

MEMORANDUM FOR 78 FSS/ FSR

ATTN: Private Organization Monitor

FROM: \_\_\_\_\_

SUBJECT: Treasurer Acceptance Statement

I, \_\_\_\_\_, have accepted the position of treasurer for the  
\_\_\_\_\_ effective \_\_\_\_\_. I have reviewed the  
books from last year's treasurer and they are in **Excellent** condition. The amount of  
money in the account at the time of acceptance is \$\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Incoming Treasurer)

\_\_\_\_\_  
(Signature of Outgoing Treasurer)

**NOTE:** The Treasurer's acceptance statement is required **EACH** time your organization changes treasurers, no matter how frequent.