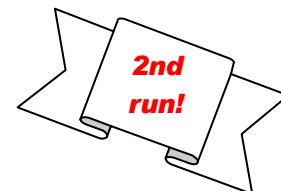


# "BOOK-KEEPING ESSENTIALS FOR LAW PRACTICE ACCOUNTS" WORKSHOP

Wednesday, 18 April 2007 – 2.00pm to 6.00pm



## About this Workshop

This Workshop aims to provide approved book-keepers and law practice employees handling law practice accounts with a clear understanding of the requirements of the Legal Profession (Solicitors' Accounts) Rules ("Rules") and the books of accounts required to be kept under the Rules. In addition, a case study would be used to illustrate various pitfalls and situations often encountered by book-keepers in their course of work as well as provide useful tips and strategies on how book-keepers could deal with these issues in compliance with the Rules.

This 2<sup>nd</sup> run will also discuss the amendments to the Rules which come into effect in April 2007 on withdrawals of more than \$ 30,000 from a client account requiring a second signatory, the prohibition on holding or receiving Conveyancing moneys unless a law practice has 2 solicitor signatories, as well as Council of the Law Society's 8 January 2007 Practice Direction on duties of solicitor signatory to a cheque or other authorisation for withdrawal. The Workshop would conclude with an interactive panel discussion on red-flagging by book-keepers.

To maximise the collective learning experience of the group, participants are encouraged to come prepared with their own experiences to share and questions to ask.

**A Certificate of Completion will be awarded for participants who attend the Workshop in full. Please note this is not the mandatory approved book-keepers' course run by the Law Society as required under the proposed amendments to the Solicitors' Accounts Rules.**

This Workshop is highly recommended for anyone who handles or plans to handle book-keeping for a law practice.

## Workshop Programme

1.45 - 2.00pm	<b>Registration &amp; Refreshments</b>
2.00 - 2.15pm	<b>Opening Remarks by Chairperson</b> <i>Mr. Yap Teong Liang – Council Member, The Law Society of Singapore; Proprietor, M/s TL Yap &amp; Associates</i>
2.15 - 3.00pm	<ul style="list-style-type: none"> <li><b>Books Of Accounts to Be Kept By Law Practice Book-Keepers Under The Solicitors' Accounts Rules</b></li> <li><b>Duties &amp; Responsibilities of Book-Keepers under the Solicitors' Accounts Rules</b></li> </ul> <i>Ms Helen See – Director, RSM Chio Lim</i> <i>Ms Angie Lee – General Manager, Stone Forest Accountserve Pte Ltd</i>
3.00 - 3.15pm	<b>Question &amp; Answer Session 1</b>
3.15 - 4.00pm	<b>Common Pitfalls vs Book-keeping Best Practices</b> <i>Ms Helen See – Director, RSM Chio Lim</i> <i>Ms Angie Lee – General Manager, Stone Forest Accountserve Pte Ltd</i>
4.00 - 4.15pm	<b>Question &amp; Answer Session 2</b>
4.15 - 4.30pm	<b>Break</b>
4.30 - 5.15pm	<ul style="list-style-type: none"> <li><b>April 2007 amendments to the Solicitors' Accounts Rules</b></li> <li><b>Council of the Law Society's 8 January 2007 Practice Direction on Duties of Cheque/Withdrawal Authorisation Signatories</b></li> <li><b>Case Study on Duty of an "Approved Book-Keeper" under the Solicitors' Accounts Rules</b></li> </ul> <i>Ms Yasho Dhoraisingam – Consultant Director, The Law Society of Singapore</i>
5.15 - 5.30pm	<b>Question &amp; Answer Session 3</b>
5.30 - 5.50pm	<b>Panel Discussion on Red-Flagging of Failures as Required under the Solicitors' Accounts Rules</b> <i>Panellists: Ms Helen See, Ms Angie Lee and Ms Yasho Dhoraisingam</i> <i>Moderator: Mr. Yap Teong Liang</i>
5.40 - 6.00pm	<b>Chairperson's Closing Remarks</b>

