

DEPARTMENT OF THE ARMY

Organization Name
Organization Address
City, State, Zip

(Office Symbol)

(Date)

MEMORANDUM FOR (NAME OF UNIT) FAMILY READINESS GROUP

SUBJECT: Family Readiness Group (FRG) Informal Fund Standing Operating Procedures (SOP)

1. References:

- a. AR 600-20, Command Policy, 7 Jun 06
- b. AR 608-1, Army Community Service, Appendix j, 4 Dec 06
- c. AR 600-29, Fundraising within the Department of the Army, 1 Jun 00
- d. AR 1-100, Gifts and Donations, 15 Nov 83
- e. DOD 5500.7-R, Joint Ethics Regulations

2. Purpose. Provide procedures for managing the FRG Informal Funds.

3. Summary. The FRG informal fund is for the benefit of the (name of unit) FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family Members as they adapt to Army life. It is not a business and is not being run to generate profits. IT si not an instrumentality of the United States Government.

4. Scope. This SOP applies to the (name of unit) FRG which is comprised of all Soldiers, civilians, volunteers and Family Members assigned to the unit.

5. Commander/Rear Detachment Commander Authorizations:

- a. I authorized the FRG to maintain one informal fund.
- b. I have designated in writing a fund custodian (treasurer) and an alternate.
- c. I authorize the opening of one FRG informal funds bank account and designate the Treasurer or alternate and FRG leader or co-leader to sign checks drawn on the account.
- d. I am requiring/not requiring the FRG informal fund to be bonded.

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e. All fundraising request must be presented to me, with a complete plan on why the funds are needed and for what purpose. In no event will fundraising be authorized if the informal fund account achieves a maximum annual balance of \$10,000.

6. The FRG Leader shall:

a. Participate in FRG leader and orientation as required in ref. b.

(1) Ensure FRG co-leaders, treasurer and other FRG key volunteers register as statutory volunteers, have an accurate position description, attend FRG training opportunities, and understand their roles and responsibilities.

(2) Ensure this FRG Informal Fund SOP has been approved by the unit commander and a majority of the FRG members and signed by the FRG leader, the treasurer, and the alternate fund custodian.

b. The Family Readiness Group Treasurer/Alternate shall:

(1) Manage the FRG Informal fund, ensuring all deposits and expenditures area accurate, timely and complies with the policies of reference b.

(2) Be personally liable for any loss or misuse of funds.

(3) Establish a non-interest bearing back account under the FRG's name, if not already established and approved by the Commander.

(4) Prepare an Informal Fund report for the unit commander at the end of each month. The report will summarize the informal fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the FRG Informal Fund as established in this SOP.

(5) Prepare an annual Informal Fund Annual Report for the unit commander and Brigade commander (or first 06 in the unit's china of command). The annual report will summarize the Informal Fund's financial status at the end of the calendar year, to include current balance, total income, and an itemized list of all expenditures made during the year, along with an explanation showing how the expenditures were consistent with the purpose of the FRG Informal Fund as established in this SOP. The annual report is due to the Brigade commander no later than 30 January of each year.

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7. Use of the Informal Fund

a. The FRG's Informal Fund purpose and function are to provide support and recognition to the FRG members during the deployment cycle. The funds are to be used to provide means and refreshments at FRG meetings, to fund family holiday events, and family special events such as newcomer welcome gifts and baby showers. The use of the FRG Informal Funds is to support the entire FRG family and is not for Unit social events whereby the entire family is normally not included> (Note: This is only a sample. This SOP should be developed to fit the purpose of your FRG's functions.)

b. All expenditures must be consistent with e provisions listed in this SOP, Army values, and AR 608-1, Appendix J.

c. FRG informal funds may not be deposited or mixed with appropriated funds, unit MWR funds, unit informal funds (cup and flower funds), or any individual's personal funds.

d. Estimated costs for future planned events will be earmarked within the ledger.

e. The FRG must approve the SOP every January and approve its contents by a majority vote.

8. Informal Fund Account Management.

a. Expenditures.

(1) The FRG officers (leader, co-leader, secretary, and treasurer/alternate) must approve all expenditures of FRG Informal Funds in advance.

(2) The treasurer will pay all expenditures with a check, when possible. The treasure/alternate and one other FRG volunteer officer will sign all check.

(3) A written receipt will be maintained for two years for all expenditures.

(4) The treasurer/alternate will list all checks and subtract them from the check register balance immediately after writing the checks.

b. Deposits.

(1) The treasurer/alternate will deposit all income received within one business day of receipt.

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(2) Deposit receipts will be maintained for two years.

c. Checking Account Reconciliation.

(1) The treasurer will reconcile the checking account with the bank statement within three days of receipt. A second FRG volunteer officer will also reconcile an initial the bank statement.

(2) Errors identified will be resolved immediately. The treasurer will report any errors that he/she cannot resolved to the FRG leaders.

(3) The treasurer will prepare a financial statement monthly for each FRG meeting and for the commander, or upon request, following the procedures listed in reference (a).

9. Fundraising requests.

a. As an official activity of the DA, the FRG may not engage in external fundraising and may not solicit gifts and donations.

b. Fundraising activities must be held within the unit or on garrison property, following the policies in references b and c.

c. FRG fundraising must be for the FRG informal fund and not for a private charity, a particular military member, or a similar case. Fundraising request must be for a specific purpose. Raising funds to purchase meals and refreshments for use at FRG meetings may be authorized. Raising funds to alleviate the costs of the Unit Ball for enlisted is not authorized for the FRG Informal Fund.

d. Fundraising dates should not conflict substantially with CDC or AER fundraising dates.

e. The unit FRG steering committee must approve all FRG activities prior to seeking the unit commander's approval. The approval request must include the purpose of the fundraiser and the current balance of the FRG Informal Fund. Fundraising activities will be disapproved if the FRG Informal Fund is equal to or exceeds the annual fund cap.

f. The unit commander, after consultation with the unit's ethic counselor, must approve all fundraising activities in advance. The garrison commander must also approve all fundraisers conducted on the installation.

(1) Fundraising approval.

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a. Fundraising approval requests will be requested in the name of the FRG Informal Fund through Morale, Welfare and Recreation, Private Organization no later than 20 days prior to the fundraiser. Stated in the request will be unit FRG Informal Fund, fundraising event, location, date and time. Requests may be emailed to: prescilla.halsey@us.army.mil 533-1133.

10. FRG Fund Cap.

a. Gross annual receipts (income) for the FRG Informal Fund cannot exceed \$10,000 fro all sources, i.e. fundraising, gifts, and donations.

b. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceed \$10,000, then no additional income from fundraising, donations or gifts will be accepted until the balance falls under than \$10,000 after the additional income has been added. Also, the FRG will start spending the money to bring it below the mandated fund cap.

c. Donations/Gifts. The Unit Commander may accept donations of money or tangible goods valued at \$1,000 or less for the FRG following consultation with the servicing ethics counselor.

d. Offers of gifts and donations for military family support over \$1,000 should be referred to the Garrison Commander, for possible acceptance into the garrison's FRG Supplemental Mission Activity.

11. Files. Hard and soft copies of the SOPs will be maintained by the Commander, Family Readiness Group Deployment Assistant, Rear Detachment, FRG leader, FRG Secretary and the FRG Treasurer.

12. The point of contact for this SOP is POC Name, Title, Phone number, email address.

COMMANDER'S NAME
Rank, Branch, Component
Commanding