

ANNUAL FINANCIAL REVIEW AND BUDGET

MEMORANDUM FOR 1 SOFSS/FSR

FROM: **YOUR PO'S NAME (MUST BE EXACTLY AS NAME ON CONST/BY-LAWS)**

SUBJECT: CY 2020 Annual Financial Review and CY 2021 Proposed Budget

1. The financial condition of **Your PO's Name** as of 31 Dec 20 is as follows:

Current Assets:

Cash on hand: \$
Cash in bank: \$
Accounts Receivable: \$
Total Assets: \$

Current Liabilities: \$

2. Our projected budget for CY 2021, covering Jan–Dec 20 is as follows:

Income:

Snack Bar: \$
Fundraisers: \$
Dues: \$
T-shirts/coins/etc.: \$
Total: \$

Expenditures:

Snack Bar: \$
T-shirts/Coins/etc: \$
Retirements/Awards/Going Away/etc: \$
Squadron Summer Picnic: \$
Squadron Holiday Party: \$
Total: \$

3. If you have any questions, please call me (or POC) at **88X-XXXX**.

YOUR NAME (NO RANK)
Treasurer