

Board Meeting for Dividend 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 companies state of affairs and noted assets, including cash at bank of £xx,xxx, and liabilities including tax accrued of £xx,xxx.

It was decided to pay a dividend of £xx,xxx to shareholders, being £xx per share

SIGNED director or secretary

Notes on completion:

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