

Club Commercial Compliance Checklist for Financial Year 2025-2026



Check
Box

Tier
4

Compliance Due 30 September 2025

		FY2025-26 Audited Financial Statements must include:
	✓	* 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
	✓	* Auditor's Management Report (If applicable)
	✓	* Independent Audit Report (signed)
	✓	* Committee Statement (signed)
	O	Adjusted Trial Balance for 30 June 2024 - <i>provide in excel format with account numbers</i> <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements .</i> <i>Adjustments cannot be posted to retained earnings</i>
	✓	Clubs Audited Profit & Loss mapped to RQ Chart of Accounts OR Adjusted Trial Balance (reflecting audited adjustments)
	✓	Total number of club employees, members and volunteers

✓ = Mandatory O = Optional

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Compliance Due 31 January 2025

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

✓ = Mandatory O = Optional