

Date

From: (Internal Reviewer's Name)  
To: Commanding Officer, Marine Corps Air Station Iwakuni, Japan  
Via: Director, Marine Corps Community Services Iwakuni, Japan

Subj: ANNUAL INTERNAL FINANCIAL REVIEW OF (PO NAME)

Ref: (a) MCIPACO 5760.1

Encl: (1) Annual Balance Sheet dated 31 Dec 2017  
(2) Annual Statement of Income and Expenses for the period 1 Jan -  
31 Dec 2017

1. Per the reference, an internal financial review was conducted of the accounts and records of the (PO name) for the period 1 Jan - 31 Dec 20XX. The review was conducted in compliance with the reference and using generally accepted financial management procedures.

2. The cash count was found to be as follows:

Cash Balance at 1 Jan 2017	\$00,000.00
Cash Receipts period audited	\$00,000.00
Total Cash to be accounted for	\$00,000.00
Less Cash Disbursements period audited	\$00,000.00
Cash Balance at 31 Dec 2017	\$00,000.00
Cash on Hand (Counted)	\$00,000.00
Cash in MBF:	
Checking Account (Reconciled)	\$00,000.00
Savings Account (Confirmed)	\$00,000.00
Cash Balance (Confirmed)	\$00,000.00

The cash on hand was counted. Cash in the checking account was reconciled to a statement of the (banking facility). The savings account was found to be in agreement with Military Banking Facility Account Number.

3. The (president/treasurer/custodian) of the subject fund for the period reviewed was (full name and title).

4. The enclosures were found to be in agreement with the records of the subject fund and are submitted recommending approval.

5. (This paragraph is reserved for any remarks concerning the condition of the fund, difference in property inventories, and recommendations, if desired. Delete if not needed.)

6. The private organization's accounts and records were maintained in a satisfactory/unsatisfactory manner. All existing regulations have been complied with throughout the period audited unless otherwise noted in this report.

\_\_\_\_\_  
(Signature of Reviewer)  
(First Name MI Last Name)

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(Signature of PO President)  
(First Name MI Last Name)