

\_\_\_\_\_  
(DATE)

MEMORANDUM FOR 509 FSS/FSR

FROM: \_\_\_\_\_  
(NAME OF PRIVATE ORGANIZATION/UNOFFICIAL ACTIVITY)

SUBJECT: Treasurer Acceptance Statement

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

\_\_\_\_\_  
(TYPED OR PRINTED NAME OF INCOMING TREASURER/PHONE NUMBER/SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(TYPED OR PRINTED NAME OF OUTGOING TREASURER/PHONE NUMBER/SIGNATURE)

\_\_\_\_\_  
(DATE)