

Figure 16-5

FOR-PROFIT YEAR-END MATTER INFORMATION SHEET

NAME OF CORPORATION John Smith, D.D.S., Inc. **FISCAL YEAR ENDING** December 31, 20__

CLIENT NO. 9999.001

____ (A) **DIVIDENDS:** Date Declared: _____ Amount Per Share: \$ _____
Date Paid: _____ Total Amount Paid: \$ _____

____ (B) **PROFIT-SHARING:** Total Amount (or percentage) contributed to Plan: \$ _____ % _____

____ (C) **TOTAL COMPENSATION** (Basic Salary PLUS all bonuses) paid to **key, management employees** (Shareholders, Directors, Officers) during the fiscal year:

<u>Name of Employee</u>	<u>Basic Salary (According to Employment Agreement)</u>	<u>TOTAL Bonuses Paid*</u>	<u>If Accrual Basis Taxpayer, TOTAL Bonuses Accrued</u>	<u>TOTAL COMPENSATION</u>
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____

*Please also list bonuses in Item (D), below:

____ (D) **BONUSES:** All other employees. (Please attach additional sheets, if necessary)

<u>Name of Employee</u>	<u>Bonus Paid</u>	<u>Date Paid</u>	<u>Bonus Accrued</u>	<u>Date Accrued</u>	<u>Was this a Holiday Season Bonus?</u>
_____	\$ _____	_____	_____	_____	No ____ Yes ____
_____	\$ _____	_____	_____	_____	No ____ Yes ____
_____	\$ _____	_____	_____	_____	No ____ Yes ____
_____	\$ _____	_____	_____	_____	No ____ Yes ____
_____	\$ _____	_____	_____	_____	No ____ Yes ____

____ (E) **SALARY INCREASES:**

<u>Name of Employee</u>	<u>Effective Date</u>	<u>Old Salary</u>	<u>New Salary</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Figure 16-5

____ (F) **MAJOR CORPORATE CAPITAL EXPENDITURES:** (Over \$5,000.00):**

<u>Item</u>	<u>Date Purchased</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

** (Note — If item purchased/sold was an automobile, list whether it was (a) purchased, or (b) sold, total purchase/sale price, date purchased/sold, year and make of car, indicate if car is for Corporate use only (or the particular person that will be using car) and give details (if applicable) for financing, (e.g., financing institution, amount borrowed, date borrowed, interest rate and payment schedule).

____ (G) **SEMINARS AND CONVENTIONS ATTENDED:**

<u>Date Attended</u>	<u>Date Expenses PAID</u>	<u>Place</u>	<u>Subject</u>	<u>Attendees</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

____ (H) **MISCELLANEOUS TRANSACTIONS** (e.g., institution of benefit plans (e.g. Medical, Group-Term Life, Disability, Employee Expense Reimbursement Accountability), real estate or equipment leases, amendments to the Articles of Incorporation or Regulations, fiscal year changes, statutory agent changes, change of business address, charitable contributions, directors' fees, membership dues, reimbursement of expenses, etc.) Please give important details (e.g. date, amounts, etc.).

____ (I) **No change in Officers and/or Directors (check if applicable).**

____ (J) **If (I), above, not checked, then please list Officers and/or Directors.**

President: _____ Secretary: _____
 Vice-President: _____ Treasurer: _____
 Vice-President: _____ Other (if any): _____
 Directors: _____

