

GCCF CLUB RETURN CHECKLIST

Please ensure you enclose this checklist and all of the following documents for your club returns to the GCCF.

- A copy of the club accounts which have been examined and signed by a suitable independent person in the form of an Income and Expenditure Account with a supporting Balance Sheet.
- A copy of the Show accounts which have been examined and signed by a suitable independent person in the form of an Income and Expenditure Account with a supporting Balance Sheet.
- Officer role form, fully completed including delegate names, email and postcode with date and signature at the bottom. Please include your club's rules link on this sheet in the designated section or attach as a pdf.
- Club rules attached as pdf if no link given on Officer role form or paper copy included by post.
- Payment for the membership subscription and delegate(s) fees.
- A signed and dated independent examiners report.
- A completed Returns Form showing an analysis of subscription income signed by the examiner.

Please note that without all of the relevant documents and payment, your club return cannot be fully processed. All of these documents can be sent to the GCCF office by post, alternatively they can be sent via email to info@gccfcats.org in PDF format.