Board minutes template for declaring a dividend

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, 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. Available profits. The directors considered [the management accounts or latest annual accounts] to [date], which show profits available for distribution of [amount] after allowing for [Corporation Tax and other liabilities]. The directors concluded that the company has enough available profits to pay the dividend below.

4. Interim dividend. Resolved that an interim dividend of [amount] per [class] share be paid on [payment date] to shareholders on the register at [record date], a total of [total amount].

4a. Final dividend (delete 4 or 4a). Resolved to recommend a final dividend of [amount] per [class] share for the year ended [year end date], for the shareholders to declare by ordinary resolution.

5. Dividend vouchers. Resolved that a dividend voucher be issued to each shareholder and a copy kept with the company's records.

6. 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-dividend