



MCLA FISCAL YEAR: 01 JULY – 30 JUNE

(National Administrative Procedures Chapter 10 Section 1035)

JULY

National Credential/ Delegate Form

Enclosure 1: **Due 01 July**

Banner Form

Print from MCLA website **Due 01 July**

Department/Unit Cover Sheet for Americanism, Child Welfare, Rehabilitation, Civics, and CECD/VAVS along with Girl Scouts

Enclosure 25: **Due 01 July** to the National Chairperson of each category. This information can be found on the National Website or in the National June newsletter.

Installation and Elected Officers Report

Unit Bylaw 530- Annual Election of Officers after 1 September and **no later than 15 May**.

Installation to take place withing **thirty (30) days of election**

Enclosure 6 is Due to Department, Division VP and National **within fifteen (15) days of the installation.**

This is the perfect time to send in the **Bond form** to ensure that the newly installed President and Treasurer are bonded through National.

Department Enclosure 6 Due to Division VP and National **within 15 days, No Later Than 31 July**

Membership Renewal

Now is the time that the treasurer needs to send out renewal notices to the regular and associate members. It is a great time to reach out to all the life members to verify their contact information has not changed as many times Units lose touch with life members.



AUGUST

National Convention- If at all possible, attend, it is a great learning experience. After the convention ends, make hotel reservations for next year's National Convention as rooms book fast.

ALL DUES EXPIRE- 31 AUGUST

Transmittals due **31 AUGUST** however **NO LATER THAN** November 29th - Enclosure 19
The **Bond Form** is due with the first transmittal **31 AUGUST** - Enclosure 2

SEPTEMBER/OCTOBER

To help you remain in compliance:

- Check to see when your Incorporation needs to be renewed with the State. (not all states have to file each year, but some do)
- If your Unit/Department has a new treasurer, they may need to file with the federal government for an IDME identification user and password, this is a onetime process. This is a **must** in order to file the N990 for the Unit and/or Department by **15 November**. The process of getting an ID can take up to 60 days to complete.

NOVEMBER

N990 – (filing with IRS) No cost but is required as long as you are under the \$50,000 threshold-
DUE NO LATER THAN 15 November

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**As a reminder all Transmittals, Bond forms, and dues are due
NO LATER than 29 November**

DECEMBER

Have a great holiday season. Take time to connect with your members and families, maybe have a social event for your members.



JANUARY

Hold a Unit/Department Planning meeting

This is a great time to review the required reports as well as plan amazing fun stuff for your auxiliary

Make reservations and plans to represent your Unit at any Department/ Division Conferences and Conventions, during the upcoming months. Encourage members to attend with you. These are great opportunities to build friendships and relationships within the League and Auxiliary.

If called upon at these events, be prepared to give a short report of your Unit efforts and accomplishments. After these events prepare a report to take back to your Unit to share the information which you have learned.

FEBRUARY

National Mid-Winter Conference

MARCH

Select your Chairpersons for the Volunteerism Reports. Consider getting the fillable forms for your Unit and members from Tracey Killinger. Email: traceykmcla@comcast.net. Take time to compile your reports at a monthly meeting up to that date. * Be sure someone accounts for what the Unit supports. Worksheets can be found Enclosure 11-18

APRIL

Unit cover sheet for Americanism, Child Welfare, Civics, Rehabilitation and CECD/VAVS

Enclosure 25- Due to appropriate **UNIT** Committee Chairpersons on **01 May** or National Chairperson if there is no Department (use Enclosures 11-18 as worksheets) n

Girl Scout Award- Enclosure 27 needs to be filled out and sent to the National Girl Scout Chairperson.

Proposed Nation Bylaw Changes are due (90) days prior to the start of the National Convention in August, at the National Office



MAY

New volunteer hours begin **01 May**

National Recruiting Award for the year ends **31 May**

JUNE

30 June END OF FISCAL YEAR for all Units/Department and National.
(National Administrative Procedures Chapter 10 Section 1035)

Budgets- This is the time to go over your budget for the next fiscal year and have it approved by your membership.

Read and go over any proposed bylaws to your membership that have been submitted for the National Convention.

If you hold elections in June, all **Report of Elections and Installation** forms are **due no later than 30 June** - Enclosure 6