

Accountant's Report

Section 1 – Authorised Entity details

This should include all names used by the Authorised Entity covered by this report, which is an LLP or company, and the name under which a partnership or sole practitioner is recognised. It is assumed that all addresses used by the Authorised Entity during the accounting period are covered by this report.

Entity name(s) during the reporting period:

CILEx Regulation number:

Report Period from:

Compliance Manager(s) during the reporting period:

Dates of appointment: from: to:
(where appropriate):

Is this a cease to hold Client Money report? **YES / NO**

If **YES**: this report should be submitted to CILEx Regulation by the firm whether qualified or not.

Section 2 - Accountant's details

Professional body:.....

Accountant membership/registration number:.....

Recognised Supervisory Body under which individual/firm is a registered auditor:.....

Reference number of individual/firm audit registration(s):.....

Name of accountant:	
Firm name:	
Firm address:	
Email address:	

Section 3 - Test Procedures

I confirm I have examined the Accounts Records selected and made the following checks in accordance with the relevant CILEx Accounts Rules:			
11.1.1	Confirmed that the accounting system complies with the requirements for Accounts Records in the rules; and		
	11.1.1.1	that an appropriate client ledger is kept for each client;	
	11.1.1.2	the client ledger shows details of all money received, held or paid on account.	
11.1.2	For each client, the transactions relating to Client Money are accurately recorded.		
11.1.3	Made checks of postings to the client ledger accounts from records of receipts and payments of Client Money.		
11.1.4	Compared a sample of payments into and from the Client Account as shown in the bank or building society statements or passbooks with the records of receipts and payments of Client Money.		
11.1.5	Checked the system for recording costs and making transfers of costs from the Client Accounts.		
11.1.6	Examined a selection of documents to confirm that the documentary evidence of the financial transactions comply with the rules and that the entries relating to those transactions comply with the rules.		
11.1.7	Selected details of the balances on client ledgers for at least two dates and compared the total shown by the client ledger accounts of liabilities to the clients with the cash account balance, and reconciled that cash account balance with the balances held as client monies.		
11.1.8	Confirmed that reconciliation statements have been kept in accordance with the rules.		
11.1.9	Checked the client ledger accounts to see whether any payments have been made from the Client Account in excess of money held on behalf of that client.		
11.1.10	Checked the office ledgers, office cash accounts and the bank statements for any Office Account to see whether any Client Money has been improperly paid into an Office Account, or if it has been improperly paid into Office Account and has been kept there in breach of the rules.		
11.1.11	Checked the records for any Client Money held outside a Client Account to ascertain what transactions have been effected in respect of the money and to confirm that the client has given the appropriate instructions in accordance with the rules.		
11.1.12	Checked the client ledgers to ensure the rules have been complied with in respect of maintaining records.		
11.1.13	Checked that statements and passbooks are being kept in accordance with these rules and crosschecked transactions with client files where appropriate.		
11.1.14	Checked that interest earned on Designated Client Accounts and accounts opened on clients' instructions are credited in accordance with the rules.		
11.1.15	Asked for any information or explanations which are required as a result of these checks.		

Section 4 - Work undertaken and declaration

1. We confirm that we are qualified to prepare this report in accordance with Rule 13 of the CILEx Accounts Rules.
2. We confirm that a copy of this report has been provided to the firm's current Compliance Manager as set out in Section 1 of this report.
3. We confirm that the accounting systems and records comply with Rule 7 of the CILEx Accounts Rules.
4. We confirm that reconciliations have been carried out in accordance with Rule 8 of the CILEx Accounts Rules.
5. We confirm that sufficient checks have been carried out to properly express the opinion that as at the end of the relevant financial period the amounts due to clients balance the funds in the Client Account.
6. We confirm that on the basis of a reasonable number of checked balances, interest has been paid to clients in accordance with the CILEx Accounts Rules.
7. We confirm that we have carried out the test procedures as set out in Rule 11 of the CILEx Accounts Rules and listed in Section 3 to assess whether the Authorised Entity has complied with the relevant Accounts Rules.
8. We confirm that, for the period covered by the report, the Authorised Entity had proof of qualifying insurance.
9. We confirm that all requested documents / information have been provided, unless stated below.

We have considered the CILEx Accounts Rules and have found material breaches of the Accounts Rules, and/or significant weaknesses in the firm's systems and controls for compliance with the Accounts Rules. We therefore consider that CILEx Regulation should be notified by our qualifying this Report. **YES / NO**

This Report should be submitted to CILEx Regulation and all matters of significance should be detailed in the box below.

Signature of accountant:

Date:

If completed electronically please tick to say you confirm the declaration

This Report should be returned by the Authorised Entity to your Relationship Officer within the time period required by the CILEx Accounts Rules. This can be by:

Email: info@cilexregulation.org.uk

Post: CILEx Regulation, Kempston Manor, Kempston, Bedford MK42 7AB

DX: 124780 Kempston 2

Reports should be retained by both the Authorised Entity and the Reporting Accountant for at least 6 years.