

ONLINE BANKING – INFORMATION FOR CLUBS

This information document has been produced to support bowling clubs who might be considering moving to online banking.

Setting up Online Banking

Most banks in the UK provide an online banking service. To find out how you can access your account online, contact your local branch or check the bank website.

For security reasons, the registration process often involves a few steps, including:

- Visiting a local bank branch
- Having a password posted out to clubs
- In some cases, being given a small security device for logging on

Many banks also have free apps which can be used from smartphones or tablets.

How Safe is Online Banking?

Accessing a bank account online is generally straightforward, this can be done in a variety of ways, using tablet, computer, or smartphone. This will allow clubs to safely access up to date information on the club finances.

Banks take many precautions to ensure an online account is safe. These include encrypted websites, timed log outs and multiple authentication processes. Clubs can ask the bank for information on the security aspects of online banking if this is a concern.

Benefits of Online Banking

Most banks allow use of online accounts for:

- Checking bank balances at any time.
- Paying bills and transferring money to other accounts.
- Checking bank statements and 'go paperless' (stop getting paper bills via the post).
- Setting up or cancelling direct debits and standing orders.
- Setting up text alerts, to warn of low balances.
- Allow membership fees to be paid electronically.

Bank Transfer

Bank Transfer (Direct Credit / Faster Payment) is used to make individual or regular payments directly into a bank account.

It is a straight-forward way for businesses to pay staff or suppliers and can reduce costs compared to other methods, such as paying by cash or cheque. Bank Transfer also allows more control of when money is leaving a bank account, as a treasurer decides when to authorise a payment.

When you decide to introduce Bank Transfers, the first thing to do is to consult the bank who will advise on the most appropriate and cost-effective method for your club, and the facilities that may be required. They will also provide all the procedural information needed before authorising use of Bank Transfer.

BACS Payments

Bankers Automated Clearing Services (BACS) payments are an online method of transferring money electronically and automatically between UK bank accounts. BACS is an incredibly safe way to collect, and make payments, and is renowned around the world for the secure delivery of electronic payments.

BACS Direct Credit and Direct Debit payments take three working days to clear and are usually the most cost-effective method of making multiple payments or collecting multiple receipts.

Information required for Bank Transactions

To process Bank Transfers or BACS transactions, the club will need the following:

- other party's bank details,
- name or business name,
- bank name,
- account number,
- sort code, and
- Ensure member personal information is protected in line with General Data Protection Regulation (GDPR).

Considerations

Clubs should consider the following in addition to all the information above:

Governance: Does your club require a constitutional change to allow online banking?
If so, our National Development Officers can help with this.

Dual Authorisation: This is generally standard in offline banking where two people are authorised signatories for each cheque. This should be replicated online.

Consider having at least 3 people within the club to be able to authorise in case of unavailability of one person.

Additional Areas of Support and Resources

<https://sportscotland.org.uk/clubs/help-for-clubs/organised/financial-management/>