

# employment tax seminars for charities

## A series of employment tax seminars for charities

Each session will call upon specialists to share their expertise and experience

Every session will feature a "Question & Answer" section to give you an opportunity to challenge the experts

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t: 020 7969 5668  
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### session 1

#### employment status

**Tuesday 27 July 2010**

£30, inclusive of VAT

##### who should attend?

This seminar is aimed at finance staff of not for profit organisations.

##### the programme

4.00pm registration and coffee  
4.30pm introduction

session 1: employed vs self employed

- assessing employment status
- terms and conditions

session 2: 'legal focus' - how arrangements work

- employment update
- legal requirements of a contract of service and a contract for services and their implications

session 3: penalties and mitigation

- overview of HMRC reviews
- Regulation 72 effects
- structuring contracts

6.00pm question & answer session followed by drinks

##### speakers

Anne Gregory-Jones, Joanne Hennessy, Lorraine Owens  
**haysmacintyre**

Nick Watson

**Stone King Sewell LLP**

#### Delegate details

(for additional delegates please copy this form)

Please use block capitals

title \_\_\_\_\_

name \_\_\_\_\_

surname \_\_\_\_\_

position \_\_\_\_\_

e-mail \_\_\_\_\_

organisation \_\_\_\_\_

telephone \_\_\_\_\_

address \_\_\_\_\_

post code \_\_\_\_\_

### session 2

#### termination packages

**Tuesday 28 September 2010**

£30, inclusive of VAT

##### who should attend?

This seminar is aimed at finance staff of not for profit organisations.

##### the programme

4.00pm registration and coffee  
4.30pm introduction

session 1: terms of arrangements

- types of termination
- tax perspective
- planning and structuring arrangements including PILONS

session 2: 'legal focus' planning

- key clauses
- recommendations on constructing agreements

session 3: Employer Financed Retirement Benefit Schemes

- what could be considered an EFRBS and testing issues
- payments to non employers

6.00pm question & answer session followed by drinks

##### speakers

Anne Gregory-Jones, Joanne Hennessy, Lorraine Owens  
**haysmacintyre**

#### I would like to book:

**session 1 – employment status**

**Tuesday 27 July 2010**

£30, inclusive of VAT and all course materials

**session 2 – termination packages**

**Tuesday 28 September 2010**

£30, inclusive of VAT and all course materials

**session 3 – expenses**

**Tuesday 12 October 2010**

£30, inclusive of VAT and all course materials

### session 3

#### payments to employees & volunteers

**Tuesday 12 October 2010**

£30, inclusive of VAT

##### who should attend?

This seminar is aimed at finance staff of not for profit organisations.

##### the programme

4.00pm registration and coffee  
4.30pm introduction

session 1: policies and reporting

- standardising - systems, claim forms, accounting codes
- HMRC reporting and dispensation

session 2: employees

- including travel, subsistence, entertaining costs, phones
- PAYE settlement agreements

session 3: non remunerated individuals

- who does this cover
- expenses issues
- role of HMRC
- honorarium and recognition payments

6.00pm question & answer session followed by drinks

##### speakers

Anne Gregory-Jones, Joanne Hennessy, Lorraine Owens  
**haysmacintyre**

#### details:

Please book online at [www.haysmacintyre.com/events](http://www.haysmacintyre.com/events)

Alternatively, you can send your completed registration form and cheque for £30 per delegate made payable to 'haysmacintyre' to:

**Samantha Cottle, haysmacintyre, Fairfax House, 15 Fulwood Place, London WC1V 6AY**

Booking confirmation and instructions will be sent to you prior to the event.

**Queries:** contact our events team 020 7969 5668 or [events@haysmacintyre.com](mailto:events@haysmacintyre.com)

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