**Education VAT Training Thursday 30 November 2017**

Price Waterhouse Cooper has been invited to provide Education VAT Training for maintained schools, which is to be held at City Hall from 9am to 1pm on Thursday 30 November 2017.

The training is aimed at Finance staff involved with coding VAT within maintained schools only.

The agenda will include topics as follows:

* Re-cap the VAT basics
* VAT liabilities in education
* Local Authority education
* Unofficial funds
* Supplies to Academies
* Exempt Business Education
* Specific supplies in education (lettings, catering, trips, uniforms etc)

**We are able to offer this training at a discounted cost of £25.00 per delegate**

To apply for your place, please complete the following booking form.

Failure to arrive on the day or cancellation within 7 days of the seminar date will result in your school being charged the full fee. If you have booked a place and are subsequently unable to attend the course please notify us. Please do not enter into a private agreement with another school to ‘swap’ your place.

Should you require further information on this course please call Habib Rehman on 01274 434234.

Places are limited and will be allocated on a first-come, first-served basis, but with priority will be given to schools who have not yet attended VAT training. If the seminar is oversubscribed, schools will be limited to one delegate only. To confirm your booking, please return the completed form by **Wednesday 15 November 2017**

**EDUCATION VAT TRAINING 30 NOVEMBER 2017**

**BOOKING FORM**

Education VAT Training presented by Price Waterhouse Cooper
on Thursday 30 November 2017 9am to 1pm
at City Hall, Market Street, Bradford BD1 1HY

**I confirm I would like to book a place for the Education VAT Training and
confirm that the order has been authorised appropriately within school**

SCHOOL:

NAME:

POSITION/ROLE:

PRIOR TRAINING:
*Please state whether you have attended any previous VAT training arranged by CBMDC*

E-MAIL:

TELEPHONE:

**The discounted cost of the session is £25.00 per delegate**

Confirmation of your place will be emailed following the deadline date.

Failure to arrive on the day or cancellation within 7 days of the training date will result in your school being charged the full fee. If you have booked a place and are subsequently unable to attend please notify VAT@bradford.gov.uk.

Please do not enter into a private agreement with another school to ‘swap’ your place.

Should you require further information on this course please call Habib Rehman on 01274 434234.

To confirm your booking, please return this completed form by
 **Wednesday 15 November 2017**

by email to: VAT@bradford.gov.uk, including the school name and “VAT Training” in the subject line. Alternatively you can fax to **01274 435054** or post to:

Habib Rehman, Principal Adviser – Capital & VAT, Department of Corporate Services, CBMDC, 1st Floor, Britannia House, Hall Ings, Bradford BD1 1HX