

1. Purpose of Policy

- 1.1 This Policy sets out how the Company (<name>> (“the Company”) handles money on behalf of its clients.
- 1.2 The Company shall handle Client Money in accordance with this Policy.
- 1.3 The aims of this Policy are:
 - 1.3.1 To ensure that Client Money is kept safe;
 - 1.3.2 To ensure that the Company complies with its legal and regulatory obligations as regards Client Money.

2. Meaning of “Client Money”

- 2.1 Client Money is any money that is received by the Company that does not solely belong to the Company.
 - 2.1.1 Contract-holding monies;
 - 2.1.2 Rents;
 - 2.1.3 Service charges;
 - 2.1.4 Interest credited to Client Money accounts (unless there is a written agreement to the contrary);
 - 2.1.5 Arbitration fees;
 - 2.1.6 Fee money for services provided;
 - 2.1.7 Clients’ monies held in trust;
 - 2.1.8 Money held by the Company as Receiver or appointed as a Receiver;
 - 2.1.9 Sale proceeds;
 - 2.1.10 Auction sales.
- 2.2 Interest earned on Client Money shall belong to the client unless there is a written agreement to the contrary. The Company shall retain the interest.

3. Legal and Regulatory Obligations

- 3.1 The Company shall ensure that the Company and all members of staff comply with all legal obligations relating to the handling of Client Money.
- 3.2 The Company shall ensure that the Company and all members of staff comply with any rules or regulations imposed by:
 - 3.2.1 Any professional body;
 - 3.2.2 Any trade association;
 - 3.2.3 Any Ombudsman or other dispute resolution body of which the Company or any member of staff is a member.

- 3.3 The Company shall employ qualified staff to handle Client Money and shall provide appropriate training and support.
- 3.4 The Company is a member of a client money protection scheme and shall display a certificate of its membership to the scheme on its website and in-brochure.

4. Client Bank Accounts

- 4.1 Client Money shall be held in separate client bank accounts which are separate from the Company's account and which shall have the word "client" in the account name.
- 4.2 Clients shall be advised of the account name and bank address and of any applicable charges.
- 4.3 Client Money received shall be transferred promptly and in any event within <<3>> working days to the client's designated account.
- 4.4 Client Money due to the client shall be transferred to the client promptly.
- 4.5 Clients will be provided with statements of income and expenditure and shall be entitled to request receipts on request.
- 4.6 The Company shall maintain appropriate accounting systems are in place, including arrangements for reconciliations and annual audits or inspections.

This policy has been approved & adopted by the Board.

Name: <<Insert Name>>

Position: <<Insert Position>> Director>>

Date: <<Date>>

Signature: