

\_\_\_\_\_  
**(Date)**

**MEMORANDUM FOR: 1 SOFSS**

**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 \$\_\_\_\_\_; 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.)