

Club Commercial Compliance Checklist for Financial Year 2024-2025



Check Box	Tier 1, 2 & 3	Compliance Due 15 July 2024
<input type="checkbox"/>	✓	Strategic Plan (3-5 year plan) <i>If still current, RQ will accept last year's submitted Plan</i>
<input type="checkbox"/>	✓	Business Plan <i>If not updated, RQ will accept draft or last year's submitted Plan</i>
<input type="checkbox"/>	✓	Annual Budget - provide in excel format by month as per Club's chart of accounts <i>RQ recognises the challenges around forecasting, please make and detail any assumptions used</i>
<input type="checkbox"/>	✓	Annual Cash Flow Forecast - provide in excel format by month as per Club's chart of accounts <i>RQ recognises the challenges around forecasting, please make and detail any assumptions used</i>
<input type="checkbox"/>	✓	Venue Repair & Maintenance Plan (Track) - All Codes
<input type="checkbox"/>	✓	Summary of Key Risks <i>To include any key risks to business operations which the club believe RQ should be made aware of</i>
<input type="checkbox"/>	✓	Total number of club employees, members and volunteers

✓ = Mandatory O = Optional

Check Box	Tier 1, 2 & 3	Compliance Due 30 September 2024
<input type="checkbox"/>		FY2023-24 Audited Financial Statements must include:
<input type="checkbox"/>	✓	* Profit & Loss Statement including a detailed list of revenue and expenses
<input type="checkbox"/>	✓	* Balance Sheet
<input type="checkbox"/>	✓	* Cash Flow Statement
<input type="checkbox"/>	✓	* Notes to the Financial Statements
<input type="checkbox"/>	✓	* Asset Register with depreciation noted or Depreciation Schedule
<input type="checkbox"/>	✓	* Independent Audit Report (signed)
<input type="checkbox"/>	✓	* Committee Statement (signed)
<input type="checkbox"/>	✓	Adjusted Trial Balance for 30 June 2024 - provide in excel format with account numbers <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements . Adjustments cannot be posted to retained earnings</i>

✓ = Mandatory O = Optional

Check Box	Tier 1, 2 & 3	Compliance Due 31 January 2025
<input type="checkbox"/>	✓	3 to 5-year Annual Capital Expenditure Program
<input type="checkbox"/>	✓	AGM Minutes - typed and signed PDF version <i>To include the appointment of executive positions and the acceptance of the audited financial statements</i>
<input type="checkbox"/>	✓	The Presidents Report <i>Summarising key club activities, initiatives & racing events</i>
<input type="checkbox"/>	✓	WHS, Risk and IT Training Module <i>Separate link to be emailed to clubs</i>

✓ = Mandatory O = Optional