
Template: Governance Readiness Checklist

Building Businesses. Empowering Growth. An enterprise consulting group across technology, workspaces and governance.

HOW TO USE

Run this checklist quarterly with the finance, legal and operations leads in the room. Record owner and target date for every gap.

STATUTORY AND FILINGS

- Entity filings current.
- Statutory registers maintained.
- Board and committee minutes complete and signed.

FINANCIAL CONTROLS

- Delegation of authority documented and enforced.
- Bank and vendor payment segregation of duties.
- Monthly reconciliation sign-off evidence retained.

DATA AND RISK

- Data inventory and retention schedule maintained.
- Access reviews performed and evidenced.
- Risk register reviewed with mitigation owners assigned.