

Directors' Responsibilities Health Check



		All OK	Needs attention	Urgent!
1.	Do you have a Business Plan?	Yes	Don't know	No
2.	Do you have or have you considered a Shareholders' Agreement?	Yes	Don't know	No
3.	Do you have or have you considered a Directors' agreement?	Yes	Don't know	No
4.	Do you keep minutes of board meetings and important decisions?	Yes	Don't know	No
5.	Have you considered establishing annual budgets or reviewing your actual figures against your budget or forecasts?	Yes	Don't know	No
6.	Do you review your business risk and devise ways of mitigating or eliminating it?	Yes	Don't know	No
7.	Do you have or considered having Directors and Officers insurance?	Yes	Don't know	No
8.	Have you seen the obligations now placed on you as directors under the companies Act 2006?	Yes	Don't know	No

If you wish to discuss any of the points above or have any concerns as a director, please telephone to arrange an appointment on 01332 680540.

Action Points

		Completed
1.		
2.		
3.		
4.		

Celebrating 25 Years of Growth and Success

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