**Audit Committee Meeting Minutes**

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| **Organization Name:** | | | |
| **Date:** |  | **Time:** |  |
| **Location:** |  | | |

**1. Call to Order**

The meeting of the Audit Committee was called to order at **[time]** by **[Chairperson’s Name]**.

**2. Attendance**

**Present:**

* [Name], Chairperson
* [Name], Member
* [Name], Member
* [Name], CFO
* [Name], External Auditor (if applicable)

**Absent:**

* [Name], Member

**3. Approval of Previous Minutes**

The minutes of the previous Audit Committee meeting held on **[date]** were reviewed and approved / approved with amendments.

**4. Agenda Items**

**a. Review of Financial Statements**

* Discussion on quarterly/annual financial reports.
* Noted adjustments and compliance with accounting standards.
* Action Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b. Internal Audit Report**

* Presentation by internal auditor on recent audit findings.
* Discussion of internal control weaknesses and corrective actions.
* Action Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**c. External Audit Update**

* External auditor’s report on audit progress and issues identified.
* Review of recommendations and management response.
* Action Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**d. Risk Management & Compliance**

* Discussion on regulatory compliance updates.
* Review of risk assessment measures and mitigation strategies.
* Action Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**e. Other Business**

* [Any other matters raised by committee members]

**5. Decisions & Action Items**

* [Summarize key decisions made during the meeting]
* [List assigned responsibilities and deadlines]

**6. Next Meeting**

The next Audit Committee meeting is scheduled for **[date]** at **[location]**.

**7. Adjournment**

The meeting was adjourned at **[time]**.

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| --- | --- |
| **Recorded by:** | **(Name, Position)** |
| **Approved by:** | **(Chairperson’s Signature & Date)** |