

## CALL US TODAY

Call us today for a consultation and let us demonstrate how our expertise can save you time and benefit your business in many ways. Our clients include seasoned business owners as well as new companies looking for additional assistance.

## OUR SERVICES

- Bookkeeping and Financial Reporting Services
- Tax Services
- Payroll Services
- Business Counseling Services

[www.fiducial.com](http://www.fiducial.com)

**(800) 323-9000**

## ABOUT FIDUCIAL

Fiducial is an international service provider for tax, financial and business services, serving small businesses, entrepreneurs and individuals. Fiducial consists of a network of business and tax advisors located in approximately 100 U.S. offices. This professional services network is supported by Fiducial Support Systems, which provides assistance in marketing, human resources, research and development, technical applications and other business areas.

Founded in 1970, the privately held company has annual revenues in excess of \$1.5 billion. Fiducial owns additional offices throughout France, Belgium and Switzerland.

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## RECORDING SECRETARY SERVICES



one source  
one shop  
one stop

## ONE SOURCE - ONE FULL SERVICE COMPANY

We make your job easier by providing everything your business needs from one trusted source, backed with the strength and experience of the nation's largest network of professional advisors.

Many professionals offer routine accounting services. Some offer tax or payroll services. Others offer business counseling or financial services. Our full-service system brings you all the business services you need from a single source, simplifying the management of your entire business so you can concentrate on what you do best... running your business.



### WHY DO YOU NEED A RECORDING SECRETARY?

As a business owner, you are required to hold Shareholders' and Directors' meetings, maintain corporate records, and document major corporate decisions. If you neglect these formalities and your business runs into legal trouble, a court may decide to disregard your corporate status, and hold you personally liable.

The good news is that we can help streamline the procedures for operating a small corporation, permitting you to make decisions quickly, without jumping through needless procedural hoops.

### DOCUMENTING CORPORATE DECISIONS

While you don't need to document routine business decisions, you should prepare written minutes or consent resolutions for events or decisions that require formal Board of Director or Shareholder participation.

These critical events include:

- The proceedings of annual meetings of directors and shareholders
- The issuance of stock to new or existing shareholders
- The purchase of real property
- The approval of a long-term lease
- The authorization of a substantial loan or line of credit

- The adoption of a stock option or retirement plan, and the making of important federal or state tax decisions



When you document important corporate decisions, whether through formal written minutes or less formal consent resolutions, you'll protect your limited liability status. You'll also have solid documentation if key decisions are later questioned by creditors, the courts, or the IRS. In addition, keeping good corporate records allows you to note the reasons for making critical decisions; this can head off controversy and dissension in your ranks in the future.

With Fiducial Recording Secretary Services, you will have the freedom to grow your company and achieve your goals. Fiducial offers you the latitude to focus on your core operations.

To learn more about corporate record keeping, call your local Fiducial office today.

## SCHEDULE YOUR FREE INITIAL CONSULTATION TODAY.

CALL US AT 800.323.9000 TO LEARN HOW WE CAN HELP YOU.