

# Law and Practice of Published Accounts for Company Secretaries



A one-day seminar	The Institute of Chartered Secretaries and Administrators 16 Park Crescent London W1B 1AH	<b>Intermediate/ Advanced Level</b>
Thursday 23 March 2006		
Tuesday 3 October 2006		

The seminar has been revised and brought right up to date. It will be very useful for Company Secretaries and others who need to know what is good practice and to be familiar with the mass of law on this subject. Both content and publication will be covered in depth and all sorts of companies will be considered – from listed PLCs through to very small businesses. It will be an intensive day with topical issues not neglected.

## Programme

<b>09.00</b>	<b>Registration and tea/coffee</b>
<b>09.30</b>	<b>Introduction to seminar</b>
<b>09.45</b>	<b>Statutory Obligations to Produce and Publish Accounts</b> Accounting reference date, time limits, approval and signature, audit requirements, delivery of the accounts to the members (including electronic communication), laying of accounts before the members, responsibilities concerning Companies House (including late filing penalties).
<b>11.00</b>	<b>Coffee/tea</b>
<b>11.15</b>	<b>Detailed Requirements Concerning Content</b> Disclosure in profit and loss account, balance sheet, directors' report, cash flow statement, directors' remuneration report, operating and financial review, group accounts. The law relating to listed companies, small and medium-sized companies and abbreviated accounts.
<b>12.45</b>	<b>Lunch</b>
<b>13.45</b>	<b>Detailed Requirements Concerning Content (Continued)</b>
<b>14.15</b>	<b>Accounting Standards</b> What they cover, how they are issued, current developments, including the urgent and topical issue of International Accounting Standards (IAS).
<b>14.45</b>	<b>Audit</b> Appointment and removal etc., auditors' responsibilities and rights, duty of directors and others to co-operate, audit committees.
<b>15.15</b>	<b>Tea/coffee</b>
<b>15.30</b>	<b>Review of a Set of Accounts</b> A detailed examination of the latest accounts of a FTSE 100 company to see in detail the treatment of points covered during the day. Certain key information (such as Return on Capital Employed) will be studied..
<b>17.00</b>	<b>Close of seminar</b>

## Who Should Attend?

- Company Secretaries
- Assistant Company Secretaries
- Company Secretarial support staff
- Administrators
- Directors
- Accounts personnel
- Consultants

## Speaker

**Roger Mason** FCCA, FCIS, ACIB is a greatly experienced Financial Director and Company Secretary. He has presented many seminars on accounting and other financial topics and has also written several books on related matters.

