

Check Box Tier 4

Compliance Due 30 September 2024

		<b>FY2023-24 Audited Financial Statements must include:</b>
	✓	* Profit & Loss Statement including a detailed list of revenue and expenses
	✓	* Balance Sheet
	✓	* Cash Flow Statement
	✓	* Notes to the Financial Statements
	✓	* Asset Register with depreciation noted or Depreciation Schedule
	✓	* Independent Audit Report (signed)
	✓	* Committee Statement (signed)
	O	<b>Adjusted Trial Balance for 30 June 2024 - provide in excel format with account numbers</b> <b>Ensure auditors adjustments have been processed and reconciles to Financial Statements.</b> <b>Adjustments cannot be posted to retained earnings</b>
	✓	<b>Clubs Audited Profit &amp; Loss mapped to RQ Chart of Accounts</b>
	✓	<b>Total number of club employees, members and volunteers</b>

✓ = Mandatory O = Optional

Check Box Tier 4

Compliance Due 31 January 2025

	O	<b>3 to 5-year Annual Capital Expenditure Program</b>
	✓	<b>AGM Minutes - typed and signed PDF version</b> <i>To include the appointment of executive positions and the acceptance of the audited financial statements</i>
	✓	<b>The Presidents Report</b> <i>Summarising key club activities, initiatives &amp; racing events</i>
	✓	<b>Training and Stabling Information</b>
	✓	<b>WHS, Risk and IT Training Module</b>

✓ = Mandatory O = Optional