

CLIENT MONEY PROCEDURES

Harrison & Hardie LTD Trading as Harrison James & Hardie

Harrison James & Hardie maintain records to demonstrate how much client money is held for individual clients.

All payments are receipted as holding deposits, rental payments, security deposit payments or sundry against the property they are paid against

Allocate any receipts to an individual client within 10 business days of receipt Return funds due to clients within 1 business day or pay them into a client bank account

Act prudently at all times

Obtain acknowledgement from each bank that a client account is held with the accounts is designated as a client account

Client money reconciliations are carried out each business day and we record the date, actions taken to carry out the process and the outcome of the calculations







