

STARTUP GOVERNANCE SERIES · PART 4 COMPANION

First 10 Controls Implementation Checklist

Install in order — one or two a month. A control is real only when the right thing happens even if the founder forgets: that means a named owner and a maintained record.

CONTROL	TRIGGER	FREQUENCY	OWNER
<input type="checkbox"/> 1. Separate business & personal money	Always	Ongoing	_____
<input type="checkbox"/> 2. One source of truth for the books	Every transaction	Ongoing	_____
<input type="checkbox"/> 3. Bank-payment approval rule	Payment > threshold	Per payment	_____
<input type="checkbox"/> 4. Monthly close	Month-end	Monthly	_____
<input type="checkbox"/> 5. Compliance calendar with an owner	Each due date	Monthly	_____
<input type="checkbox"/> 6. Document decisions as they happen	Each decision	As they occur	_____
<input type="checkbox"/> 7. Reconciled cap table	Each grant/transfer	Per event	_____
<input type="checkbox"/> 8. Contract before work	New customer/vendor	Per engagement	_____
<input type="checkbox"/> 9. Basic segregation of duties	Cash & payments	Ongoing	_____
<input type="checkbox"/> 10. Quarterly governance review	Each quarter	Quarterly	_____

The best time to build these was at incorporation. The second-best time is today.

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