

Club Commercial Compliance Checklist for Financial Year 2023-2024



Check Box	Tier 1,2 & 3	Tier 4	
	✓	○	<b>Strategic Plan (3-5 year plan)</b> <i>If still current, RQ will accept last year's submitted Plan</i>
	✓	○	<b>Business Plan</b> <i>If not updated, RQ will accept draft or last year's submitted Plan</i>
	✓	○	<b>Annual Budget - provide in excel format by month as per Club's chart of accounts</b> <i>RQ recognises the challenges around forecasting, please make and detail any assumptions used</i>
	✓	○	<b>Annual Cash Flow Forecast - provide in excel format by month as per Club's chart of accounts</b> <i>RQ recognises the challenges around forecasting, please make and detail any assumptions used</i>
	✓	○	<b>5-year Annual Capital Expenditure Program</b>
	✓	○	<b>Venue Repair &amp; Maintenance Plan (Track) - All Codes</b>
	✓	○	<b>Summary of Key Risks</b> <i>To include any key risks to business operations which the club believe RQ should be made aware of</i>
	✓	✓	<b>WH&amp;S Checklist</b> <i>Tier 4 Clubs - is due 15 July or 2 weeks before next scheduled race meeting</i>
			<b>To complete the following, use the Race Attendance, Club Members &amp; Volunteers Template:</b>
	✓	✓	* Number of Club Members at 30 June 2023
	✓	✓	* Number of Volunteers during FY22-23

✓ = Mandatory    ○ = Optional

Check Box	Tier 1,2 & 3	Tier 4	
			<b>FY2022-23 Audited Financial Statements must include:</b>
	✓	✓	* 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
	✓	✓	* Independent Audit Report (signed)
	✓	✓	* Committee Statement (signed)
	✓	○	<b>Adjusted Trial Balance for 30 June 2023 - provide in excel format with account numbers</b> <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements. Adjustments cannot be posted to retained earnings</i>
	○	✓	<b>Clubs Audited Profit &amp; Loss mapped to RQ Chart of Accounts</b>
	✓	✓	<b>Sponsorship Income Register</b>
	✓	✓	<b>Grant Income Register</b>
	✓	✓	<b>Tax &amp; Insurance Declaration (signed)</b>

✓ = Mandatory    ○ = Optional

Check Box	Tier 1,2 & 3	Tier 4	
	✓	✓	<b>AGM Minutes - typed and signed PDF version</b> <i>To include the appointment of executive positions and the acceptance of the audited financial statements</i>
	✓	✓	<b>The Presidents Report</b> <i>Summarising key club activities, initiatives &amp; racing events</i>
	✓	✓	<b>The Treasurers Report</b> <i>To include detail of the financial gains/losses, capital expenditure and financial activities of the year prior</i>
	✓	✓	<b>Club Engagement Survey</b> <i>To be released via Race Cube at a later date</i>

✓ = Mandatory    ○ = Optional