

Unity Trust Bank -guidance on opening an account¹

You can apply online at: <https://apply.unity.co.uk/>

The term District has been used throughout but this refers to the entity applying and applies equally to Regions, Nations, Centres or Groups.

Before Completing the Online Form

You can save your application and come back to it, but you may find it easier to gather the following information before you start to fill in the form.

1. Address of the local NatWest, RBS or Ulster bank, for withdrawals – only if you need to make cash withdrawals.
2. Address of local post office for paying in cash (you can pay in cheques by post)
3. Decide on your signatories; you can have up to four. Signatories need to be Woodcraft Folk members and be DBS checked. Please send the names of the proposed signatories to Leanne at Folk Office info@woodcraft.org.uk so that she can check and authorise these signatories.
4. Agree that you are going to change bank accounts at your district meeting and agree the resolution. The wording is given at the end of this guidance notes and you need to sign up to it as part of the application process, though we don't need to send in some of the documents listed.
5. The following details for each signatory:
 - a. Full name
 - b. Personal address
 - c. Have you lived there for 3 years? If not, previous address
 - d. Date of Birth
 - e. Phone number
 - f. Email
 - g. Nationality
 - h. Country of residence

You will also need to consider the level of access required for each signatory. Individuals can view transaction history, submit new transactions, authorise transactions or some combination of those three. At Folk Office for example the book-keeper can submit transactions but they can only be authorised by senior staff. At a local level it probably makes sense for all signatories to be able to view, submit and authorise. Remember, you must have *at least* two people enabled to authorise payments as any payments authorised by a single signatory would be in breach of our financial procedures.

If you are a new district, please ensure that Folk Office have been notified ahead of you setting up your bank account so that they can provide notification to Unity Trust.

Items in **Bold** refer to text in the Unity Application process and suggested responses are given in normal text.

¹ Guidance prepared by Ros Epson, Finance Volunteer (Oct 2019).

Tell us about you? to make sure we are the right bank for you (Pre-Application questions)

Are you an existing Unity Trust Bank customer? probably No but if yes you need to give account number

What type of organisation are you? Charity

How long has your organisation been running for?

Where is your organisation based? UK

Are any of your signatories under 18? No, they wont accept signatories under 18

Which of the following documents do you have?

Select all that apply, districts will have a model constitution and rules. Despite what it says, you will not need to send them in, this has been agreed with Folk Office.

Once you have submitted these pre-application questions, you should get the response “ You have passed our compatibility checker”

You are almost there

Your Contact details Insert contact details for local treasurer/person completing the application

Keeping in Touch marketing preferences as you wish.

Which accounts do you want to apply for? probably just current account, you will then get questions about turnover and estimated number of transactions and it will give the charges. There are charges of £6 per month plus charges for each transaction. It has been agreed that Woodcraft Folk groups will not have charges for each transaction but will have the £6 per month fee. This £6 per month fee is under discussion and is expected to be reduced. Whilst it says that there is a minimum deposit of £500, it has been agreed that Woodcraft Folk accounts only need an opening balance of £50.

Are you happy to proceed?

If yes, you should move on to the Account opening form

Account Opening Form

Section 1 – Your Organisation

Organisation Name: Woodcraft Folk [Your District/Group]

All account names must start Woodcraft Folk to make sure that your account is linked to Woodcraft Folk and benefits from our special pricing.

Registered Address address you want bank statements sent to – usually your District Treasurer

Organisation Address/phone number/ website ...

Legal Status/ entity type Registered Charity

Who are you registered with? either ; Charity Commission for England & Wales –

Reg. No: 1148195 *Or:* Office of the Scottish Charity Registrar – **Reg. No:** SC039791

Legal Status/ entity type: Limited Company

Who are you registered with? Companies House –

Reg. No: 8133727

How many volunteers/employees to do you have?

Is your balance sheet total less than 43 million euros? (my favourite question and obviously a tough one for most districts)

Tell us a little about your organisation? [your district] Woodcraft Folk is the local District of Woodcraft Folk in [your location) or [your group] Woodcraft Folk is a local group in [your district] Woodcraft Folk

Please describe where the funds to open your account came from? if transfer from co-op - transfer of funds from existing [district/group] Woodcraft Folk bank account with the Co-op bank

if new group/district please describe eg cheque to [district] Woodcraft Folk from

Please describe where the organisations funds came from? depending on your district/group but something like; subscriptions and donations from members, fees for camps from parents/carers, donation from The Co-op/ Awards for All etc

Provide evidence which best describes evidence to support the above question?

bank statements

How did you hear about us? Referral from another customer

Section 1 - Your Key Contact

Key contact – this is your main contact to whom all correspondence will be sent.

