Annual Board Meeting Template

**MoonFall Contracting Limited**

**Somewhere, Over the Rainbow, Way up on Highshire, AB12 3DE  
Telephone: 01234 567890  
Company Number 666666**

**MINUTES OF A BOARD MEETING**

**HELD ON** date/time

**HELD AT** address - your business address / home

**PRESENT** names of attendees - director(s) and secretary (if any)

The directors discussed the annual accounts to xx xxxx 20xx, and approved these.

The directors approved the dividends in the accounts.

A general discussion ensued regarding the companies future performance and plans.

**SIGNED** director or secretary

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| Notes on completion:  The content is common sense – just make sure it reflects the date and amounts |