



Learned and Professional Societies Forum

Five common VAT errors in learned and professional societies

London – Wednesday 26 October 2011

Does your society pass the charitable public benefit test?

London – Tuesday 22 November 2011

Do you understand your publishing contract?

London – Wednesday 15 February 2012

**Publishing contract negotiation –
getting the best deal for your society**

London – Wednesday 25 April 2012

These seminars are free of charge.

Overview

We are pleased to launch the second series of our Learned and Professional Societies Forum (LPSF) seminars. Chantrey Vellacott DFK is delighted to be supporting learned and professional societies and we are continuing to host a series of short evening seminars on topics and issues relevant to this sector. We look forward to welcoming you to our events.

Five common VAT errors in learned and professional societies

Peter Ladanyi

The aim of this seminar is to cover the most practical common VAT errors made by learned and professional societies and to make sure that you avoid them. Do you know the recent changes made to partial exemption rules and what it means for your organisation? Do you understand the place of supply rules and what it means for your overseas conferences or seminar programmes? When did you last check your subscription apportionment method? How would you cope if HMRC abolishes the Extra Statutory Concession allowing subscription apportionments? In addition there will be a practical demonstration of what not to do and say on a HMRC VAT visit.

Does your society pass the charitable public benefit test?

Sue Thorn

This seminar will consider how public benefit applies specifically to the activities of learned and professional societies. Do you know if your organisation satisfies the Charity Commission public benefit requirements? For example, is a grant a private, as opposed to a public, benefit? Can you charge a viable fee for conferences and seminars? Are you able to provide your members with discounts to events and seminars? Are you able to pay your trustees to deliver any services to your charity such as examination or editor roles? What do you do if your Treasurer's employer charges you to release them to attend your meetings to fulfill their duties for your charity?

Do you understand your publishing contract?

John Cox

The aim of this seminar is an initial introduction to publishing contracts and will help you understand your publishing contract and potentially one of your largest sources of income. The seminar will explain the various types of publishing contracts that are commonly used in the sector. It will give guidance and pointers on how to interpret the conditions in your contract, how to avoid the common pitfalls of each type of contract and make the best of your terms and conditions.

Half day seminar and speakers

Publishing contract negotiation – getting the best deal for your society

We are proposing to run a half day seminar on publishing contracts and what to do when your publishing contract comes up for renewal. If you own the rights to your journal, how do you secure a better publishing contract and how do you compare the various different contracts being put forward by publishers? What are the common areas that you need to be aware of and look out for in such negotiations? If you own 50% of your journal, what can you do when negotiating your publishing contract? Again, what common issues should you look out for and how can you improve your return? If you received royalties only, what can you do to improve your situation? The purpose of this half day seminar will be to give you the confidence to understand how good or bad your current contract is and some of the things you can do to improve it.

If you are interested in attending this event, please provisionally indicate your wish to be booked on this event, which we will only run if there is sufficient interest. We will confirm the seminar is running by 30 November 2011.

Speakers



Helena Wilkinson
Partner – Chantrey
Vellacott DFK



Peter Ladanyi
VAT Director



Sue Thorn
Consultant



John Cox
Consultant

More detailed speaker profiles are available on our website www.cvdfk.com

Location for these seminars is: Chantrey Vellacott DFK,
Russell Square House, 10-12 Russell Square, London WC1B 5LF

The seminars are free of charge.

Registration for each of the seminars will be from 5:15 to 5:30pm. The presentation will start promptly at 5:30 and will last for approximately one hour, followed by a panel session. Drinks and canapés will be served immediately afterwards.

Registration Form

Learned and Professional Societies Forum evening seminars

Please reserve me a place for the seminar on:

Five common VAT errors in learned and professional societies

London - Wednesday 26 October 2011

Does your society pass the charitable public benefit test?

London – Tuesday 22 November 2011

Do you understand your publishing contract?

London - Wednesday 15 February 2012

Please register my interest for the half day seminar on:

Publishing contract negotiation – getting the best deal for your society

London - Wednesday 25 April 2012

Applicant 1

Title

First Name

Surname

Email

Phone

Position

Applicant 2

Title

First Name

Surname

Email

Phone

Position

Organisation

Organisation

Address

..... Postcode

Please return this form to: Events Team, Chantrey Vellacott DFK,
Russell Square House, 10-12 Russell Square, London WC1B 5LF

Tel: 020 7509 9344 **Fax:** 020 7436 8884

Email: events@cvsdfk.com

About LPSF

A Learned and Professional Societies Forum (LPSF), through the efforts of Chantrey Vellacott DFK, has been established. This is a group of like minded individuals who have come together in order to form a networking opportunity for learned and professional societies – this will assist the sector to have an opportunity to discuss and share ideas, experiences and knowledge and strengthen the sector as a whole.

We have continued this free seminar programme on topics relevant to the sector. We continue to seek your support for the forum, as our desire is to expand the scope and offering of the event programmes, their topics and duration. Please continue to support us by showing your interest in our event programme, giving us feedback on your desired topics and issues that you currently face so that we can build this Forum into providing training, advice, coaching and support to you all. We are launching our first half day seminar, which we would be delighted if you could indicate your interest in at this stage.

This forum could not continue to operate without the support, experience, knowledge and commitment of the members of LPSF. All members of the group have extensive and specific experience not only of the charity sector but specifically learned and professional societies. This is demonstrated by many of them being speakers at our seminars. The members of LPSF are as follows:

- **Helena Wilkinson**, Charities Partner, Chantrey Vellacott DFK (Chair)
- **Brian Abbott**, Financial Controller, The Mission to Seafarers
- **Rosemary Butler**, Consultant
- **Keith Lawrey**, Learned Societies' Liaison Officer, Foundation for Science and Technology
- **Audrey McCulloch**, Executive Director, Association of Learned and Professional Society Publishers
- **Paul Mitchell**, Director, Investment Manager
- **Professor Paul Palmer**, Associate Dean, CASS Business School
- **Sue Thorn**, Consultant

About Chantrey Vellacott DFK

Chantrey Vellacott DFK is a long established firm of Chartered Accountants. The firm has 50 partners in 10 offices and some 350 staff. We specialise in advising charities and other not-for-profit organisations, particularly learned and professional societies.

We provide our clients with an excellent service with special emphasis on personal contact and value for money; and we are committed to providing constructive advice to our clients.

Our services include:

- External audit and accountancy services
- Advice on accounts presentation and the Charities SORP
- Risk management and management of risk registers
- Corporate governance
- Induction, training and updates for trustees
- Fraud prevention - including advice on protection against internet fraud and identity theft
- Tax planning and advice - particularly in relation to trading activities and fundraising
- Gift Aid audits and consultancy
- VAT
- Organisation and strategy advice
- Negotiations with relevant authorities
- Employee benefits
- Confidential investigations
- Budgeting
- Information systems - including finance, administration, and membership databases
- Ecommerce
- Recruitment and training

Our multidisciplinary Charities Group consists of specialists drawn from across the firm. This mix ensures that advice and assistance given takes account of best practice from the not-for-profit and commercial sectors and is based on the widest experience and expertise, helping charities of all sizes to respond to the challenges they face.