



Quick guide starting as a new area treasurer

This guide is aimed at new area treasurers and will point them to the first actions they need to take to get started. This guide is designed to ensure that new area treasurers receive the right information so that they can get on with their new role as quickly as possible.

Rather than putting all the information into this guide, we have highlighted the five things that are needed to get started.



Ramblers Finance Team

For any further details or questions, please get in touch with the Ramblers Finance Team at areagroupfinance@ramblers.org.uk



	What you need to do	✓
1	Email the Ramblers Finance Team (areagroupfinance@ramblers.org.uk) and all your local group treasurers to let them know you have started in your role.	
2	Make sure you have appropriate access to the area's Unity Trust bank account and any other bank accounts your area may have. The previous treasurer, your fellow area officers or the Ramblers Finance Team will be able to help you with this.	
3	Make sure you have been given all the relevant documentation and information you'll need to start the role. This should include, as a minimum, the budget made for this financial year, the annual return and annual accounts for the last financial year and all relevant electronic or paper documents. You will get this from the area treasurer who is stepping down or from the person who has been temporarily covering the role.	
4	Log into Assemble and make sure your contact details, such as your email address, are up to date so that you receive all the relevant information that you need. Make sure you can also find the supporting documentation in the document hub.	
5	Complete the area treasurers 'getting started' online module as soon as possible. You can find this on Assemble in your profile details. The module is full of helpful information and guidance about your new role and will be launched in February 2023.	