Board minutes template for approving the annual accounts

Minutes of a meeting of the board of directors

Company name	[Company name] Limited
Company number	[Company number]
Registered office	[Registered office address]
Date and time	[Date and time of meeting]
Place	[Address, or held by video call]
Present	[Names of directors present]
In attendance	[Others attending, for example the accountant, or none]
Chair	[Name of chair]

1. Quorum. The chair confirmed that a quorum was present. [Sole director: the company's articles allow the sole director to take decisions alone.]

2. Declarations of interest. [Each director declared any interest in the business of the meeting, or no interests were declared.]

3. Annual accounts. The directors considered the annual accounts for the year ended [year end date], comprising the balance sheet, profit and loss account and notes, and [the directors' report, or delete for a micro-entity].

4. Audit exemption (delete if the accounts are audited). The directors confirmed that the company is entitled to exemption from audit for the year and that the statements required on the balance sheet are included.

5. Approval. Resolved that the accounts be approved and that [director's name] sign the balance sheet on behalf of the board, with their name printed on it.

6. Distribution and filing. Resolved that copies of the accounts be sent to every shareholder, that the accounts be filed with Companies House by [Companies House deadline], and that the Company Tax Return be filed with HMRC by [HMRC deadline].

7. Any other business. [Other business, or none.]

8. There being no further business, the meeting closed.

Signed: [Chair's signature]

Name: [Chair's name]

Date: [Date]

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/board-minutes-approve-accounts