

# Clubs

## What do you need to know about this manual?

The clubs' guidance notes and programme have been developed to enable the auditor of clubs to:

- satisfy any statutory or non statutory reporting responsibilities;
- comply with International Standards on Auditing (UK & Ireland); and
- provide clubs with a comprehensive but cost effective service.

## What does this manual include?

The manual consists of eight main parts as detailed on the contents page:

- The guidance notes provide an overview of the sector, consideration of reporting requirements and an approach to the audit of clubs.
- Examples of engagement letters are provided for clubs requiring audits and for those which are audit exempt.
- Example reports are included for the different types of club and assignment.
- Pro forma accounts for clubs registered under the Friendly and Industrial and Provident Societies Acts are provided.
- Clubs accounts disclosure checklists are also included.
- The permanent documentation section contains information which is of continuing importance to the assignment over a number of years.
- The current file documentation includes planning documentation, detailed work programmes and completion documentation which relate specifically to the general risk / problem areas associated with clubs whilst also ensuring compliance with International Standards on Auditing (UK & Ireland). Programmes for non-audit assignments are also included.
- Creator enables you to produce client-specific current and permanent file documentation.

## What else do you need?

If the club you audit is registered under the Friendly and Industrial and Provident Societies Acts it is essential to obtain a copy of the following:

- The relevant legislation under which the club is registered and under which you report. e.g.
  - Industrial and Provident Societies Act 1965;
  - Friendly and Industrial and Provident Societies Act 1968; or
  - Friendly Societies Act 1974.
- Any guidance provided by the Mutual Societies Registration Unit of the Financial Services Authority relating to disclosure requirements or completion of annual returns. e.g.
  - Form R/IP/AR30 - Industrial & Provident Societies Act 1965 Annual return information note; or
  - Form R/FS/AR41(I) - Friendly Societies Act 1974 Annual return information note.

Both of these can be found on the FSA website at [www.fsa.gov.uk](http://www.fsa.gov.uk)

## Training

Whilst no training is needed in order to use the manual, we run a number of complementary specialist courses throughout the year. For details of these specialist courses please contact Sarah Moore on 0116 258 1200 or visit our website [www.mercia-group.co.uk](http://www.mercia-group.co.uk)

## Costs

The manual costs £195 (£145\*).

You can enjoy peace of mind by subscribing to our updating service, which provides you with the assurance that your manual will be updated as needed on a timely basis. The annual update fee is £55 (£50\*) per specialist assignment manual and will be invoiced on 1 July each year to cover all updates issued in the subsequent twelve months. New subscribers to SAM will receive all updates between the date of purchase and the next 1 July free of charge. The fee will entitle you to all routine updating. If, however, a major rewrite is required due to a substantial change in legislation you may be notified of an additional fee.

\*Mercia members' price.

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