**UK RSC Treasurer’s report on UK H&I**

**2nd February 2020 UK H&I committee meeting**

The RSC treasurer and the RSC vice-chair explained to the meeting that they were there fulfilling their service positions. The RSC treasurer attending as UK H&I do not currently have a treasurer and the RSC vice-chair as part of their role at region.

All expenses were paid without a problem. Receipts were given or emailed.

The committee agreed to the previous UK H&I treasurer and the RSC treasurer opening a bank account on behalf of UK H&I with a complex mandate and online banking.

The committee were made aware by the RSC treasurer that at the next meeting all payments would be made by bank transfer.

**4th February 2020**

Any cash left over from the meeting was paid into the RSC treasurer’s personal bank account (the RSC treasurer banks with Natwest and they have a coin machine). The £116.25 was then transferred straight away into the RSC bank account. This was done in 2 payments. 1 x £116.15 and 1 x 10p.

**12th February 2020**

PS welcome pack person emailed the RSC treasurer asking for £276.28 for 5000 x sponsor request cards and 100 x prison sponsorship posters. The payment was made, and receipts were received by the RSC treasurer at the March UK H&I committee meeting.

The RSC vice-chair made the RSC admin committee aware that they could not attend the UK H&I meeting. No one was available to attend the UK H&I meeting with the RSC treasurer.

**1st March 2020 UK H&I committee meeting**

The RSC treasurer attended the UK H&I committee meeting to pay expenses.

Expense slips were given to everyone who wanted one and they were asked to put their bank details on the back of the slip so that a bank payment could be made.

As the slips were handed to the RSC treasurer, the receipts were checked, and payments were made. Receipts were given or emailed to treasurer.rsc@ukna.org.

**3rd March 2020**

The previous UK H&I treasurer and the RSC treasurer met up to open a bank account for UK H&I with a complex mandate and online banking.

A two-month financial audit was carried out of the UK H&I committee by the RSC treasurer with the previous UK H&I treasurer in attendance.

The new spreadsheet has been created and updated with all of the required information