

MEMORANDUM FOR 82 FSS/FSR

FROM: Name of PO

SUBJECT: Treasurer Acceptance Statement

I have accepted the position of treasurer effective DATE. I have reviewed the financial records of the organization and they are in satisfactory, questionable, poor condition. The amount of money in the account at the time of my acceptance is \$AMOUNT; this amount agrees with the bank statement and other financial records provided me at the time of assumption. I recognized no discrepancies.

_____	DATE
Name/Ph # of Incoming Treasurer	(Date)

_____	DATE
Name/Ph # of Outgoing Treasurer	(Date)

NOTE: A NEW TREASURER'S ACCEPTANCE STATEMENT IS REQUIRED EACH TIME YOUR ORGANIZATION CHANGES TREASURERS, NO MATTER HOW FREQUENTLY. IF OUTGOING TREASURER IS NOT AVAILABLE, PLEASE EXPLAIN BELOW: