



BYOBO\$\$ Legal Audit Report

Creative Vision Media LLC

Company: Creative Vision Media LLC
Business Type: Creative Media & Production
Date: April 10, 2025
Prepared by: BYOBO\$\$

Overview:

This legal audit assesses the legal/compliance health of Creative Vision Media LLC across key areas such as corporate formation, contracts, intellectual property, employment, compliance, insurance, and data privacy.

1. Business Structure & Corporate Compliance

Question	Answer	Score (%)	Comment
Is the business properly formed (LLC/Corp/other)?	Yes - LLC registered in home state	90	Proper entity formation in place.
Is the business entity in good standing with the state?	Yes, annual reports filed on time	88	Compliance maintained but manual reminders needed.
Is there an updated operating agreement?	Yes, last updated 2023	85	Current but may need review for growth plans.
Are corporate minutes/records maintained?	Yes, basic minutes kept	75	Inconsistent documentation of minutes.
Is registered agent information current?	Yes	95	Up-to-date and reliable.



Question	Answer	Score (%)	Comment
Are tax IDs/EIN and state tax accounts current?	Yes	90	Compliant but no redundancy contact info.

Category Score: 87%

Comment: Strong foundation; internal record-keeping could be more structured.

2. Contracts & Agreements

Question	Answer	Score (%)	Comment
Do you use written contracts for all clients?	Yes - engagement agreements	85	Good, but some older clients on email terms.
Have all contracts been attorney-reviewed?	Partially (new templates reviewed)	70	Legacy contracts lack review.
Do contracts include indemnity provisions?	Yes	80	Standard clauses included.
Do contracts have clear scope & deliverables?	Yes	85	Mostly clear but a few vague clauses.
Do contracts include dispute resolution clauses (arbitration/venue)?	Limited	60	Often missing ADR/venue terms.
Do contracts protect the company's rights on deliverables?	Yes – IP ownership language	82	Good IP assignment, but some gigs lack specifics.



Category Score: 77%

Comment: Contracts in use but older agreements need formal review and clauses strengthened.

3. Intellectual Property

Question	Answer	Score (%)	Comment
Are all branding assets trademarked?	No – only logo trademarked locally	60	Trademark portfolio incomplete.
Are copyrights registered for key works?	No (own but not registered)	55	Copyrights exist by creation but lack formal registration.
Do you have IP assignment agreements with contractors?	Some	65	Many freelancers signed; some haven't.
Do you monitor IP infringement?	Informal	60	No proactive monitoring.
Do your contracts assign IP to the company?	Yes	80	Standard practice for client work.

Category Score: 64%

Comment: Creative work protection is partial; formal registration and monitoring are limited.



4. Employment & HR Legal Compliance

Question	Answer	Score (%)	Comment
Are all employees classified correctly (W-2 vs 1099)?	Mostly	75	A few contractors unclear classification.
Are employment agreements in place?	Yes	80	Standard agreements exist.
Are employee manuals & policies documented?	Partial	60	Handbooks incomplete.
Are nondisclosure/confidentiality agreements used?	Yes	85	Good use with staff.
Are wage & hour laws complied with? Yes		88	Compliant though HR tracking ad-hoc.
Are compliant termination procedures documented?	Partial	65	Lacks formal exit process.

Category Score: 75%

Comment: Basic compliance met; HR documentation and classification accuracy need tightening.

5. Insurance & Risk Management

Question	Answer	Score (%)	Comment
Does the company have general liability insurance?	Yes	90	Appropriate coverage in place.
Does the company have professional liability/E&O insurance?	Yes	88	Good for media services.



Question	Answer	Score (%)	Comment
Does the company have cyber liability insurance?	No	50	Gap in coverage given data risks.
Does the company have workers comp as required?	Yes	92	Compliant.
Are insurance policies reviewed annually?	No	60	Review process informal.

Category Score: 76%

Comment: Good baseline coverage; cyber liability and structured review processes are missing.

6. Compliance & Regulatory Requirements

Question	Answer	Score (%)	Comment
Are all required business licenses current?	Yes	92	License compliance strong.
Do you know industry-specific regulations that apply?	Yes	88	Awareness good, documentation could improve.
Are tax filings up to date (fed/state/local)?	Yes	90	Compliant.
Are OSHA/health & safety requirements met?	Yes	85	Workplace compliant.
Are data privacy requirements understood?	Moderately	70	Need formal policies.
Do you track regulatory changes?	No	55	No structured monitoring.



Category Score: 80%

Comment: General compliance is solid; regulatory tracking and privacy policies need work.

