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TECHNOLOGY TIMES

Your Year-End IT Checklist: Compliance, Planning, and Peace of Mind

As we move into the final weeks of 2026, it's time to start thinking about year-end planning. This month, we're focusing on the practical steps you can take now to close out the year strong: preparing for compliance audits, planning your 2027 IT budget, and making sure your documentation is in order for tax season.

Compliance Gaps That Show Up During Audits (And How to Close Them)



The gaps auditors find aren't usually massive security failures — they're documentation problems or processes that work in practice but can't be proven on paper. Auditors, insurers, and regulators need proof, not your word.

Most common gaps we see:

- Missing or outdated security policies (acceptable use, passwords, incident response)
- Incomplete access control documentation and reviews
- No proof of backup testing and restoration drills
- Missing security awareness training records
- Weak incident response documentation
- Lack of ongoing monitoring evidence

Closing these gaps means making your existing processes visible, documented, and repeatable.

EMPLOYEE SPOTLIGHT

Employee of the Month:
Marshall Williams Jr.



Marshall consistently demonstrates what it means to be a team player and customer service professional. He has been incredibly helpful in training our SecOps staff, always taking the time to share knowledge and support others' growth. His positive attitude, willingness to help, and commitment to delivering excellent service make both our team and our clients' days better. Marshall is the epitome of outstanding customer service and is always someone who brings a smile to those around him.

Tech Genius of the Month:
Curtis Furr



Curtis has done an outstanding job learning the ins and outs of our clients and continuously expanding his technical knowledge. His dedication to training, growth, and understanding client environments has been impressive, and he's quickly become a valuable resource for the team. Beyond his technical contributions, Curtis is simply a great guy who is always willing to help and support those around him. His hard work and commitment make him a deserving Tech Genius of the Month.

Gadget of the Month

Endoscope Camera with Light, 1920P HD Borescope Tools

1920P HD Resolution: Sewer camera with 7.9mm probe can inspect hard-to-reach places effortlessly. The 2.0MP HD endoscope can observe clear snapshot images (1920x1440 resolution) and high-quality video (1920x1440 resolution) at close range.

Semi-Rigid Cable & Waterproof Probe: Snake Camera can bend freely and remain semi-rigid.



Planning Your 2027 IT Budget: What to Review Now

November is the perfect time to start thinking about your IT budget for next year. A little planning now saves a lot of scrambling later. Here's what to review as you put together your 2027 IT budget:

- **Software Licenses and SaaS Subscriptions:** Audit your software spend and eliminate what you don't need.
- **Hardware Refresh Cycles:** Devices over 4-5 years old cost more to maintain than they're worth — plan replacements before emergencies force your hand.
- **Security Tool Evaluation:** Make sure your protection scales as your business grows.
- **Support and Maintenance Costs:** If you're dealing with slow response times or unclear pricing, it may be time to explore better options.
- **Compliance and Audit Preparation:** Budget for compliance support, risk assessments, and audit prep — these aren't optional.
- **Cloud and Infrastructure Costs:** Check your usage trends; cloud costs can creep up if they aren't monitored.

The goal isn't just to spend less—it's to spend smarter. Your IT budget should support business growth, reduce risk, and make daily operations easier.

If you'd like help evaluating your current IT spend and planning for 2027, Vector Choice can walk you through a technology audit and budget planning session.



How Better IT Documentation Makes Tax Season Easier

Tax season is stressful enough without scrambling to find receipts, invoices, and records buried across multiple systems. Better IT documentation doesn't just help with compliance and audits — it makes working with your accountant and preparing your tax return significantly easier.

Here's how good IT practices support smoother tax preparation:

- **Centralized record storage:** Keep business records, receipts, and invoices in one secure, organized location instead of scattered across email, local drives, and file cabinets.
- **Automated backup of financial documents:** Make sure your accounting system, invoices, and financial records are backed up regularly so you're never at risk of losing critical documentation.
- **Clear audit trails:** Transaction logs, access records, and system activity reports help you demonstrate compliance if questions come up during tax filing or audit.
- **Proper retention policies:** Some documents need to be kept for 3 years, others for 7. Set up retention schedules so you're keeping what you need and purging what you don't.
- **Secure sharing with your accountant:** Use encrypted file-sharing tools to send sensitive financial documents to your accountant instead of emailing spreadsheets back and forth.

When your technology supports organized record-keeping, tax season becomes a matter of pulling reports instead of digging through files. Your accountant will thank you. If your business could use better document management, backup systems, or secure file-sharing tools, Vector Choice can help you set that up.

Upcoming Webinar for November



The 12 Phishes of Christmas

12 Ways of Phishing

12 Ways Hackers Use Phishing to Steal Credentials, Money, and Data — and How to Stop Them

- ✓ Real-world phishing tactics
- ✓ How attackers steal credentials and money
- ✓ Simple ways to stop an attack before it starts
- ✓ Live Q&A with our security team



November 12, 2026
1pm EST

SAVE THE DATE

Details & registration coming soon at vectorchoice.com



Will Nobles
CEO, Vector Choice

Tech Tips You Can Use Right Now: October Recap

1

Organize Your Digital Files

Covers folder structure benefits and why team training on it matters.

2

Set Calendar Reminders for License Renewals

Avoid surprise charges by reviewing renewal timelines ahead of time.

3

Document Your Vendors

Keep vendor contact info and SLA documentation organized and accessible.

4

Review Your Email Retention Policy

Understand legal requirements and set up proper archiving.

Want the November tech tips before next month's recap?

Sign up for our weekly tech tip emails now by scanning the QR code below:

