

**Accountant's Report under
The Barristers (Accounts and Records) Rules 1976**

To: The Secretary,
The Bermuda Bar Council.

Dear Sir,

This report is prepared in respect of *[blank]* (name of barrister/firm of barristers/professional company¹ practising at *[blank]*)

1 I am informed by the barrister/firm/professional company that he/they is/are engaged in the private practice of law as—

(a) a barrister under the name and style of *[blank]*

(b) a firm practising under the name and style of *[blank]*

(c) a professional company practising under the name and style of *[blank]*

2 (1) In the case of 1(a) or (b), I am informed by the barrister/firm that at the reporting date² —

(a) the names of all partners are—

(b) the names of all barristers employed are—

(c) the names of all barristers who became partners or employees during the reporting period are—

Name

Date joined

(d) the names of all barristers who ceased to be partners or employees during the reporting period are—

Name

Date left

(2) In the case of 1(c), I am informed by a director of the professional company that at the reporting date —

(a) the names of all directors of the company are—

(b) the names of all barristers who are members of the company are—

(c) the names of all barristers who are employees of the company—

(d) the names of all barristers who became members of the company during the reporting period are—

Name
Date joined

(e) the names of all barristers who became employees of the company during the reporting period are—

Name
Date joined

(f) the names of all barristers who ceased to be members during the reporting period are—

Name
Date left

(g) the names of all barristers who ceased to be employees during the reporting period are—

Name
Date left

3 I have inspected the books, records and accounts produced to me for the practice of the barrister/firm/professional company and, although I express no opinion on their accuracy or completeness, I report that my inspection indicated that the barrister/firm/ during the financial year ended [blank] day of [blank] 20 [blank] appeared to maintain—

(a) a book of original entry showing the date of receipt and source of money received in trust for every client and identifying the client concerned; **[Yes, No or Not Applicable.]**

(b) a book of original entry showing every disbursement out of money held in trust for every client, and the date of every disbursement and the name of every recipient; **[Yes, No or Not Applicable.]**

(c) a clients' trust ledger showing separately for each person on whose behalf money has been received in trust all such money received and disbursed, and any unexpended balance; **[Yes, No or Not Applicable.]**

(d) a record showing all transfers of money between clients' trust ledger accounts and explaining the purpose for which each transfer is made; **[Yes, No or Not Applicable.]**

(e) a book of original entry showing the date of receipt and source of all money received other than trust money; **[Yes, No or Not Applicable.]**

(f) a book of original entry showing all disbursements of money other than trust money and showing the date of every disbursement, and the name of every recipient; **[Yes, No or Not Applicable.]**

(g) a fees book or chronological file of copies of bills showing all fees charged and other bills issued to clients, the dates of such bills and charges, and identifying the clients so charged; **[Yes, No or Not Applicable.]**

(h) bank statements or pass books, cashed cheques and detailed duplicate deposit slips for all trust and other accounts; **[Yes, No or Not Applicable.]**

(i) pursuant to rule 4 of the Barristers (Accounts and Records) Rules 1976—

(a) a monthly comparison of—

(i) the total of the balances held in the trust account or trust accounts;

(ii) the total of all unexpended balances of funds held in trust for clients as they appear from the barrister's/firm's/professional company's books and records,

together with the reasons for any differences between the totals; **[Yes, No or Not Applicable.]**

(b) a list showing the amount of trust money held for each client and identifying the client; **[Yes, No or Not Applicable.]**

(c) a reconciliation of each trust account; **[Yes, No or Not Applicable.]**

(j) the following other books, records or accounts within rule 5 of the said Rules— **[None or list them all (i.e. bank statements, cashed checks, deposit slips, etc.).]**

4 With regard to any item of paragraph 3 (a) to (i) above not answered affirmatively, we report particulars as follows— **[Not applicable or provide explanation.]**

5 In connection with item (i) of paragraph 3 above, I have reviewed the books and other data produced to me [in a case where these have been produced] and would comment generally as follows in respect of differences and overdrawn accounts— **[Not applicable or provide explanation.]**

but, since the above review does not constitute an audit, I can express no opinion as to whether or not there were any overdrawn trust accounts or shortages in trust funds during the reporting period which were not disclosed in the said books and data or whether otherwise the said books and data were accurate or complete.

6 I have obtained from the barrister/firm/professional company a written declaration that rules 2 - 6 of the Barristers (Accounts and Records) Rules 1976 have been complied with or not, and, if not, in what respects they were not complied with, which exceptions were— **[Not applicable or provide explanation.]**

Name of Accountant:

A member of:

Signature:

Address:

Date:

I am the barrister filing this report and to the best of my knowledge and belief the facts as reported herein are accurate.

Full name of Barrister

Signature³:

Date:

Notes:

¹ Inappropriate words should be struck out throughout this Report according as the practice being reported on is that of a sole proprietorship, a partnership, or a professional company.

² The reporting period is the financial year covered by the Accountant's inspection, and the reporting date is the last day of that financial year.

³ Where this Report is being completed and signed on behalf of a firm or a professional company, the barrister should include beneath his signature the word "Partner" or "Director", to indicate that he is a partner in the firm or a director in the professional company, as the case may be.