

# Back to Basics: VAT

## £85 plus VAT per person

25% Discount for Local Members

Free for National Members

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### OBJECTIVES

By the end of the course participants will have reviewed the VAT return form and have identified key areas where a simple document can lead to complex problems for clients.

### CONTENT

- How VAT works
- Common output problems
- The timing of supplies
- Common input problems
- Some common special schemes

The course will be structured around a model VAT return.

### WHO SHOULD ATTEND

This course is aimed at members of staff who have, or at least in the past have had, a basic understanding of the main concepts of value added tax. They may have had a break from the profession or have worked in a different area of the profession for a while and need a refresher.

This course may also be suitable for staff members who deal with VAT returns etc but who have come to rely on computer software to get things right.

The course is not suitable for those new to the profession or those who have an extensive knowledge of VAT.

Participants should bring a calculator.

**CPD HOURS: 3**