
SAMPLE FINANCE MEETING AGENDA

JONES CONSULTANTS, INC.

Location: Jones Consultants' Headquarters, 1234 Main St., Los Angeles, CA 91111

Date: February 5, 2021

Time: 11:00 am

TOPICS TO BE DISCUSSED:

I. OPENING

- a. Introduction Brandon Corsini (CFO and meeting Chairperson)
- b. Meeting goals by Brandon: Review financial status for January 2021

II. ATTENDANCE

- a. Kris Rose (Secretary) records all attendees and absentees.

III. AGENDA APPROVAL

- a. Kris distributes the current agenda to all attendees for review.
- b. Kris and Brandon take requests from attendees for additions and deletions from the agenda.
- c. Brandon leads the attendees in a vote to approve the final agenda.

IV. PREVIOUS MEETING MINUTES

- a. Kris distributes the previous meeting minutes (January 8, 2021) to all attendees for review.
- b. Brandon leads the attendees in a vote to approve the minutes.

V. FINANCIAL STATEMENTS

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



VI. FINANCIAL FORECAST

- a. Juan McGraw (Treasurer) and team review the current status of the 2021 budget and outline the year's schedule for preparing the 2022 budget.
- b. Juan reviews the status of all current company investments.

VII. AUDITING

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

VIII. TAX ACCOUNTING

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

IX. OTHER ITEMS

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

X. ADJOURNMENT

- a. Kris completes the meeting minutes for Brandon to sign and approve.
- b. Brandon calls an end to the meeting.