

# Practical Application Courses



The future of personalised accounting exam success



# Welcome to HTFT Partnership

HTFT Partnership is one of the leading providers of professional accountancy training in the UK, embracing digital technologies to deliver programmes that develop highly competent professional accountants.

Our reputation has been built on the quality and flexibility of our delivery options in addition to our approach to working in partnership with our clients to design programmes that align with business goals.

Any investment in professional development should improve the knowledge and efficiency of team members as well and keeping everyone ahead of the ever changing regulations and technological developments.

This Practical Application Courses brochure showcases our 2016/17 programmes: providing details on course content, investment plans and how our approach allows you to take your development programme with you.

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## Practical Application Courses

Our Practical Application Courses have been specifically designed to bridge the gap between the knowledge developed during professional examination training and the real work environment.

Our Practical Application Courses encompass detailed theory being applied to a case study designed specifically around the subject matter.

The focus of our Practical Application Courses is firmly on results – the development of knowledge to facilitate a change in performance in work.

HTFT's approach to Practical Application Courses is based on reflection that focuses on outcomes and results, rather than 'time spent' or 'things done'.

We have developed the following core Practical Application Courses offering:

- Accounts Preparation from Manual Records
- Accounts Preparation from a Computerised System
- Accounts Preparation from a Brown Bag
- Audit Year 1



# Accounts Preparation from Manual Records

## Content

This course has been specifically designed for those delegates that will be preparing final period/year end statutory accounts for a Sole Trader, who maintains Manual (handwritten) accounting records.

Delegates studying towards the first Accounting paper of any professional qualification are expected to benefit from the course, as the fundamental technical principles required for the examinations will be re-confirmed (including the principles of double entry), as well as being applied directly to a real-life case study.

Specifically during the course, delegates will:

- Learn about the different types of entities which exist, including their differing characteristics, and how their income is taxed, as well as obtained an understanding of their National Insurance and VAT obligations.
- Explore which Accounting Frameworks should be applied by entities, and the options available for different size entities. This includes details in respect of changes in company law (including size limit changes), and UK Generally Accepted Practices (Namely FRS 100-105).
- Investigate the different types of accounting records held by entities, and how to approach the Accounts Preparation Process depending on the records held.
- Re-cap the key principles of double entry, and the Key Accounting Principles, including year/period end adjustments.

All of the above are re-enforced through the completion of a client Case Study, who is a Sole Trader who keeps manual (handwritten) accounting records. Included within the Case Study client's manual records is a Cashbook, Petty Cashbook, Sales Day Book, Purchase Day Book, Stock Listings and VAT records. Delegates will be responsible for:

- Processing of year-end adjustments such as Accruals, Prepayments and Depreciation charges.
- Computation of the Case Study proprietor Capital Account, including all drawings (from various other areas of the accounts prep file), and an adjustment for the Use of Home as office.
- The completion of draft accounts (for Manager Review), including a client query list and points for manager listing, based upon the Case Study. This includes preparation of various relevant key 'control' accounts, both within Excel working papers. Key 'control accounts include Bank Control, Sales Ledger Control, Purchase Ledger Control, and the VAT Control Account (including Fuel Scale charges).
- Computation of Taxable profits to be inputted into the Proprietors Self-Assessment.



**3 days**  
(9:30 till 4:30)



**12<sup>th</sup> to 14<sup>th</sup> October 2016**



**HTFT Partnership**  
12 The Pavilions  
Cranmore Drive  
Shirley  
B90 4SB



**£97 per day per delegate**  
(exc VAT)

### Post programme

On completion of the course, students will receive:

- A fully integrated user guide on the completion of Accounts Preparation Assignments
- An Excel User guide, designed Beginner and Intermediate levels
- Templates of Model working papers within excel
- **Recordings of the entire three day course**
- Course notes which have been annotated by the course tutor



# Accounts Preparation from a Computerised System

## Content

This course has been specifically designed for those delegates that will be preparing final period/year end statutory accounts for a Limited Company reporting under FRSSE, who maintain their accounting records on Sage.

Delegates studying towards the first Accounting paper of any professional qualification are expected to benefit from the course, as the fundamental technical principles required for the examinations will be re-confirmed (including the principles of double entry), as well as being applied directly to a real-life case study.

Specifically during the course, delegates will:

- Learn about the different types of entities which exist, including their differing characteristics, and how their income is taxed, as well as obtained an understanding of their National Insurance and VAT obligations.
- Explore the Accounting Framework which should be applied by entities, and the options available for different size entities. This includes details in respect of changes in company law (including size limit changes), and UK Generally Accepted Practices (Namely FRS 100-105).
- Complete a paper for presentation to the client detailing:
  - The Financial Reporting Options available to the Case Study entity, including a recommendation of which accounting standards to apply for the entity for periods beginning on or after 1 January 2016
  - The areas of impact of the change in accounting standards to the Case Study entity, including any information required in the current year to prepare for the transition to new accounting standards.
- Review of client's year-end adjustments such as Accruals, Deferred Income, Prepayments, Accrued Income and Depreciation charges. This also includes the processing of any additional adjustments not processed by the client themselves within Sage.
- Complete draft accounts (for Manager review), including a client query list and points for manager listing, based upon the Case Study. This is completed by way of extracting a Trial Balance and other financial data from the Case Study's Sage file (and payroll records) to complete working papers, producing draft statutory financial statements.
- Complete draft corporation tax computation ready for manager review. This also includes the completion of a tax reconciliation, and the calculation of deferred tax.



