

# CPM21: COFA Refresher & Update Course 2018

**25<sup>th</sup> January 2018**

**2:00 – 4:00 PM**

**2 CPC = to 2 Hours CPD**

**Cardiff**

**£150.00 + VAT**



## What will the course cover?

- Practical example of the COFA's monthly file reviews
- Trivial v Non-Trivial Breaches
- Assessing Risk
- COFA's Role in relation to Financial Stability
- Cashflow Forecasting for a Law Firm
- Understanding the figures in a set of Law Practice Accounts
- Benchmarking your Performance

## Who should attend?

- COFA
- Duty COFA
- Directors
- Finance Managers
- Senior Managers

## Want to know more or book?

Complete the booking form overleaf and return it to us with your cheque.

E: [book@cpm21.co.uk](mailto:book@cpm21.co.uk)

Or visit

[www.cpm21.co.uk](http://www.cpm21.co.uk)

for more information or to book

using

PayPal/Credit Card

## Course Tutor



Barry Davies is the Practice Director and COFA with Douglas-Jones Mercer, Swansea.

He is a Chartered Certified Accountant (ACCA) and Fellow Member of the Association of Accounting Technicians (FMAAT).

One of the first non-lawyers in Wales to be appointed a Partner/ Director of a law firm, he is also a member of the Law Society Law Management Section Committee.

Barry has 20 years' experience in law firm management and is a regular contributor to several legal magazines.

Please Reserve

Place(s) on the above course

Course Code: CPM21/25/1/18/1

**On: 25<sup>th</sup> January 2018**

**Location: Cardiff**

**CPD Course Booking Terms & Conditions**

1. Course fees must be paid on or before the date of the course. If you fail to attend after booking the course then you remain liable for the fee subject to clause 7 below
2. Confirmation of booking and details of venue will be sent by e-mail only to the e-mail address provided.
3. A receipted VAT invoice will normally be issued to the delegate/organisation within 14 days of the conclusion of the course.
4. Course documentation will be distributed at the event.
5. Prices may be subject to change and may vary depending on locations of the course (to allow for varying venue costs etc.)
6. We are SRA approved external CPD course provider and provide CPD hours for those subject to that scheme. It is a condition of the allocation of hours that you attend for the duration of the course and personally complete and sign the CPD register to confirm that you have done so. The relevant CPD reference will be provided by the tutor on the day and will be shown on the CPD register. You should make a note of this and the hours awarded for your own CPD records.
7. We reserve the right to vary, cancel or postpone a course at short notice where necessary. Cpm21 accept no liability if the course does not take place. Refunds will be made as appropriate if the course is cancelled by us.
8. You may cancel/postpone your attendance up to 14 days before the event, provided you e-mail such confirmations to [support@cpm21.co.uk](mailto:support@cpm21.co.uk). We cannot accept telephone, letter or faxed cancellations.
9. You may send a substitute delegate without notifying us in advance but the change must be made clear on the signed CPD register.
10. Data Protection – we may periodically contact you with updates. Information and details of courses and services. If you do not wish to receive such updates or information then please e-mail [support@cpm21.co.uk](mailto:support@cpm21.co.uk)
11. The presentations, materials and notes for our courses are prepared solely for the benefit of the delegates attending that course. They are intended to be an integral part of the course presentation and do not necessarily stand on their own outside that context. They must not be used for giving advice in a specific situation. Neither cpm21 nor any of its consultants or tutors shall have any responsibility or liability for losses (including consequential loss) occurring because a person acts upon or fails to act based on any statement made by the consultant or tutor or contained in the course materials, notes or presentations. Our tutors are not authorised to provide practice management, legal or other advice relating to any specific situations or issue as part of our training courses and you should seek appropriate professional, financial or legal advice before making any decisions or taking any actions based on what you have heard, learned or read about on the course.

**Business Name:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Special Requirements:** \_\_\_\_\_

Course Cost **£150.00 Plus VAT**

**Delegates:**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

Cheques should be made payable to **CPM21 Ltd**, and sent with this booking form to (our registered Office:

CPM21  
Ty Menter (Venture House)  
Navigation Park  
Abercynon  
CF45 4SN

T: **01443 742895**

E: [book@cpm21.co.uk](mailto:book@cpm21.co.uk)

[www.cpm21.co.uk](http://www.cpm21.co.uk)



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