HSJ USA

LLC owner meeting worksheet

Use this worksheet before drafting or updating your operating agreement. Type in the empty cells or print a copy. Record where you agree and which questions need your attorney or tax adviser.

Company name	Formation state	Meeting date

Owners and contributions

Record cash, equipment or work already received separately from future promises and loans. Add a row for each additional owner.

Owner and interest	Contribution or loan	Promised item and due date

Who can make a commitment

Choose a recent or upcoming expense for each row. Write the amount, who approves it and who can sign. For a guarantee, also identify whose assets would be at risk.

Purchase or commitment	Approval and signature	Where approval is recorded
Routine purchase		
Outside the budget		
Borrowing or guarantee		

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Cash decisions and ownership changes

Use a realistic month and an actual commitment. If more than one answer seems possible, write both and agree who will get the missing information.

Protect the next payment

Question	Owners' working decision
Which bills and reserves come before a distribution?	
Who checks available cash and approves the transfer?	
What happens if an owner cannot provide promised funds?	

Try a deadlock or departure

Situation	Proposed process and unresolved terms
A purchase is urgent and the owners disagree.	
One owner wants to sell or stop working.	
An owner dies or cannot act.	

What happens after this meeting

Assign unresolved items. Examples include valuing an interest, checking a guarantee, or confirming who may access records in an emergency.

Question or document needed	Person to follow up	Due date