

Client Monies Held in Business Accounts Policy (RICS Compliance)

Policy Statement

Goldsmiths recognises its responsibility to safeguard client money and is committed to complying with the requirements of RICS set out in the Client Money Handling. Client monies will not be mixed with Goldsmiths own funds and will be managed in a manner that protects clients' interests at all times.

Client Money Requirements

1. **Separate Client Account**
 - All client monies received by the Firm shall be held in a designated client bank account separate from the Firm's business account.
 - No client funds shall be deposited into or retained within Goldsmiths operational business.
2. **Protection of Client Funds**
 - Client accounts shall be maintained with an authorised bank or building society.
 - Goldsmiths has written confirmation from the bank acknowledging that client monies are held separately and are not subject to any right of set-off against the Firm's liabilities.
3. **Accounting Controls**
 - Accurate accounting records shall be maintained for all client money transactions.
 - Client account reconciliations, including three-way reconciliations where required, shall be completed at least every 25 working days.,
4. **Client Money Protection**
 - Where Goldsmiths holds client money, it will comply with the RICS Client Money Protection Scheme requirements and maintain all necessary registrations and procedures.

CHARTERED SURVEYORS

Partners: Paul A. Goldsmith FRICS
Charles W. Parkhouse AssocRICS

