



Quick guide starting as a new group treasurer

This guide is aimed at new group treasurers and will point them to the first actions they need to take to get started. This guide is designed to ensure that new group 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 area treasurer and the Ramblers Finance Team (areagroupfinance@ramblers.org.uk) to let them know you have started in your role. If no area treasurer is in post, just email the Ramblers Finance Team.	
2	Make sure you have appropriate access to the group’s Unity Trust bank account and any other bank accounts your group may have. The previous treasurer, your fellow group officers or the area treasurer will be able to help you with this process.	
3	Make sure you have been given all the relevant documentation and information you’ll need to start doing 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 old 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 group treasurers ‘getting started’ online module as soon as possible. You can find this on Assemble in your profile details. This is full of helpful information and guidance about your new role will be launched in February 2023.	