

ACIE Conference 2010: Booking Form

NB: Please complete both sides of this form;
photocopy if you need extra copies

(1) Your details - please print in BLOCK CAPITALS - thanks

Your name Title

Address

Postcode Tel No

Email

(2) Any special requirements

tick

- I have disability/mobility/access requirements in order to participate fully in this conference (please specify)

- I have dietary requirements (please specify)

(3a) Workshop choices

Choose one from each of the three sets of workshop options (see also conference brochure). Places will be allocated on a first come/first served basis. We would hope to accommodate everyone's first choice, but reserve the right to discuss options with people who book late.

			<i>tick</i>
Workshop 1	1A	Developments in Charity Accounting	<input type="checkbox"/>
	1B	The IE File	<input type="checkbox"/>
	1C	Going Concern	<input type="checkbox"/>
Workshop 2	2A	R&P or Accruals?	<input type="checkbox"/>
	2B	Organisational Forms	<input type="checkbox"/>
	2C	Materiality	<input type="checkbox"/>
Workshop 3	3A	Accounting Software	<input type="checkbox"/>
	3B	Qualifying the IE Report; Management Letters	<input type="checkbox"/>
	3C	Independence	<input type="checkbox"/>

(3b) Scotland and Northern Ireland 1 2 3

We have not included a separate Scotland/N Ireland workshop this year, in particular, because we now run dedicated Scottish conferences. Tick above if you would like such a session and circle which Workshop you'd prefer to opt out of in order to attend.

(4) Conference Fees

Standard rate £120
VIE rate (see below) £80

Amount enclosed £ _____ (cheques made payable to 'ACIE')

VIE rates

VIE benefits are aimed at people who carry out IE as a volunteer/in their spare time, as opposed to those who carry out IE as part of their paid employment or business.

If you are claiming a VIE booking rate, you must tick both parts of - and then sign - the following declaration:

Voluntary Independent Examiner's Declaration:

tick I have personally acted as an Independent Examiner for at least one charity in the last year (or have a firm commitment to do so in the coming year):

Charity name or number

tick I act purely on a voluntary basis: neither I, nor any firm or organisation in which I am engaged, has more than £250 per year income in relation to work on Independent Examination

Signed Date

Booking Conditions

VIE rates: anyone wanting to take advantage of the Voluntary Independent Examiner (VIE) rates must tick both boxes and sign the declaration on the booking form above.

Membership option: for anyone who is booking for conference who is not a member, full details of membership can be found on the ACIE website or on request from the office. Associate Membership annual subscriptions: standard £55; VIE £30.

Cancellations: if you are unable to attend, please let us know as soon as possible. Cancellations received in writing by **Monday 7 June** will be refunded in full (less a £20 administration charge). We regret no refunds are possible after that date (nor on any related new membership subscriptions), although you will be sent the conference delegate's pack after the event.

Enquiries and bookings to:

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