kettlewell	Wednesday 27 November 2019
Effective Audit Review 9.30am – 4.30pm	Simon Kettlewell	Tuesday 3 December 2019
Introduction to Charities 9.30am – 4.30pm	Andrew Jarvis	Wednesday 4 March 2020
Introduction to Solicitors Accounts Rules Assignments 9.30am – 4.30pm	Andrew Jarvis	Wednesday 11 March 2020
Applying the SRA Accounts Rules 2019 in Practice 9.30am – 1.00pm	Andrew Jarvis	Tuesday 24 March 2020

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

All of the above courses can be run at your office if it is more cost effective.

In addition, we also offer the following courses:

SKILLS COURSES

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

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 METHODOLOGY INDUCTIONS

On the first working Monday of the month, we run an induction to the HAT audit system, which is suitable for staff from firms using both our paper and paperless CaseWare system as it focuses on the HAT methodology itself. Then in the afternoon, staff who will be using CaseWare will stay for an additional, hands on session, covering file creation, document management and the increased functionality of the paperless system. Please remember these courses are free for full member firms and they will be presented by Simon and Andrew, both of whom are actively involved in writing our audit methodology.

The dates for the courses will be:

- » 7 October
- » 4 November
- » 2 December

These courses are free to Full Members and cost £110 plus VAT per delegate for General Practitioner Members. (Non-members will be charged at £145 plus VAT, per delegate).

ANTI MONEY LAUNDERING TRAINING

This course is 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 on the first Thursday of the month, between 2.00pm and 3.45pm and is free if the delegate is a trainable head; otherwise, a charge of £80 plus VAT per delegate will apply to Members. (Non-members will be charged at £110 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 Maggie when someone new joins your practice and she will make the relevant bookings.

The dates for the courses will be:

- » 3 October
- » 7 November
- » 5 December

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

If you have questions, or would be interested in having training sessions in house, please contact our Training Director, Andrew Jarvis (andrew@hatgroup.co.uk).

NEW GDPR TRAINING

One key requirement of GDPR is for staff to be trained. Failure to ensure staff understand the basic requirements of the legislation significantly increases the risk of non-compliance. To meet this need, HAT run a monthly GDPR Refresher Course aimed at all levels of staff within the firm. This course will run from 4pm – 5pm on the first Thursday of each month, immediately after our popular Anti-Money Laundering Refresher. Either element can be booked by Member Firms for £80 per person or £110 for both elements.

Bookings for all Courses can be made online, by e-mailing maggie@hatgroup.co.uk or by phoning the HAT Office.

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 cost £80 plus VAT for Members and £110 plus VAT for Non Members.

2019 DATES:

Quarter 3	3 October	
Quarter 4	7 November	5 December

Additional office quarterlies will be arranged subject to demand.

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

MANN OF MOORGATE EXAMPLE WORKING PAPERS

We have updated our example working papers case study ‘Mann of Moorgate Limited’ to reflect the updated HAT Audit Manual (January 2016). Although the case study is primarily designed to demonstrate how to use the HAT audit documentation rather than how to evidence the adoption of FRS 102, the revised case study does of course incorporate the requirements of FRS 102 where appropriate. It also provides completed examples of the updated HAT forms regarding team discussions, sample size calculation, going concern and subsequent events.

‘Mann of Moorgate’ can be downloaded free of charge by members by logging into the Members area at www.hatgroup.co.uk and opening the ‘Example Working Papers (Mann of Moorgate)’ folder. If you have any problems accessing this folder, please contact Maggie in the HAT office (Maggie@hatgroup.co.uk).

EXAM RESULTS

Congratulations to the following students who completed their **Advanced Stage** at the July 2019 Sitting.

STUDENT	FIRM
Angus Mandale	Alwyns LLP
Tess Alexander	Carter Backer Winter LLP
Matt Woodcock	KBSP Partners LLP
John Joseph Boyle	McBrides LLP
Jennifer Hill	Sayers Butterworth LLP
Richard Cooper	Wilder Coe Ltd
Daniel Langdale	Wilder Coe Ltd

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 Maggie, in order to include them in the newsletter.

FIRMS NEWS

We would like to extend a warm welcome to all of 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 Maggie@hatgroup.co.uk

The Small Room, which holds 6 people Board Room style, can be hired by members for £35 per hour, £95 per half day or £190 per full day.

The Large Room, which holds up to 24 people Board Room style can be hired by members for £70 per hour, £190 per half day, £380 per full day.

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

SOCIAL EVENTS

FORTHCOMING SOCIAL EVENTS

Thursday 3 October 2019	HAT Bowling	Rowans Leisure Centre, Finsbury Park
Thursday 30 April 2020	HAT Quiz	Balls Brothers Wine Bar

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

HAT NEWSLETTER QUIZ

The winner of the £100 prize for the Holiday Destinations was **Tamzin James from Rickard Luckin**. The answers were:

	ANAGRAM
1	THE CAIRNGORMS
2	SHROPSHIRE HILLS
3	JURASSIC COAST
4	GIANT'S CAUSEWAY
5	NORFOLK BROADS
6	BRECON BEACONS
7	CORNISH RIVIERA
8	ISLE OF SKYE
9	YORKSHIRE DALES
10	SNOWDONIA



GOOD LUCK!

For our latest Newsletter Quiz and a **Special £200 prize**, as our attention has now turned to the latest major sporting event, the Rugby Union World Cup in Japan, we would like you to simply predict the top four teams in the correct order.

The closing date below is when there is a Rest Day and eight Group Games remaining, but obviously you can enter straight away.

Please e-mail ian@hatgroup.co.uk or send answers in by 5pm on Thursday 10th October.