**3 days**  
(9:30 till 4:30)



**26<sup>th</sup> to 28<sup>th</sup> October 2016**



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(exc VAT)

### Post programme

On completion of the course, students will receive:

- A fully integrated user guide on the completion of Accounts Preparation Assignments
- An Excel User guide, designed Beginner and Intermediate levels
- A Sage user guide
- Templates of Model working papers within excel
- **Recordings of the entire three day course**
- Course notes which have been annotated by the course tutor

# Accounts Preparation from a Brown Bag

## Content

This course has been specifically designed for those delegates that will be preparing final period/year end statutory accounts for a Partnership reporting, who hold no accounting records, & just simply store purchase invoices, sales invoices and bank statements..

Delegates studying towards the first Accounting paper of any professional qualification are expected to benefit from the course, as the fundamental technical principles required for the examinations will be re-confirmed (including the principles of double entry), as well as being applied directly to a real-life case study.

Specifically during the course, delegates will:

- Learn about the different types of entities which exist, including their differing characteristics, and how their income is taxed, as well as obtained an understanding of their National Insurance and VAT obligations.
- Explore and investigate the Accounting Framework which should be applied by entities, and the options available for different size entities. This includes details in respect of changes in company law (including size limit changes), and UK Generally Accepted Practices (Namely FRS 100-105).
- Completing a paper for presentation to the client detailing:
  - The Financial Reporting Options available to the Case Study entity, including a recommendation of which accounting standards to apply for the entity for periods beginning on or after 1 January 2016
  - The areas of impact of the change in accounting standards to the Case Study entity, including any information required in the current year to prepare for the transition to new accounting standards.
- Complete draft accounts (for Manager review), including a client query list and points for manager listing, based upon the Case Study. This includes preparation of various relevant key 'control' accounts, both within Excel working papers, and on accounting software designed to produce statutory financial statements. Key 'control accounts include Bank Control, Sales Ledger Control, Purchase Ledger Control, and the VAT Control Account (including Fuel Scale charges).
- Re-cap of the key principles of double entry, and the Key Accounting Principles, including year/period end adjustments.
- Process year-end adjustments such as Accruals, Deferred Income, Prepayments, Accrued Income and Depreciation charges.
- Compute Members Interests movements throughout the year, including the year-end balances due to/from all Members.
- Compute Taxable profits to be inputted into the Proprietors Self-Assessment.





**3 days**  
(9:30 till 4:30)



**23<sup>rd</sup> to 25<sup>th</sup> November 2016**



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Shirley  
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### Post programme

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- Course notes which have been annotated by the course tutor

# Audit Year 1

## Content

This course has been specifically designed for those delegates that will be assisting on audit assignments.

Delegates studying towards the first Auditing/Assurance paper of any professional qualification are expected to benefit from the course, as the fundamental technical principles required for the examinations will be re-confirmed, as well as being applied directly to a real-life case study.

Specifically during the course, delegates will:

- Re-cap the statutory regulations, communication with those charged with governance (including draft relevant engagement and governance letters) and reasons why entities need or may choose to have an audit.
- Complete a comprehensive review of the audit process from start to finish, including gaining an understanding of each member of the audit team individual role within the audit process.
- Complete the following aspects of the Assistants role (by using a case study) within the audit process:
  - Preliminary Materiality and Triviality calculations and understanding how these are applied throughout the assignment.
  - Understand the client's internal system processes by completion of detailed system notes, including identifying potential risks and controls within the systems.
  - Design tests to confirm the operation of systems by way of walkthrough testing, and reviewing the actual walkthroughs completed for the Case Study, and in turn identifying any errors in those tests.

Following on from the walkthrough testing, obtaining an understanding of the types of audit tests complete (including directional testing), and designing these to a practical case study in respect of the Profit and Loss areas of the financial statements. In particular, delegates will design:

- Transactional testing for Sales, Purchases and Salaries & Wages.
- Cut-off testing in respect of Sales & Purchases
- Analytical review procedures in respect of Sales, Purchases and Salaries & Wages.
- Wages and salaries reconciliations

Once designed, delegates will review actual procedures performed in respect of the Case Study client.



**2 days**  
(9:30 till 4:30)



**19<sup>th</sup> and 20<sup>th</sup> January 2017**



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## Contact us

If you would like to talk to us about our Practical Application Courses programmes then please:



**0121 745 8842**



**[info@htftpartnership.co.uk](mailto:info@htftpartnership.co.uk)**



**[www.htftpartnership.co.uk](http://www.htftpartnership.co.uk)**



**1st Floor, 12 The Pavilions, Cranmore Drive, Shirley, B90 4SB**



PAC 2016/17



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