

Client Money Handling Policy

Introduction

The Right Place preserves the security of clients' money entrusted to our care in the course of our business.

Our aim is to ensure that clients' money can be clearly linked to the clients to whom it belongs and is protected on their behalf at all times and, in particular, in the following circumstances.

- Insolvency
- Misappropriation by any party
- Transfer of client money to another organisation

Should clients' money be misappropriated, The Right Place will inform our governing body and, where appropriate, the police and our insurers.

1. General Controls

We ensure that:

- our employees have clear segregation of duties and responsibilities and that a Principal or appropriately qualified individual oversees the client accounting function
- we employ competent and knowledgeable staff who are responsible for processing clients' money and who are familiar with our governing body's rules
- our accounting systems and client data are securely controlled and protected
- our computer systems are adequately protected for access, firewalls, backups and disaster recovery
- there is adequate cover for holiday and long term absence
- our Principals cannot and do not override controls surrounding the accounting systems
- all departments and branches apply the same level of controls in relation to the client accounting function

2. Client Money Bank Accounts

We ensure that:

- our clients' money is held in one or more client bank accounts separate from all other monies and that client money is available on demand
- any client bank accounts are correctly titled to distinguish the accounts from an office or any other account
- we have obtained written confirmation from the bank of the client account conditions
- we advise clients in writing of the bank account details and agree the terms of the account handling, including arrangements for interest and charges
- we have obtained written consent from our clients regarding retention of interest

3. Client Accounting Systems and Controls

We ensure that:

- we use a suitable software package to manage client money effectively
- our accounting records and systems are appropriate to the nature and volumes of client account transactions and records are completed chronologically and promptly
- our systems provide details of all money received into and paid from all client accounts and show a running balance of all client money held in that account

- our systems identify all receipts and payments to the client to which they relate; for example by means of client ledgers showing cash balances held on behalf of clients at all times
- the current balances at the total and client levels are always available
- all ledgers have the client name and an appropriate description, i.e. the property address
- overdrawn balances on client ledgers are prevented by the systems or controls in place and where they do occur are investigated and rectified immediately
- adequate controls are in place over unidentified client money to ensure that such funds are kept securely and our clients are located and reimbursed as soon as possible
- a central list of client bank accounts is maintained including dates of opening and closing accounts
- we complete a 'three way' reconciliation at least once every month where clients' money is held in a general client account
- reconciliations are reviewed and signed off by a Principal or an appropriate independent senior member of staff
- client accounting records, including copies of reconciliations, are securely kept for at least six years plus the current year

4. Controls over the Receipt of Client Money

We ensure that:

- only a Principal or appropriate staff independent of accounting staff opens incoming post
- procedures exist to ensure all clients' money is banked within three working days
- all cash and cheques received by post or by hand are promptly recorded
- a reconciliation is performed between money received by post and that day's banking
- procedures exist to identify and distinguish between clients' and office money
- mixed monies are initially paid into the client account and the office element paid in the office account when the receipt has cleared the bank
- fees received in advance for professional work not yet billed are paid into a client account pending completion of the work
- duplicate receipts are issued for cash received and controls over the physical security of cash are effective
- unbanked client money receipts are kept secure

5. Controls over the Payment of Client Money

We ensure that:

- checks are made to ensure that sufficient funds are held on behalf of the relevant client before payments are made
- a copy of the bank mandate is held and is up to date
- adequate authorisation and supervision procedures are in place for payments made by cheque, bank transfer and electronic methods
- insurance and adequate Principal supervision is in place where payments are made by non-principals
- all payment requests have supporting evidence and that documentation has been authorised in advance by a Principal or other appropriate person
- blank cheques are not signed and unused cheques are kept securely
- effective controls are in place over the setting up of new supplier accounts on the system
- cash payments are avoided

This is to certify that

The Right Place

is a member of



WITH CLIENT MONEY PROTECTION

160561

20/10/2019

19/10/2020

Membership Number

Date of Issue

Expiry Date



Timothy Clark
Chairman
The UK Association of Letting Agents

In partnership with:





Total Loss Client Money Protection for Landlords and Tenants

This is to certify that
The Right Place
is a member of UKALA

UKALA No: 160561

Date of Issue: 20/10/2019

Expiry Date: 19/10/2020

Approved in England by the Ministry of Housing, Communities & Local Government and accepted by Rent Smart Wales

The UK Association of Letting Agents Limited (by guarantee) registered in England number 0340854
at Skyline House - 2nd Floor, 200 Union St, London SE10LX. The VAT no 925 3947 01

LetAlliance



A handwritten signature in black ink, appearing to read "Tim Clark".

Tim Clark
Chairman