MEMORANDUM FOR 502 FSS/CL

FROM: *(Insert Private Organization Name)*

SUBJECT: Treasurer Acceptance Statement

I have accepted the position of treasurer for above named private organization effective\_\_\_\_\_\_. I have reviewed the financial records of the organization and they are satisfactory. The amount of money in the account at the time of my acceptance is $ , and that amount agrees with the financial statement and other financial records provided me at the time of assumption. I recognized no discrepancies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Incoming Treasurer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Outgoing Treasurer Date

**NOTE: A NEW TREASURER’S ACCEPTANCE STATEMENT IS REQUIRED**

**EACH TIME YOUR ORGANIZATION CHANGES TREASURERS, NO MATTER HOW FREQUENTLY!**

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.