



DAVID N. WILLIAMS, ESQUIRE
PRESIDENT

JOHN L. WILLIAMS, ESQUIRE
VICEPRESIDENT

ANNUAL CORPORATION OR LLC MEETING AGENDA

(Sample Minutes of Annual Meeting Attached)

1. Review U.S. and State Corporation or LLC Tax Returns to be filed
2. Stockholders elect directors (Only for Corporations)
3. Directors elect officers (Only for Corporations)
4. Retainer of accountant
5. Discuss financial matters and Dividend
6. Salaries for coming year
7. Bonuses for previous year
8. Qualified Retirement Plan Contribution
9. File Form 5500 for Qualified Retirement Plans
10. Office at home reimbursement
11. Loans to and from corporation (Sample Promissory Notes attached)
12. Large purchases (property and/or equipment)
13. Leases (offices and/or equipment)
14. Employment agreements
15. Agreement among Shareholders (Only for Corporation - The Agreement restricts the Sale of stock)
16. Life Insurance
17. Disability insurance
18. Medical insurance
19. Liability insurance
20. Status of contracts
21. Pending claims and suits
22. Employee relations
23. Fees or prices
24. Income tax audits
25. Automobiles (Purchase, lease, IRS mileage reimbursement)
26. Business in other states
27. Business Licenses and Permits
28. Personal planning of stockholders
 - (a) Are Wills and Trusts up to date?
 - (b) Beneficiary designations (Primary and Contingent)
 - (c) Individual Retirement Accounts
 - (d) Coordination of assets with estate planning
 - (e) Do you have Durable Power of Attorney?
 - (f) Do you have a Health Care Directive? (Living Will)
 - (g) Check if both spouses are U.S. Citizens