

Year Covered _____ to _____

LIMITED LIABILITY COMPANY
QUESTIONNAIRE FOR ANNUAL MEETING OF MEMBERS

1. NAME OF LLC: _____

2. **MEETING.** Did you hold an actual annual meeting?

YES: Date of meeting: _____

Ran over Meeting: _____

Acted as secretary: _____

Also present: _____

NO

3. **MANAGEMENT:** IS YOUR LLC MANAGED BY A MANAGER?

YES: NAME(S): _____

NO

4. **DISTRIBUTIONS:**

4.1. Have distributions been made to Members during the past fiscal year?

YES: If YES please complete chart:

NO

NAME OF PAYEE	AMOUNT/ITEM	DATE

4.2. Do you expect that any distributions will be made to Members during the coming year?

YES: If YES please complete chart:

NO

NAME OF PAYEE	AMOUNT/ITEM	DATE

5. **MAJOR PURCHASES/SALES OF PROPERTY/LEASES:**

5.1. Did you make any MAJOR PURCHASES or SALES OF PROPERTY in the **past year**?

YES: Describe: _____

NO

5.2.. Do you anticipate making any MAJOR PURCHASES or SALES OF PROPERTY in the **next year**?

YES: Describe: _____

NO

5.3. Has the LLC executed any leases since the last annual meeting?

YES: Describe: _____

NO

6. **BORROWING/CONTRIBUTIONS:**

6.1. Has the LLC **borrowed** money from anyone in the past year?

YES: Details: _____

NO

6.2. Has any Member made any contributions to the LLC in the past year?

YES: Details: _____

NO

7. **BANKING/ACCOUNTING:**

7.1. Has there been a change in the bank used by the LLC during the **past year**?

YES: New Bank and Branch: _____

NO

7.2. Will there be a change in the bank used by the LLC during the **next year**?

YES: New Bank and Branch: _____

NO

7.3. Has there been a change in the accountant used by the LLC during the **past year**?

YES: New Accountant: _____

Address: _____

NO

7.4. Will there be a change in the accountant used by the LLC during the **next year**?

YES: New Accountant: _____

Address: _____

NO

8. **EMPLOYEES:**

8.1. Did any employees of the LLC have expenses that were paid out-of-pocket?

YES NO

8.2. Did the LLC reimburse the employee for the expense?

YES NO

8.3. Has any employee set up a home office that is going to be tax deductible?

YES NO

8.4. Did you adopted or amended any Employee benefit plans this past year?

YES: Describe: _____

 NO

9. **RECORDS:**

9.1. Have you filed your annual license renewal with the State?

YES NO

9.2. Are the books of account regularly maintained and current?

YES NO

10. **REGISTERED AGENT:** Would you like to change the LLC's Registered Agent?

YES: Name: _____

Address: _____

NO

12. **BUY-SELL AGREEMENT:**

12.1. Do you need a new Buy-Sell or other Agreement or need to make changes to an existing Agreement?

YES NO

12.2. Does your Buy-Sell or other Agreement requires a yearly determination of the Fair Market Value of the LLC?

YES: The current FAIR MARKET VALUE of the LLC is: \$_____

NO

13. **ASSIGNMENTS**: Have any LLC Units been assigned/sold since the last annual meeting?

YES: Details: _____

NO

14. **OTHER MATTERS**: Are there any other matters you would covered in your annual meeting or other significant events that occurred in the past year or which are anticipated in the coming year?

YES: Details: _____

NO

15. **MEMBERS**: The current MEMBERS are:

REMINDER: Under the law, the company should maintain the following documents:

- A list of all Managers and Members of the company;
- A copy of all documents, agreements, licenses and certificates related to the company;
- Documentation on how much cash, property, or service each Member (including any predecessors in interest) has contributed to the company, when such contribution was made, the date of any agreed future contributions, and whether a Member has rights to a future distribution of all or part of his/her contributions;
- A copy of the company’s federal, state and local tax returns and reports for the past three (3) years; and
- A copy of the company’s financial statements for the past three (3) years.