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### **KEY=RESOLUTION - KOBE CUEVAS**

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### **THE CORPORATE RECORDS HANDBOOK**

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*Nolo* **Keep your corporate status and avoid personal liability** Incorporating your business is an important first step in obtaining limited liability status. To keep that status, you must observe a number of legal formalities, including holding and documenting shareholder and director meetings. Meeting minutes form the primary paper trail of a corporation's legal life and The Corporate Records Handbook provides all the instructions and forms you need to prepare them. Minutes forms include: Notice of Meeting Shareholder Proxy Minutes of Annual Shareholders Meeting Minutes of Annual Directors Meeting Waiver of Notice of Meeting, and Written Consent to Action Without Meeting. You'll also find more than 75 additional resolutions which let you: elect S corporation tax status adopt pension and profit-sharing plans set up employee benefit plans amend articles and bylaws borrow or lend money authorize bank loans authorize a corporate line of credit purchase or lease a company car and more!

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### **YOUR LIMITED LIABILITY COMPANY**

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### **AN OPERATING MANUAL**

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*Nolo* **Many small businesses are now becoming LLCs, meaning that people who aren't used to dealing with entity rules need the step-by-step guidance provided in this book to help them follow legal requirements when conducting business. Without recording official minutes and resolutions or using written consent forms to finalize important business decisions, owners risk paying out of their own pocket for business debts and losses.**

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### **TAX HAVEN ABUSES**

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### **THE ENABLERS, THE TOOLS AND SECRECY : HEARING BEFORE THE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS OF THE COMMITTEE ON HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS, UNITED STATES SENATE, ONE HUNDRED NINTH CONGRESS, SECOND SESSION, AUGUST 1, 2006**

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### **WEST'S LEGAL FORMS**

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### **REGENTS' PROCEEDINGS**

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### **PROCEEDINGS OF THE BOARD OF REGENTS**

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### **ESSENTIALS OF ACCOUNTS PAYABLE**

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*John Wiley & Sons* **ESSENTIALS OF ACCOUNTS PAYABLE** Full of valuable tips, techniques, illustrative real-world examples, exhibits, and best practices, this handy and concise paperback will help you stay up to date on the newest thinking, strategies, developments, and technologies in accounts payable. "A real-world approach, with great insights and practical wisdom on all aspects of the accounts payable process. Essentials of Accounts Payable provides accounts payable professionals with a framework for action in a rapidly changing environment." -Tom Nichols, Division Manager, Accounts Payable Operations, AT&T "Mary Schaeffer has combined her considerable knowledge of the accounts payable process with

the learning and benchmark statistics from top companies to produce a world-class guide to the AP process. Without Mary Schaeffer, and IOMA, AP would still be a neglected financial process without any formal reading to explain the complexities of a process that most companies think is simply paying the bills. This book is a must-read for anyone working in, directing, or managing AP operations, both seasoned professionals and those new to the process." -Linda Sawyer Sisko, Programs Manager, Cisco Systems, Inc. "This book does an excellent job of explaining the often complicated basics of the accounts payable functions. It provides a quick snapshot for busy executives who need to know how an accounts payable department should run. It is an excellent update for those executives who need to keep up to date on numerous issues that affect this rapidly evolving profession." - Adrienne Glasgow, Chief Financial Officer, American Red Cross in Greater New York The Wiley Essentials Series - because the business world is always changing...and so should you.

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## **INCORPORATE YOUR BUSINESS**

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### **A STEP-BY-STEP GUIDE TO FORMING A CORPORATION IN ANY STATE**

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*Nolo* This is a comprehensive, but easy-to-use guide for anyone who wants to form a corporation in any state. This edition is updated to cover all changes to state, federal, and tax law.

