

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, 18 Mar 08
- b. AR 608-1, Army Community Services, 19 Sept 07
- c. AR600-29, Fundraising within the Department of the Army, 1 Jun 01
- d. AR 1-100, Gifts and Donations, 15 Nov 83
- e. DOD 5500.7-R, Joint Ethics Regulations
- f. Army Directive 2008-1

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 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 is not an instrumentality of the United States Government.

4. Scope: This SOP applies to the (name of unit) Family Readiness Group which is comprised of all Soldiers, civilians, volunteers and family members assigned to the unit.

5. Commander/Rear Detachment Commander Authorizations:

- a. I authorize 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 to sign checks drawn on the account.
- d. I am (requiring/not requiring) the FRG informal fund to be bonded.
- e. All fundraising requests must be presented to me, with a complete plan on why the funds are needed, and for what purpose. At no time will fundraising be authorized if the informal fund account achieves a maximum annual income cap of \$10,000.

Office Symbol

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

6. The FRG Leader shall:

a. Participate in FRG Leader and orientation training as required in Reference 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 fund custodian (treasurer), and the alternate fund custodian.

b. The Family Readiness Group Treasurer/Alternate shall:

(1) Manage the FRG Informal Fund, ensuring that all deposits and expenditures are 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 bank 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 O6 in the unit's chain of command). The annual report will summarize the informal fund's financial status at the end of the calendar year. The report will include current balance, total income, and an itemized list of all expenditures made during the year. An explanation showing how the expenditures were consistent with the purpose of the FRG informal fund as established in this SOP shall be included in the report. The annual report is due to the (Brigade commander) no later than 30 January of each year.

7. Use of the Informal Fund.

- a. The FRG's informal fund purpose and function are to provide support and recognition to FRG members during the deployment cycle. The funds are to be used to provide meals and refreshments at FRG meetings, to fund family holiday events, and family special events. The use of 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 a sample only. The FRG members must develop the purpose and use of funds sentence.)*
- b. All expenditures must be consistent with the 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 Treasurer/alternate and one other FRG volunteer officer will sign all checks, (i.e. leader, co-leader, treasurer, secretary).
 - (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 check.

Office Symbol

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

- b. Deposits.
 - (1) The treasurer or alternate will deposit all income received within one business day of receipt.
 - (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 or alternate will also reconcile and initial the bank statement.
 - (2) Errors identified will be resolved immediately. The Treasurer will report any errors that he/she cannot resolve to the FRG Leader.
 - (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 the AR 600-20.
 - d. Internal Audits.
 - (1) Performed when changing Treasurers, Commanders, FRG Leaders or Read Detachment.
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 area or approved by MWR, following the policies included in AR 608-1 and AR 600-29.
 - c. FRG fundraising must be for the FRG informal fund for a specific purpose not for a private charity or a particular military/family member. 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 is not authorized for the FRG informal fund.
 - d. Fundraising dates should not coincide with CFC or AER fundraising dates.

Office Symbol

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

- 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 ethics counselor, must approve all fundraising activities in advance. The garrison commander must also approve if the fundraising activity is held outside of the unit's workspace.
 - g. Once the Unit Commander approves the FRG informal fund request to fundraise, normal Garrison Commander rules regarding the processing of all fundraising requests be must followed.
10. FRG Fund Cap.
- a. Gross annual receipts (income) for the FRG Informal fund cannot exceed \$10,000 from all sources, i.e. fundraising, gifts, and donations.
 - b. The Informal Fund income cap will not exceed \$10,000 in a calendar year . No additional income from fundraising, donations or gifts will be accepted once the income cap has been reached.
 - c. 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.
 - c. 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. Hard and soft copies of the SOP's will be maintained by the Commander, Family Readiness Support Assistant, Rear Detachment, FRG Leader, the FRG Secretary and the FRG Treasurer.
12. The point of contact for the SOP is POC Name, Title, Phone Number, email, and address.

COMMANDER'S NAME

Rank, Branch, Component

Commanding