
(Date)

MEMORANDUM FOR: 423 FSS

FROM: _____
(Name of Private Organization)

SUBJECT: Treasurer's Acceptance Statement

I have accepted the position of treasurer, effective _____. 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 me at the time of assumption. 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 organizations changes treasurers, no matter how frequently.)