

# Directorate of Family, Morale, Welfare, and Recreation

## UNIT FUNDS BRIEF





# UNIT FUNDS

---

- GENERAL INFORMATION
- WHAT ARE UNIT FUNDS
- ESTABLISHING A UNIT FUNDS ACCOUNT
- MAINTAINING A UNIT FUNDS ACCOUNT
- GUIDELINES FOR UNIT FUNDS ACTIVITIES
- UNIT FUNDS MAY BE USED FOR
- UNIT FUNDS MAY NOT BE USED FOR
- REQUESTING FUNDS
- REQUESTING FUNDS – CONTINUED
- FUNDS RECONCILIATION
- FUNDRAISING - RECYCLING
- DA FORM 4065-R
- UNIT FUND ADVISOR CONTACT INFORMATION





## GENERAL INFORMATION

---

- The Directorate of Family, Morale, Welfare, and Recreation, through Leisure Travel Services (LTS), maintains all Unit Funds accounts.
- Locally funded dividends are allocated based upon authorized troop-strength for a fiscal year, 01 October thru 30 Sept. The current rate is \$2.50 per soldier, per fiscal year.
- Established units must activate/reactivate Unit Funds accounts each fiscal year.
- Units will be assigned a Unit Funds account number. It is the units responsibility to memorize this number and refer to it when depositing, or withdrawing funds.
- It is the responsibility of the unit Commander to follow the provisions of the SOP, and AR 215-1 Chapter 6 on Unit Funds.





## WHAT ARE UNIT FUNDS?

---

- Unit Funds are a NAF activity of the Installation MWR Fund (IMWRF) established to provide monetary support and enable unit commanders to supplement available appropriated funds, in providing morale support to unit military personnel.
- Unit Funds are intended to contribute to the comfort, contentment & the mental and physical welfare of the unit soldiers and must be used for the benefit of all unit members equally.
- Allocation of all Unit Funds are based on a ceiling determined by the IMWRF and approved by the installation Garrison Commander.
- Unit Funds are distributed and expended annually. All unexpended balances will revert back to the IMWRF at the end of each fiscal year (30 September).





# ESTABLISHING A UNIT FUNDS ACCOUNT

---

- At the start of each fiscal year (01 October), units should submit the following documents to the Unit Funds office in order to activate the Unit Funds account and receive fiscal year funding:
  - Assumption of Command memorandum.
  - DA Form 1687, Notice of Delegation of Authority (signature card).
  - A numbered unit roster, or AAA-162, to determine unit strength. Any document submitted for this requirement must contain the UIC the soldiers are assigned to.
  - Unit Funds Contact Information Form.
- To receive current fiscal year funding, units must submit an activation packet no later than 30 November.
- All activation documents expire at the end of the fiscal year.





# MAINTAINING A UNIT FUNDS ACCOUNT

---

- Set up Unit Funds Council (a recorder and a representative to coordinate unit fund requirements with unit commander). Council members may include active duty military, and full time DoD civilian employees only.
- Minutes of council meetings must be turned in to the Unit Funds Advisor upon request.
- Maintain a file system for the unit fund by fiscal year. File will consist of:
  - Assumption of Command MFR
  - DA Form 1687
  - Regulation applicable to unit fund administration (AR 215-1)
  - Copies of purchase orders, reconciliation documents (copies of receipts), and funds requests (DA 4065-R).
  - Orders appointing members of the unit fund council.
  - Council minutes.
  - Information documenting all unit fundraising activities





# GUIDELINES FOR UNIT FUNDS ACTIVITIES

---

- The general criteria for expenditure of Unit Funds (AR 215-1 Chapter 6):
  - Must be used for the collective benefit of all unit members for recreational purposes.
  - All unit members must have the opportunity to participate in the activity supported with Unit Funds.
  - Activities must relate to the morale, welfare, and recreation of the unit members. Family members (and guests) may participate at the discretion of the unit members.





## UNIT FUNDS MAY BE USED FOR:

---

- The types of purchases authorized include supplies, and equipment which contribute to the entertainment, recreation, and comfort of all personnel in the unit and may include:
  - Items and supplies for unit picnics and unit parties
  - Welcome Home celebrations
  - Trophies and awards for competitive events open to all individuals supported by the unit.
  - Items for unit messes and dayrooms not available through regular supply channels, such as videos, pictures, and decorative items
  - Recreational articles, and activities.
  - Unit T-Shirts and coins so long as each member of the unit will receive one or the cost will be off-set to unit members equally.







## UNIT FUNDS MAY NOT BE USED FOR:

---

- Non-recreational items, maintenance of non-recreational items, or service of non-recreational items.
- Items which can be purchased with appropriated funds.
- Printed greeting cards of personal or organizational nature; printing of place-mats and napkins for functions is authorized provided they do not contain personal messages.
- Maintenance of property for which the unit funds are not accountable, or responsible.
- The purpose of honoring outgoing/incoming commanders, senior NCO, etc.
- Items generally available from stock (or statement of non-availability must be presented). Services which are not for the benefit of all in the unit.





