



FOUNDED 1900

SOUTHEND ON SEA RIFLE AND PISTOL CLUB BANKING SYSTEM 2021 (REVISED 2023)

THE BANKING SYSTEM: PROCESS

UPDATES SHOWN IN ITALICS.

APRIL 16, 2023

VER. 1.01

CONTENTS

<u>Reference</u>	<u>Description</u>	<u>Page</u>
	Introduction	2
1	Overview	2
2	Objectives	2
3	Procedure	2
3.1	Payments IN	2
3.2	Payments OUT	3
4	Risks and their management	4
 Annexes		
A	Range Register example	5
B	Invoice Summary example	7
C	Invoice example	8
D	Document & Information Flowchart	9

Introduction

The purpose of this paper is to identify:

1. the Objectives for the system,
2. the procedures involved,
3. the key documents, and – *see Documents and Information System. See Annex D*
4. the inherent risks and management process.

It is intended that the Club's Internal Auditors can use the information herein to inform their audits.

1. Overview

- 1.1. The Banking System was brought in to cope with constraints arising from the Covid requirements. It was not possible to physically collect and bank cash so a cashless system was set up.
- 1.2. The Banking System is part of the Club's record keeping system and splits into two parts:
 - 1.2.1. **Payments IN.** This is linked to the:
 - 1.2.1.1. Club's Booking System – *not used now*
 - 1.2.1.2. Club Registers – *including declarations*
 - 1.2.1.3. Ammunition sales- *as shown on the Register and the Ammunition record.*
 - 1.2.1.4. Club's Cashless Payment System consisting of:
 - 1.2.1.4.1. Invoice Summary record
 - 1.2.1.4.2. Invoices raised
 - 1.2.1.4.3. Club Bank account statements/transactions.
 - 1.2.2. **Payments OUT.** This is linked to the:
 - 1.2.2.1. Expenses record
 - 1.2.2.2. Invoices record
 - 1.2.2.3. Vouchers record
 - 1.2.2.4. Club Bank account statements/transactions.

2. Objectives

- 2.1. The objectives of the Southend On sea rifle and Pistol Club's (SRPC) Banking System are to:
 - 2.1.1. facilitate payments into and out of the Club's NatWest Bank Account whilst minimising the administrative overhead and maximising the opportunities provided by on-line banking,
 - 2.1.2. provide access to the relevant bank statements in order to monitor payments and ensure that they are made in a timely manner,
 - 2.1.3. facilitate payment from members who do not have access to on-line banking services,
 - 2.1.4. provide an audit trail so that all payments can be tracked, and
 - 2.1.5. minimise the use of cheques.

3. Procedure

- 3.1. Payments INTO the account:

Each Month

- 3.1.1. Member books a bay on the range.- *No longer applies.*
- 3.1.2. An entry is made on the relevant Range Register for that day. (example in **Annex A**)
- 3.1.3. The member attends and the following is recorded as required against their name on the Register.
 - 3.1.3.1. Range Fee
 - 3.1.3.2. Ammunition purchased

- 3.1.3.3. Other items (identified in the notes on the Register)
 - 3.1.3.3.1. Competition Fees
 - 3.1.3.3.2. Annual Membership Subscription
 - 3.1.3.3.3. Annual NSRA Associate Membership
 - 3.1.3.3.4. Annual TESA affiliation Fee (only applies to users of Lubbards)
- 3.1.4. On finishing the shoot, the information on the Register is processed as follows:
 - 3.1.4.1. An entry is made on the Invoice Summary, (See **Annex B**,) for that month, this generates a unique reference number, [Month + summary sheet line number + Membership number].
 - 3.1.4.2. An invoice, (see **Annex C**), is raised for the member using the reference number.
- 3.1.5. As the member attends the various ranges in the month the summary sheet and personal invoice is updated.
- 3.1.6. At the end of the month:
 - 3.1.6.1. each invoice is checked against the Registers for the month to ensure the information on the invoice is correct.
 - 3.1.6.2. The invoices are emailed out to the members as PDF attachments.
 - 3.1.6.3. The Invoice Summary sheet is updated as required showing total payment and date emailed out.
- 3.1.7. As members notify that they have paid this is recorded on the Invoice Summary sheet.
 - 3.1.7.1. At the end of the FOLLOWING month the Club's Bank account is checked and any missing payments are followed up.

EXCEPTIONS

- 3.1.8. Some members are unable to use online banking and the following procedure is used:
 - 3.1.8.1. The member makes payment direct to the Secretary by Cheque made out to the secretary.
 - 3.1.8.2. The secretary acknowledges receipt and confirms payment.
 - 3.1.8.3. Secretary pays cheque into his personal account and pays the money into the Club account via online banking using the members reference number.
 - 3.1.8.4. These payments are checked as part of the monthly account reconciliation.
- 3.1.9. Sometimes the Club received payments from external bodies, e.g. bequests or refunds. The procedure is as follows:
 - 3.1.9.1. Where possible payments should be made directly into the Club's Account.
 - 3.1.9.2. If it is not possible then the cheque is paid in 'over the counter' at the bank.
 - 3.1.9.3. In both cases supporting documentation should be provided.