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## **WEST'S FLORIDA STATUTES ANNOTATED**

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### **UNDER ARRANGEMENT OF THE OFFICIAL FLORIDA STATUTES**

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### **MONEY LAUNDERING AND FOREIGN CORRUPTION**

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### **ENFORCEMENT AND EFFECTIVENESS OF THE PATRIOT ACT : HEARING BEFORE THE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS OF THE COMMITTEE ON GOVERNMENTAL AFFAIRS, UNITED STATES SENATE, ONE HUNDRED EIGHTH CONGRESS, SECOND SESSION, JULY 15, 2004**

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### **HOW TO FORM A FLORIDA BUSINESS CORPORATION**

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## **A GUIDE FOR LAWYERS**

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*James W. Martin, P.A.* James W. Martin is a Florida Bar Board Certified Real Estate Lawyer and Adjunct Professor of Law at Stetson University College of Law who, for over forty years, has practiced Florida real estate, wills, trusts, probate, corporations, nonprofits, and business law. The author has seen too many corporations improperly formed and maintained. Some failed to issue stock; others failed to hold annual meetings and file annual reports; and others failed to maintain corporate records. Failure to comply with the basics of corporate law have resulted in real estate title problems, litigation, and potential personal liability. This book provides a step-by-step process with forms and checklists for forming and maintaining Florida business corporations to avoid these problems. It is primarily directed to lawyers because Florida corporations are legal entities created under the Florida Business Corporation Act, so having a law degree really should be a prerequisite to forming and maintaining corporations. However, the author realizes that we live in an age where nonlawyers freely access these materials on the Internet, so he has written this book in plain language that does not require a law degree to understand. But his message for nonlawyers reading this book is to be sure to engage a Florida-licensed lawyer on their behalf to review any document before it is signed or filed.

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## **FINANCIAL INSTITUTION BONDS**

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*American Bar Association*

### **ACCOUNTING AT YOUR FINGERTIPS, 2E**

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*Penguin* Most small business owners learn early on that it's much cheaper to do their own books (alone or with the assistance of a bookkeeper or accounting clerk) and have them reviewed by an accountant than to have a CPA on staff. With a steady supply of entrepreneurs opening new businesses, there's a real need for a one-stop accounting reference busy owners, bookkeepers, and accounting clerks can use to access the specific information they need quickly and accurately. Accounting at Your Fingertips, Second Edition, helps

readers pinpoint the precise information they need on any accounting topic without wasting time. Divided into concise but complete bites that are easy to find and easy to understand, *Accounting at Your Fingertips, Second Edition*, covers all topics related to the monthly accounting process. Based on the notion that time is the scarcest commodity of all, this book is organized to allow readers the shortest path to the information they need, including: - Organization and proper accounting procedures. - Creating a chart of accounts and balance sheet accounts. - Posting accounts to the general ledger. - Reporting assets and expenses. - Handling receivables, payroll, and cost of goods and services. - Posting salaries, wages, and payroll taxes. - End-of-month accounting tasks and procedures. - Producing balance sheets, profit and loss statements, and end-of-year payroll reports. Closing the books at the end of the year.

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## **CALIFORNIA. COURT OF APPEAL (2ND APPELLATE DISTRICT). RECORDS AND BRIEFS**

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### **B065299, RESPONDENT BRIEF**

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## **HOW TO FORM YOUR OWN CALIFORNIA CORPORATION**

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*Nolo* Incorporate your business in California Protect your personal assets By incorporating your business, you separate your personal and business assets—and shield your house, investments, and other personal assets from business creditors. There are other advantages as well, including easier access to capital, employee perks, and certain tax benefits. *How to Form Your Own California Corporation* offers step-by-step instructions on how to incorporate your small business in California. It shows you how to: file articles of incorporation prepare bylaws issue shares of stock, and set up a corporate records book. *How to Form Your Own California Corporation* makes the entire incorporation process easy. Like tens of thousands of California entrepreneurs have done over the last 30 years, you really can complete and file all the paperwork yourself. This edition is completely updated and revised to provide current regulations, tax requirements, contact information for relevant agencies, helpful resources, and the most up-to-date forms available.

