

SETTING UP A CHARITY BANK ACCOUNT

Why set up a bank account?

- Keep track of your group's money
- Apply for grants
- Collect donations or fees



Before applying for an account

Banks usually refer to community groups as "Clubs and Societies". To open a Club and Society account you will be asked for proof that your group is a voluntary, non-profit-making organisation and not a private business.

Before applying for a bank account, check:

- The account is specifically for community groups, or charities.
- The account is not for businesses.
- The bank offers "free banking". This means you won't have to pay any charges simply for having the account.

How to choose a bank

- Ensure the bank meets the needs of your group.
- Check the banking methods to see if these are suitable for your group.
- Check the bank provides community bank accounts.
- Check the bank is accessible to your group.

Setting up your account

- Have at least three people who are named as 'signatories' for the account, any two of whom can sign cheques.
- Set your account up so that at least two people are required to sign each cheque, or approve withdrawals.
- The signatories should be people with good credit ratings as the banks will run credit checks on all the signatories.
- Your group will need to set up an internal system to ensure the account is checked on a regular basis and that all internet and card payments have to be approved by two people.