

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 2023 Annual Financial Review and CY 2024 Proposed Budget

1. The financial condition of Your PO's Name as of 31 Dec 23 is as follows:

Current Assets:  
Cash on hand: \$00.00  
Cash in bank: \$00.00  
Accounts Receivable: \$00.00  
Total Assets: \$00.00  
Current Liabilities: \$00.00

2. Our projected budget for CY 2024, covering Jan–Dec 24 is as follows:

Income:  
Fundraisers: \$00.00  
Dues: \$00.00  
T-shirts/coins/etc.: \$00.00  
Total: \$00.00

Expenditures:  
T-shirts/Coins/etc: \$00.00  
Events: \$00.00  
Squadron Holiday Party: \$00.00  
Total: \$00.00

3. If you have any questions, please call Name of Treasurer at XXX-XXXX (NON-DOD NUMBER).

FIRST M. LAST (NO RANK), Treasurer

FIRST M. LAST (NO RANK), President