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## **HOW TO FORM A FLORIDA LLC OR LIMITED LIABILITY COMPANY**

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### **A GUIDE FOR LAWYERS**

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*James W. Martin, P.A.* James W. Martin is a Florida Bar Board Certified Real Estate Lawyer and Adjunct Professor of Law at Stetson University College of Law who, for over forty years, has practiced Florida real estate, wills, trusts, probate, corporations, nonprofits, and business law. The author has seen limited liability companies (LLCs) improperly formed and maintained in Florida. Sometimes the LLC failed to document membership; other times the members failed to create an operating agreement; and other times they failed to hold meetings, file annual reports, and maintain records. Failure to comply with the basics of Florida limited liability company law has resulted in real estate title problems, litigation, and potential personal liability. This book provides a step-by-step process with forms and checklists for forming and maintaining Florida LLCs to avoid these problems. It is primarily directed to lawyers because Florida LLCs are legal entities created under the Florida Revised Limited Liability Company Act, so having a law degree really should be a prerequisite to forming and maintaining an LLC. However, the author realizes that we live in an age where nonlawyers freely access these materials on the Internet, so he has written this book in plain language that does not require a law degree to understand. But his message for nonlawyers reading this book is to be sure to engage a Florida-licensed lawyer on their behalf to review any document before it is signed or filed.

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## **JOURNAL OF THE PROCEEDINGS OF THE CHICAGO PARK DISTRICT**

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### **TRANSACTIONS**

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## **PROCEEDINGS OF THE BOARD OF TRANSPORTATION OF THE CITY OF NEW YORK**

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### **UNITED STATES CONGRESSIONAL SERIAL SET**

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## **UNIFORM COMMERCIAL CODE FORMS WITH PRACTICE COMMENTS**

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**TRANSACTIONS OF THE BOARD OF TRUSTEES**


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**UNITED STATES OF AMERICA BEFORE THE SECURITIES AND EXCHANGE COMMISSION IN THE MATTER OF MCKESSON & ROBBINS, INC**


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**TESTIMONY OF EXPERT WITNESSES**


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**NONPROFIT GOVERNANCE AND MANAGEMENT**


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*American Bar Association* This updated edition of **Nonprofit Governance: The Executive's Guide** expands the scope of its popular predecessor to address issue relevant to both directors and managers of nonprofit.

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**MINDING THE MONEY**


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**A PRACTICAL GUIDE FOR VOLUNTEER TREASURERS**


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*iUniverse* "A most welcome practical guide and valuable day-to-day working tool, not only for volunteer treasurers, but for anyone wanting to start or join a not-for-profit organization. Whether for a charitable or religious group, an investment or social club of any sort, or a political committee or local union, **MINDING THE MONEY** gives sound financial assistance and solid tax advice for all involved—treasurers, officers, boards of directors, donors, and general supporters." —Mortimer M. Caplin, Senior Partner, Caplin & Drysdale, Washington, D.C., Former U.S. Commissioner of Internal Revenue. "This book is well written and easy to read. The information presented is accurate, and the authors of the book clearly know their subject matter." —Robert W. Spanogle, National Adjutant, The American Legion

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**PROCEEDINGS**


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**TREASURY MANAGEMENT**


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**THE PRACTITIONER'S GUIDE**


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*John Wiley & Sons* **TREASURY MANAGEMENT The Practitioner's Guide Treasury Management: The Practitioner's Guide** describes all aspects of the treasury function. This comprehensive book includes chapters covering the treasury department, cash transfer methods, cash forecasting, cash concentration, working capital management, debt management, equity management, investment management, foreign exchange risk management, interest risk management, clearing and settlement systems, and treasury systems. If you are a treasurer, CFO, cash manager, or controller, **Treasury Management: The Practitioner's Guide** allows you to quickly grasp the real world of treasury management and the many practical and strategic issues faced by treasurers and financial professionals today.

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**INVESTIGATION OF THE NATIONAL DEFENSE PROGRAM: LIGHT METALS, DEFENSE PROBLEMS IN CALIFORNIA, BASIC MAGNESIUM, INC., MAR. 9, 10, 13-15, 23, 24, 1942**


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Part 41, focuses on Navy fuel purchase contracts for Saudi Arabian oil and businesses' use of institutional advertising for tax exemptions during and after the war.

