

Mulberry Rural Limited

Client Account Handling Procedure

Compliance

This document is to be taken as the Firm's written procedures for Handling Client Money in accordance with RICS Regulation, RICS Client Money Handling Professional Statement, 1st Edition October 2019, RICS Client Money Protection Scheme Version 1 effective from 1st April 2019 and The Client Money Protection Schemes for Property Agents (Approval and Designation of Schemes) Regulations 2018. Copies of the above documents are available on request.

Aim

The aim of these procedures is to ensure that client money is held in accordance with:

- Rule 8 of the RICS Rules of Conduct - A Firm shall preserve the security of clients' money entrusted to its care in the course of its practice or business.
- Rule 1.10 of the RICS Rules of Conduct Global effective 02nd February 2022 - Firms keep client money safe and have appropriate accounting controls.

General Procedures and Controls

- All client money is held in a client money account with a bank authorised by the Prudential Regulation Authority (PRA) and regulated by the Financial Conduct Authority in England, Scotland, Wales and Northern Ireland.
- Clients will be notified of the account name, bank sort code and account number for the account into which their client money has been deposited.
- The name of the bank account is "Mulberry Rural Clients Deposit Account" held at HSBC Bank plc, 12 Molesworth Street, Wadebridge Cornwall PL27 8DB.
- The sole director and principal manages the client account.

Client Accounting Systems and Controls

- Accounting records are completed chronologically with details of all money received into and paid from the client account and showing a running balance of client money held in that account in Mulberry Rural Ltd's accounts run through Xero (www.xero.com), details of which can be requested at any time.
- Daily (each working day) bank reconciliations are reviewed by the sole director and principal. Any unresolved differences are fully investigated and promptly rectified.
- All monies held in the client account are available on demand.
- Controls are in place to ensure that client money is repaid when there is no longer any requirement to hold it.
- Controls are in place to ensure that unidentified client funds are kept securely. The client will be located and reimbursed as soon as possible. Such funds held for more than three years will be donated to a registered charity.
- Client accounting records, including copies of reconciliations, are securely kept for six years.

Receipt Of Clients Money

- All receipts are banked into a client account within 3 working days and are kept secure until deposited.
- Fees received in advance for professional work are paid into a client account pending completion of the work.
- Bank charges on the client account (which have been levied since 1st November 2021) are paid by Mulberry Rural Limited and deducted from the Business Current Account.

- Bank interest accrued on the client account is retained as stated in our Conditions of Engagement.

Payment Of Clients Money

- All monies will be used only for the client's matters.
- Controls are in place to ensure that all payments are in accordance with instructions agreed with the client.
- Adequate authorisation procedures are in place for payments.
- Checks are made to ensure that sufficient funds are held on behalf of a client before payments are made.
- Written notification or an invoice will be issued to the client when fees are due and payable.