

JONATHAN ROLLS

Property & Estate Management

74 Preston Drove, Brighton, Sussex, BN1 6LB
T 01273 684997 E management@jonathanrolls.com

Client Money Handling Procedure

Jonathan Rolls are committed to complying with the RICS Client Money Handling Professional Standard to ensure transparency, accountability and protection of clients funds. Our procedures ensure that client money is properly safeguarded, recorded and managed in compliance with professional regulations and best practice standards.

How and Where Client Money is held

- Client money is held in general and discrete client accounts that are completely separate from the firm's operational and business account.
- The client accounts are maintained at Lloyds bank who are regulated by the Financial Conduct Authority (FCA)
- The account name includes the term 'client account' to distinguish it from other business accounts.
- Client money is only used for the purpose for which it was received and is never mixed with the company's own funds.
- Client money accounts are either 'General' (clients funds are pooled together) or 'Discrete' (the account name quotes the client name and only has funds for that client)

Access to Funds

- Access to client money is strictly limited to designated individuals with Jonathan Rolls.
- Only senior staff of Jonathan Rolls may approve payments and only directors can make payments from client accounts.
- Internal controls are in place to prevent unauthorised access, including password-protected banking systems and dual authentication requirements.

Timescales for Payment of Cash and Cheques into a Client Account

- All Client money received is deposited into the client account without undue delay and usually within 5 working days of receipt.
- All cheques and cash are logged on a Cheque Register which is reviewed regularly.

Controls for Authorisation of Payment from a Client Account

- Payments from a client account can only be made for legitimate purposes and in accordance with the client's instructions or contractual obligations.
- All payments are made by a Director of Jonathan Rolls.
- Payments are reviewed to ensure they align with the relevant client ledger and supporting documentation.
- No payments are made that would result in a client account being overdrawn.

Directors: M. D. Evans & L. D. Robinson

Robinson Evans Limited trading as Jonathan Rolls
Registered in England (Company No. 10294455)
Registered Office ASM House, 103a Keymer Road,
Hassocks, West Sussex, BN6 8QL



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How Interest and Bank Charges are Handled

- Interest received on general accounts is retained by Jonathan Rolls to cover banking charges and administration costs unless separately agreed with the client. Interest received on discrete client accounts is retained by the client.
- Any bank charges incurred on the general and discrete client accounts are paid by Jonathan Rolls.

Reconciliation of Accounts and Checking of Reconciling Items

- Client accounts are reconciled monthly to ensure accuracy and compliance with regulatory standards.
- Reconciliations include a full review of client money held, payments made and any outstanding balances.
- Any discrepancies identified in the reconciliation process are investigated immediately and rectified as required.
- Prompt action is taken to identify any unidentified receipts into client accounts. If funds are unidentified for a period of greater than 3 years and all avenues of investigation have been exhausted, balances are transferred to a registered charity. However, any monies paid must have an indemnity and receipt, so that if a beneficiary is identified the monies can be paid back. Records of reconciliations are maintained for auditing and regulatory purposes.
- A Jonathan Rolls Director reviews and signs off reconciliations to ensure compliance.

Information Provided to Clients and Frequency of Reports

- Clients can request regular statements detailing the balance of the account and any transactions carried out on their behalf.
- Statements include details of all funds received, payments made, interest applied (if applicable), and any deductions.
- Clients are notified promptly of any significant transactions that affect their account balance.

Client Money Handling Contact

For further information or concerns regarding client money, please contact

Mr Matthew Evans

Jonathan Rolls, 74 Preston Drove, Brighton, BN1 6LB

Email: matthew.evans@jonathanrolls.com

Phone: 01273 684997

Review

This procedure is reviewed annually to ensure compliance with RICS regulations and best practices.

Updated procedures will be published on our website.

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Regulated by RICS