

MEMORANDUM FOR 100 FSS

(Date)

FROM: _____
(Name of Private Organization)

SUBJECT: Treasurer's Acceptance Statement

I, _____, have accepted the position of Treasurer for
(Print Name)
the above named private organization, effective _____.
(Date)

I have reviewed the financial records of the organization, and they are in satisfactory condition. The amount of money in the account at the time of my acceptance is \$_____ and £_____. That amount agrees with the financial records provided to me at the time of my assumption of duties as treasurer. I recognize no discrepancies.

(Signature of New Treasurer)

(Date)

(Signature of Old Treasurer)

(Date)

[Note: A new Treasurer's Acceptance Statement is required each time your organization changes treasurers, no matter how frequently.]