

Update - July 2023

What's changed

We are pleased to issue updates to your Mercia Solicitors' Accounts Rules Manual (dated 07/23).

A number of minor amendments / improvements have been made to sections of the Solicitors' Accounts Rules Manual, including updating engagement letters to reflect latest guidance.

Content relating to SRAAR2011 and for the accounting period straddling 25 November 2019 has been removed.

See below for a full list of changes.

Contact us

We are always pleased to receive feedback on our manuals, including any improvements that you would like to see incorporated. Please contact me if you have any comments to make.

Andy Holton

July 2023

July 2023 - Detailed list of changes

The below table provides a detailed list of changes within the manual. In addition to the items listed below, minor changes have been made for formatting, grammar, and other editorial amendments.

| Updated area | Main reason for change |
|---|--|
| Guidance | |
| What's changed | <ul style="list-style-type: none"> • A copy of this What's changed notice has been added to the manual. |
| Guidance notes | <ul style="list-style-type: none"> • Content relating to SRA AR2011 and for accounting periods straddling 25 November 2019 is no longer applicable and has been removed |
| Cold file review checklist | <ul style="list-style-type: none"> • Moved to new format • Now located in supplementary forms |
| Example letters | |
| Documents referring to periods straddling 25 November 2019 | <ul style="list-style-type: none"> • Section removed • Updated the 'professional services provided' section to include a new paragraph which confirms whether disbursements are expected to be incurred. |
| Engagement - Covering letter Unincorporated business | <ul style="list-style-type: none"> • A new section detailing how communication will be maintained throughout the engagement has been added. • Updated the 'agreement of terms' section to include reference to the firm's privacy notice on their website and reference to the standard terms of business in relation to instances of variation or termination of the engagement. |
| Engagement - Terms of business | <ul style="list-style-type: none"> • Updated paragraphs in the 'Fees and payment terms' section clarifying the use of insurance policies to cover fees, circumstances where clients are unable to pay fees and the rights of the firm to exercise a lien over all funds have also been added. • Added a new section detailing standard business terms in relation to confidentiality. • Clarification of potential actions of the firm, should a dispute arise between parties within the engagement. |
| Current file | |
| Documents referring to periods straddling 25 November 2019 | <ul style="list-style-type: none"> • Section removed |
| B01 Planning checklist | <ul style="list-style-type: none"> • Moved from B11. |
| B11 Eligibility checklist | <ul style="list-style-type: none"> • Moved from B12 |
| B02 requirement for the preparation of an accountant's report | <ul style="list-style-type: none"> • Moved from B13 |
| B35 Team discussion | <ul style="list-style-type: none"> • Moved from B23 |
| B30 Risk assessment | <ul style="list-style-type: none"> • Moved from B32 |
| B40 Overall plan | <ul style="list-style-type: none"> • Moved from B33 |
| B31 Risk analysis | <ul style="list-style-type: none"> • Moved from PF3 |
| B13 New client checklist | <ul style="list-style-type: none"> • New form added |
| B15 Terms of engagement placeholder | <ul style="list-style-type: none"> • Placeholder added |
| Permanent file | |
| Documents referring to periods straddling 25 November 2019 | <ul style="list-style-type: none"> • Section removed |
| PF3 Risk Analysis | <ul style="list-style-type: none"> • Moved to B31 current file documentation |
| PF3-1 New client checklist placeholder | <ul style="list-style-type: none"> • Placeholder added |
| Supplementary forms | |
| Cold file review checklist | <ul style="list-style-type: none"> • Cold file review checklist added (moved from the guidance notes) |