## About the Speakers

### **Ms Helen See – Director, RSM Chio Lim**

Helen joined Chio Lim Stone Forest as an audit assistant in 1990 upon attaining a Diploma in Accountancy (Merit) from Ngee Ann Polytechnic. She also received our Stone Forest Book Prize in 1990. She then pursued ACCA and completed all its required professional examinations in 1995. Helen became a Certified Public Accountant in 1996. Helen was promoted to Director in the audit department in 2004. From the time she was a manager, she had been responsible for a portfolio of listed and privately owned clients, including solicitors, management corporations and associations. She was also involved in due diligence and reporting accountant assignments in respect of initial public offers which were successfully launched on the Singapore Exchange. She was the management representative and played a pivotal role in the firm's ISO system.

### **Ms Angie Lee – General Manager, Stone Forest Accountserve Pte Ltd**

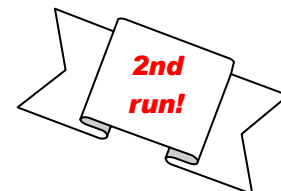
Angie joined Chio Lim Stone Forest as an audit assistant in 1988 and gradually progressed to assistant audit manager in 1994. In 1997, she was transferred to head the accounting outsourcing division of the group. Angie has more than 10 years of hands-on experience in the audit and accounting of growing enterprises and foreign establishments in Singapore. Her forte is in sizing up a client's accounting needs and tailoring an optimal and cost-effective solution for his business. She has walked through this process for various companies from start-ups to established businesses.

### **Ms Yasho Dhoraisingam – Consultant Director, The Law Society of Singapore**

Yasho had headed the Professional Standards department of the Law Society for 10 years and was the CEO of the Law Society until 31 December 2006. She was a lecturer on Professional Responsibility at the Postgraduate Practice Law Course and a regular writer on the subject for the Singapore Law Gazette.

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## The Chairperson

Mr. Yap Teong Liang: Council Member, The Law Society of Singapore; Proprietor, M/s TL Yap & Associates

<p><b>Venue:</b> Lee Community College 7 Maxwell Rd, #01-100 Annexe B, MND Complex</p> <p>(Registrations will begin at 1.45pm.)</p>	<p style="text-align: center;"><b>Fee</b></p> <p><b>Members/Employees from Small Singapore Practices</b> S\$94.50</p> <p><b>Members/Employees from other Singapore law practices</b> S\$126.00</p> <p><b>Others</b> S\$168.00 (includes 5% GST, materials &amp; refreshments)</p>
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**REGISTRATION FORM**

Name (Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Name and Address of Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Number of years in Practice: \_\_\_\_\_

AAS No: \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_  
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_  
(A valid email address is required for confirmation of registration.)

**Law Society Member** ☐ **Employee of Singapore law practice** ☐ **SCCA Member** ☐ **Non-member** ☐

**Mode of payment:** **GIRO DDA** ☐ **Cheque** ☐ **Credit Card** ☐  
(Only for law practices with GIRO accounts with the Law Society)

Credit card: Mastercard/Visa No. \_\_\_\_\_ Card Expiry Date: \_\_\_\_\_ (MM/YY)

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Kindly note that an administration charge of 3% is applicable for payments made via credit card.

Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, **Wednesday, 11 April 2007**:

The Training & CPD Department  
The Law Society of Singapore  
39 South Bridge Road (S) 058673

For further enquiries, please contact The Training & CPD Department at  
Tel: (65) 6557 2747 Fax: (65) 6557 2751  
E-mail: [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)  
CPD Portal: [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD)  
Website: [www.lawsociety.org.sg](http://www.lawsociety.org.sg)

**REGISTRATION, REFUND & CANCELLATION POLICY**

- Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
- The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
- Substitute delegates are welcomed (e.g. member for member, non-member for non-member), subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
- The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
- The Organisers will not entertain any request for a refund of fees. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.

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