

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 2018** Annual Financial Review and **CY 2019** Proposed Budget

1. The financial condition of **Your PO's Name** as of 31 Dec **18** is as follows:

Current Assets:

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

Current Liabilities: \$

2. Our projected budget for **CY 2019**, covering Jan–Dec **19** 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