

Burnet Ware and Graves Ltd. Client Money Handling Procedure

All Client Money will be held in the Burnet Ware and Graves Ltd Client Account with Barclays Bank Ltd – Leicester LE87 2AE

RECEIPT OF FUNDS

Two members of staff must be present when opening post containing cheques. On receipt, details of date, amount and payee must be logged in the office ledger and the funds banked at the earliest opportunity and not later than seven days from receipt.

Cash payments received in the office must be logged with date, amount and payee and a receipt issued from the duplicating book, a copy being retained. The funds must be banked at the earliest opportunity and not later than seven days from receipt.

MANAGEMENT OF THE ACCOUNT

Reconciliation of bank statements with office and client ledgers must be completed monthly with an explanation of any discrepancies and ratified by Michael Graves.

Statements shall be sent to the client monthly or as otherwise requested by the client but, notwithstanding, shall be produced at least quarterly.

Payments from the Clients Account must be authorised by Michael Graves.

February 2024

