Bit Bookkeeper

PRACTICAL GUIDE | CLOSE READINESS

The Digital Asset Month-End Close Checklist

A practical review of the source data, reconciliations, schedules, and open questions that support a more reliable close.

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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

Confirm source coverage

Begin by proving that the close includes every material place where the organization holds or moves assets.

- [ ] Maintain an approved inventory of wallets, exchanges, custodians, payment processors, and bank accounts.
- [ ] Identify the legal entity, owner, business purpose, and responsible person for each account or wallet.
- [ ] Retain original, complete exports before normalizing or modifying source data.
- [ ] Document opening and closing balances for each asset and source.

SECTION 02

Reconcile activity and balances

- [ ] Reconcile transfers between controlled wallets and accounts without treating internal movement as revenue or expense.
- [ ] Investigate unmatched deposits, withdrawals, bridge activity, and intercompany movement.
- [ ] Compare subledger balances with general-ledger balances and independently observable account balances.
- [ ] Document unresolved differences, their owners, and the expected resolution date.

SECTION 03

Review classifications and valuation

- [ ] Review material swaps, fees, rewards, staking, liquidity, lending, and token distributions for appropriate context.
- [ ] Confirm valuation sources, timestamps, currencies, and policies are applied consistently.
- [ ] Separate realized activity, unrealized positions, income, fees, and transfers in the review schedule.
- [ ] Escalate unusual or high-value transactions for professional judgment.

SECTION 04

Complete the close package

- [ ] Prepare rollforwards and supporting schedules for material digital asset balances.
- [ ] Record preparer, reviewer, evidence location, and conclusion for each key reconciliation.
- [ ] Create a concise open-items list for missing records, uncertain classifications, and stakeholder decisions.
- [ ] Archive the final source files, workpapers, approvals, and reporting package under a consistent period structure.

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