

# UK SRA (Mercia)

2023-09 Release

## Mercia's Solicitors Accounts Rules Manual 2023-07 update

Released September 2023

### Detailed list of changes

Document	Change/Detail
<b>Periods straddling 25 November 2019</b>	Content removed.
<b>Information request and tailoring</b>	
Preliminary tailoring	<ul style="list-style-type: none"> <li>Rules section removed.</li> </ul>
<b>Example letters</b>	
1A Schedule of professional services : SRA accounts rules	<ul style="list-style-type: none"> <li>Reference to SRA accounts rules 2011 removed.</li> </ul>
1B Schedule of professional services: compilation of unaudited financial information	<ul style="list-style-type: none"> <li>Removed.</li> </ul>
1C Schedule of professional services: taxation	<ul style="list-style-type: none"> <li>Removed.</li> </ul>
1 Covering letter: Unincorporated business	<ul style="list-style-type: none"> <li>Updated the 'professional services provided' section to include a new paragraph which confirms whether disbursements are expected to be incurred.</li> <li>A new section detailing how communication will be maintained throughout the engagement has been added.</li> <li>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.</li> </ul>
2 Terms of business	<ul style="list-style-type: none"> <li>Updated paragraphs in the 'Fees and payment terms' section clarifying the use of insurance</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>• Added a new section detailing standard business terms in relation to confidentiality.</li> <li>• Clarification of potentials actions of the firm, should a dispute arise between parties within the engagement.</li> </ul>
3 Suggested response from a solicitor to the terms of engagement	<ul style="list-style-type: none"> <li>• Reference to SRA accounts rules 2011 removed.</li> </ul>
4 Example management representation letter	<ul style="list-style-type: none"> <li>• Reference to SRA accounts rules 2011 removed.</li> </ul>
<b>Permanent file documents</b>	
PF2-3 Control systems and procedures assessment questionnaire	<ul style="list-style-type: none"> <li>• Document rewritten to include corresponding response sections for each question.</li> </ul>
PF3 Risk analysis	<ul style="list-style-type: none"> <li>• Moved to B31 current file documentation</li> </ul>
PF3-1 New client checklist placeholder	<ul style="list-style-type: none"> <li>• Placeholder added.</li> </ul>
<b>Planning</b>	
B01 Planning checklist	<ul style="list-style-type: none"> <li>• Moved from B11.</li> </ul>
B02 Requirement for the preparation of an accountant's report	<ul style="list-style-type: none"> <li>• Moved from B13.</li> </ul>
B11 Eligibility checklist	<ul style="list-style-type: none"> <li>• Moved from B12.</li> </ul>
B13 New client checklist	<ul style="list-style-type: none"> <li>• New document added.</li> </ul>
B15 Terms of engagement placeholder	<ul style="list-style-type: none"> <li>• Placeholder added.</li> </ul>
B30 Risk assessment	<ul style="list-style-type: none"> <li>• Moved from B32.</li> </ul>
B31 Risk analysis	<ul style="list-style-type: none"> <li>• Moved from PF3.</li> </ul>

B32 AR1 Change of SRA Accounts rules risk analysis	<ul style="list-style-type: none"> <li>• Supplementary accounts rules transition document removed.</li> </ul>
B32 AR2 Change of SRA Accounts rules impact assessment	<ul style="list-style-type: none"> <li>• Supplementary accounts rules transition document removed.</li> </ul>
B35 Team discussion	<ul style="list-style-type: none"> <li>• Moved from B23.</li> </ul>
B40 Overall plan	<ul style="list-style-type: none"> <li>• Moved from B33.</li> </ul>
<b>Completion</b>	
A27 Breaches and weaknesses	<ul style="list-style-type: none"> <li>• Reference to SRA accounts rules 2011 removed.</li> </ul>
A27-1 Summary of breaches and weaknesses	<ul style="list-style-type: none"> <li>• Reference to SRA accounts rules 2011 removed.</li> </ul>
<b>Guidance</b>	
AR1 PDF Accounts report form	<ul style="list-style-type: none"> <li>• Updated form version</li> </ul>