Board minutes (interim dividend declaration)

Template for a single-director or multi-director limited company minuting a dividend declaration. Adapt for other resolutions (salary changes, bonus payments, capital purchases).

[Your Company Ltd] · Company number [12345678]

Minutes of a meeting of the directors held at [registered office] on [DD MMM YYYY] at [time].

Present

[Director name 1] (chair)
[Director name 2, if applicable]

Quorum

It was noted that a quorum was present and the meeting was duly constituted.

Distributable reserves

The directors reviewed the management accounts as at [date] which show distributable reserves of £[amount]. The directors are satisfied that sufficient distributable profits are available to support the proposed interim dividend.

Resolution

IT WAS RESOLVED that an interim dividend of £[per-share amount] per [class] share be declared and paid on [payment date] to shareholders on the register on [record date]. Total dividend: £[total amount].

Dividend vouchers

Dividend vouchers will be issued to each shareholder and copies retained with the company records.

There being no further business, the meeting closed.

Signed: _____ Date: _____

[Director name 1], Chair

These minutes evidence the board resolution and must be retained with the company's statutory books. Dividends paid without a board resolution can be challenged as unlawful distributions.

Free template, share freely. Not personal tax advice.