

Audit Committee Meeting Minutes

Approval and Signature Block Format

This document records the proceedings and decisions made during the most recent session of the Audit Committee. The minutes have been reviewed and are hereby approved by the undersigned members and chairperson of the committee.

Approval and Signature Block

[Chairperson's Name]

Chairperson, Audit Committee

Date: _____

[Member's Name]

Member, Audit Committee

Date: _____

[Secretary's Name]

Secretary, Audit Committee

Date: _____

Important Notes

- Ensure all signatures are original and obtained promptly after meeting approval.
- Names and titles should match the official committee roster at the time of the meeting.
- Retain a signed copy as the official record of the committee's proceedings.
- If any member is absent, note their absence and any delegated signature authority.
- Minutes must be reviewed for accuracy before signatures are collected.