**SOLICITORS ACCOUNTS REGULATIONS 2023**

**REPORTING ACCOUNTANT’S REPORT**

*Page 1*

To: Date: ...................... 20……

The Registrar of Solicitors Law Society of Ireland Blackhall Place

Dublin 7

**PART 1\***

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Sole: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practitioner: or

Names of Partners: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Business:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address(es) of other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Places(s) of Business

(where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[\* See Appendix 7 for instructions relating to completion of Report]

**REPORTING ACCOUNTANT’S REPORT**

Accounting Period covered by this Report:

*P a g e 2*

Commencing on: ...................................................................................20 ...............

Ending on: .............................................................................................20 ..............

**PART II**

**[IMPORTANT NOTE: Respective Responsibilities of Solicitor(s) and Reporting**

**Accountant Concerned**

The solicitor(s) concerned is (are) responsible for complying with the Solicitors Accounts Regulations 2023. It is the responsibility of the Reporting Accountant concerned to form an independent opinion, based on his/her examination conducted in accordance with Regulation 28 of the Solicitors Accounts Regulations 2023 as to the solicitor(s) compliance with Part II, Part III (A), Part III (B), Part III(C), and Part IV of the Solicitors Accounts Regulations 2023 and to report his/her opinion to the Registrar of Solicitors.

In order to form that opinion, the Reporting Accountant shall carry out such tests, on a sample basis, as he/she considers necessary in accordance with Regulation 28 of the Solicitors Accounts Regulations 2023 and (where applicable) in accordance with the relevant guidance issued by the relevant professional accountancy body of which the Reporting Accountant is a member, based upon accounting records, information and explanations supplied to the Reporting Accountant by the solicitor(s) concerned.

I, .............................................................................................. (Reporting Accountant), of the firm of ................................................................................................................... .

and in compliance with the Solicitors Accounts Regulations 2023 HEREBY CONFIRM to the Law Society of Ireland (“the Society”), in respect of the above- named Solicitor(s), that I have examined, to the extent and in the manner required by Regulation 28 of the Solicitors Accounts Regulations 2023 the accounting records (as more particularly described in the Solicitors Accounts Regulations 2023 and, in particular, in Regulation 25 thereof) produced to me in respect of the above-named Solicitor(s) AND, insofar as an opinion can be based on this examination, I am of the OPINION that:

(1) during the above-mentioned Accounting Period, the provisions of Part II and Part III(A) and Part III(B) and Part III(C), and Part IV of the Solicitors Accounts Regulations 2023 have been complied with by the above-named Solicitor(s), other than in respect of:

(i)\*\* certain trivial breaches due to minor clerical errors or mistakes in accounts – keeping, each of which was rectified by the above-named Solicitor(s) on being discovered and none of which, in my opinion, resulted in any loss to any client;

(ii)\*\* the matters set out in *Appendix 1* hereto, in respect of which I have not been able to satisfy myself for the reasons stated therein;

(iii)\*\* the matters set out in *Appendix 2* hereto, in respect of which it appears to me that the provisions of the Solicitors Accounts Regulations 2023 have not been complied with;

[\*\* Delete if inapplicable]

**REPORTING ACCOUNTANT’S REPORT**

*Page 3*

(2) the quarterly balancing statements, as provided for in Regulations 13(8) of the

Solicitors Accounts Regulations 2023 have been carried out by the above- named Solicitor(s) in respect of the above-mentioned Accounting Period AND I have set out in *Appendix 3* hereto particulars of the balancing statement for the accounting date and the balancing statement for the date six months before the accounting date; and

(3) the results of the comparisons under Regulation 28(2), Step 6 and Regulation 28(3), Step ct 2 of the Solicitors Accounts Regulations 2023 as at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_20\_\_\_\_\_\_\_ were as follows:

|  |  |  |
| --- | --- | --- |
| (i) | gross liabilities as shown by ledger account balances in respect of clients, controlled trusts |  |
|  | and insolvency arrangements (i.e. the total of |
|  | the gross credit balances in respect of clients |
|  | and controlled trusts and insolvency arrangements |
|  | without deduction of any non-offsettable debit |
|  | balances): | €\_ \_\_\_\_\_\_\_ |
| (ii) | balance on the control accounts in respect of clients, controlled trusts and insolvency |  |
|  | arrangements: | € \_ \_\_\_\_\_\_\_ |
| (iii) | total moneys held in client accounts, controlled trust accounts, insolvency arrangement accounts, |  |
|  | as verified by the relevant bank statements, after |  |
|  | adjustment for outstanding cheques/withdrawals |  |
|  | and lodgements: | €\_\_\_\_\_\_ \_\_\_\_\_\_\_ |

[\*\*Note: Where the figures set out in paragraph (3)(i), (ii) or (iii), above, do not reconcile]

\*\*I have set out in *Appendix 4* hereto an explanation of the difference(s) arising, insofar as could be established from the examination carried out by me, as provided for in Regulations 28 and 29 of the Solicitors Accounts Regulations 2023 and I confirm that an amount of €\_\_\_\_\_\_ has been paid into/withdrawn from \*\*client account or controlled trust bank account or insolvency arrangement bank account by the above-named Solicitor(s) following discovery of the said difference(s).

(4) the office balancing statement as at the accounting date in respect of the above mentioned Accounting Period, as provided for in Regulation 13(9)(b) of the Solicitors Accounts Regulations 2023 have been prepared by the above- named Solicitor(s) AND I have set out in *Appendix 5* hereto particulars of this office balancing statement.

**I SO CONFIRM AS SET OUT IN THIS PART II**

**AND IN PART III OF THIS REPORT:**

**…………………………………………**

**Signature of Reporting Accountant**

**Date: ………………………………20……..**

[\*\* Delete if inapplicable]

**REPORTING ACCOUNTANT’S REPORT**

*P a g e 4*

**PART III**

I ............................................................................ , (reporting accountant) HEREBY CONFIRM:

(a) that I am qualified, as provided for in Regulation 26(4) of the Solicitors Accounts Regulations 2023 to give the foregoing Report AND that I hold professional indemnity insurance cover at least to the minimum level directed from time to time by the Society, as provided for in Regulation 26(4)(c) of the Solicitors Accounts Regulations 2023 and

(b) that I will furnish a copy of this Report to the above-named Firm.

Name of Reporting Accountant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART IV**

**REPORTING ACCOUNTANT’S REPORT**

*Page 5*

Form of Acknowledgement

I, ……….……..………………. solicitor, as sole practitioner/compliance partner for and on behalf of my/our firm HEREBY CONFIRM:

1. that I recognise my/our obligations under the Solicitors Accounts Regulations 2023 to secure compliance by my/our firm with the said Regulations and I confirm that I have complied with my/our obligations under the said Regulations, including; -
2. that each balancing statement has been approved by the sole practitioner/compliance partner in accordance with Regulation 13(8)(b);
3. that the office balancing statement has been approved by the sole practitioner/compliance partner in accordance with Regulations 13(9)(b);
4. that the listing of client ledger balances and controlled trust balances has been reviewed for undue or unnecessary delays in dealing with client matters in particular in discharging undisbursed outlay, moneys due to clients or moneys due to be paid for or on behalf of clients and where the listing disclosed unnecessary or undue delay in dealing with client matters, immediate action has been taken, where appropriate, to deal with those matters in accordance with Regulations 13(8)(e);
5. that the list of client ledger balances outstanding two years or more at the accounting date as set out in *Appendix 6* has been approved by the sole practitioner/compliance partner in accordance with Regulation 13(8)(f);
6. that where accounting records are maintained on a computerised system that appropriate back-ups of computerised information are performed promptly and are securely stored other than on the practice’s office premises, in accordance with Regulation 25(2); and
7. that I am aware of the format and contents of the within Reporting Accountant’s Report which I have discussed with the Reporting Accountant to the extent necessary to understand its effect upon my/our discharge of my/our obligations under the said Regulations; and

**REPORTING ACCOUNTANT’S REPORT**

*Page 6*

(c) that where I am unable to provide confirmation in respect of my/our obligations under the Solicitors Accounts Regulations 2023 to any extent I have set out in detail the rationale for same below.

..........................................................................................................................

.........................................................................................................................

……………………………………………………………………………….

………………………………………………………………………………..

Dated this ……..day of………………....20…....

\*Signature of sole practitioner/compliance partner: ..................................................

Name of firm: ..............................................................................................................

Address: ................................................................................................................

............................................................................................................................... [\*required signature above is that of solicitor]

**REPORT OF REPORTING ACCOUNTANT**

*P a g e 7*

**APPENDIX 1**

**Matters in respect of which I have not been able to satisfy myself, and the reasons therefor:**

**REPORTING ACCOUNTANT’S REPORT**

**APPENDIX 2**

*P a g e 8*

**Matters (other than trivial breaches due to minor clerical errors or mistakes in accounts-keeping) in respect of which, in my opinion, the provisions of the Solicitors Accounts Regulations 2023 have not been complied with by the Solicitor(s) concerned:**

