



Monthly Minute Questionnaire Template

Breakaway Business Coaching

The following is a template that you can use to determine which resolutions you should include in your corporate book.

Your Name: _____				
Name of Company: _____				
Type of Company:	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation	<input type="checkbox"/> FLP	
Tax Election:	<input type="checkbox"/> S-Corp	<input type="checkbox"/> C-Corp	<input type="checkbox"/> Partnership	<input type="checkbox"/> Disregarded entity
Year Filed: _____				

This questionnaire is designed to help you identify the items necessary to include in your minutes. Please take a few minutes to review the next two pages and answer the questions to the best of your knowledge. If you answer yes to any of the following questions, please provide details on an attached sheet. You will need to write a resolution for each of the items you answered Yes to. Please check either Yes or No. (If it is not applicable to your business, please check no.)

A. Banking

- 1) Did you open / close a business checking account? Yes No
- 2) Did you open / close a wealth account (money market or savings)? Yes No
- 3) Did you change signing privileges on any company account? Yes No
- 4) Did you secure a line of credit? Yes No
If yes, secured against which asset? _____
- 5) Did you take out a loan with a personal guarantee Yes No
- 6) Did you pay back a loan? Yes No
- 7) Did you mortgage a company asset? Yes No

B. Credit Cards

- 1) Did you acquire / cancel a credit card for the company? Yes No
- 2) Did you acquire / cancel a credit card for an employee? Yes No
- 3) Did you increase the credit limit on a card? Yes No
- 4) Did you secure / terminate a merchant services account? Yes No
If yes, with whom? _____

C. Real Estate

- 1) Did you move or purchase a property for the company? Yes No
- 2) Did you sell a property out of the company? Yes No
- 3) Did you refinance a property owned by the company? Yes No
If yes, with whom? _____

- | | | |
|---|------------------------------|-----------------------------|
| 4) Did you exchange (1031) a property owned by the company? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) Did you lease a property for business reasons? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6) Did you terminate a lease? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7) Did you purchase a property for company use? (ie: building facilities) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

D. Business Assets

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|---|------------------------------|-----------------------------|
| 1) Did you sell any significant business assets?
If yes, please list assets sold, buyer, purchase price & date of sale | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you purchase any personal property?
(ie: equipment, furniture, computers, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you lease any equipment for the company? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) Did you purchase or lease a car for company use? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) Did you partnership, joint venture or make similar business arrangements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

E. Finances

- | | | |
|--|------------------------------|-----------------------------|
| 1) Did you take a loan from the company as a Member?
If yes, amount? _____ Date _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you repay a loan from the company as a Member?
If yes, amount? _____ Date _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you take draws or distributions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) Did you vote dividends? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) Lend money as the Company to another person or entity?
If yes, please check one: <input type="checkbox"/> Secured <input type="checkbox"/> Unsecured
Details of the note: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6) Take loans as the Company from another entity or person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7) Set up a contingency account for possible lawsuit or emergency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8) Fail to make payments on any loan or contract owing to lack of funds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9) Did you make a Charitable Contribution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

F. Professional Team & Legal Issues

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|---|------------------------------|-----------------------------|
| 1) Did you hire or terminate any of the following: | | |
| a. CPA/Accountant/Bookkeeper | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Attorney/Paralegal | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Insurance Broker | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Financial Advisor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Trainer/Coach/Consultant | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Independent Contractor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you hire a paid employee? For what position? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you file or defend a lawsuit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) Did you adopt an employee manual? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

G. Benefits

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|---|------------------------------|-----------------------------|
| 1) Did you set up a health insurance plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you set up a defined benefit/defined contribution plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you set up a medical reimbursement plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) Did you purchase life insurance on any member or key employee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

H. Education / Development

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|---|------------------------------|-----------------------------|
| 1) Did you take any course or program costing more than \$_____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you purchase any course or program costing more than \$_____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you establish an employee education plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I. Ownership

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|---|------------------------------|-----------------------------|
| 1) Did you add / delete / change members? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you change the name of the company? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you establish a DBA? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) Did you change the percentage of ownership of current members? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) Did you issue or sell stock? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

J. Compensation

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|--|------------------------------|-----------------------------|
| 1) Did you take any salary or award bonuses to officers during the year? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you establish salaries for officers or members? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you create any contests during the year? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

K. Annual and Monthly Meetings

- | | | |
|---|------------------------------|-----------------------------|
| 1) Did you hold the annual meeting outside the company office?
If yes, where, who attended & what additional business was conducted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Did you add / delete / change directors or officers?
(president, secretary, treasurer) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Did you take any business trips for the company?
If yes, please list date, place and business purpose. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered yes to any of the above questions, please provide details below (such as approximate date of transaction, institution/person/entity dealt with, addresses, etc.) you will need that information for each resolution.