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# FINANCE MEETING AGENDA TEMPLATE

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Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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## TOPICS TO BE DISCUSSED:

### I. OPENING

#### a. INTRODUCTION

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#### b. MEETING GOALS

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### II. ATTENDANCE

#### a. RECORD PRESENT ATTENDEES

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#### b. RECORD NOTABLE ABSENTEES

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### III. AGENDA APPROVAL

#### a. REVIEW AGENDA

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#### b. REQUESTS FOR ADDITIONS

\_\_\_\_\_

#### c. VOTE TO APPROVE AGENDA

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### IV. PREVIOUS MEETING MINUTES

#### a. REVIEW MINUTES

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#### b. VOTE TO APPROVE MINUTES



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V. FINANCIAL STATEMENTS

a. COMPANY AND DEPARTMENT EXPENSE REPORTS

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b. BALANCE SHEET

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c. CAPITAL EXPENDITURES

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d. OTHER STATEMENTS FROM PAST MONTH

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VI. FINANCIAL FORECAST

a. BUDGET REVIEW

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b. CURRENT PROFIT MARGIN

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c. INVESTMENTS

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VII. AUDITING

a. INTERNAL AUDITOR HIGHLIGHTS ANY DISCREPANCIES IN FINANCIAL REPORTS

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b. PROPOSE NEW IDEAS TO INCREASE EFFICIENCY

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c. EXTERNAL AUDIT STATUS UPDATES

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VIII. TAX ACCOUNTING

a. DISCUSS ANY CURRENT TAX ISSUES

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b. UPDATES TO COMPANY AND EMPLOYEE TAX SCHEDULES

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IX. OTHER ITEMS

a. DISCUSS ANY OTHER ITEMS OF BUSINESS

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b. GENERAL ADMINISTRATIVE NEEDS

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c. ATTENDEES OFFER COMMENTS AND CONCERNS

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d. VOTE ON RELEVANT GROUP DECISIONS

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X. ADJOURNMENT

a. MEETING LEADER APPROVES MEETING MINUTES

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b. MEETING LEADER ENDS MEETING

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