**REPORTING ACCOUNTANT’S REPORT**

**APPENDIX 3**

*Page 9*

**CLIENT ACCOUNT & CONTROLLED TRUST ACCOUNT & INSOLVENCY ARRANGEMENT ACCOUNT BALANCING STATEMENT**

**(information extracted from the solicitor(s) accounting records)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Firm:** | | | |
| **Accounting Period:**  **From………..……………...20…...... To……………………..….... 20….......** | | | |
|  | | **1** | **2** |
| **Balancing statement date:** | |  |  |
|  | | **€** | **€** |
| (a) | Liabilities as shown by the balances on: |  |  |
|  | (i) client ledger accounts, |  |  |
|  | (ii) controlled trust ledger accounts, |  |  |
|  | (iii) insolvency arrangement ledger accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (b) | Debit balances include in (a), which are not offsettable by credit balances as shown by: |  |  |
|  | (i) client ledger accounts, |  |  |
|  | (ii) controlled trust ledger accounts, |  |  |
|  | (iii) insolvency arrangement ledger accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (c) | Gross liabilities (i.e. addition of (a) *plus* (b)) in respect of: |  |  |
|  | (i) clients, |  |  |
|  | (ii) controlled trusts, |  |  |
|  | (iii) insolvency arrangements. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (d) | Balance on control accounts in respect of |  |  |
|  | (i) clients, |  |  |
|  | (ii) controlled trusts, |  |  |
|  | (iii) insolvency arrangements. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (e) | Moneys held as per bank statements in |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |

**REPORTING ACCOUNTANT’S REPORT**

*Page 10*

**APPENDIX 3 *continued***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **1** | **2** |
|  |  | **€** | **€** |
| (f) | Outstanding bank lodgments cleared **within** three banking days in respect of: |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
|  | Outstanding bank lodgments cleared **later than** within three banking days in respect of: |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (g) | Cheques / withdrawals outstanding **less than** six months in respect of: |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
|  | Cheques / withdrawals outstanding **more than** six months in respect of: |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (h) | Adjusted moneys held (i.e. (e) *plus* (f) *minus* (g)*)* in: |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |
| (i) | Surplus / deficit (i.e. (h) *minus* (c)) in respect of: |  |  |
|  | (i) client accounts, |  |  |
|  | (ii) controlled trust accounts, |  |  |
|  | (iii) insolvency arrangement accounts. |  |  |
|  | **Total (i) + (ii) + (iii)** |  |  |

**REPORTING ACCOUNTANT’S REPORT**

*Page 11*

**APPENDIX 4**

**Explanation(s) of differences arising as between:**

**(i) gross liabilities as shown by ledger accounts in respect of clients, controlled trusts and insolvency arrangements; and,**

**(ii) balance on the control accounts in respect of clients, controlled trusts and insolvency arrangements; and,**

**(iii) total moneys held in client accounts, controlled trust accounts and insolvency arrangement accounts, as verified by the relevant bank statements, after adjustment for outstanding cheques/withdrawals and lodgements, is/are set out and explained hereunder:**

**REPORTING ACCOUNTANT’S REPORT**

*Page 12*

**APPENDIX 5**

**OFFICE BALANCING STATEMENT**

**(information extracted from the solicitor(s) accounting records)**

|  |  |  |
| --- | --- | --- |
| **Name of Firm:** | | |
| **Accounting Period:**  **From.................................20......... To…………………….... 20…......** | | |
|
|  |  | **€** |
| (a) | Balance on office ledger control account: |  |
| (b) | Net total of debit and credit balances on office ledger: |  |
| (c) | Credit balances included in the list of office ledger balances (relating to all matters) not offsettable by debit balances: |  |
| (d) | Reasons for the above credit balances: |  |
| (i) Professional fees not debited: |  |
| (ii) Outlays inappropriately lodged to office  account:  (iii) Other reason(s) as per details set out below:\*\* |  |

[\*\* Delete if inapplicable]

**REPORTING ACCOUNTANT’S REPORT**

**APPENDIX 6**

*Page 13*

**Client ledger balances outstanding for two years or more at the accounting date**

**REPORTING ACCOUNTANT’S REPORT**

*P a g e 1 4*

**APPENDIX 7**

**Instructions relating to completion of Reporting Accountant’s Report**

1. Where the space provided is inadequate to list all of the partners in a firm of solicitors, a separate schedule may be appended to the Report.

2. Each place of business of a firm and any associated firm must be the subject of the Reporting Accountant’s examination and be covered by the Report. If a particular place of business is not so covered, the reason must be stated by the Reporting Accountant in the Report.

3. Where the space provided in respect of any of the appendices to the Report is inadequate, any explanations and elaborations may be set out on the headed notepaper of the Reporting Accountant and appended to the Report. Where this occurs, reference should be made to the existence of the appended document in the relevant appendix.

4. Completion of the Form of Acknowledgement is required pursuant to Regulation 27 of the Solicitors Accounts Regulations 2023.

5. The Report, when completed, either in hard copy or electronic format, should be furnished directly by the Reporting Accountant to the Registrar of Solicitors, Law Society of Ireland, Blackhall Place, Dublin 7, accompanied by a covering letter on the headed notepaper of the Reporting Accountant; and a copy thereof should be furnished at the same time to the firm concerned.

6. Blank copies of this Report may be obtained from the Law Society of Ireland on request. The format of the Report may be reproduced on the Reporting Accountant’s headed notepaper. Where so reproduced, it must be reproduced without abbreviation, in the format set out in the Schedule to the Solicitors Accounts Regulations 2023.