

ACCOUNTANT'S REPORT

NOTES FOR ACCOUNTANTS

Please ensure you initial every page. If completing by hand, use block capitals throughout.

This accountant's report is to be completed when Members of divisions of PropertyMark are responsible for firms that:

1. hold or handle client money, or
2. entrust their client money to a Client Accounting Service Provider (CASP).

If completing a CASP report, the accountant must only report on the client money held for the Member Firm named in the report.

Accountants are required to form an opinion as to whether, during the period being reported, the records and controls have been suitably maintained by the Member Firm, or, if using one, its CASP, in accordance with PropertyMark's Accounting Rule 1 available at: propertymark.co.uk/rules.

Where you are not satisfied with any aspects of these tests or enquiries you should seek further information you consider necessary from the Member Firm or CASP.

After making your examination, you should promptly complete the Accountant's Report and deliver the original to the Member Firm who is responsible for sending it to PropertyMark.

COMPANY LEGAL NAME

 Please ensure accurate legal entity name is used.

For example:

- Limited Company: John Smith & co Limited or John Smith & Co PLC
 - LLP: Parkers & Smith LLP
 - Partnership: Mr J Smith and Mrs S Jones or Mr J Smith and Partners (5), where Mr J Smith is our member
 - Sole Trader: Mr John Smith
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How to return this form

By post: Membership Documents
PropertyMark
Arbon House
6 Tournament Court
Edgehill Drive
Warwick
CV34 6LG

By email: accountantsreport@propertymark.co.uk

MEMBER FIRM DETAILS

Company legal name	
Trading name	

Head office

Address 1			
Address 2			
Town			
County		Postcode	

ACCOUNTANT'S REPORT TYPE

Please tick **ONE** of the following options.

<input type="checkbox"/>	This report is for client money held by the Member Firm.
<input type="checkbox"/>	This report is for client money held by a Client Accounting Service Provider (CASP).

CASP DETAILS (IF APPLICABLE)

Company legal name	
Trading name	

Head office

Address 1			
Address 2			
Town			
County		Postcode	

TESTS FOR PROPERTYMARK ACCOUNTING REQUIREMENTS

		Relevant Rule Clause(s)	Does the Member Firm comply?		
1	The accountant should check that he/she is eligible to complete and submit an Accountant's Report.	1.24 , 1.25	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	Having ascertained from the Member Firm and/or Client Accounting Service Provider details of all relevant bank or building society accounts operating in connection with activities relevant to its Propertymark division(s), establish that the banks/building societies used fall within the relevant definition. Go to: propertymark.co.uk/client-account-reporting-faqs	1.2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Establish that the client (bank) accounts fulfil the requirements to be correctly designated and acknowledged, that client funds are available on demand and that any penalty for withdrawal is paid by the Member Firm or Client Accounting Service Provider.	1.7 , 1.9	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4	Where interest is accruing on client money, confirm that this is being dealt with appropriately.	1.12	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5	Take such random samples as to be satisfied that only appropriate payments have been made into client (bank) accounts and this is undertaken in a timely manner.	1.13 , 1.15.1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6	Take such random samples as to be satisfied that only appropriate payments have been made out of client (bank) accounts and that this is undertaken in a timely manner; including test-checks of the system for calculating and recording fees and disbursement by sampling transactions against supporting documentation.	1.14 , 1.15.2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7	Take such random samples from other Member Firm and/or Client Accounting Service Provider company bank accounts as to be satisfied that client money has only been paid into client accounts which are correctly designated and acknowledged.	1.6.1 (b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8	Make such test examinations on a sample of client ledger accounts as thought necessary to ascertain whether any such account has gone into debit.	1.14.10	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9	Obtain a copy of the schedule of signatories and through sampling and/or enquiry be satisfied that only appropriate people have made or authorised payments.	1.17 , 1.3.1(e) 1.3.2(f)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10	Compare a random selection of lodgements into and payments out of client bank accounts (as evidenced by reference to bank and/or building society statements) with entries in the cash book records of receipts and payments.	1.18 , 1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11	Make test-checks of postings to clients' ledger accounts from cash book records of receipts and payments of clients' money and make test-checks on the casts (additions) of such accounts and records. Review the clients' ledger account to ensure there are no inappropriate entries therein.	1.18 , 1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12	Examine the bookkeeping system to be satisfied that appropriate ledger accounts are kept and are sufficiently detailed.	1.18 , 1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13	Enquire into, test-check the reasons for, and examine documents in support of any transfers found to have been made from one client ledger account to another – ascertaining that entries and transactions are adequately described or explained.	1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
14	Confirm a reconciliation has been carried out within the relevant time frames and suitable documentation has been both produced and retained by the Member Firm.	1.23	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<p>15</p>	<p>Select two reconciliation dates, one of which must be the last day of the Member Firm's accounting year, and the other between three and nine months earlier, and at each date test-check their integrity by:</p> <ol style="list-style-type: none"> 1. Comparing the sum total of the individual balances due to clients, as shown by the ledger accounts, with the cash book balance on the client (bank) account. 2. Reconciling the sum total of client balances with the balance of funds held according to the client account cash book. 3. Checking the additions of the lists of individual client balances, on both (or more) of the dates selected. <p>Obtain direct confirmation from the bank or building society of the balance on the client (bank) accounts by requesting bank certificates or appropriate confirmation letters in respect of at least one of the dates selected.</p>	<p>1.23</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>16</p>	<p>Ascertain by enquiry or investigation whether any unidentified or dormant client funds are held and if so, being dealt with appropriately.</p>	<p>1.42, 1.43, 1.44 1.45</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>17</p>	<p>Ascertain by enquiry or investigation whether the requirements of Accounting Rule 1 are both readily available to and, understood by, the relevant persons within the Member Firm and (if appropriate) Client Accounting Service Provider.</p>	<p>1.5</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	

If you have ticked No, N/A or left any test blank please state why in the *Details of Non-Compliance* section on page 5.

