

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 2.8
Subject: Online Banking
To: All Unit Treasurers
From: The Honorary Treasurer (Mr S Harris)
Email: treasurer.inbox@campingandcaravanningclub.co.uk

Club Units may now manage their finances electronically if they choose to do so. Each Committee is responsible for ensuring the effective and secure management of their Unit bank account, including the set up and operation of an appropriate account (whether it be 'traditional' or 'online') and for adhering to the necessary authorisation procedures.

Guidelines included in the Treasurer Guidance papers remain applicable. If choosing to operate an online bank account, the Committee should consider the additional points below.

1. Many of the bank accounts that are currently in use will meet the criteria set out below, and it will simply mean operating the existing account differently.
2. If Online Banking is used, all PCs and devices used for the facility must be kept secure with up to date anti-virus to prevent Cyber Fraud.

Banks who provide Online Banking will always suggest you download their recommended security software. We strongly recommend officers follow the banks instructions/guidelines in this matter.

3. Training on how to use Online Banking must be obtained from the chosen facility provider before using.
4. All authorised signatories are required to ensure that the security details for the online bank account (including Password and PIN) are not compromised and regularly changed.

Copied to:

Cont'd over

To National Councillors



To Region Secretaries



To Section National Secretaries



To District Association Secretaries



To Section Area Secretaries



Green Paper 2.8

5. A list of authorised signatories must be minuted and held by the Committee.
6. Regular monitoring of the account must be carried out by signatories and further monitoring through auditing, quarterly bank reconciliation and Committee reporting should take place. The bank statement should be signed and any online payments should be checked for authorisation by the Chairman.
7. Dual authorisation for transactions is essential - a facility which must be provided by nominated bank and agreed by Committee members.
 - a. All purchases must be authorised by minimum of the Exec of the Committee prior to purchase according to the Treasurers Guidelines.
 - b. The relevant minute of the meeting must be quoted where purchase was authorised.
 - c. Authorised payment limits agreed by the Committee and specified in Green Paper 2.3, must be adhered to and regulated by all authorised signatories.
 - d. It is recommended that regular direct debits or standing orders are not initiated
8. Payment of expenses must follow key guidelines
 - a. All claims for expenses must carry three signatures; **the claimant and two authorised signatories** and follow all other rules of payment.
 - b. Bank details of any claimants must be held securely under Data Protection regulations and must be removed on leaving their post.
 - c. Authorised signatories details must be updated immediately on the banking mandate once they leave the Committee or post.
 - d. Auditors must check all online payments have been authorised by the Committee and signed by the claimant and the two authorised signatories
9. A unique reference code must be used for transactions as suggested by the Treasurers guidelines to provide an audit trail of documents for entering onto the Online Cashbook.
10. HQ transactions – MUST BE PRE-AUTHORISED AND AGREED BY UNIT SUPPORT. Any planned payment must be notified by the DA/Section Treasurer, in advance, by email to treasurer.inbox@campingandcaravanningclub.co.uk when a unique reference number will be provided to present with the transaction for audit trail purposes. An example is shown below:

4999 / TR / 2015 VAT Liability
DA or Section a/c code / Authoriser ref. / Transaction description & date
11. An audit trail of all electronic banking transactions must be kept and mirror the entry value made onto the Camping and Caravanning Club Online Unit account.

These comprehensive guidelines have been presented to ensure that Club Units using Online Banking ensure a high level of security is maintained.