

## Club Commercial Compliance Checklist for Financial Year 2019-20

Check Box	Tier 1 & 2	Tier 3 & 4	<u>Compliance Due 15 July 2019</u>
<input type="checkbox"/>	✓	○	<b>Strategic Plan (3 year plan)</b>
<input type="checkbox"/>	✓	○	<b>Business Plan</b>
<input type="checkbox"/>	✓	○	<b>Annual Budget</b> <i>Prepare monthly budget using Club chart of accounts</i>
<input type="checkbox"/>	✓	○	<b>Annual Cash Flow Forecast</b>
<input type="checkbox"/>	✓	○	<b>Annual Maintenance Program - Thoroughbred clubs only</b>
<input type="checkbox"/>	✓	○	<b>5-year Annual Capital Expenditure Program</b>
<input type="checkbox"/>	✓	✓	<b>Club Health Check (<i>online self-assessment tool</i>)</b>
<input type="checkbox"/>	✓	✓	<b>FY18-19 club race attendance for patrons, members &amp; trainers</b>
<input type="checkbox"/>	✓	✓	<b>Number of Club Members at 30 June 2019</b>
<input type="checkbox"/>	✓	✓	<b>Number of Volunteers during FY18-19</b>

✓ = Mandatory    ○ = Optional

Check Box	Tier 1 & 2	Tier 3 & 4	<u>Compliance Due 30 September 2019</u>
<input type="checkbox"/>	✓	✓	<b>Audited Financial Statements must include:</b>
<input type="checkbox"/>	✓	✓	* Profit & Loss Statement including a detailed list of revenue and expenses
<input type="checkbox"/>	✓	✓	* Balance Sheet
<input type="checkbox"/>	✓	✓	* Cash Flow Statement
<input type="checkbox"/>	✓	✓	* Notes to the Financial Statements
<input type="checkbox"/>	✓	✓	* Depreciation Schedule
<input type="checkbox"/>	✓	✓	* Independent Audit Report (signed)
<input type="checkbox"/>	✓	✓	* Committee Statement (signed)
<input type="checkbox"/>	✓	○	<b>Adjusted Trial Balance for 30 June 2019</b> ( <i>Ensure auditors adjustments have been processed and reconciles to Financial Statements</i> )
<input type="checkbox"/>	○	✓	<b>Clubs Audited Profit &amp; Loss mapped to RQ Chart of Accounts</b>
<input type="checkbox"/>	✓	✓	<b>Sponsorship Income Register</b>
<input type="checkbox"/>	✓	✓	<b>Donations Expense Register</b>
<input type="checkbox"/>	✓	✓	<b>Tax &amp; Insurance Declaration (signed)</b>
<input type="checkbox"/>	✓	✓	<b>Current Bookmaker Policy as endorsed by committee</b>
<input type="checkbox"/>	✓	✓	<b>WH&amp;S Checklist</b> ( <i>Tier 3 &amp; 4 clubs due 30 Sept or 2 weeks before next scheduled race meeting - whatever falls later</i> )

✓ = Mandatory    ○ = Optional

Check Box	Tier 1 & 2	Tier 3 & 4	<u>Compliance Due 31 January 2020</u>
<input type="checkbox"/>	✓	✓	<b>Typed and signed PDF version of AGM Minutes</b> ( <i>that includes the appointment of executive positions and the acceptance of the audited financial statements</i> )
<input type="checkbox"/>	✓	✓	<b>The Presidents Report</b> ( <i>summarising key club activities, initiatives &amp; racing events</i> )
<input type="checkbox"/>	✓	✓	<b>The Treasurers Report</b> ( <i>that includes detail of the financial gains/losses, capital expenditure and financial activities of the year prior</i> )

✓ = Mandatory    ○ = Optional