

Course Name	Course Outline	Pre-requisite Knowledge	Time and date	Course Fee	
				No GST	GST
<p>Introduction to Companies</p>	<ul style="list-style-type: none"> • The purpose of company law, limited liability, protection for members and creditors. • The method of formation and registration of a company. • The role of directors and the company secretary. • Different types of share capital, allotments and transfers. • The requirements of the company under the law. • Company meetings, notice and minutes. • The memorandum and articles of association. • Why Jersey? 	<ul style="list-style-type: none"> • No knowledge of the subject is required. 	<p>Half day 9.00-12.00</p> <p>Wednesday 25th August</p>	£125	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time and date	Course Fee	
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<p>Introduction to Trusts</p>	<ul style="list-style-type: none"> • What is a Trust? • Parties to a trust. Settlor, Trustee, Beneficiaries. • Common terms and phrases • Who sets up a trust and why? • A quick appreciation of a Trust Deed. • Duties and powers of trustees. • Types of beneficial interest. • Types of trusts. • Trustees minutes, file notes, checklist. 	<ul style="list-style-type: none"> • No knowledge of the subject is required. 	<p>Half Day 9.00-12.00</p> <p>Wednesday 18th August</p>	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time	Course Fee	
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Company Valuation	<ul style="list-style-type: none"> • Purpose of the valuation. • Valuation techniques. • The dividend valuation method. • The net assets approach. • Future maintainable profits. • Discount for non-marketability. • Assumptions used. • The valuation report. • Case studies. 	<ul style="list-style-type: none"> • No knowledge of the subject is required. 	Half day 9.00-12.00 Tuesday 24 th August	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time	Course Fee	
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Preparing Company Accounts	<ul style="list-style-type: none"> • Understand the elements of Financial Statements. • Prepare a set of financial statements from trial balance. • Accountancy adjustments • Revaluation • Correction of errors. • Depreciation. • Investments. • Notes to the accounts. • Directors' reports. 	<ul style="list-style-type: none"> • No knowledge of the subject is required. 	Full Day 9.00-16.00 Friday 10 th September	£225.00	£231.75

Course Name	Course Outline	Pre-requisite Knowledge	Time	Course Fee	
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<p>Introduction to Bookkeeping</p>	<ul style="list-style-type: none"> • The Matrix - understanding where assets, liabilities, income and expenses fit into Financial statements. • Review of main financial statements • Explanation and exercises - assets, liabilities, income and expenses • Double entry bookkeeping • Accruals and prepayments • Trial balance to Accounts • Disposal of assets. 	<ul style="list-style-type: none"> • No knowledge of the subject is required. 	<p>Full Day 9.00-16.00 Thursday 9th September</p>	£225.00	£231.75

Course Name	Course Outline	Pre-requisite Knowledge	Time	Course Fee	
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Introduction to Investments	<ul style="list-style-type: none"> • How to read the Financial Times. • Introduction to the Stock Market. • Introduction to UK Equities. • Share prices and yields. • Introduction to UK Gilts and Bonds. • Overseas Investments. • Industry sector. • Offshore Funds. • Fund dealing, valuation and price calculation. • Risk and return. • Asset allocation. • Taxation issues. • The Economic Environment. 	<ul style="list-style-type: none"> • No knowledge of the subject is required. 	Half Day 9.00-12.00 Thursday 26 th August	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time	Course Fee	
				No GST	GST
Trust Accounting	<p>Course Outline</p> <ul style="list-style-type: none"> • Components of Income account • Components of Capital account • Different accounting treatments of income and capital • Definition of trust property and its accounting treatment • Different types of trust accounts 	<ul style="list-style-type: none"> • A basic bookkeeping knowledge of assets, liabilities, income and expenses, debits and credits. 	<p>Half Day 9.00-12.00 Friday 27^h August</p>	£125.00	£128.75