| **SAMPLE FINANCE MEETING AGENDA**  **JONES CONSULTANTS, INC.** |
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| Location: | Jones Consultants’ Headquarters, 1234 Main St., Los Angeles, CA 91111 |
| Date: | February 5, 2021 |
| Time: | 11:00 am |

# TOPICS TO BE DISCUSSED:

## OPENING

### Introduction Brandon Corsini (CFO and meeting Chairperson)

### Meeting goals by Brandon: Review financial status for January 2021

## ATTENDANCE

### Kris Rose (Secretary) records all attendees and absentees.

## AGENDA APPROVAL

### Kris distributes the current agenda to all attendees for review.

### Kris and Brandon take requests from attendees for additions and deletions from the agenda.

### Brandon leads the attendees in a vote to approve the final agenda.

## PREVIOUS MEETING MINUTES

### Kris distributes the previous meeting minutes (January 8, 2021) to all attendees for review.

### Brandon leads the attendees in a vote to approve the minutes.

## FINANCIAL STATEMENTS

### Emily Guadarrama (Controller) and team review the January reports on expenses, balance sheets, checking accounts, and accounts payable and receivable.

## FINANCIAL FORECAST

### Juan McGraw (Treasurer) and team review the current status of the 2021 budget and outline the year’s schedule for preparing the 2022 budget.

### Juan reviews the status of all current company investments.

## AUDITING

### Brandon updates the attendees on the search for a new Internal Auditor.

## TAX ACCOUNTING

### Yoanna Smith (Tax Accountant) updates the group on the status of employee tax documentation reporting and distribution.

## OTHER ITEMS

### Brandon proposes new administrative procedure for managing the finance department’s database. After a discussion, Brandon leads a vote on the proposal.

## ADJOURNMENT

### Kris completes the meeting minutes for Brandon to sign and approve.

### Brandon calls an end to the meeting.