Assure Consulting – Client Account Handling (last updated 24 August 2026)

Summary and General Procedures

Assure Consulting is regulated by the Royal Institution of Chartered Surveyors (RICS) and holds all client money in accordance with RICS Professional Standards.

The following represents our procedure for holding moneys and forms the basis of our agreements with clients. Each client (where money is held) is provided these general details as well as any further specific requirement or amendments, subject to those requirements and amendments satisfying the RICS Professional Standard.

Clients must be advised that:

Client account funds are held in separate designated client bank accounts *(each account holds the funds for one client only)* and in all cases remain under the exclusive control of Assure Consulting.

All payments from the account shall be on the clients written instructions and/or in accordance with a management agreement.

Where we receive funds on a clients behalf, they shall be paid into the client account. The firm reconciles each client money account at least once every calendar month by comparing the bank statement with the firm's accounting records. Any differences, such as outstanding deposits, unpresented cheques or other reconciling items, are identified and recorded. The completed reconciliation is reviewed and approved by a director. The receipts and accounts are then regularly reviewed by (i) a Senior Staff Member of our regulated firm and (ii) a Senior Director.

Payments from the Client Account require authorisation by 2 individuals (i) a Senior Director and (ii) a Senior staff member. Any such payment shall only be made (i) in accordance with a management agreement or (ii) after receipt of written instructions from the Client.

Full statements of income/receipts and any payments shall be provided on request. Other reporting can be provided on agreement.

Any interest generated shall be used to pay bank charges & any other costs associated with operating the account(s), with the excess or surplus payable to the client. If there is a shortfall, with bank charges & other costs exceeding interest, a deduction shall be required to cover the bank charges.

Unidentified funds are dealt with by seeking to identify who or what the sums relate to. If, after best efforts to make the identification & after 3 years have passed, we are left with unidentified funds then we shall pay the relevant sum to a registered charity but only after having received an indemnity from the charity that they would reimburse the 'unidentified amount' if the correct beneficiary is subsequently identified.

Lee Mason Bsc MBA MRICS

Managing Director, Assure Consulting