Bit Bookkeeper

PRACTICAL GUIDE | DAO OPERATIONS

Treasury Controls for Governance-Led Organizations

Questions to consider across wallet ownership, signing authority, proposals, grants, contributors, and reporting.

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HOW TO USE THIS GUIDE

Use this guide as a planning and preparation framework. Adapt each item to the organization, period, materiality, and professional requirements involved.

SECTION 01

Define treasury ownership

- [ ] Maintain a current inventory of treasury wallets, networks, assets, signers, and operational purpose.
- [ ] Document which legal entity, foundation, service provider, or governance body controls each wallet.
- [ ] Separate treasury, grants, payroll, operating, and protocol-controlled activity when practical.
- [ ] Review signer access promptly when contributors or service providers change roles.

SECTION 02

Connect approvals to transactions

- [ ] Link material payments to proposals, budgets, contracts, invoices, or other approved support.
- [ ] Set thresholds for additional review, signer count, and independent confirmation.
- [ ] Document emergency-payment procedures and require retrospective review.
- [ ] Preserve transaction hashes alongside the business explanation and approval evidence.

SECTION 03

Strengthen contributor and grant records

- [ ] Use a consistent intake process for contributors, vendors, and grant recipients.
- [ ] Capture jurisdiction, entity status, agreement terms, payment currency, and responsible approver.
- [ ] Track milestones, vesting, restrictions, advances, and unused grant funds where applicable.
- [ ] Coordinate tax and legal questions before payment rather than reconstructing facts later.

SECTION 04

Report for governance and operations

- [ ] Reconcile treasury balances and material movement on a defined monthly or quarterly cadence.
- [ ] Present fiat-equivalent values with clear pricing sources and valuation times.
- [ ] Distinguish operating spend, grants, contributor payments, investments, and internal wallet transfers.
- [ ] Publish a clear exceptions list without exposing sensitive operational or signing information.

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