

Solicitor Fee Funding Monthly Monitoring Report

The completion of the Monitoring Report should be completed by the _____ of every month. Please ensure the report is completed fully by populating the respective fields below. *When submitting the report to, please ensure the inclusion of the firm's monthly management accounts and WIP report.*

PLEASE NOTE THAT ANY DELAY IN SUBMITTING THE REPORT OR SUBMITTING AN INCOMPLETE REPORT WILL CAUSE THE SUSPENSION OF YOUR FUNDING UNTIL SUCH TIME AS THE REPORT IS PROVIDED IN FULL.

The below outlines a high-level guide to completing the report:

Financials

1. **Tangible Net Worth for the month of which the report relates:** Please provide the balance sheet TNW as detailed in monthly management accounts, **excluding all intangible assets and excluding all WIP.**
2. **Profit and Loss for the month of which the report relates:** Please provide P&L value as calculated in monthly income statement.
3. **Cash Position (Non-Client Funds - Office Account):** Enter the total amount in the Office Account as per month end.
4. **Head Room (Total bank facilities plus office account):** Please enter the firms total banking facilities e.g. overdrafts or similar facilities.

Work in Progress

1. **Contentious WIP:** Total contentious WIP (CFA/DBA Claims) including any funded elsewhere. Please include the number of cases as well as the value of these files.
2. **Non-contentious WIP:** Total Non- contentious WIP (other non-CFA/non-DBA legal work). Please include the number of cases as well as the value of these files.
3. **Number of FTE assigned to contentious WIP:** As described.

Disbursement Monitoring

1. **Monthly Claim Settlements:** Provide the number of claims, funded and settled in the previous month, this should include the value and the volume.
2. **Roll Over (if applicable):** If you have a limit on the term of any disbursements please enter the % you have exceeded this by – please insure this is populated as a %.
3. **Disbursements on Account. Provide evidence that all unpaid disbursement money drawn down to date is held within your client account by way of redacted bank statement showing balance and a report (to be inserted in column AA on excel report) showing the amount held for each client where a loan has been drawn down. Outstanding disbursements that are not paid out on inception are: ATE premium, Expert Report fees and court issue fees.**

Current Good Standing

1. **No SRA enforcement action:** Please confirm no SRA enforcement action. Any items listed by the SRA to be highlighted in the comments section if applicable.
2. **All receipts on claims have been paid into client account:** Please confirm that this is the case or comment if otherwise.
3. **Sufficient staff and resource to manage funded claims:** Please confirm you have sufficient experienced staff managing claims.
4. **All disbursements have been repaid where receipts have been processed:** Please confirm you have repaid disbursements where you have received proceeds.

Note that some of these figures may be negative. If so, please enter a minus (-) sign in front of the figure.

Solicitor Fee Funding Monthly Monitoring Report for _____

dated _____ 2023

The monthly monitoring report should be completed and returned to Zest by no later than the _____ of every month and should include: Monthly Management Account and funded claims
WIP Report.

Please complete the form below by entering the required values and volumes and any associated comments.

Financials	Value	Comment	
Tangible Net Worth	£	-	
Profit and Loss	£	-	
Cash Position (Non-Client Funds - Office Account)	£	-	
Head Room (Total bank facilities plus office account)	£	-	
Work in Progress	Value	Volume	Comment
Contentious WIP	£		
Non-Contentious WIP	£		
Number of FTE (Full Time Employees) assigned to contentious WIP	£	-	
Disbursement Monitoring	Value	Volume	Comment
Monthly Claim Settlements	£		
Confirmation of Disbursements paid from funding	£		
Roll Over (if applicable)	%		
Current Good Standing	Yes/No	Comment	
No SRA enforcement action			
All receipts on claims have been paid into client account			
Sufficient staff and resource to manage funded claims			
All disbursements have been repaid where receipts have been processed			

The owners of the firm confirm that all of the information contained within this report is true, accurate and correct. Further that the conditions precedent as set out in the facility agreement are repeated in the submission of this report. All cases contained in this report remain under the benefit of the ATE policy set out overleaf.

SIGNED _____

DATED: _____