**Finance Committee Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |
| Location: |  | | |

**Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** | **Name** | **Present** |
|  |  |  |  |
|  |  |  |  |

**Absentees:**

* [Name(s), if any]

**1. Call to Order**

The meeting was called to order by [Chair’s Name] at [Time].

**2. Approval of Previous Minutes**

|  |
| --- |
| The minutes from the previous Finance Committee meeting held on [Date] were reviewed. |
| **Motion:** To approve the minutes as presented/amended. |
| **Decision:** [Approved/Rejected] |

**3. Financial Reports**

|  |  |  |
| --- | --- | --- |
| [CFO/Treasurer] presented the financial statements for [Month/Quarter/Year]. | Key highlights included: | Total revenue: $[Amount] |
| Total expenses: $[Amount] |
| Net surplus/deficit: $[Amount] |
| Discussion points: [Insert summary of discussion]. |  | |
|  | |
|  | |

**4. Budget Review & Updates**

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| --- |
| Reviewed the current year budget and year-to-date performance. |
| [Note any variances and explanations]. |
| Discussion of proposed adjustments: [Insert details]. |

**5. Investment & Cash Flow Updates**

|  |
| --- |
| Report on current investments and returns. |
| Cash flow projections for the upcoming quarter reviewed. |
| Recommendations for [new investments, reallocations, etc.]. |

**6. Funding & Grants**

* Updates on new funding opportunities or grants.
* Discussion of donor contributions and fundraising outcomes.

**7. Audit & Compliance**

* Update on internal/external audit progress.
* Compliance issues reviewed, including [tax filings, regulatory updates].

**8. Action Items & Resolutions**

* [Summarize decisions made, approved budgets, or policies].
* [Assign tasks with responsible persons and deadlines].

**9. Next Meeting**

The next Finance Committee meeting is scheduled for [Date/Time].

**10. Adjournment**

The meeting was adjourned at [Time] by [Chair’s Name].

**Minutes Prepared by:**  
[Name], Secretary

**Minutes Approved by:**  
[Name], Committee Chair