

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 • Content relating to SRA AR2011 and for accounting periods straddling 25 November 2019 is no longer applicable and has been removed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. • 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. • 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.
Engagement - Covering letter Unincorporated business	<ul style="list-style-type: none"> • 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.
Engagement - Terms of business	<ul style="list-style-type: none"> • 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)