7. Data Privacy & Security

Question	Answer	Score (%)	Comment
Do you have a documented privacy policy?	Yes – on website	78	Basic policy exists.
Do you comply with applicable data protection laws (e.g., GDPR/CCPA)?	Partially	65	Compliance gaps for international users.
Do you have internal data security policies?	Informal	60	Needs formal documentation.
Are client/customer data breaches covered in contracts?	Partial	55	Not consistently included.
Do you have a data breach response plan?	No	50	No formal plan.

Category Score: 61%

Comment: Data/privacy is weakest area - policies are incomplete and response planning is missing.

FULL BYOBO\$\$ AUDIT SUMMARY & RECOMMENDATIONS

Category	Score (%)	Comment
Business Structure & Corporate Compliance	87	Strong foundation; record-keeping needs structure.



Category	Score (%)	Comment
Contracts & Agreements	77	Good practice but older contracts need legal review.
Intellectual Property	64	IP protection is underdeveloped.
Employment & HR Compliance	75	Basic compliance met; HR policies need work.
Insurance & Risk Management	76	Good coverage baseline; gaps in cyber & reviews.
Compliance & Regulatory	80	Strong overall but lacks tracking systems.
Data Privacy & Security	61	Critical gaps in privacy and breach planning.

1) Business Structure & Corporate Compliance — 87%

Analysis:

Entity formation is correct and regulatory filings are up to date, but internal documentation (minutes, operating formalities) is inconsistent.

Top 3 Recommended Actions:

1. Establish a document management system for corporate records and minutes.
2. Set automated reminders for annual filings and record updates.
3. Conduct an entity compliance review with counsel annually.

2) Contracts & Agreements — 77%

Analysis:

Client and vendor contracts are generally in place, but legacy agreements lack attorney review and dispute resolution language.



Top 3 Recommended Actions:

1. Have a business attorney review all existing contracts.
2. Add mediation/arbitration and venue clauses to new contracts.
3. Standardize scope and deliverable definitions to reduce ambiguity.

3) Intellectual Property — 64%

Analysis:

Trademarks and copyrights are protected informally; formal registration and monitoring are lacking.

Top 3 Recommended Actions:

1. Register key trademarks and copyrights with USPTO or relevant authority.
2. Execute IP assignment agreements with all freelancers and contractors.
3. Implement an IP monitoring system for infringement detection.

4) Employment & HR Compliance — 75%

Analysis:

Employee classification and basics are handled, but policy documentation and termination procedures are incomplete.

Top 3 Recommended Actions:

1. Update HR manual and include compliance policies.
2. Audit worker classification with a labor attorney.
3. Document standardized onboarding/exit procedures.



5) Insurance & Risk Management — 76%

Analysis:

General and professional liability insurance are good but cyber liability insurance and policy reviews are missing.

Top 3 Recommended Actions:

1. Purchase cyber liability insurance.
2. Schedule annual insurance reviews with broker.
3. Assess risk exposures and adjust coverage accordingly.

6) Compliance & Regulatory — 80%

Analysis:

Licenses, taxes, and basic regulatory compliance are sound; systematic tracking of changes is weak.

Top 3 Recommended Actions:

1. Implement a regulatory monitoring solution for legal changes.
2. Document compliance procedures for industry-specific rules.
3. Train staff on compliance updates quarterly.

7) Data Privacy & Security — 61%

Analysis:

Data privacy and security are the weakest areas - privacy policies are basic, international compliance is partial, and breach plans are absent.

Top 3 Recommended Actions:

1. Develop formal data privacy and security policies (GDPR/CCPA as applicable).
2. Create and test a data breach response plan.
3. Include data protection clauses in client/vendor contracts.



Overall Legal Health Score: 76%

Summary:

Creative Vision Media LLC has a solid legal foundation, particularly in entity formation and basic compliance. However, intellectual property, data privacy, and contract rigor are key areas for improvement. Addressing these will reduce risk, strengthen compliance, and protect the company's creative assets.

Once you've reviewed this diagnostic report, the most important next step is turning insight into action. The findings highlight where performance is strong, where profit is leaking, and where systems are underdeveloped but the real value comes from prioritizing and implementing the right fixes in the right order. We strongly recommend reviewing this report with your BYOBO\$\$ consultant, who can help interpret the results in the context of your specific locations, validate assumptions, and translate recommendations into a practical execution plan.

If you do not currently have a consultant assigned, BYOBOSS can match you with a qualified specialist aligned with your needs and operating environment. Your consultant will work with you to establish priorities, define measurable targets, and guide implementation—whether that involves improving cost controls, refining operational performance, reducing inefficiencies, or implementing stronger management and reporting systems. This ensures the report does not sit on a shelf, but becomes a practical roadmap to improved performance, greater control, and sustainable growth.