

# CPM21: Introduction to Practice Finance

## 6 CPC Credits = to 6 CPD Hours - SRA Competency Framework D3



Are you working to Outcomes 7.2, 7.7 and 7.8 of Chapter 7 of the SRA Code of Conduct 2011?

### What will the course cover?

- Business Planning and the link to finance
- Budgeting
- Introduction to P & L and Balance Sheet
- Profit – what is it? Profit per employee
- Departmental Contribution
- Gross fees and cascading departmental targets
- Key financial ratios and their management
- WIP – The WIP Mountain
- Aged Debt and Disbursements
- Cash Flow
- Staffing Ratios
- The Pyramid – Top Heavy Partnerships
- Tesco Value – Managing low margin – high volume – Carter reforms impact – “Shifting Volumes”
- Return on Investment (ROI)

**28<sup>th</sup> November 2017**  
**09:30 AM – 4:30 PM**  
**Venture House,**  
**Near Cardiff**  
**£150.00 + VAT**

### Who should attend?

### Essential Course for:

- Solicitors
- Paralegals
- Support Staff

Who would like a better understanding of financial and accounting issues in their practice at an introductory level

### Course Tutors



**Paul Jones** is a former senior manager for a global electronics organisation, and business consultant for SME's and corporate clients. He has extensive experience of helping firms in England and Wales comply with Outcomes Focused Regulation, Conveyancing Quality Scheme, Lexcel, the SQM and Contract Requirements.

### 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

Please Reserve

Place(s) on the above course

Course Code: CPM21/28/11/17/1

**On:** 28<sup>th</sup> November 2017

**Location:** *Venture House,  
Near 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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