

PC And Membership Fee Income Process 2013:

Application & Payment:

Upon receipt of a completed application form, regulation process the form and verify that payment has been received. Once all is in order the application is entered onto the Ingres system as part of a batch. Any applications subject to query are not batched until the query is resolved.

Regulation send finance by email closed batch reports of processed PC applications. These are to be forwarded within 24 hours of the batch being closed. These batch reports include a reconciliation of the batch total to amounts per the bank statement (Accessed on line). Where this reconciliation cannot be achieved, a detailed explanation and breakdown of the un-reconciled amount must be provided.

During the renewal period, batches are closed once 50 applications have been processed. Outside of the renewal period batches are closed on a weekly basis.

Lodgement Reconciliation Process:

All cheques received are lodged by the regulation team to the No 11 Account (A/c 30082086). A stamp is used to ensure that correct contact details are included on each lodgement slip. In addition regulation record details of all cheques received onto the Ingres system so that lodgement discrepancies can be resolved easily.

Finance is responsible for the bank reconciliation. All amounts appearing on the bank statement will be posted to the sun system general ledger. Any items on the bank statement which have not been batched / allocated correctly will be posted to the "UPTC" T7 code thereby allowing for the production of a report detailing all such items. This report is forwarded to Nicola Kelly on a weekly basis. Nicola investigates report items and reverts at the earliest opportunity, ideally prior to publication of the following weeks report.

Any receipts credited to the No11 account (A/c 30082086) identified by Nicola as not relating to PC income will be posted to the "UPTC" T7 code and investigated by Brigid Pender. Once it is established what the payment relates to, it is then transferred to the appropriate bank account.

Underpayments:

Where an underpayment is received, the amount and form(s) received are processed. A hold is placed on the issuing of the solicitor's practising certificate at the time the application is being processed. A letter issues from the Society seeking the balance of payment due together with advising the solicitor their practising certificate will not issue until such time as the balance due is received. The underpayment is followed up until such time as balance is received.

Overpayments & Refunds:

Refund requests must include batch number and solicitor number. Finance posts all items identified on the batch report as refunds to the PCC control account (Nominal 60121). These are analysed by individual solicitor. A report of outstanding refund items is provided to regulation monthly during January and February and weekly thereafter. For each item on the report, either a refund instruction should be issued or a detailed explanation provided as to why this is not the case.

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When a request is received to issue a refund to a solicitor, finance runs a check to ensure that the solicitor in question is part of the control account balance. If this match cannot be established, the item will be referred back to regulation as a query.

Surrendered PCs:

Where a Practising certificate is surrendered, regulation send a memo to finance both requesting a pro rata refund and providing an analysis of the refund amount by PC component - Comp fund, litigation fund etc. Regulation also provide details of payee and solicitor number. Finance then arrange for a refund payment to be made.

Temporary Overpayments:

Instances where fees are prepaid and held pending allocation to individual applicants. These are highlighted on the Batch table (reconciliation) by Nicola and posted to the "UPTC" T7 code by finance until subsequently allocated. Nicola highlights on later batch table (reconciliation) when the PC cert is issued.

Amounts Received In 2012 Relating To 2013:

Amounts received by cheque will not be lodged to the Bank by regulation until 2013. This is because there are a number of checks and processes that must be completed prior to the monies being lodged. Also the monies are never separated from the application form until it has been processed. EFT's will be posted to prepayments by finance and processed by regulation in January.

PC Cert's Paid For By The Law Society:

These will be batched upon application and highlighted on the table (reconciliation) by regulation. A request is then sent to accounts for payment. A transfer is then done by Grace from the No 1 account (10027071) to the No 11 account (A/c 30082086). Once the funds appear on the No 11 account, finance will post the transaction as normal. The cost of these PC Certs will be charged to Nominal 36020 – PC Fees Society Solicitors.

PC Cert's Issued On Behalf Of Independant Law Centres / Interns:

These will be batched upon application and highlighted on the table (reconciliation) by regulation. A request will then be sent by regulation to accounts for payment. A transfer is then done by Grace from the No 1 account (10027071) to the No 11 account (A/c 30082086). Once the funds appear on the No 11 account, finance will post the transaction as normal.

The cost associated with the independent law centres will be charged to Nominal 30290 – Subscriptions and Donations.

The cost associated with the interns will be charged to Nominal 11010 as a Debit – PC fee Income

EFT Payments:

There is a requirement that an EFT form be submitted with all applications where payment has been made by EFT. Failure to include or properly complete the EFT form will result in the application form being returned to the applicant.

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Where a payment is received and the payee can be identified easily this will follow the normal procedures as outlined above. In instances where the identity of the payer is not known, it is highly likely that the related application form will have been returned to the applicant. This process should ultimately facilitate the identifying of all EFT payments.

Registered lawyers:

Registered lawyers are European lawyers registered with the Society applying for a qualifying certificate annually (equivalent to a solicitor's practising certificate). Registered lawyers are not solicitors and therefore cannot be added to the Ingres system. Their details are forwarded by Nicola Kelly to Brigid Pender on a separate spreadsheet in a layout that is identical in format to a batch.

Unpaid Cheques:

When an unpaid cheque is returned to the Society, a hold is put on the issuing of the related practising certificate(s), unless the practising certificate(s) has already issued. A letter issues to the firm signed by the Registrar of Solicitors seeking an explanation in respect of the returned cheque together with requesting a bank draft be furnished in respect of the returned cheque. The matter is escalated to the ROPC in the event that no further payment is made. The section head of the financial regulation section is also informed of the returned cheque to review the solicitors accounts regulation position of the firm and to ascertain if an investigation of the firm should be undertaken.

Once identified finance will post these to the "UPTC" T7 code. They will remain there until either resolved or an instruction is received by finance from regulation that the amount is no longer recoverable.

Accepting credit card payments:

In general this option is not made available. However in exceptional situations this option can be made available. The determination as to whether a situation is exceptional and therefore eligible will be made by Sorcha Hayes. Where the option is granted to pay by credit card, the commission charged by the credit card company (3.6%) of €0 is to be added to the charge to the member. This should be communicated clearly to the member in advance of taking the payment. Finance will post the commission charged as a credit to Bank charges (30320).

When a member is paying by credit card, they should be put through to Grace Tambala on extension 4905. Grace will then process the payment and forward a memo to the regulation team by email.