

Month	Item	Frequency	Responsibility	Date Due	Completed	Comments
July	RG 166 Cash Flow Projections review	Monthly				Include all scheduled / regular checks as per your compliance framework e.g.
July	Renew AFCA Membership	Quarterly				Policy reviews (compliance, operational, employment)
July		Annually				Licensee & file reviews / audits
July		Biennially				Data backup and disaster recovery testing
July						Key business document reviews e.g. FSG, SOA templates, marketing, websites
July						Performance reviews
August	RG 166 Cash Flow Projections review					PI policy renewal date




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W R I G H T

COMPLIANCE MANAGEMENT