

Chartered Accountants Ireland or CCAB-I material

Technical Releases

TR 10/2016 - Solicitor's Enquiry Letter (revised)

October 2016

(Revised April 2023)

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Introduction

Technical Release (TR) 10/2016 Solicitors Enquiry Letter (revised)

TR 10/2016¹ (revised) provides a pro-forma letter for members carrying out audits of companies in Ireland. This letter and form have been approved by the Institute of Chartered Accountants in Ireland, the Incorporated Law Society of Ireland and the Incorporated Law Society of Northern Ireland.

The TR was revised in April 2023.

Pro-forma Solicitors Enquiry letter²

From: Client (Name and Address)

To: Solicitor (Name and Address) Date

Dear Sir (s)

Re: Balance sheet

1. In connection with the audit of our financial statements as at the date mentioned above the Company has made estimates of the amounts of the ultimate liabilities (including costs) which might be incurred, and are regarded as material, in relation to the matters set out in Schedule 1, on which you have been consulted.

We should be obliged if you would confirm that in your opinion these estimates are reasonable or, where you take a different view, please insert your own estimate. If you leave any of the estimates unchanged, it will be taken that you agree with the same.

It is agreed that any estimates given or accepted by you are given or accepted on the basis that you will not incur any liability whatever for any loss or damage which may be suffered by any person by reason of any such estimates being incorrect either on the basis of facts presently known or facts subsequently coming to light.

2. Would you please estimate in Schedule 2 the amount of costs and outlay due or accrued to you by the Client as at the balance sheet date, together with your costs for dealing with this query form, so far as is possible without necessarily drawing a bill of costs and without any commitment on your part to the amount so estimated?

3. Would you please indicate in Schedule 3 the amount of any monies held by you on behalf of the Client as at the balance sheet date?

4. This letter and form are submitted in duplicate. Please retain the copies and send the completed originals direct to our Auditors: [insert details below]

Alternate text for where the enquiry is sent via email from the client: [delete as appropriate]

5. This correspondence is sent to you via email. Please send your replies and the completed forms direct to our auditors copied here. Please retain a copy for your own records.

Yours faithfully,

for Client

To: Auditor (Name and Address) Re:

Client (Name and Address)

Balance Sheet as at

Schedule 1 Estimate of liabilities		
Matter	Client's Estimate €/\$	Solicitor's Estimate €/\$
Schedule 2		
Costs and outlay accrued due by client at the balance sheet date (estimated) €/\$		
Schedule 3		
Monies held by Solicitor on behalf of client€/\$ at balance sheet date		

Signed

Date Solicitor

1 A Technical Release addresses technical issues of ongoing relevance and importance to members of the Institute of Chartered Accountants in Ireland. A Technical Release is a source of good practice guidance on technical and practice issues relevant to the work of chartered accountants.

2 This template does not include any enquiries about title deeds as the definitive records for most properties will be on the *Land Registry website or the Property Registration Authority website* Only in

exceptional cases, such as for property that is not registered on these websites, will we be expected to make enquiries of solicitors in this respect.