

# Client Money Handling Policy

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## **1.0 Client Money Handling Procedure**

Under the compliance requirements of The Royal Institution of Chartered Surveyors, Brown & Lee Commercial Surveyors LLP must publish a written statement confirming how client money is handled.

1. Client money is held in a separate nominated client bank account with NatWest.
2. The client account is only accessible by an equity partner or senior employees who require this under their job function.
3. When a payment of cash or cheque is received for the client account, the funds are deposited in the client account within 5 working days.
4. When payments from the client account are made, each and every payment must be authorised by two equity partners.
5. The client account is a non-interest bearing account and the charges relating to maintaining this account are paid by Brown & Lee Commercial Surveyors LLP.
6. On a monthly basis the account is reconciled by a third party and then signed off by an equity partner.
7. Where clients of Brown & Lee Commercial Surveyors LLP have funds held in the client account, statements are prepared and issued on a monthly or quarterly basis setting out what has been collected and expended on their behalf.

Should you have any other questions relating to how client money is handled by Brown & Lee Commercial Surveyors LLP please contact:

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