

AR1 - Accountant's report form



This is the prescribed form on which an accountant's report must be completed under either Part 4 of the SRA Accounts Rules or Part 6 of the SRA Accounts Rules 2011.

This report must be prepared by an accountant who is qualified under rule 12.5 of the Accounts Rules, or rule 34 of the SRA Accounts Rules 2011, and completed within six months of the end of the accounting period to which it relates.

Section 1 - Firm details

1.1	Firm name		
1.2	SRA no		
1.3	Accounting period	From	to
1.4	Current COFA		SRA no
1.5	Is this a cease to hold report?	Yes	No
1.6	Have any consultants or employees held or received client money or operated a client's own account as signatory during the report period?	Yes	No

If **Yes**, provide details with this form.

Section 2 - Accountant's details

2.1	Forename(s)	Title
	Surname	
2.2	Chartered accountancy body	
	Membership number	
2.3	Registered Auditor recognised supervisory body	
	Registration number	

2.4 Firm name

2.5 Email

2.6 Address

Postcode

Section 3 - Declarations

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| 3.1 | We are qualified to prepare this report in accordance with rule 12.5 of the Accounts Rules or rule 34 of the SRA Accounts Rules 2011. | Yes | No |
| 3.2 | We confirm that a copy of this report has been, or will be, sent to the COFA. | Yes | No |
| 3.3 | We confirm that we have carried out work to assess whether the firm has complied with the Accounts Rules in the report period, namely rules 2 to 6, 8 to 10 and 13. | Yes | No |
| 3.4 | Where applicable, we confirm that we have carried out work to assess whether the firm has complied with the SRA Accounts Rules 2011 in the report period, namely rules 1,7 to 10, 13 to 21, 27 and 29. | Yes | No |
| 3.5 | We have found significant breaches of the Accounts Rules and/or the SRA Accounts Rules 2011 and/or significant weaknesses in the firm's systems and controls which put client money at risk. We therefore consider that the SRA should be notified by our qualifying of this report. | Yes | No |

If **Yes**, this report must be submitted to the SRA. Provide details below, or on an attached sheet, including sums involved, dates and subsequent corrective action where relevant.

- 3.6 **I confirm that the information I have given is correct, to the best of my knowledge and belief.**

Section 4 - Submitting the report

If the report is qualified, or has been mandated by the SRA, it must be submitted to us within six months of the end of the report period or within the period specified by the SRA. This report, and all accounting records, must be retained for at least six years.

If a report is qualified or SRA mandated, it must be submitted online in mySRA. An individual from the firm, or the firm's reporting accountant can submit a report.

Section 5 - What we will do with your data

Privacy notice

The Law Society is the data controller of the personal information that we collect. We are the independent, regulatory arm of the Law Society, and operate separately from it.

The SRA has a responsibility under the Solicitors Act 1974 to ensure that there are no issues which would call into question the character and suitability of those whom we regulate which is the reason for collecting this information.

Further details about your rights under data protection legislation and how your information is used can be found [here](#).