

SCHEDULE 1
FORM OF ACCOUNTANT'S REPORT
LICENSED CONVEYANCERS' ACCOUNTS RULES 2008 ("The Rules")

Every Licensed Conveyancer and Recognised Body who holds or receives client money must produce annually a report by an Accountant qualified under rules 10.6-10.7 of the Rules to the effect that the Licensed Conveyancer/Directors of a Recognised Body have complied with rules 1-7 and rule 9.1 of the Rules.

- The report must be delivered once during each practice year (i.e. between 1st November and the following 31st October)
- When a Licensed Conveyancer retires from practice (or for any reason stops holding or receiving client money), he or she is obliged to deliver an Accountant's Report. The accounting period covered by this report must be in accordance with rule 10.3 of the Rules.
- An Accountant's Report is required from a Licensed Conveyancer who has been held out as a partner in a practice which has held or received client money. Therefore, any Licensed Conveyancer whose name is included in the list of partners on the firm's letterhead, even if the name appears under a separate heading of 'salaried partner', 'associate partner' or 'limited partner', should be included in this report.
- Please complete in block capitals.

NOTES:-	This form may be used for a report in respect of:-	Tick one box as appropriate
	1. a Licensed Conveyancer (Sole Practitioner) (Complete Sections A and C only)	<input type="checkbox"/>
	2. a partnership of Licensed Conveyancers (Complete Sections A and C only)	<input type="checkbox"/>
	3. a Recognised Body (Complete Sections B and C only)	<input type="checkbox"/>

Licensed Conveyancing Firm (the subject of this Report)	(hereinafter called "the Firm")
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If this Report relates to a Recognised Body, the full registered name must be given.

SECTION A

[To be completed only if this Report is submitted on behalf of a Sole Practitioner or Partnership]

1. Full name(s) of Licensed Conveyancer(s) (Include all Partners and Qualified Person(s)):

Title	Forenames	Surname	Licence No.

2. Firm's name(s) and address(es) covered by this report. *The names under which the Licensed Conveyancer practise(s). All address(es) at which the Licensed Conveyancer(s) practise(s) must be covered by an Accountant's Report or Reports. [If an address is not covered the reason must be stated]. Please list on a separate sheet all other offices not covered by this report, with reasons.*

1. Address (Main office)

Name of Firm if different from name on Page 1

2. Other office

Name of Firm if different from name on Page 1

3. Other office

Name of Firm if different from name on Page 1

4. Other office

Name of Firm if different from name on Page 1

(continue on separate sheet as necessary)

3. Accounting Period complying with rule 10.3 of the Rules (this is a 12 month period unless a variation has been previously authorised in writing by the Council):

Beginning

Ending

4. The following Licensed Conveyancer(s) or Qualified Person(s) having ceased to offer conveyancing services direct to the public, or ceased to hold client money on the date indicated and in respect of this Licensed Conveyancer/these Licensed Conveyancers the report covers the period up to the date of cessation.

Name of Licensed Conveyancer	Licence Number	Date Ceased to Hold Client Money

5. The following Licensed Conveyancer(s) or Qualified Person(s) has/have joined the firm during the period under review on the date indicated and in respect of this Licensed Conveyancer/these Licensed Conveyancers the report covers the period from the date on which client money was held by them.

Name of Licensed Conveyancer	Licence Number	Date Joined Firm

Section B

[To be completed only if this Report is submitted on behalf of a Recognised Body]

1. Company Number as registered at Companies House

2. NOTE – All addresses at which the Recognised body practise(s) must be covered by an Accountant's Report. [If an address is not covered the reason must be stated].

Please list on a separate sheet all other offices not covered by this report, with reasons.

1. Address (Registered Office)

2. Principal Office if different from Registered Office
Trading Name if different from name of Page 1

3. Other office
Trading Name if different from name on Page 1

4. Other office
Trading Name if different from name on Page 1

3. Names of all Directors of Recognised Body

Surname	Forenames	Office Held	Licensed Conveyancer (Yes or No)

(continue on separate sheet as necessary)

4. Accounting Period complying with rule 10.3 of the Rules (this is a 12 month period unless a variation has been previously authorised in writing by the Council):

Beginning

Ending

If the Firm ceased to hold client money indicate that date below. The Report will cover the period up to that date of cessation.

