



Bucks Hornets Basketball Club

Aylesbury Grammar School
Walton Road
Aylesbury
HP21 7RP



ACCOUNTANT & TREASURER RESPONSIBILITIES

The main role of the Accountant is to oversee the financial position of the Club and to oversee the Treasurer.

The main role of the Treasurer, in liaison with the Club Accountant, is to maintain the Club's finances on a day to day basis.

The Accountant and Treasurer are to follow accepted accounting good practice in the management of the Clubs finances.

The Treasurer is to:

1. Liaise with Committee Members, Fixtures Managers, Team Managers and Coaches with regard to
 - a. Membership fees.
 - b. EB Registration etc.
 - c. Officials' matchday payments.
 - d. Hall hire
 - e. etc
2. Maintain a monthly reconciled accounts.

The Accountant and Treasurer are to:

3. Be authorised Club bank account signatories.
4. Be formal Officers of the Club and form part of the Management Committee.
5. Produce a monthly Forecast Of Outturn (FOO).

The Accountant is to:

6. Produce an annual budget forecast.
7. Compile the end of year accounts.
8. Arrange for a review of the End of Year accounts by an appropriate external party.