

## Club Commercial Compliance Checklist for Financial Year 2025-2026



Check  
Box    Tier  
1, 2 & 3

Compliance Due 15 July 2025

<input type="checkbox"/>	✓	<b>Strategic Plan (3-5 year plan)</b> <i>If still current, RQ will accept last year's submitted Plan</i>
<input type="checkbox"/>	✓	<b>Annual Budget</b> - provide in excel format <b>by month</b> 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"/>	✓	<b>Annual Cash Flow Forecast</b> - provide in excel format <b>by month</b> 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"/>	✓	<b>Venue Repair &amp; Maintenance Plan (Track)</b> - All Codes
<input type="checkbox"/>	✓	<b>Total number of club employees, members and volunteers</b>

✓ = Mandatory    O = Optional

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Compliance Due 30 September 2025

<input type="checkbox"/>		<b>FY2025-26 Audited Financial Statements must include:</b>
<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 <b>with depreciation noted</b> or Depreciation Schedule
<input type="checkbox"/>	✓	* Independent Audit Report (signed)
<input type="checkbox"/>	✓	* Committee Statement (signed)
<input type="checkbox"/>	✓	<b>Adjusted Trial Balance for 30 June 2024</b> - provide in excel <b>format with account numbers</b> <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements .</i> <i>Adjustments cannot be posted to retained earnings</i>

✓ = Mandatory    O = Optional

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Compliance Due 31 January 2026

<input type="checkbox"/>	✓	<b>3 to 5-year Annual Capital Expenditure Program</b>
<input type="checkbox"/>	✓	<b>AGM Minutes</b> - 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"/>	✓	<b>The Presidents Report</b> <i>Summarising key club activities, initiatives &amp; racing events</i>
<input type="checkbox"/>	✓	<b>Treasurers Report</b> <i>Detail of the financial gains/losses, capital expenditure and financial activities of the year prior.</i>

✓ = Mandatory    O = Optional