Date Ceased to hold client money

Section C

1. In compliance with Section 22 of the Administration of Justice Act 1985, and the Rules, I have examined to the extent required by rules 10.14-10.15 of the Rules, the books, accounts and relevant documents produced to me in respect of the Firm. In so far as an opinion can be based on this limited examination, I am satisfied that during the above mentioned period(s) the Firm has complied with the provisions of rules 1-7 and rule 9.1 of the Rules except so far as concerns:-

Tick Applicable boxes

(a) certain trivial breaches due to clerical errors or mistakes in book-keeping, all of which were rectified on discovery and none of which, I am satisfied, resulted in any loss to any client.

(b) the matter(s) set out at 4 below in respect of which I have not been able to satisfy myself for the reasons therein stated.

(c) the matter(s) set out at 5 below in respect of which it appears to me that the Licensed Conveyancer(s)/Recognised Body have not complied with the provisions of rules 1-7 and rule 9.1 of the Rules.

(d) none of the above

2. Comparison Dates

The results of the comparisons required under 13 of the Accountant's Report Checklist, at the dates selected by me were:

(a) at (insert date 1)

(i) Liabilities to clients as shown by client ledger accounts

£

(ii) Cash held in client account(s), and client money held elsewhere other than in a client account, after allowances for lodgements cleared after the date and for outstanding cheques

£

(iii) Difference between (i) and (ii) (if any – details required at 6 below)

£

(b) at (insert date 2)

(i) Liabilities to clients as shown by client ledger accounts

£

(ii) Cash held in client account(s), and client money held elsewhere other than in a client account, after allowances for lodgements cleared after the date and for outstanding cheques

£

(iii) Difference between (i) and (ii) (if any – details required at 6 below)

£

Note: The figure shown in 3(a)(i) and 3(b)(i) above is the total of credit balances, without adjustment for any debit balances (unless capable of proper set-off being in respect of the same client), or for receipts and payments not capable of allocation to individual ledger accounts.

3. Qualified Report

Have you found it necessary to qualify this report other than for trivial breaches?

No

If 'No' proceed to Accountant's Certificate

Yes

If 'Yes' please complete 4 and/or 5 below.

4. Matter(s) in respect of which the Accountant has been unable to satisfy himself and the reasons for that inability.

(continue on separate sheet if necessary)

5. Matter(s) (other than trivial breaches) in respect of which it appears to the Accountant that the Licensed Conveyancer(s)/Recognised Body has/have not complied with the provisions of the Rules.

(continue on separate sheet if necessary)

6. Details of the cause(s) of any differences shown at 2(a)(iii) and/or 2(b)(iii) above.

(continue on separate sheet if necessary)

Accountant's Certificate

- 1 I confirm that I hold a copy of The Rules.

- 2 I acknowledge that under rules 10.14-10.15 of the Rules I am required to report to the Council as to whether the above named Licensed Conveyancer(s)/Recognised Body has/have complied with rules 1-7 and rule 9.1 of the Rules and to report to the Council any non compliance with those Rules.

- 3 I confirm that I am the Reporting Accountant and in compliance with the Rules, I have examined to the extent required by rules 10.14-10.15 of those Rules, the books, accounts and relevant documents produced to me in respect of the above named Licensed Conveyancer(s)/Recognised Body.

Tick one of these boxes

- 4 I confirm that a copy of this Report has been sent to each of the Licensed Conveyancers to whom this Report relates.

I confirm that one copy of this Report has been sent to the following partner of the firm, on behalf of all the partners of the firm.

I confirm that a copy of this Report has been sent to each of the Directors to which this Report relates.

I confirm that one copy of this Report has been sent to the following Director of the Recognised Body, on behalf of all the Directors of the firm.

- 5 I acknowledge that information contained in the Accountant's Report on pages 1 to 7 will be relied upon by the Council and that I owe a duty of care to them in the preparation of this Report.

- 6 I confirm that a Letter of Engagement has been entered into between my firm and the Licensed Conveyancer(s)/Recognised Body incorporating without amendment, limitation or qualification of the terms set out at Accounts Guidance Note 2 – Reporting Accountant's Terms of Engagement.

- 7 I confirm that this is a true and complete copy of the Accountant's Report Form appended to the Rules or as downloaded from the CLC website and has not been amended in any manner whatsoever. (Please delete if not applicable.)

Reporting Accountant's Full Name

Accountant's Qualifications & Professional Body & Membership No.:

Do you have a current Practising Certificate?

 Yes

 No

Note: The reporting Accountant must be qualified in accordance with rule 10.6 of the Rules.

Name & Address of Reporting Accountant's Firm	
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Signed:
(A personal signature is required)

Dated:

Total number of Pages of Report submitted to CLC (including continuation sheets) = _____ pages