



Quick guide

handing over to a new area

treasurer

We have created this guide to make the process of handing over to a new area treasurer as simple as possible. Designed to be used by the outgoing treasurer, it will help to ensure the correct handover procedure is followed.

Below is a checklist that can be followed to make sure the person taking over has access to the right information and resources for the role. It is also designed to complement the quick start guide that an area treasurer receives as part of their welcome into the role.

The steps of the checklist are in order so you can work through these one-by-one until the handover is complete. Please also outline any additional details needed on a separate page. When completed by the current treasurer, send this over to the new treasurer so they know they have all the information and documentation needed.



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	✓
Arrange for the new treasurer to be given appropriate access to the Unity Trust account and any other bank accounts.	
Let the relevant people, including the Ramblers Finance Team, know that you are stepping down and who is taking over.	
Hand over all documents (paper and electronic) for the current financial year.	
Hand over all documents (paper and electronic) for the last six financial years.	
Brief the new treasurer about your current method of record keeping.	
Pass on any login details that the new treasurer may need to do their role.	
Provide details of any subscriptions that need to be paid during the year.	
Give a list of any outstanding issues, and associated documents, to the new treasurer.	
Pass on the names and emails of your fellow area officers and of all local group treasurers.	
Identify counter signatories for approving payments from Unity Trust.	
Confirm with the new treasurer that they have received all the above documents and information.	
Delete all data and documents that you have on your computer and shred any paper copies you no longer need once confirmation has been received.	