

Club Commercial Compliance Checklist for Financial Year 2021-22



Check Box	Tier 1 & 2	Tier 3 & 4	Compliance Due 15 July 2021
	✓	O	Strategic Plan (3-5 year plan) <i>If still current, RQ will accept last year's submitted Plan</i>
	✓	O	Business Plan <i>If not updated, RQ will accept draft or last year's submitted Plan</i>
	✓	O	Annual Budget - provide in excel format as per Club's chart of accounts <i>RQ recognises the challenges around forecasting, please make and detail any assumptions used</i>
	✓	O	Annual Cash Flow Forecast - provide in excel format as per Club's chart of accounts <i>RQ recognises the challenges around forecasting, please make and detail any assumptions used</i>
	✓	O	5-year Annual Capital Expenditure Program
	✓	O	Venue Repair & Maintenance Plan (Track) - All Codes
	✓	✓	WH&S Checklist <i>Tier 3 & 4 Clubs - is due 15 July or 2 weeks before next scheduled race meeting</i>
			To complete the following, use the Race Attendance, Club Members & Volunteers Template:
	✓	✓	* FY20-21 Club race attendance for patrons, members & trainers
	✓	✓	* Number of Club Members at 30 June 2021
	✓	✓	* Number of Volunteers during FY20-21

✓ = Mandatory O = Optional

Check Box	Tier 1 & 2	Tier 3 & 4	Compliance Due 30 September 2021
			FY2020-21 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
	✓	✓	* Independent Audit Report (signed)
	✓	✓	* Committee Statement (signed)
	✓	O	Adjusted Trial Balance for 30 June 2021 - provide in excel format <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements . Adjustments cannot be posted to retained earnings</i>
	O	✓	Clubs Audited Profit & Loss mapped to RQ Chart of Accounts
	✓	✓	Sponsorship Income Register
	✓	✓	Grant Income Register
	✓	✓	Tax & Insurance Declaration (signed)

✓ = Mandatory O = Optional

Check Box	Tier 1 & 2	Tier 3 & 4	Compliance Due 31 January 2022
	✓	✓	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>
	✓	✓	The Treasurers Report <i>To include detail of the financial gains/losses, capital expenditure and financial activities of the year prior</i>
	✓	O	Summary of Key Risks <i>An instructional document will be provided by RQ at a later date.</i>
	✓	✓	Club Engagement Survey <i>An instructional document will be provided by RQ at a later date.</i>

✓ = Mandatory O = Optional