

SOLICITORS' ACCOUNTS * Client ledgers = LOGICAL \therefore ££ into ledger = CR, out = DR

SOLICITOR ACCOUNT RULES

- **Rule 1.1** Keep client ££ safe = in separate account from firm's ££
- **1.2(a)** Separate client ££ from office ££

CLIENT ££

- **12.2** Client ££ = solicitors owes ££ to client:
 - (a) As trustee
 - (b) As agent/stakeholder
 - (d) Pay disbursements not yet incurred/paid, not professional disbursements
 - § Incurred: When solicitor sends bill
 - (c) **Unpaid professional disbursements**, e.g. ££ received from client for counsel's fees, solicitor received counsel's invoice, but \neq yet paid
 - § **Glossary** Counsel/lawyer/expert fees, not travel agents
 - § **But once paid** = office ££
 - (e) Account of costs generally
 - * ££ held on account of SDLT = in client account to transfer to office, if paid = office ££.

CLIENT ACCOUNT

- **13.3** Account name must incl. 'client'
- **13.5** General client account / separate designated client account for 1 client

WHERE TO PUT CLIENT ££?

- **14.1** Pay into client account w/o delay = **1 working day**
- **But** exceptions:
 - **16.1(a)** Client gives cash + solicitor pays 3rd party fees \neq pay ££ into client account
 - § Record receipt + payment in client ledger
 - **16.1(b)** Receives cheque for client from 3rd party made payable to firm + endorses (signs back) = sends on
 - § Record receipt as client ££: "Received cheque of £X in favour of X; sent to client"
 - * Write CR balance again
 - **16.1(c)** Client's written instructions to not bank cheque yet + confirmed by solicitor in writing
 - **17.1(b)** Unpaid professional disbursement may be paid into office account, provided professional paid in **2 working days**
 - **Rule 29 Guidance Note (iii)** Cheque \neq payable to firm
 - § Record receipt + forwarding cheque in client ledger
- **14.5** ££ must relate to solicitor's work, not banking facilities

PAY ££ OUT OF CLIENT ACCOUNT

- **20.1** ££ out of client account:
 - (a) Pay to/on client's behalf, e.g. deposit
 - (c) Pay disbursement
 - (d) Reimburse office ££ spent on client's behalf
 - (e) Transfer between client accounts
 - (f) Client's written instructions to withdraw + for client's convenience
 - (i) Paying into client account = breached Rules
- **17.2 + 17.3** After sending bill to client, ££ to pay bill of costs
- Office ££ paid into client account under **17** (to settle bill of costs) + **18** (mixed payments)

OFFICE ££

- **12.7** Office ££: ££ belongs to firm
 - (a) ££ to run firm, e.g. rent, salaries
 - (b) Interest earned on general client account
 - (c) **Incurred** disbursements
 - § (i) ££ for fees due to firm = profit costs
 - § (ii) ££ for paid disbursements
 - § (iii) ££ for incurred, but unpaid disbursements
 - § **But unpaid professional disbursement** = client ££
- **12.8** Partner's ££ = office ££
 - **But** if firm acts for employee / also acts for lender / buys property w/ spouse = client ££

Accounts Revision Notes

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