



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR

23 September 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY -- Informal Funds Operating on Fort Huachuca

1. References:

- a. Army Regulation 600-20 13 May 2002, Army Command Policy.
- b. Department of Defense Regulation 5500.7 R, 30 August 1993, Joint Ethics Regulation.
- c. Department of the Army Pamphlet 608-47 16 August 1993, A Guide to Establishing Family Support Groups.

2. Informal funds are established by soldiers, civilian employees, or contractor employees from the same office or unit who voluntarily participate in the fund and its activities in their personal capacity. The general purpose of an informal fund is to provide a source of unofficial support and assistance to, and enhance the morale, welfare, quality of life, and/or well-being within, military units or organizations. Informal funds are not official activities of the United States Army. Informal funds include, but are not necessarily limited to, cup-and-flower funds, coffee funds, Christmas party funds, office or unit picnic fund, family support group funds, and other similar funds.

3. Informal funds do not need an operating permit from the Garrison Commander but are subject to the following:

- a. The unit commander/director must authorize the fund in writing. Each informal fund must have only one individual (fund custodian) to be responsible for fund custody, accounting and documentation. Annually, this individual's supervisor is advised of the fund's financial status. The fund custodian will administer fund business during off-duty time.

- b. Fundraisers to raise money for informal funds are unofficial activities. Fundraising activities on the installation must be approved in advance by the Garrison Commander. Send requests thru the Private Organizations Coordinator, Directorate of Community Activities, no less than 20 working days in advance.

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c. Expenditure of funds is limited to activities that are consistent with the purpose and function of the fund and that will benefit the entire unit organization. Funds will not be expended in any way that is, or appears to be, improper or contrary to Army interests.

d. The fund's net worth will not exceed \$1,000. Should the fund dissolve, all monies remaining at the time of dissolution will be used for activities that benefit the entire unit or organization.

4. This policy does not apply to the Combined Federal Campaign (CFC) or the Army Emergency Relief (AER) Campaign. The CFC and AER fundraising campaigns are official activities governed by other legal authorities.

5. The proponent for this policy is the Directorate of Community Activities.

//original signed//

LAWRENCE J. PORTOUW
Colonel, MI
Commander, US Army Garrison

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