



1. Name of Corporation/S-Corporation: \_\_\_\_\_

2. Date of Meeting: \_\_\_\_\_

3. Time of Meeting: \_\_\_\_\_ AM \_\_\_\_\_ PM

4. Shareholder(s) present at meeting & respective no. of shares for each Shareholder: (use a separate sheet, if necessary)	_____	_____ shs
	_____	_____ shs
	_____	_____ shs
	_____	_____ shs

5. Elected Officers of the Corporation:	_____	President
	_____	Vice-President
	_____	Treasurer
	_____	Secretary

6. Salary of Officers: CY = Current Year NY = Next Year	Current Yr (CY)	Next Yr (NY)	
	\$ _____	\$ _____	President
	\$ _____	\$ _____	Vice-President
	\$ _____	\$ _____	Treasurer
	\$ _____	\$ _____	Secretary

7. Bonus(es) paid to Officers since last meeting: CY = Current Year NY = Next Year	Current Yr (CY)	Next Yr (NY)	
	\$ _____	\$ _____	President
	\$ _____	\$ _____	Vice-President
	\$ _____	\$ _____	Treasurer
	\$ _____	\$ _____	Secretary

- 8. Board of Directors: \_\_\_\_\_ (1)  
(use a separate sheet, if necessary)
- \_\_\_\_\_ (2)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (4)

9. Most recent income statement Attach hereto

10. Most recent balance sheet Attach hereto

	Gross Revenue	Net Income
11. Gross Revenue & Net Income on file for the most recent tax year:	\$ _____	\$ _____

12. Capital expenditures & cost: (use additional sheet, if necessary)	CY \$ _____
CY = Current Year	CY \$ _____
NY = Current	NY \$ _____
	NY \$ _____

13. Professional relationships (i.e. accountant(s);  
attorney(s); banking; financial, etc.)  
(use additional sheet, if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Adopted documents/plans:  
(attach detail)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Corporate action(s) taken place since last meeting:  
(use additional sheet, if necessary)
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16. Corporate actions(s) planned for upcoming year:  
(use additional sheet, if necessary)
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17. Corporate loan(s) made or secured since last meeting & amount:  
(use additional sheet, if necessary)
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17. Corporate loan(s) made or secured since last meeting & amount:  
(use additional sheet, if necessary)
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18. Corporate loan(s) planned for upcoming year:  
(use additional sheet, if necessary)
- 
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18. Corporate loan(s) planned for upcoming year:  
(use additional sheet, if necessary)
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19. Contributions to Corporation's profit-sharing plan since last meeting & amount:  
(use additional sheet, if necessary)
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19. Contributions to Corporation's profit-sharing plan since last meeting & amount:  
(use additional sheet, if necessary)
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20. Dividends paid to shareholder(s) since last meeting & amount:  
(use additional sheet, if necessary)
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20. Dividends paid to shareholder(s) since last meeting & amount:  
(use additional sheet, if necessary)
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21. Date of next shareholder(s) meeting:
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22. List any other information discussed/to be discussed on a separate sheet:
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- See attached
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**CORPORATE MINUTES QUESTIONNAIRE**  
***SUPPLEMENTAL INFORMATION***