

**Convention is just around the corner with much to do:**

- 1. Fill out the Year End Finance Report which is due May 1, 2026 to this Chairman. Please email or send via USPS.**
- 2. Start working on your 2026-2027 budget. Review your program expenses, general expenses, expected income to set up a workable budget. A Budget Committee is a useful tool to finalize a Budget for next year.**
- 3. Set up an Audit Committee, and get your treasurer there as a source for answering questions. Complete the Audit.**

**Are you a new Unit?**

- Sign on to IRS.gov, go to the charities and non-profits section and click on requests for an EIN.**
- Once your EIN is assigned you need to send an Inclusion letter to the National organization. ALA National will send you this all important letter. Please keep a copy for your files.**
- Then go to ACC.gov and register.**

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**Members by Virtue of Office: Dolores Chavez, President, NEC  
Stacey Mayberry, Rose Ficklin, Sec/Tres. (no vote)**