

Tier 1, 2 & 3 Club Monthly Operational Checklist for Financial Year 2024/2025



Check
Box

Compliance Due 20th of Each Month

From Club Accounting System:

Trial Balance (**in Excel format**) - MTD and YTD figures with account numbers

Profit and Loss - MTD and YTD figures with account numbers

Balance Sheet - MTD and YTD figures with account numbers

Aged Debtors Report as at last day of the month and reconciling to Balance Sheet

Aged Creditors Report as at last day of the month and reconciling to Balance Sheet

IMPORTANT: Please ensure that no financial information is added or changed for the relevant period once information has been sent to RQ. If a prior period adjustment is necessary, updated reports must be re-submitted to RQ.

Other

Monthly Venue Repair & Maintenance Plan (Track)

Please note: All documentation must be submitted electronically via *Race Cube*