ACCOUNTING DETAILS

Member Firm's accounting year end	
Has this Member Firm had a year end since starting to handle client money?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If this firm has not had a year end since starting to handle client money or use a Client Accounting Service Provider, the report should cover the period from when the Member Firm started to do so until now (Interim Report). In this case, you should complete one recent reconciliation for an Interim Report. Otherwise, it should be the Member Firm's normal accounting period (Full Report).

Accounting Period covered by this Accountant's Report (maximum 12 months)			
Beginning		Ending	

Please provide details of the two comparisons undertaken in accordance with PropertyMark Accounting Requirement 15 on page 3. The first reconciliation date must be the last day of the firm's accounting year, and the second reconciliation date between three and nine months earlier.

First reconciliation date:			
a	Total value of protected deposits* as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts.	£	
* Protected deposit = Deposits held in the client account that are properly protected by a Government authorised, insurance-backed, Tenancy Deposit Protection scheme. Do not include deposits held in a custodial deposit protection scheme.			
b	Total value of all other client money as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts.	£	
c	Total liability to Member Firm's clients as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts. (a+b)	£	
d	Cash held for this Member Firm in its own, or the Client Accounting Service Provider's client bankaccount(s) after allowance for outstanding cheques and lodgements cleared after date	£	
Difference (c - d)		£	

Second reconciliation date:			
a	Total value of protected deposits* as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts.	£	
* Protected deposit = Deposits held in the client account that are properly protected by a Government authorised, insurance-backed, Tenancy Deposit Protection scheme. Do not include deposits held in a custodial deposit protection scheme.			
b	Total value of all other client money as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts.	£	
c	Total liability to Member Firm's clients as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts. (a+b)	£	
d	Cash held for this Member Firm in its own, or the Client Accounting Service Provider's client bankaccount(s) after allowance for outstanding cheques and lodgements cleared after date	£	
Difference (c - d)		£	

All deposits held by the Member Firm or for the Member Firm by its Client Accounting Service Provider must be included in these reconciliation figures. **The reason for any difference must be stated in the "Details of Non-Compliance" section, page 5.**

CUSTODIAL TENANCY DEPOSITS

Where deposits are held in a custodial tenancy deposit scheme (or schemes) please name that scheme (or schemes) below. Where deposits are held by persons or legal entities other than the Member Firm or Client Accounting Service Provider, please provide details of those other persons or legal entities below.

Value of deposits properly protected in a Government-authorized custodial tenancy deposit protection scheme, as shown by the Member Firm's or Client Accounting Service Provider's clients' ledger accounts at year end.	£	

RESULTS

I have examined the books, accounts and all other necessary documentation relating to the above-named Member Firm/Client Accounting Service Provider to the extent required under Propertymark's Accounting Rule 1 and:

I am satisfied that during the Accounting Period covered by this Accountant's Report, the Member Firm/Client Accounting Service Provider complied with the provisions of Propertymark's Accounting Rule 1 other than in respect of certain trivial breaches due to clerical errors or mistakes in bookkeeping, all of which were rectified on discovery and none of which, I am are satisfied, resulted in any loss to any client.	<input type="checkbox"/>
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In the case of trivial breaches due to clerical errors or mistakes in bookkeeping, if a difference is noted in the "Accounting Details" on page 4, an explanation is required in the "Details of Non-Compliance" section below.

I am not satisfied that during the Accounting Period covered by this Accountant's Report the Member Firm/Client Accounting Service Provider complied with the provisions of Propertymark's Accounting Rule 1 for the reasons set out in the "Details of Non-Compliance" section below.	<input type="checkbox"/>
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DETAILS OF NON-COMPLIANCE

Please detail below where the Member Firm and/or the Client Accounting Service Provider have not complied with all or some of Propertymark's Accounting Requirements; or where you are not satisfied that they have complied; and the reasons why.

ACCOUNTANT DETAILS

Full name			
Qualifications			
Accounting supervisory body			
Name of firm			
Address 1			
Address 2			
Town			
County		Postcode	

SERVICE ON MEMBER FIRM

The original version of this Accountant's Report has been sent to

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as a Principal, Partner or Director of the Member Firm.

DECLARATION

I confirm that I am eligible and qualified to complete this Accountant's Report in accordance with Propertymark's Accounting Rule 1 clauses 1.24 and 1.25, believe that the information contained within this Accountant's Report is true, and understand that Propertymark will rely on this report.

Print name			
Signature		Date	

 Please ensure you have initialed every page.