

ZENTRIQ QUARTERLY TIMELINE TEMPLATE

The Framework for Structured Governance, Compliance, and Risk Management

The **ZENTRIQ Quarterly Timeline** ensures that each quarter is meticulously planned and executed, with a clear sequence of events that align with the ZENTRIQ governance model. This timeline serves as a roadmap for all roles within the company—ensuring that critical processes, audits, and compliance checks are completed on time, and that all documentation is in place for review and certification.

Quarter Overview

Each quarter is divided into **three phases**:

- **Operational Phase (Weeks 1–6)** – Regular operations, financial and compliance checks.
- **Verification Phase (Weeks 7–9)** – Risk verification and audit preparations.
- **Certification Phase (Weeks 10–12)** – Final review, reporting, and certification submission.

Quarterly Timeline Structure:

Week 1–3: Operational Phase

Objective:

Focus on the regular operational tasks, ensuring financial records are accurate and compliance procedures are followed.

Task	Responsible Role	Description	Deadline
Financial Data Entry & Reconciliation	Financial Operator (Controller)	Enter all financial data, reconcile accounts, and ensure accuracy of records	Week 3
Invoice Intake & Verification	Financial Operator (Controller)	Process incoming invoices, ensure compliance with ZENTRIQ validation checks	Week 3

Task	Responsible Role	Description	Deadline
Payroll Processing	Financial Operator (Controller)	Process payroll, ensure correct deductions and payments	Week 3
KYC/AML Updates	Risk Verifier (Investigator)	Perform Know Your Customer (KYC) and Anti-Money Laundering (AML) checks for new and existing clients/vendors	Week 3
Vendor Relationship Verification	Risk Verifier (Investigator)	Conduct compliance checks on suppliers, contractors, and other third parties	Week 3
Compliance Training	Risk Verifier (Investigator)	Ensure that all staff have completed required compliance training for the quarter	Week 3

Week 4–6: Verification Phase

Objective:

Focus on ensuring the integrity of the operational data and the effectiveness of the compliance and risk management systems.

Task	Responsible Role	Description	Deadline
Risk Assessment & Review	Risk Verifier (Investigator)	Conduct a full risk assessment of the company's operational practices, financial standing, and compliance risks	Week 6
Data Integrity Check	Financial Operator (Controller)	Verify that all financial and operational data is accurate and aligned with internal standards	Week 6
Internal Audit Preparation	Auditor (Independent)	Begin preparations for the quarterly internal audit, gathering all necessary documentation	Week 6
Compliance Check (Tax, HR, Legal)	Financial Operator (Controller)	Review all tax filings, HR documentation, and legal agreements for compliance	Week 6
Conflict of Interest Declarations	Legal Representative (CEO)	Ensure that all employees and board members have updated their conflict of interest declarations	Week 6

Week 7–9: Audit and Risk Verification Phase

Objective:

Ensure that all risk management and financial records are fully audited, and prepare documentation for final review.

Task	Responsible Role	Description	Deadline
Internal Audit Execution	Auditor (Independent)	Conduct a comprehensive internal audit of financial records, operational processes, and compliance checks	Week 9
Compliance Report Review	Auditor (Independent)	Review all compliance-related documentation and prepare a report for submission	Week 9
Action Plan for Discrepancies	Risk Verifier (Investigator)	Address any discrepancies found in the audit, outlining corrective actions required	Week 9
Final Risk Assessment	Risk Verifier (Investigator)	Conduct a final risk assessment for the quarter, reviewing operational, financial, and compliance risks	Week 9
Approval of Financial Transactions	Financial Operator (Controller)	Ensure all financial transactions are reviewed and approved by appropriate roles	Week 9

Week 10–12: Certification Phase

Objective:

Review the quarterly activities, finalize reports, and submit for certification by the Auditor.

Task	Responsible Role	Description	Deadline
Final Audit Review & Certification	Auditor (Independent)	Review all audit findings and prepare the final certification report for submission	Week 12
Final Decision on Financial Compliance	Financial Operator (Controller)	Sign off on all financial statements and ensure proper documentation for tax filings	Week 12
Compliance Certification	Risk Verifier (Investigator)	Final review of compliance documentation, including legal and regulatory filings	Week 12
Quarterly Report Preparation	Legal Representative (CEO)	Prepare a summary of key decisions, compliance updates, and audit outcomes	Week 12
Submission of Certification	Auditor (Independent)	Submit final quarterly certification to ITECA, ensuring all requirements are	Week 12

Task	Responsible Role	Description met	Deadline
------	---------------------	--------------------	----------

Quarterly Review & Adjustment

Post-Certification Review:

At the end of each quarter, the company should hold a **review meeting** to assess the outcomes of the quarter's activities. This review should identify:

- Areas of improvement for the next quarter
- Changes to internal processes or policies based on audit findings
- Any changes to the ZENTRIQ system or external regulations that affect compliance

Adjustments for Next Quarter:

Based on the outcomes of the quarterly review, adjustments should be made to the operational processes, risk management protocols, and compliance checks to improve the overall efficiency and effectiveness of the system.

Conclusion

The **ZENTRIQ Quarterly Timeline Template** is a tool for ensuring that certified enterprises maintain a **consistent, structured approach** to governance, compliance, and risk management.

By following this timeline, companies can ensure that all critical activities are performed on time, with proper checks and balances in place.

The timeline helps create a **transparent and accountable system**, ensuring that every quarter meets the rigorous standards set by ZENTRIQ.