

Audit Committee Minutes

Decision and Resolution Recording Format

Date: _____
Time: _____
Location: _____

Attendees

- _____
- _____
- _____
- _____

Agenda

- _____
- _____
- _____

Decisions and Resolutions

Agenda Item	Discussion Summary	Decision / Resolution	Person Responsible	Deadline
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Matters

- _____
- _____

Meeting Adjourned At: _____

Prepared By: _____
Date: _____

Important Notes:

- Clearly document all decisions and resolutions with assigned responsibilities and deadlines.
- Ensure accuracy and completeness to maintain a reliable audit trail.
- Minutes should be circulated promptly to all participants for review and confirmation.
- Retain approved minutes as part of the organization's official records.
- Adopt a consistent format to facilitate future reference and compliance audits.