

CLIENT MONEY HANDLING

Separate bank accounts hold all Clients' monies.

The accounts are named so as to be easily distinguished from other accounts

The bank has confirmed that the accounts are 'Client' accounts

Accounts are maintained so as to manage/monitor Client transactions

Our accounts and client data are protected

All payments made from any Client account follow approval by the Client

Any cash is banked without delay and accounted for

Nominated staff only are authorised to deal with any transactions and accounting

Accounting records are reconciled on a regular basis

All monies owed to Clients are paid without delay

Should you require further detailed information please not hesitate to contact us.