



The Law Society

Keeping on top of the rules

Workshop - Thursday 28 May 2009

5.00pm registration, 5.30 -7.30pm workshop

The Law Society, 113 Chancery Lane, London WC2A 1PL

2 CPD hours

Meeting the challenges of the Solicitors' Accounts Rules

The Law Society's BME Forum

The Law Society set up the BME Forum in 2008 to develop and deliver products and services for black and minority ethnic (BME) solicitors, working in partnership with BME groups. These groups have identified the Solicitors' Accounts Rules as a stumbling block for solicitors.

Why attend?

In the current challenging business environment it has become increasingly important to have an effective working business model and to be aware of financial procedures, rules and regulations.

With this in mind the Law Society BME Forum is hosting a practical workshop for solicitors which will cover the Solicitors' Accounts Rules for client account and handling of client monies. This will include the new rules introduced in July 2008, and also bank reconciliations, office monies, and the accountant's report.

Speaker

Linda Lambert, the workshop facilitator, has worked in the legal, accounting, banking and financial sectors. She has extensive experience of solicitors' accounts systems, and is the ILCA's lecturer on Solicitors' Accounts Rules as well as tutor and examiner for the Associate Accounts course (circa first year university level).

In partnership with:

Association of Asian Women Lawyers

Black Solicitors Network

Society of Asian Lawyers

Turkish British Lawyers Society

Association of Muslim Lawyers

British Nigeria Law Forum

Society of Bangladeshi Solicitors



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**TO BOOK: Please complete this form in CAPITAL LETTERS and send with payment to:
Jerry Garvey, The Law Society, 113 Chancery Lane, London WC2A 1PL or DX 56 Lon/Chancery Ln
tel: 020 7316 5773**

Firm/Organisation: _____

Address: _____

Postcode: _____

Delegate

Title: _____ First Name: _____ Surname: _____

Position: _____ Email Address: _____

Address: _____

Postcode: _____ DX address: _____

Telephone: _____ Fax Number: _____

Registration fee

£34.50 including VAT

Number of delegates

Total payment

Cheques payable to **The Law Society**

Special requirements

Please advise if you have any special requirements (dietary or access related) _____

Office Use:

PD24 LB101

Terms and Conditions

1. Event documentation will be distributed on the day.
2. The Law Society reserves the right to amend or cancel this event. Should the event be cancelled a full refund of the registration fee will be made. The Law Society can accept no further liability if the event is cancelled, including no liability for any expenses incurred as a result of cancellation.
3. If you have any special dietary requirements you must give us written notice at least 10 working days before the event and a supplement may be payable.
4. Full payment is required unless you give written notice of cancellation at least 10 working days before the event, in which case you will be refunded the registration fee less an administration charge of £25 + VAT.
5. You may substitute a colleague without charge, provided you confirm in writing who the substitute will be before the day of the event.
6. The delegate and the firm/organisation are jointly and severally liable for payment of the fees due.
7. The Law Society can accept no liability for any loss suffered by any person acting or refraining from action as a result of the material delivered during or in connection with the event.
8. Acceptance by the Law Society of your booking will give rise to a legally binding contract between us on these terms and conditions.