Full name, address, if at address more than 3 years, dob, phone number, nationality, country of residence

Do you want your key contact to be an authorised signatory?yes (if all signatories do everything but you can decide to vary this)

Do you want to register your key contact for internet banking? yes (if all signatories do everything but you can decide to vary this) .

What access will your key contact need? You will probably want VSA, view the account, submit and authorise payments. Accounts will be set up so that two persons are involved in each transaction; one to submit (set up) and one to authorise. Your treasurer probably needs to be able to do both though will probably do most of the submitting and certainly needs to be able to view the account.

Section 2 – Your banking

Do you have the powers to borrow?No

Do you need cheque book/paying in book?

Do you anticipate any foreign transactions in the next 12 months?

Section 2 - Withdrawing Cash

Would you like to withdraw cash?If you wish you can nominate a local NatWest/RBS or Ulster bank branch to withdraw cash. You need to give the banks address.

Section 2 Paying in Cash

You can nominate a local Post Office to pay in cash, if so you need to give details of the Post Office. You can also pay in cash a Natwest, RBS or Ulster banks or post cheques to Unity bank. There may be charges for this.

Section 2 Transferring Accounts:

Would you like to transfer your current bank account to Unity: No

As we have so many accounts, we are transferring manually rather than using automated switching.

Section 2 Additional Products and Services

Districts are not eligible of e-Payments or the Multipay card.

Section 3a– Your Signatories

This is where you specify further signatories – you will need two signatories for each transaction so it makes sense to have four to give yourselves some flexibility if people are on holiday. Related signatories (husbands, wives, children) cannot authorise the same transaction. You will probably want to give users internet access and suggest that you give VSA access rights ie, view, submit and authorise, but you can choose something else if it suits your district/groups arrangements.

Section 3b – Additional internet banking users

You can specify users who are not signatories if you wish. – this depends on what you have agreed in your district/group.

section 3c – Linked individuals

Whilst the Woodcraft Folk does have Trustees, we have checked and you do not need to include this in Section 3c. Please leave this section blank.

Section 4 Account Permissions

Your Permissions - How many signatories are needed to give permissions on the account: Any Two

All Woodcraft Folk accounts MUST require two signatories, so you need to choose this option and will need to have set up at least three signatories to get this option.

Section 4 Your statements

Choose how you want your statements, we recommend reconciling your bank statements monthly, so you probably want to choose monthly.

Section 4 Your on-line banking authority levels

How many users are needed to make transfers between linked unity trust bank accounts? Dual – payments are made by two users; one submitted the payment and one authorising it.

How many users are needed to make external bill payments or standing orders?

Dual – payments are made by two users; one submitted the payment and one authorising it.

Please select the person who should administrate your internet banking account?

This could be any of your signatories

Section 4 Your on-line banking payments

Would you like to specify the number of users who need to be involved to make transactions over a certain amount?

Would you like to specify who needs to be involved to make transactions over a certain amount?

You can specify these levels if you wish.

Section 5 Financial Services Compensation Scheme

– please check the small print

Your Resolution – below is the wording that you sign up for, ideally this is what is agreed at district committee meetings.

Your resolution

- We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening [Terms and Conditions](#).
- We accept Unity's [Terms and Conditions](#) and appoint them as our Bankers.
- We acknowledge that Unity's [Terms and Conditions](#) may vary from time to time and we agree to be bound by them.
- We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.

- We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
- We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Tick here to agree to the resolution

Your telephone & Internet banking resolution – check and agree

Your declaration – check & agree

Please print and sign where applicable and send the form, along with all supporting documentation to Customer Accounts Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG.

Account Application Submission Form

Once you have completed the application, you will get the “Account application submission form” which needs to be signed and there is a request for a number of further items. The standard items are : A copy of your organisations last six months bank statements, A copy of your organisation business plan, A copy of your constitution, A copy of your rules, Initial deposit of £500 for each account applied for. It has been agreed that we don't need to provide any of the documents and that we just need to provide a £50 cheque written to our new account name ie “Woodcraft Folk..... district/group” so that there is an initial balance in the account. We should not need to provide anything else but if you have any problems please contact finance@woodcraft.org.uk