

**FACULTY OFFICE - CONTINGENCY FUND**  
**BALANCE SHEET AND**  
**REGISTRAR'S ACCOUNT**  
**YEAR ENDED 31 MARCH 2025**

Rothmans LLP  
Chartered Accountants  
Chilworth Point, 1 Chilworth Road  
Southampton SO16 7JQ

**AGREED-UPON PROCEDURES REPORT ON THE FINANCIAL STATEMENTS OF THE  
FACULTY OFFICE – CONTINGENCY FUND**

To the Master and the Registrar of the Court of Faculties of The Faculty Office – Contingency  
Fund [Master and Registrar].

**Purpose of this Agreed-Upon Procedures Report and Restriction on Use and Distribution**

Our report is solely for the purpose of assisting the Master and Registrar in determining whether the financial statements of The Faculty Office – Contingency Fund are in accordance with the fund's accounting records and may not be suitable for another purpose. This report is intended solely for the Master and Registrar, and should not be used by, or distributed to, any other parties. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Faculty Office – Contingency Fund and its Master and Registrar for our work or for this report.

**Responsibilities of the Engaging Party**

The Master and Registrar have acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

It is your duty to ensure that The Faculty Office – Contingency Fund has kept adequate accounting records and to prepare financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Faculty Office – Contingency Fund. You consider that The Faculty Office – Contingency Fund is exempt from the statutory audit requirement for the year.

**Our Responsibilities**

We have conducted the agreed-upon procedures engagement in accordance with the International Standard on Related Services (ISRS) 4400 (Revised), *Agreed-Upon Procedures Engagements*. An agreed upon procedures engagement involves our performing the procedures that have been agreed with the directors, and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

*Professional Ethics and Quality Control*

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>. Independence is not a requirement for an agreed-upon procedures engagement. Our firm applies International Standard on Quality Control (ISQC) 1, Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements (Revised November 2019) (Updated May 2022) and, accordingly, maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

## Procedures and Findings

We have performed the procedures described below, which were agreed upon with the directors in the terms of engagement dated 1 October 2024, on the financial statements of The Faculty Office – Contingency Fund.

We set a materiality level of 3% of gross assets, being £4,646, and have checked all material balances in the financial statements of the Faculty Office Contingency Fund to supporting workings. No material misstatements were noted.

A handwritten signature in black ink that reads "Rothmans". The signature is written in a cursive, flowing style.

Rothmans LLP  
Chartered Accountants  
Chilworth Point  
1 Chilworth Road  
Southampton  
SO16 7JQ

Date: 21 October 2025.....

**FACULTY OFFICE - CONTINGENCY FUND  
INCOME ACCOUNT  
YEAR ENDED 31 MARCH 2025**

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	£	2025	£	£	2024	£
<b>CONTRIBUTION FROM NOTARIAL PRACTISING CERTS</b>						
Channel Islands	2,937			2,937		
			2,937			2,937
Disciplinary Hearing Costs Recovered			-			1,420
Compensation from bank			150			-
Bank deposit interest			2,028			1,626
Less:						
Bank Charges	98			96		
Tax on Bank Interest	1,144			-		
Expenses for Disciplinary Hearings	6,997			17,732		
			(8,239)			(17,828)
Shortfall for year			(£3,124)			(£11,845)

**FACULTY OFFICE - CONTINGENCY FUND**

**BALANCE SHEET AS AT 31 MARCH 2025**

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	£	2025	£	£	2024	£
<b>CURRENT ASSETS</b>						
Deposit and current accounts	140,737			138,658		
Sundry Debtors	14,135			11,911		
			154,872			150,569
<b>LESS LIABILITIES</b>						
Sundry Creditors	7,315			-		
Deferred Income Channel Islands	2,287			2,175		
			(9,602)			(2,175)
<b>NET CURRENT ASSETS</b>			<b>£145,270</b>			<b>£148,394</b>
<b>REPRESENTED BY:</b>						
Contingency Fund Capital Account						
Balance as at 1 April 2024	148,394			160,239		
Shortfall for year	(3,124)			(11,845)		
Balance as at 31 March 2025			<b>£145,270</b>			<b>£148,394</b>

The financial statements were approved by the Master of the Faculties and signed as follows:



Rosalind Morag Ellis KC  
Master of Faculties

Date 18<sup>th</sup> day of October