

Annual Corporate Meeting Worksheet

AGENDA ITEMS

Date of Meeting _____

Persons in Attendance _____

Corporation and Ownership Issues

- Have there been any changes in Corporate Officers or Directors of the Corporation?
- Have any shares been issued or retired?
- Has there been a change in address of the Registered Agent or Corporate address?
- Has the Corporation's bank changed? Accounts added or closed? Credit cards opened for the Corporation?
- Have any non payroll payments been made to a shareholder or on the shareholder's behalf for non corporate expenses? Document all such distributions in the corporate meeting minutes.

Assets and Loans

- Have any assets been purchased, traded, sold or scrapped? If assets have been purchased, how were they financed? Explain the disposition of assets removed from service.
- Has the Corporation taken on any loans or paid off any loans during the year?
- Were any loans made to or from Corporate Officers? If so, have loan agreements documenting interest rates and payment terms been executed?
- Has the Corporation signed any new leases for buildings or equipment, or completed any leases during the year?
- Has the nature or scope of Home Office expenses changed during the year?

Officer Compensation and Payroll Issues

- Have there been any changes made to Officer's compensation during the year?
- Have you updated your Employment Agreement to document current salary levels?
- Were there any significant hirings or retirements?
- Were all required payroll reports filed on a timely basis?
- Should changes to Unemployment Compensation election be considered?

Benefits and Insurance

- Is there a Medical insurance plan, 105 plan, Flexible Spending Account or Health Reimbursement Arrangement in place? Have any changes been made?
- Is there a Retirement plan in place? Were contributions made during the year? Were any amendments to the plan made during the year?
- Were there any changes made in your insurance coverage (workers compensation, property and liability, bonding, life insurance?) Do you have business continuation or Key Man insurance?

Taxes and Planning

- Has a tax estimate been completed for the Corporation for the current year? Do payroll withholdings need to be adjusted, or estimated tax deposits made?
- Have you started or updated Estate Planning, Wills and/or Trusts?
- Has business succession been addressed?

Other

- Has there been a change in your attorney, accountant, or other professional service? Any legal issues during the year?
- Are there any other significant actions that the Corporation has taken during the year?

*Please detail any answers to the above questions in **Minutes of Action Taken by Shareholders and Board of Directors of the Corporation**, and have a signed and dated copy of the Minutes placed in the Corporate Book.*