

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

Notes on completion:

The content is common sense – just make sure it reflects the date and amounts