

FROM: Head, Market Reporting
LOCATION: 86/G5
EXTENSION: 5129
DATE: 23 May 2003
REFERENCE: Y3062
SUBJECT: INTERIM ANNUAL ACCOUNTING RETURN
ATTACHMENTS: None
ACTION POINTS: Complete return
DEADLINE: 4 September 2003

The purpose of this bulletin is to advise you of the requirement to complete an interim annual accounting return as at 30 June 2003 for each syndicate under management. The return will be due for submission by noon Thursday 4 September 2003.

Syndicates will be required to provide a technical account and segmental analysis for the six months to, and balance sheet as at, 30 June 2003: there will not be a requirement to provide comparative data. The format of the interim return will be based on that used at 31 December 2002.

We are reviewing the year-end annual accounting return process and have identified a number of points where we believe the return can be improved and simplified. Generally, these changes should be minor and we confirm that there will be no new forms in the return.

The interim report will not be subject to audit at syndicate level but there will be a central review of the returns during September. The Franchise Board will be considering whether or not the interim result should be published.

Further details on the interim return will be issued in due course including hard copies of the forms with example Excel spreadsheets available for review. The Foxpro software will be issued no later than 19 June 2003.

Workshops will be held to assist agents in the completion of the return. The workshops should last for about one hour and will be held on the mornings of Wednesday 2nd July and Tuesday 22nd July in the Old Library. If any of your staff wish to attend one of these workshops, please either complete the attached form and fax it to Janice Sinclair (020 7327 6178) or send an e-mail (janice.sinclair@lloyds.com) setting out the relevant details. Please respond by 12 June 2003.

If you have any queries relating to this bulletin please contact Robert Smith (robert.smith@lloyds.com).

This bulletin is being sent to all managing agents and recognised accountants.

John Parry

Managing Agent: _____

Contact e-mail address _____

INTERIM ANNUAL ACCOUNTING RETURN WORKSHOP

We should be grateful if places could be reserved for the following delegate(s):

Delegate 1 _____

Name of delegate: _____

Workshop to attend: Wednesday 2 July/Tuesday 22 July*

Delegate 2 _____

Name of delegate: _____

Workshop to attend: Wednesday 2 July/Tuesday 22 July*

Delegate 3 _____

Name of delegate: _____

Workshop to attend: Wednesday 2 July/Tuesday 22 July*

Delegate 4 _____

Name of delegate: _____

Workshop to attend: Wednesday 2 July/Tuesday 22 July*

*Delete as appropriate

Please fax completed return to Janice Sinclair (7327 6178) by 12 June 2003