



DAVID SCHNAID ACCOUNTANCY CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS

ANNUAL CORPORATE CHECKLIST

Name: _____

Fiscal Year Ending: _____

Answer all questions for the current fiscal year ending: _____

1. The number of Directors is _____, and they presently are:

Are they to remain the same? Yes No
If not, please list names of all Directors:

2. The present Officers are:

Are they to remain the same? Yes No
If not, please list names of all officers:

3. Prepare corporate minutes approving the following (if applicable):

- A. Pension/Profit Sharing Plan:
- B. "Buy-Sell" Agreement between shareholders:
- C. Group life insurance plan:
- D. Group medical
- E. Disability plans:

- F. Medical reimbursement plan:
- G. Section 125 Plan:
- H. Total salaries (excluding bonuses) of each of the officers/shareholders for the current fiscal year ended _____ are to be as follows (please list by name and amount and circle whether annual, monthly or weekly):
- I. Total bonuses of the officers/shareholders for the current fiscal year ended _____ are to be as follows (please list by name and amount):
- J. What dividends, if any, were paid during this fiscal year?
- K. Name and address of accountant and attorney (if changed):
- L. Moneys loaned to the corporation by shareholders, officers, banks or any other source (indicate the date, amount, source and interest rate with respect to each loan):
If several loans, please detail.
- a. Date:
 - b. Largest total amount borrowed during fiscal year in question:
 - c. Source (name of person or bank):
 - d. Interest rate:
- M. Moneys loaned to shareholders and officers by the corporation (indicate the date, amount and interest paid with respect to each loan):
If several loans, please detail:
- a. Date:
 - b. Name of borrower:
 - c. Largest total amount borrowed during fiscal year in question:
 - d. Interest rate:

- N. Major transactions of the corporation, such as purchases of equipment, sales of equipment, execution of leases or other contracts, etc.:

TRANSACTION #1

- a. Description and nature of transaction:
- b. Date:
- c. Total Amount: Amount financed:
By whom:

TRANSACTION #2

- a. Description and nature of transaction:
- b. Date:
- d. Total Amount: Amount financed:
By whom:

- O. Bank details (if changed) during the year:

- P. New premises rented during the year. Give full details.

- a. Name of landlord:
- b. Initial term of lease:
- c. Annual rent:
- d. Percentage increase:
- e. Options (if any):

4. If you have a qualified retirement plan or plans (pension, profit sharing, etc.), the amount of contribution to each plan will be \$ _____, and the name of plan is _____.
5. Is your corporation a _____ cash basis or _____ accrual basis taxpayer?
6. Approve employee manual.