



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

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

	Current Yr (CY)	Next Yr (NY)	
7. Bonus(es) paid to Officers since last meeting:	\$ _____	\$ _____	President
CY = Current Year	\$ _____	\$ _____	Vice-President
NY = Next Year	\$ _____	\$ _____	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)
- 
- 
- 
16. Corporate actions(s) planned for upcoming year:  
(use additional sheet, if necessary)
- 
- 
- 
17. Corporate loan(s) made or secured since last meeting & amount:  
(use additional sheet, if necessary)
- 
- 
17. Corporate loan(s) made or secured since last meeting & amount:  
(use additional sheet, if necessary)
- 
- 
18. Corporate loan(s) planned for upcoming year:  
(use additional sheet, if necessary)
- 
- 
18. Corporate loan(s) planned for upcoming year:  
(use additional sheet, if necessary)
- 
- 
19. Contributions to Corporation's profit-sharing plan since last meeting & amount:  
(use additional sheet, if necessary)
- 
- 
19. Contributions to Corporation's profit-sharing plan since last meeting & amount:  
(use additional sheet, if necessary)
- 
- 
20. Dividends paid to shareholder(s) since last meeting & amount:  
(use additional sheet, if necessary)
- 
- 
20. Dividends paid to shareholder(s) since last meeting & amount:  
(use additional sheet, if necessary)
- 
- 
21. Date of next shareholder(s) meeting:
- 
22. List any other information discussed/to be discussed on a separate sheet:
- 
- See attached
-

**CORPORATE MINUTES QUESTIONNAIRE**  
***SUPPLEMENTAL INFORMATION***