

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 (s) at the time of my acceptance is \$_____ and £_____; the amount (s) agrees with the financial records provided to me and I certify that there are no discrepancies.

Print name of new treasurer

Signature of new treasurer

Date _____

Print name of previous treasurer

Signature of previous treasurer

Date _____

(Note: A new Treasurer's Acceptance Statement is required each time your organizations changes treasurers)