



ALBERTA ELKS ASSOCIATION

October 17, 2016

TO: ALL LODGES
FROM: Lynda Petten, Secretary Treasurer
RE: Membership Information

Our auditors have requested that our records reflect an accounts receivable for each individual Lodge for annual membership dues.

In this regard, commencing in January 2017, you will be receiving a formal invoice indicating the balance owing for your membership dues.

I am requesting that you provide this office, **no later than December 31, 2016**, an up-to-date number of members as well as life members in your Lodge. We only require the numbers, not the names and will accept a copy of the Fourth Quarter National Affiliation form you send to Grand Lodge.

Copies of the Fourth Quarter National Affiliation forms will be required to be sent to the Association office at the same time you send them to Grand Lodge each year.

Your cooperation is greatly appreciated. Should you have any questions, please do not hesitate to contact me.

Yours fraternally,

Lynda Petten
Secretary Treasurer

Cc: Executive and District Deputies

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