

**Insert Unit Heading**  
**Fort Bragg, North Carolina 28307-5100**

AFVC-B-???

Day, Mth and Year

MEMORANDUM FOR Leaders, Soldiers, and Spouses of **Unit Name**

SUBJECT: Family Readiness Group Standard Operating Procedures

1. **Reference.**

- a. AR 608-1 Appendix J

2. **Purpose.** To define procedures for the use and operation for Family Readiness Group (FRG) Informal Fund within **Unit Name** (HHC 123, ABN).

3. **Goal.** The primary goal of the FRG Informal Fund is to support our military mission through provision of support, outreach, and information to family members and soldiers.

4. **Summary:** the FRG is a unit commander's program formed in accordance with AR 600-20. Normally FRGs will be established at the company level, with battalion and brigade levels playing an important advisory role.

- a. FRGs are not a morale and welfare, and recreation program: a NAFI; a private organization; or a nonprofit organization.
- b. The FRG consist of Soldiers', civilian employees, family members (immediate and extended and volunteers belonging to the unit.
- c. FRGs will assist unit commanders in meeting military and personal deployment preparedness and enhance the family readiness of the unit's Soldiers and families. They will also provide feedback to the command on the state of the unit "family."

5. **FRG Informal Fund:** Informal funds are private funds generated by FRG members that are used to benefit the FRG membership as a whole. The expenditure of informal funds will be consistent with Army Values, DOD 5500.7-R, and AR 600-20. This FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and family members as the Soldiers and families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government."

- a. No more than one FRG informal fund is authorize for the FRG to maintain in accordance with AR 600-20 and AR 608-2, Appendix J.
- b. An annual report on the FRG informal fund activity will be provided to the first colonel (O6) commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year. These reports will summarize the informal 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.
- c. Duplication of services or overlap of existing resource is prohibited.
- d. A letter designating a fund custodian (treasurer) and an alternate will be signed by the commander. The fund custodian and alternate must not be the unit commander, a deployable Soldier, or the FRG leader. The fund custodian is responsible for informal fund custody, accounting, and documentation. The FRG informal fund custodian and alternate:
  - 1. Are personally liable for any loss or misuse of funds.

2. Maintain accounts for, and documents spending of the FRG fund. Ensure that use of the FRG fund is limited to expenses that support the purpose and mission of the FRG, and that the money will not be spent in a way that appears to be improper or contrary to Army interests.
  3. Get checking account authorization letter from commander; sets up the FRG fund bank account; cosigns with alternate(s)
  4. Prepare draft correspondence to IRS and state to obtain employer identification number for the bank account
  5. Collect all monies and receipts from fundraisers, donations; carefully accounts for them in FRG fund ledger, and deposits monies in the fund account
  6. Check monthly bank statement and matches entries with fund ledger entries
  7. Resolve account discrepancies with bank bookkeepers
  8. Work with FRG leader to prepare draft FRG spending plan
  9. Disburse monies to FRG committees as detailed in the FRG spending plan
  10. Check expenditures to ensure that FRG spending plan is followed
  11. Maintain FRG fund ledger, bank records, reimbursement claims, and related correspondence; prepares reports
  12. Report any irregularities in FRG fund to FRG leader, commander, RDO
  13. Provide the commander with monthly financial reports and submits a copy to FRG leader to be read at FRG meeting.
  14. Account to the FRG leader, commander (or RDO), and FRG membership on a regular basis as to the current status of the FRG fund account
- e. FRG informal funds may not be deposited or mixed with appropriated funds, unit MWR funds, the unit's cup and flower funds, or any individual's personal funds.
  - f. Examples of authorized use of informal funds include FRG newsletters that contain predominantly unofficial information and purely social activities, including, but not limited to, parties; social outings, volunteer recognition (not otherwise funded with APFs), and picnics.
  - g. Examples of unauthorized use of FRG informal funds include purchasing items or services that are authorized be paid for with appropriated funds; purchasing traditional military gifts, such as Soldier farewell gifts that are not related to family readiness; and funding the unit ball.
  - h. Fundraising for the informal funds will be approved by the appropriate commander after consultation with the DA ethics official or designee. DOD 5500.7-R, paragraph 3-210(a)(6), authorizes official fundraising by organizations composed primarily of DOD or DA employees and their dependents when fundraising among their own members or dependents for the benefit of their own welfare funds.
    1. Fundraising must be for the organization's informal fund, as opposed to a private charity, a particular military member, or a similar cause, and be approved by the commander with cognizance over the organization area.
    2. Commanders will consult with their Staff Judge Advocate or ethics counselor and avoid all conflicts with other authorized fundraising activities.

3. FRG may not engage in external fundraising and may not solicit gifts and donation.
4. In accordance with AR 1-100 and with the advice of the ethics counselor, commanders and FRG leaders may, in response to an appropriate inquiry, inform potential donors of the needs of the Army in relation to assisting Army families.
  - i. Informal fund cap will not exceed an annual gross receipt (income) cap of \$5,000 per calendar year from all sources, including fundraising, gifts, and donation.
    1. Gifts to the informal fund may not be solicited. Unit commanders may accept unsolicited gift or donation of money or tangible personal property of value of \$1,000 or less for its FRG informal funds. Unsolicited gifts or donations are considered income and impact the FRG informal fund annual income cap of \$10,000.
6. Volunteering; Volunteers are our most critical resource. The company FRG cannot function without your help. FRG volunteers are managed by the FRG leader, the installation volunteer coordinator (IVC), and the unit commander. The FRG informal fund custodian and alternate will document and turn in their volunteer hours to the Appointee on the last day of every month. The FRG leader will then submit the hours to the IVC so that volunteers are appropriately recognized for their service. This documentation can be used as a reference for future job resumes and upon request, letters of recommendation from the company commander.
7. Point of contact is the undersigned at POC Number.

**Signature Line**  
Commanding