

**Auditors Commercial Checklist
for Compliance Due 30 September 2021**



Check Tier Tier
Box 1 & 2 3 & 4

<u>Check</u> <u>Box</u>	<u>Tier</u> <u>1 & 2</u>	<u>Tier</u> <u>3 & 4</u>	
			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 with depreciation noted
	✓	✓	* Independent Audit Report (signed)
	✓	✓	* Committee Statement (signed)
	✓	O	Adjusted Trial Balance for 30 June 2021 - <i>provide in excel format</i> <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements .</i> <i>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