

Company Name: \_\_\_\_\_

EIN: \_\_\_\_\_

Business Activity: \_\_\_\_\_

Copy of Annual Minutes



**BLUE BEAR**  
TAX SOLUTIONS

**Corporation(1120(S)/1120) Balance sheet**

**Assets: \_\_\_\_\_ Ending Balance for 2017**

- Cash and cash equivalents \$ \_\_\_\_\_
  - Building \$ \_\_\_\_\_
  - Land \$ \_\_\_\_\_
  - Allowances \$ \_\_\_\_\_
  - Receivables \$ \_\_\_\_\_
  - Inventories \$ \_\_\_\_\_
  - Depreciable Assets (Cars, Buildings, etc.) \$ \_\_\_\_\_
  - Fixed Assets (Furniture, Equipment, etc.) \$ \_\_\_\_\_
  - Assets loaned from shareholders \$ \_\_\_\_\_  
(money put into the business)
  - Long Term Investments \$ \_\_\_\_\_
  - Intangible Assets (good will, patents, copyrights) \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
- Total Assets \$ \_\_\_\_\_**

**Liabilities: \_\_\_\_\_ Ending Balance 2017**

- Accounts Payable \$ \_\_\_\_\_
- Accumulated Depreciation \$ \_\_\_\_\_

- Notes Payable \$ \_\_\_\_\_
- Mortgage Payable \$ \_\_\_\_\_
- Accrued Expenses
- Differed income \$ \_\_\_\_\_
- Loans from shareholders \$ \_\_\_\_\_
- Capital Account (money taken out of the business) \$ \_\_\_\_\_
- Other current expenses:
  - Credit Card #1 \$ \_\_\_\_\_
  - Credit Card #2 \$ \_\_\_\_\_
  - Credit Card #3 \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - Vehicle Loan #1 \$ \_\_\_\_\_
  - Vehicle Loan #2 \$ \_\_\_\_\_
  - Vehicle Loan #3 \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_

**Equity:** \_\_\_\_\_ **Ending Balance 2017**

- Common stock \$ \_\_\_\_\_
- Paid in Capital \$ \_\_\_\_\_
- Retained earnings \$ \_\_\_\_\_
- Shareholders equity \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**Total Liabilities & Equity** \$ \_\_\_\_\_





**BLUE BEAR**  
TAX SOLUTIONS

**Checklist of documents required:**

- Corporate Minutes
- Prior year tax returns
- Depreciation Schedule
- EIN
- DBA (Doing Business As)
- Address, Phone, & Email
- Business Activity
- Profit & Loss Statement
- QuickBooks Balance Sheet  
in lieu of Blue Bear worksheet