



## Annual Minutes Checklist

Name of Entity: \_\_\_\_\_

Date and Time of Annual Meeting: \_\_\_\_\_

Location of Annual Meeting: \_\_\_\_\_

Please list the names of Shareholders or Members and Percentage:

		%
		%
		%
		%

Corporate Direct’s fee to prepare your annual minutes is \$150.

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Need more space? Add additional information on page 5.

During the last twelve month period, have you: (If Yes, please explain.)	Yes	No
Paid an annual salary and/or bonus to an officer, director, member/manager, employee or related party?	<input type="checkbox"/>	<input type="checkbox"/>
Reimbursed expenses to an officer, director, member/manager, employee or related party?	<input type="checkbox"/>	<input type="checkbox"/>
Made any changes to ownership interest in your company? Sold, transferred, issued interest in the company? Removed or added any Managers, Members, Officers or Partners, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Made a loan to/from an officer, director, member/manager, employee or related party?	<input type="checkbox"/>	<input type="checkbox"/>

During the last twelve month period, have you: (If Yes, please explain.)	Yes	No
Paid distributions to an officer, director, member/manager, employee or related party?	<input type="checkbox"/>	<input type="checkbox"/>
Compensated an officer, director, member/manager, employee or related party for allowable expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Entered into any employment agreement with any employee?	<input type="checkbox"/>	<input type="checkbox"/>
For corporations, have you changed any officers, directors, shareholders? For LLCs, have you changed any managers or members? For Limited Partnerships, have you changed any general or limited partners?	<input type="checkbox"/>	<input type="checkbox"/>
Leased any real or personal property to an officer, director, member/manager, employee or related party?	<input type="checkbox"/>	<input type="checkbox"/>
Made any major purchases or entered into any lease of equipment (vehicles, furniture, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Purchased real estate?	<input type="checkbox"/>	<input type="checkbox"/>
Leased real or personal property?	<input type="checkbox"/>	<input type="checkbox"/>
Made a major change in your bookkeeping or accounting system?	<input type="checkbox"/>	<input type="checkbox"/>

During the last twelve month period, have you: (If Yes, please explain.)	Yes	No
Changed banks or opened new accounts?	<input type="checkbox"/>	<input type="checkbox"/>
Borrowed money, established or renewed lines of credit or opened new credit accounts?	<input type="checkbox"/>	<input type="checkbox"/>
Changed authorized signers on the bank account?	<input type="checkbox"/>	<input type="checkbox"/>
Purchased a new life, liability or disability insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>
Sold any significant business assets?	<input type="checkbox"/>	<input type="checkbox"/>
Received or paid fees to a related party?	<input type="checkbox"/>	<input type="checkbox"/>
Adopted or terminated a pension plan, 401(k), SEP or profit sharing plan?	<input type="checkbox"/>	<input type="checkbox"/>
Employed professional advisors, such as a CPA or attorney?	<input type="checkbox"/>	<input type="checkbox"/>
Filed any lawsuits or have been sued?	<input type="checkbox"/>	<input type="checkbox"/>
Adopted an employee manual?	<input type="checkbox"/>	<input type="checkbox"/>

