

CHECKLIST FOR THE MAINTENANCE OF A CALIFORNIA LIMITED
LIABILITY COMPANY (LLC)



A. Organizational Documents

- Articles of organization
- Amendments to the articles of organization
- Initial operating agreement
- Amendments to the operating agreement
- Current operating agreement
- Initial statement of information
(filed 90 days after filing the articles of organization)
- Subsequent statements of information
(filed every two years)

B. Financial Records

- List of assets transferred into the company
- Promissory notes for loans from members
- Bank resolution card authorizing signatures
- Federal income tax returns and reports for the last six years
- State income tax returns and reports for the last six years
- Local income tax returns and reports for the last six years
- Financial statements of the company for the last six years

C. Company Records

- Current list of the full name and last known address of each member
- List of the contributions of each member
- List of the share in profits and losses of each member
- Current list of the name and address of each manager
- All powers of attorney
- Books and records relating to the internal affairs of the company for the last four years
- Minutes of members' meetings (at least one per year)
- Documents and reports presented at meetings
- Notices to members of meetings and/or waivers of notice
- Actions by written consent
- Business licenses and permits
- Fictitious name statements (DBAs), if any
- Correspondence with the Secretary of State