

SECOND SCHEDULE

Regulation 16 (1)

Accountant's Report under the Legal Profession (Accounts and Records) Regulations, 1999

To: The Secretary
 The General Legal Council

Dear Sir/Madam,

This report is prepared in respect of
practising at

1. I am informed by _____ that
engaged in the private (*select option below*)

2. I am informed by _____
that at the reporting date:

(a) the names and attorney numbers of all partners are:-

Name	Attorney Number

(b) the names and attorney numbers of all attorneys (not being partners) employed are:-

Name	Attorney Number

(c) the names and attorney numbers of all attorneys who become partners or employees during the reporting period² are:-

Name	Attorney Number	Date Joined

(d) the names and attorney numbers of all attorneys who ceased to be partners or employees during the reporting period are:-

Name	Attorney Number	Date Joined	Date Ceased

3. I am informed that accounts are maintained with the following banks or other financial institutions in connection with trust monies related to the attorney's practice:

Name of Bank/Institutions	Branch	Specific Trust Account(s)	General Trust Account(s)

4. I am informed that in addition to the accounts maintained at paragraph 3, the following accounts, although not designated as client trust accounts contain client money, and clients' accounts operated by the attorney as signatory, are also maintained:

Name of Bank/Institutions	Branch	Type of Account

5. NB: this section need not be completed where the attorney operates in a partnership.

Has the Attorney, being a sole practitioner, added any other signatory on any of the foregoing accounts: Yes No

If so, please specify:

Account	Names	Address	Email Address(es)	Telephone Number(s)

6. I have inspected the books, records and accounts produced to me for the practice of the and I report that my inspection indicated that the during the financial year ended day of 3 appeared to have maintained:-

	Yes	No
(a) a book of original entry showing the date of receipt and source of money received in trust for every client and identifying the client concerned;		

	Yes	No
(b) a book of original entry showing every disbursement out of money held in trust for every client, and the date of every disbursement and the name of every recipient;		
(c) a clients' trust ledger showing separately for each person on whose behalf money has been received in trust all such money received and disbursed, and any unexpended balance;		
(d) a record showing all transfers of money between clients' trust ledger accounts and explaining the purpose for which each transfer is made; ⁴		
(e) a book of original entry showing the date of receipt and source of all money received other than trust money;		
(f) a book of original entry showing all disbursements of money other than trust money and showing the date of every disbursement, and the name of every recipient;		
(g) a fees book or chronological file of copies of bills showing all fees charged and other bills issued to clients, the dates of such bills and charges, and identifying the clients so charged;		
(h) bank statements or pass books, paid cheques and detailed duplicate deposit slips for all trust and other accounts;		

	Yes	No
<p>(i) pursuant to regulation 5 of the Legal Profession (Accounts and Records) Regulations, 1999:-</p> <p>(i). a monthly comparison of the total of the balances shown by the client's trust ledger accounts of the liabilities to the clients, including those for whom trust money is held in trust accounts, with the cash account balance;</p>		
<p>(ii). a reconciliation statement showing the cause of the difference, if any, shown by the above comparison; and</p>		
<p>(iii). a reconciliation of that cash account balance with the balances shown on trust account bank pass book or statements and money held elsewhere;</p>		
<p>(j) an index or equivalent single source for identification of all trust accounts, inclusive of a statement of the number of each such trust account and the name and location of the bank in which it is kept;</p>		
<p>(k) a register, book, or chronological file of copies of all undertakings given in his or her practice as an attorney, showing the nature or amount of the undertaking, on whose behalf it was given and to whom it was given and date of discharge, if applicable;</p>		
<p>(l) a register of all certificates of title to property, wills, securities and heirlooms held in his or her custody or possession on behalf of clients;</p>		
<p>(m) such other books, records or accounts as are required by regulation 6 of the said Regulations:-</p>		

[but the relevant provisions of the Regulations requiring the maintenance of such books, records or accounts do not appear to be applicable to the because

Book, Record or Account	Reason the provisions of the Regulations not applicable

7. I am informed that the books, records books, records and accounts produced to me for the practice are kept and maintained at the following address(es):

8. I found it necessary to make this report 'qualified'.

9. In the case where I have found it necessary to make this report qualified⁵, I do so because in the course of the inspection of the books, records and accounts produced by the attorney for the purpose of preparing this accountant's report, I have found that any one or more of the following exists (*check whichever apply*):

(a) The attorney has failed to comply with any of the requirements of Regulation 6 of the Legal Profession (Accounts and Records) Regulations, 1999	
(b) Client account reconciliations have not been carried out at all or with adequate regularity; or	
(c) There is a significant shortfall on client's trust accounts or the client trust accounts have been overdrawn, and in either case, this does not appear to have been caused by bank error or to have been rectified promptly; or	
(d) Client money has been inappropriately placed in or withdrawn from a client trust account or has been inappropriately held in an office account; or	
(e) There are significant weaknesses in the attorney's accounting systems which put, or may put, client money at risk; or	
(f) Documents or information have not been provided which are necessary to enable the accountant to make the declarations required in the accountant's report;	

10. I further expound on the findings above as follows: (*You may continue on additional sheets or attach any documents you believe are necessary*)

This review does not constitute an audit and therefore I can express no opinion as to whether or not there were any matters which are not disclosed in the said books, records or accounts or whether otherwise the said books, records or accounts were accurate or complete.

I _____ hereby declare that I am a Public Accountant or Chartered Accountant and I have attached to my report a certified copy of my current practising certificate issued under the Public Accountancy Act.

Signature of Accountant _____

Address _____

Date _____

I am the attorney filing this report [on behalf of _____]
and to the best of my knowledge and belief the facts as reported herein are accurate.

Full name of Attorney _____

Attorney's e-mail address _____

Fax No. _____

Signature⁴ _____

Date _____

NOTES

1. Where the practice is carried on by more than one attorney, indicate whether this report covers all members of the firm or whether individual reports are being submitted.
2. The reporting period is the financial year covered by the Accountant's inspection, and the reporting date is the last day of that financial year.
3. State if inapplicable and why.
4. Any partner may sign this Report on behalf of a firm. The partner should include beneath his signature the word "Partner" to indicate that he is a partner in the firm.
5. Reporting accountants should exercise their professional judgement when assessing an attorney's compliance with these [Legal Profession \(Accounts and Records\) Regulations, 1999](#) and deciding whether their report needs to be qualified. Council only expect reports to be qualified where there has been a significant breach of the Legal Profession (Accounts and Records) Regulations, 1999, such that money belonging to clients or third parties is, has been or may be placed at risk. Breaches arising from administrative errors are not likely to be significant, but still could be if they are persistent, derive from a lack of controls or breakdown of existing controls, and have put client money at risk. Council recognises that minor breaches of the Legal Profession (Accounts and Records) Regulations, 1999 do occur in many law practices and is not expecting all identified breaches to be notified in the form of a qualified report. In all cases, the reporting accountants need only undertake checks which they feel are proportionate and targeted to the size of practice and nature of the work the practice undertakes.