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**THE END OF NEGOTIABLE INSTRUMENTS**


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**BRINGING PAYMENT SYSTEMS LAW OUT OF THE PAST**


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*Oxford University Press* In **The End of Negotiable Instruments: Bringing Payments Systems Law Out of the Past**, author James Rogers challenges the basic assumptions of the law of checks and notes and its history, and provides a well-reasoned account of how the law could be changed to better suit the evolution of new payment technologies. The modern American law of payment systems is in disarray. Efforts to create a unified body of law for payment systems have so far been unsuccessful. Part of the reason for that failure is the assumption that the existing law works well for the traditional paper-based check system, and that problems have been created only by the evolution of new technologies. **The End of Negotiable Instruments** argues that this assumption is unfounded. The basic law of checks is itself anachronistic. There are no other books that undertake a similar

analysis—there are legal treatises on the law of checks and notes, but all of them take for granted the basic assumptions challenged in this book. Several articles were published in the late twentieth century concerning the dispute over the application of certain doctrines of traditional negotiable instruments law to modern consumer finance transactions, but none of this literature went on to consider the broader question of whether there is anything worthwhile left in negotiable instruments law.

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**INVESTIGATION OF THE NATIONAL DEFENSE PROGRAM**

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**HEARINGS BEFORE A SPECIAL COMMITTEE INVESTIGATING THE NATIONAL DEFENSE PROGRAM, UNITED STATES SENATE, SEVENTY-SEVENTH CONGRESS, FIRST SESSION--EIGHTIETH CONGRESS, FIRST SESSION**

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**DIVIDENDS, INTEREST AND PROFITS, 1923-1935**

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**DTPA FORMS AND PRACTICE GUIDE**

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*LexisNexis*

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**HEARINGS**

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**UTILITY CORPORATIONS**

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**LETTERS FROM THE CHAIRMAN OF THE FEDERAL TRADE COMMISSION TRANSMITTING, IN RESPONSE TO SENATE RESOLUTION NO. 83, 70TH CONGRESS, A MONTHLY REPORT ON THE ELECTRIC POWER AND GAS UTILITIES INQUIRY**

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**FUND RAISING BY OR IN BEHALF OF VETERANS**

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**HEARINGS BEFORE THE COMMITTEE ON VETERANS' AFFAIRS, HOUSE OF REPRESENTATIVES, EIGHTY-FIFTH CONGRESS, SECOND SESSION, ON FUND-RAISING ACTIVITIES OF OR IN BEHALF OF VETERANS BY THE AMERICAN LEGION, AMVETS, BLINDED WAR VETERANS, MILITARY ORDER OF THE PURPLE HEART, JEWISH WAR VETERANS, NATIONAL ASSOCIATION OF VETERAN EMPLOYMENT COUNCILS (NAVEC), VETERANS OF FOREIGN WARS, DISABLED AMERICAN VETERANS ...**

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**HEARINGS**

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**RECORDS AND BRIEFS OF THE UNITED STATES SUPREME COURT**

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**WIRE TRANSFERS**

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**A GUIDE TO U.S. AND INTERNATIONAL LAWS GOVERNING FUNDS TRANSFERS**

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*Probus Publishing Company* **Wire Transfer** was written by the experts who helped developed the United Nations Model Law on International Credit Transfers, Federal Reserve Regulation J and Uniform Commercial Code Article 4A. It explains and analyzes in clear and comprehensive language the issues, laws and policies relating to the legal and business aspects of funds transfer.

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**HEARINGS, REPORTS AND PRINTS OF THE HOUSE COMMITTEE ON UN-AMERICAN ACTIVITIES**

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**HEARINGS ON H.R. 12047, 14925, 16175, 17140, 17194--BILLS TO MAKE PUNISHABLE ASSISTANCE TO ENEMIES OF THE U.S. IN TIME OF UNDECLARED WAR**

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**INVESTIGATIVE HEARINGS...**

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