| **FINANCE MEETING AGENDA TEMPLATE**  **[ORGANIZATION NAME]** |
| --- |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date: | [DATE] |
| Time: | [MEETING TIME] |

# TOPICS TO BE DISCUSSED:

## [OPENING]

### [INTRODUCTION]

### [MEETING GOALS]

## [ATTENDANCE]

### [RECORD PRESENT ATTENDEES]

### [RECORD NOTABLE ABSENTEES]

## [AGENDA APPROVAL]

### [REVIEW AGENDA]

### [REQUESTS FOR ADDITIONS]

### [VOTE TO APPROVE AGENDA]

## [PREVIOUS MEETING MINUTES]

### [REVIEW MINUTES]

### [VOTE TO APPROVE MINUTES]

## [FINANCIAL STATEMENTS]

### [COMPANY AND DEPARTMENT EXPENSE REPORTS]

### [BALANCE SHEET]

### [CAPITAL EXPENDITURES]

### [OTHER STATEMENTS FROM PAST MONTH]

## [FINANCIAL FORECAST]

### [BUDGET REVIEW]

### [CURRENT PROFIT MARGIN]

### [INVESTMENTS]

## [AUDITING]

### [INTERNAL AUDITOR HIGHLIGHTS ANY DISCREPANCIES IN FINANCIAL REPORTS]

### [PROPOSE NEW IDEAS TO INCREASE EFFICIENCY]

### [EXTERNAL AUDIT STATUS UPDATES]

## [TAX ACCOUNTING]

### [DISCUSS ANY CURRENT TAX ISSUES]

### [UPDATES TO COMPANY AND EMPLOYEE TAX SCHEDULES]

## [OTHER ITEMS]

### [DISCUSS ANY OTHER ITEMS OF BUSINESS]

### [GENERAL ADMINISTRATIVE NEEDS]

### [ATTENDEES OFFER COMMENTS AND CONCERNS]

### [VOTE ON RELEVANT GROUP DECISIONS]

## [ADJOURNMENT]

### [MEETING LEADER APPROVES MEETING MINUTES]

### [MEETING LEADER ENDS MEETING]