

## Tier 1,2 & 3 Club Monthly Operational Checklist for Financial Year 2025/2026



Check  
Box

Compliance Due 20th of Each Month

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*From Club Accounting System:*

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

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Profit and Loss - MTD and YTD figures with account numbers

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Balance Sheet - MTD and YTD figures with account numbers

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

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

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Track Report

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Training and Stabling Information

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Race meeting attendance - Within 14 days after each Race Meeting

**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

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Monthly Venue Repair & Maintenance Plan (Track)

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