

# **PRIVATE ORGANIZATIONS**

## **Annual Review Requirements**

Annual review is conducted by the FSR flight chief.

Every other year, review will be staffed through legal to MSG/CC

### Review package Tabs:

1. Memorandum - PO request for annual review (with MSG/CC signature page on letterhead)
2. Constitution and Bylaws
3. Financial Statements (Most recent bank statement or signed treasurers' report)
5. Public Audit Report (If annual gross revenues are more than \$250,000)
6. Insurance coverage or waiver of insurance memorandum (with MSG/CC signature page on letterhead)
7. List of officers with contact information
8. A copy of the most recent meeting minutes

To be returned to Private Organization Coordinator at the 377 FSS/FSR

Sarah Landreneau  
DSN: 846-7366  
Fax: 846-9084