

## **CORPORATE TRANSACTIONS THAT SHOULD BE AUTHORIZED BY MINUTES**

- (1) Promissory note signed by an officer of the corporation on behalf of the corporation.
- (2) The incurring of a major debt or pledge of corporate assets.
- (3) Transactions whereby the corporation loans money to an individual.
- (4) Banking resolutions.
- (5) Lease transactions.
  
- (6) Long-term contracts.
- (7) Change in S-Corporation status.
- (8) Change of registered office.
- (9) Use of new trade name or change of corporate name.
- (10) Change in stock ownership.
  
- (11) Purchase of major asset or real estate.
- (12) Change in officers or board of directors.
- (13) Purchase, sale or other conveyance of real estate.
- (14) Any transaction outside the ordinary course of business.
- (15) Issuance of stock or transfer of stock back to corporation (redemption).
  
- (16) Major lawsuit commenced by the corporation.
- (17) Bonus paid to officer or employee.
- (18) Establishment of employee benefit plan, profit sharing plan, cafeteria plan, etc.
- (19) Obtaining tax increment financing.
- (20) Decision to issue stock to public (i.e. "going public").

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