



COUNCIL FOR LICENSED CONVEYANCERS

ACCOUNTS GUIDANCE NOTE 3 FORM OF ACCOUNTANT'S REPORT AND CHECKLIST

**Issued by the Council for Licensed Conveyancers on
16 January 2008**

This Accounts Guidance Note comes into force on 1 January 2009

Licensed Conveyancers are reminded that they must at all times act in compliance with the Council's Rules. Rule 3.1.3 of the Licensed Conveyancers' Accounts Rules 2008 provides that every Licensed Conveyancer must:-

"comply with the Accounts Guidance Notes unless he has good reason for not doing so in the particular circumstances."

Rule 10.14 of the Licensed Conveyancers' Accounts Rules 2008 states:-

"The Reporting Accountant must examine the Licensed Conveyancer's Accounting Records to ensure compliance with these Rules and carry out the checks and tests prescribed by the Council."

Rule 10.15 of the Licensed Conveyancers' Accounts Rules 2008 states:-

"The Reporting Accountant must sign and deliver to the Council the Accountant's Report together with the completed checklist in the form prescribed by the Council."

This Accounts Guidance Note adopts the definitions set out in the Licensed Conveyancers' Accounts Rules 2008.

1. The Accountant's Report which must be signed and delivered to the Council is in the form set out in Schedule 1.
2. The checklist prescribed by the Council in accordance with rules 10.14 and 10.15 of the Accounts Rules is in the form set out in Schedule 2.