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| **24th meeting minutes** | | |
| **Meeting issue** | **Description** | **Impact on audit** |
| Appointment of auditors | The board of directors has approved the appointment of auditors for the year ending 30 June 2022 . | Check that the company has kept adequate provisions for audit fees |
| To review business performance | The company’s performance is according to the budget | N/A |
| Transact any other business | There being no other business. The meeting ended with a vote of thanks from the chair | N/A |

**Note:** The audit team will summarise all board meetings held during the year using the above format.