

# **Report to GP Committee Alwarestoch Lodge 7805**

## **BACS Payments**

### **Purpose of Report**

The purpose of this report is to suggest some procedures whereby the security of Lodge funds is not put at risk as the Lodge moves towards allowing a single member to make online payments (also referred to as e-payments, BACS payments etc.). It is intended to form the framework of discussion within the GP Committee so that suitable procedures can be agreed and implemented.

**Date of Report:** 20 April 2024

**Author of Report:** WBro P Speak Treasurer

### **Introduction**

The Book of Constitutions allows for one member of the Lodge (the Treasurer) to make online, electronic payments under Rule 153(a) provided the Lodge agrees. On 25 January 2024 the GP Committee agreed that this would be implemented, and it was ratified in open Lodge on 10 April 2024.

### **Current Situation**

There are two accounts designated the General Fund and the Benevolent Fund. At the time of writing, it is not known whether the granting of e-payment facilities extend to one or both of these accounts, but, in general we would want to be able to hand over a physical cheque when making payments to a charity when possible, so the facility being attached solely to the General Fund would be acceptable.

At present, the only method of disbursement of Lodge funds to third parties is by cheque signed by two of six signatories. It is generally felt that there should be some method of overseeing unilateral payments made by the Treasurer.

When a call on Lodge funds is made, there would normally be some form of physical or electronic demand e.g. the annual returns from GL and PGL, a receipt from a Lodge officer for a disbursement that he has made on the Lodge's behalf etc. A cheque is then issued by the Treasurer and countersigned by one of the other signatories. This method of control would, effectively, be removed by the adoption of e-payments.

### **Possible Procedures**

1. All signatories to the accounts have limited access to view both accounts online, so there already exists this method of monitoring (may not be used but is immediately available)
2. The bank does not notify all signatories that an e-payment has been made, they would only be aware that a payment had been made if they logged in and checked the account. The Treasurer would notify all signatories that a payment had been made (possibly attaching a scanned copy of the demand for payment and a screen dump or .pdf of the transaction) thus giving them the opportunity to check the account soon after the payment had been made (time-consuming for Treasurer but timely for monitoring purposes)

3. The Treasurer could provide the GP Committee with a brief resumé of payments (or full monthly statement as at 4. Below) made since the last meeting (can be included in Treasurer's report to GP Committee but not as timely as other methods)
4. .pdf e-copies of bank statements could be made available to the Committee as required or requested (very time consuming, and only timely if request made immediately after payment has been made)

### **Conclusion**

There will be other methods of monitoring e-payments and this report is presented to be used as a starting point for further discussions. A supplementary report will be presented at a later date detailing the agreed procedures for ratification by the GP Committee.

### **Contact**

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