3.2. Payment OUT of the Club's Account.

3.2.1. The Club has the following payments:

- 3.2.1.1. Monthly
 - 3.2.1.1.1. St Laurence PCC for AirGun rent. (contractual)
- 3.2.1.2. Quarterly
 - 3.2.1.2.1. TESA for Lubbards rent. (contractual)
- 3.2.1.3. Annually
 - 3.2.1.3.1. TESA covering per capita affiliation fee. (Paid into Club account by members and paid on their behalf by the Club)
 - 3.2.1.3.2. Affiliations
 - 3.2.1.3.2.1. NRA.
 - 3.2.1.3.2.2. NSRA.
 - 3.2.1.3.2.3. County and District Affiliations.
 - 3.2.1.3.2.4. London and Middlesex affiliation (Standing Order).
 - 3.2.1.3.3. GoDaddy for Website renewal. (contractual)
 - 3.2.1.3.4. MOD Range Licence (contractual)
- 3.2.1.4. As Required

- 3.2.1.4.1. Ammunition purchase. (Prior approval required)
- 3.2.1.4.2. Competition entry fees. (Prior Approval required)
- 3.2.1.4.3. Operational expenses. (Prior approval required)
- 3.2.1.4.4. Repayments. (Prior approval required)
- 3.2.2. Where possible the payments are made via the Club's on-line banking facility and tracked through the bank account.
- 3.2.3. If a Club cheque is used it should be supported by an invoice or voucher and tracked via the Club's bank statement.
- 3.2.4. If cash has to be used an invoice or voucher should be presented to cover the transaction and approval sought for repayment.
- 3.2.5. If a member's credit card is used a suitable record should be produced to cover the transaction and approval sought for repayment.

4. Risks and their management

4.1. The main risks are:

- 4.1.1. A person, or persons working together, could misuse the Club's Bank account to the detriment to the Club.
- 4.1.2. The bank account could be scammed.
- 4.1.3. The Bank Account could be compromised by hacking.

4.2. (Risk Management procedures:

- 4.2.1. (4.1.1) is managed by having 3 members able to view the bank account and only two of which can process payments. Payments out of the account need evidence to support the transaction. There are auditors who can call for evidence to support any transaction.
- 4.2.2. (4.1.3) is managed by having a strict rule that only 'approved' transactions can be carried out, i.e., any payment other than contractual has to be prior approved.
- 4.2.3. (4.1.4) Can be managed by ensuring that passwords, PINs and access Codes are not shared. Also, passwords should be changed frequently.

Len Donald
Secretary

LUBBARDS - (GRP) - RANGE										Declaration Received & Checked. RO/SO initials
Range/Safety Officer:	TIME ON					TIME OFF				
L DONALD [110]		800								
J ABRAHAMS [100]						1215				
NAME [PRINT]	RANGE	CCI .22	CCI M/ Mag	MT CBC .22	.38 WC	M/T .38	357 S&B	OTHER	NOTES	
	FEES	4.50	9.40	3.25	15.00	17.00	19.00			
L DONALD [110]	0.00								RO + NRA SC Training	
K GORDON [202]	0.00								Practice (357)	
A STEVENS [208]	0.00								Burden 2023A	
R McDONALD [230]	0.00								Nra SCC Training + Practice	
J ABRAHAMS [100]	0.00								RSO + Practice	
6 L WATERS [231]	0.00								NRA SCC Training + Burden 2023A	
7 J MORGAN [150]	0.00								Practice	
8 M RUSS [P050]	7.00								Practice MOD 5A	
9 E LAWRENCE [178]	0.00								Benchrest	
10 P LAWRENCE [180]	0.00								Benchrest	
11 G HASLEM	0.00								Benfleet GC (Nb 3)	
TOTAL	7.00	0.00	0.00	0.00	0.00	0.00	0.00			

TOTALS	
RANGE FEES	
AMMUNITION	7.00
OTHER	0.00
TOTAL	7.00

NOTES

OTHER - DETAILS

1Fist shot 0910; Last shot 1135.

2Range swept

3On site to sell gun to R McD

4 Number rounds fired 340

Registers

Attendance	
Ammunition	
Guns used	
Invoices	
SIGNED	

RECORD OF INVOICES RAISED

	DATE e-mail SENT	NAME	Mem Number	ref	range fees	ammunition	other	TOTAL	MONTH TOTAL	NOTES	DATE PAID
1		AN OTHER	999	1	5	25	6	36	36	comp fees x 3	
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

INVOICE

INVOICE Number: Dec01FA999 [please quote on payment reference]

Date: 31 December 2021

Member ID: FA 999 **Invoiced to:** AN OTHER

Transaction Date	Transaction Type	Description	Amount (£)
2/12/2021	Range Fee	GR&P	5
2/12/2021	Ammunition	100 Rds CBC + 50 Rds 357	25
2/12/2021	Competition Fees	Burden 2022A x 3	6
TOTAL Due			36

TERMS: PAYMENT BY BANK TRANSFER ONLY.

Balance to be paid as soon as possible please

REMEMBER TO INCLUDE THE INVOICE NUMBER AS YOUR PAYMENT REFERENCE.

BANK TRANSFER DETAILS
ACCOUNT NAME: SOUTHEND ON SEA RIFLE & PISTOL CLUB
BANK: NATWEST
BRANCE SORT CODE: 55-50-28
ACCOUNT NUMBER: 69945675
AMOUNT DUE: £36.00

PLEASE SEND EMAIL OR TEXT TO THE SECRETARY ONCE YOU HAVE PAID.

ANNEX D

