

DAILY SETTLEMENT TEMPLATE

One-page close for every team. Complete at the same cut-off each trading day.

Team / project	_____	Settlement date	____ / ____ / 2026
Revenue Ops Lead	_____	Cut-off time	_____ EAT
Provider / channel	_____	Environment	Sandbox / Live

A. Daily control totals

Orders created	_____	_____
Payment attempts	_____	_____
Confirmed payments	_____	_____
Failed / cancelled	_____	_____
Gross confirmed receipts	_____	_____
Refunds	_____	_____
Provider fees	_____	_____
Operating expenses	_____	_____
Net collected revenue	_____	_____

B. Balance reconciliation

Opening confirmed balance	_____
+ Confirmed receipts	_____
- Refunds - provider fees - operating expenses	_____
= Expected closing balance	_____
Actual closing balance	_____
Variance = actual - expected	_____

C. Exceptions and sign-off

Exception / unmatched reference	Owner	Action by
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Revenue Ops Lead: _____ Signature: _____ Time: _____



Founder / Product Lead review: _____ Signature: _____

STOP RULE: escalate every unresolved duplicate charge, credential exposure, unexplained variance or customer-loss incident before further live testing.

FINANCE / DAILY CLOSE WORKSTREAM

This page authorises the one-page settlement control used by teams to record activity, reconcile balances and escalate exceptions.

Decision required: APPROVE, APPROVE WITH CHANGES, or HOLD before operational release.

Department and workstream reviewers

- Finance / Revenue Operations Lead
- Team Founder / Product Lead
- Lolwe AI Finance or Programme Control Lead
- Technical Lead for unresolved integration variances

What this is and how to use it

- Complete after the same daily cut-off.
- Use provider evidence and the internal ledger, not memory.
- Do not count unpaid invoices as collected revenue.
- Investigate every non-zero variance.
- Retain a redacted copy in the evidence pack.

Approval checks

- Currency and sandbox/live status are explicit.
- Gross receipts, refunds, fees and net receipts are separated.
- Provider and internal records are matched.
- Exceptions have named owners.
- Preparer and reviewer sign the close.
- Sensitive customer information is excluded.

Lead	Decision	Date
Name: _____	Approve / Amend / Hold	___ / ___ / 2026
Signature: _____	Conditions: _____	Version 1.0