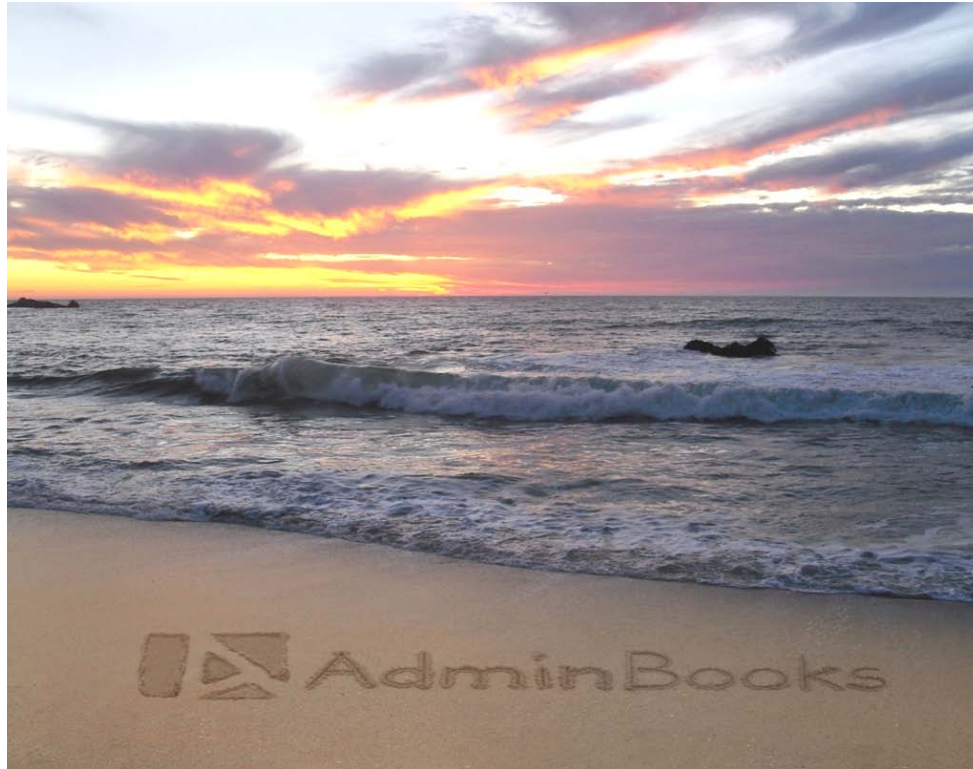


# Are you in Compliance?



Providing Peace of Mind

You can expect to learn...

**Why** do you need to be  
in compliance?

**How** do you stay  
in compliance?

This call is for you if:

- you need to document annual minutes
- you want to learn to do it yourself
- you want to hire a professional to help



- Bookkeeper for past 15 years
- Pres. of Admin Books Co., Inc.
- Staff of 6
- Certified QuickBooks Consultant
- Enrolled Agent
- Crown Budget Coach
- Board Member for a Non-Profit
- Author
- Just like you...

# The importance of compliance - 5

1. Business owners incorporate for many reasons, primarily for liability protection. You need to show that the business and the owners are separate.
2. The liability shield will protect against lawsuits, creditors and disputes.
3. The company must act as a bona fide business entity. If not, a court can decide to disregard the corporate status.

# The importance of compliance - 6

## 3 Ways to “Pierce the Corporate Veil”:

1. Co-mingling funds
2. No interest paid on shareholder loans
3. No annual corporate minutes

Are you personally exposed to liability suits?

## The Solution is Easy...

1. Meeting of Shareholders – they elect the board of directors
2. Meeting of the Board – they document accomplishments and future plans

# Meeting of the Shareholders 8

The purpose of this document is to have the shareholders elect the Board of Directors.

Then, the shareholders approve (ratify) the Board.

For example...



# Meeting of the Shareholders 9

**ACTION BY WRITTEN CONSENT OF SHAREHOLDERS**

**ELECTION OF DIRECTORS:**

**RATIFICATION OF ACTS OF DIRECTORS:**

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Renee Daggett, Holder of 10,001 Shares

# Meeting of the Board of Directors - 10

The purpose of this document is to:

1. Have the Board elect the Officers:
  - a. President (CEO)
  - b. Secretary
  - c. Treasurer
2. State the past year's accomplishments and plans for upcoming year

# Meeting of the Board of Directors - 11

- Marketing
- Hiring
- Employee Benefits
- Revenue Goals
- Salary Changes
- Large Purchases
- Investing/Saving
- Debt repayment
- Bank acct changes
- Buy/Selling Co
- Vehicle Reimburse
- Loans
- Strategic Alliances
- Profit Goals
- Market Trends
- Technology

# Meeting of the Board of Directors - 12

## ACTION BY WRITTEN CONSENT OF BOARD OF DIRECTORS

### ELECTION OF OFFICERS:

### RATIFICATION OF ACTS OF OFFICERS:

### FURTHER RESOLVED ITEMS:

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Renee Daggett, Director

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Douglas Daggett, Director

I just want to thank you for putting together the minutes for my corporation. I have known you since 2000. You have been doing my books for a long time and when it came time to catch up on my corporation minutes that I tried to do myself, you were right there for me. If anyone wants to call us to decide on using your services, please give them my number. Michael Fiato, Fiato & Associates



I chose Admin Books to do my corporate minutes because they are the best at what they do. I could not run a successful business without them. Thank you all at Admin Books for taking care of me. Peter Weiss, The Backflow Guy

Good-bye frustration,  
Hello peace of mind!

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Are you out of  
compliance?  
Are you  
worried?

# Providing You Peace of Mind



# Corporate Minutes Packages - 16

1 year = \$197

2 years = \$347 (\$50 savings)

3 years = \$517 (\$75 savings)

4 years = \$687 (\$100 savings)

5 years = \$857 (\$125 savings)



# Don't forget your letter to the IRS

Dear IRS,

I would like to cancel  
my subscription. Please  
remove my name from  
your mailing list.



# Questions?

**We would be honored to  
work with you!**

**Admin Books**

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