

# Audit Committee Minutes

## Decision and Resolution Recording Format

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

### Attendees

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Agenda

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 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.