## REQUESTING FUNDS

---

- After the unit has submitted an activation packet for the current fiscal year, authorized unit representatives may request funds for a purchase or event by submitting the following:
  - DA Form 4065-R (sample on page 14).
- Funds requests must be submitted at least 10 business days prior to the event/purchase date.
- DA Form 4065-R must be signed by personnel listed on units DA Form 1687 on file. A valid military ID is required.
- Under no circumstances will Unit Funds be used to reimburse prior purchases.
- When making purchases, please be aware that representatives should never make purchases with personal credit or debit cards.





## REQUESTING FUNDS - continued

---

- Unit Funds request should be submitted in-person, by authorized personnel, to the Unit Funds Advisor at Bldg. 20732 Constitution Ave. on East Fort Bliss. Once submitted, unit representatives should be aware of the following key notes:
  - Unit funds requests take a minimum of 14 days to process.
  - A check will be requested from DFMWR's main accounting office in Texarkana, funds are not maintained at the installation.
  - The check will be made payable to the authorized representative that signed DA Form 4065-R.
  - Once the Unit Funds office receives the requested funds, the unit representative will be notified that the funds are available for pick-up.
  - Checks may be cashed at Wells Fargo Bank. Two valid forms of identification are required.
  - Unit Funds purchases are tax exempt. A copy of DFMWR's tax exempt status will be given to unit representative.
  - The unit representative is responsible for reconciling all purchases within 3 business days from the date the unit received funds.





## FUNDS RECONCILIATION

---

- No later than 3 business days from the date the unit received the requested funds, all purchases must be reconciled with the Units Funds Advisor by submitting the following:
  - Any unused funds. A receipt will be issued to unit representative for funds returned. Funds will be credited back to unit fund account.
  - Original purchase receipts, copies will not be accepted.
    - All purchase receipts must state that the form of payment was cash. Any receipt that states the form of payment was credit or debit cannot be accepted.
    - Sales tax cannot be paid with unit funds. If sales tax is included on receipt, only the subtotal will be used for reconciliation and the unit will be responsible for paying any included sales tax.
- Failure to reconcile purchases within 3 business days will result in a penalty, and no MWR allocation funds will be issued at start of next fiscal year.





## FUNDRAISING\* – Recycling

---

- Recycling is mandatory on Fort Bliss.
- Unit must advise the Recycling Center of their Unit Funds account number in order to receive any funds won through the Recycling Challenge. Credits are automatically transferred to Unit Funds account as long as the proper information is received.
- \*Please note: Requests for other types of fundraisers on the installation must be submitted to Financial Management Office, Bldg. 11, Pershing Rd. or can be faxed to 568-1921 for processing. This process takes 4-6 weeks, please ensure that all requests are submitted with sufficient time prior to the date of the fundraiser.



<b>ARMY NAF PURCHASE REQUEST</b> For use of this form, see AR 215-4; the proponent agency is DCSPER	1. NAFI ADDRESS  <b>COMPLETE NAME AND ADDRESS OF UNIT REQUESTING FUNDS.</b>	2. REQUEST NO.
	TELEPHONE NUMBER POC PHONE NUMBER	3. DATE <b>DATE OF REQUEST</b>

4. ITEMS BEING REQUESTED					
ITEM NO. a	DESCRIPTION OF ITEM/SERVICE b	QUANTITY c	UNIT d	EST UNIT PRICE e	ESTIMATED AMOUNT f
1	Event or Purchase Description				\$\$
2	(EXAMPLES: "Unit ORG Day Expenses" or				
3	"Unit Morale Purchase - Rec Room Equipment"				
4	"Morale Purchase - Unit T-shirts")				
5	(itemization is <u>not</u> necessary)				
6					
7					
8					
9					
PLEASE NOTE: • FUNDS REQUESTS REQUIRE 21 DAYS TO PROCESS				Subtotal	
				Shipping	
				Total	\$\$

5. REQUESTED DELIVERY DATE \_\_\_\_\_ 6. DELIVER TO \_\_\_\_\_ 7. SOLE SOURCE JUSTIFICATION ATTACHED \_\_\_\_\_

**WHEN FUNDS ARE NEEDED BY** \_\_\_\_\_ **CONTACT NAME AND PHONE NUMBER** \_\_\_\_\_

8. REQUESTOR'S SIGNATURE AND PRINTED NAME \_\_\_\_\_ 9. NAFI FUND MANAGER'S SIGNATURE AND PRINTED NAME \_\_\_\_\_

**REQUESTOR'S SIGNATURE AND PRINTED NAME**

10. FUNDS ARE AVAILABLE IN THE AMOUNT OF: \$ \_\_\_\_\_ 11. ACCOUNTING DATA UNIT FUNDS ACCOUNT NUMBER (EXAMPLE: ZZZ-99) \_\_\_\_\_

12. TYPE/TITLE OF CERTIFYING OFFICIAL \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

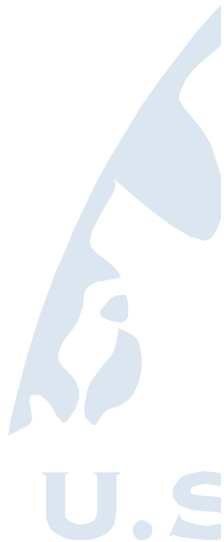
13. REMARKS \_\_\_\_\_ ORDER FROM: \_\_\_\_\_

DATE OF EVENT: DDMMYY \_\_\_\_\_

APPROVAL/DISAPPROVAL AND DATE (if applicable) \_\_\_\_\_

14. INSTALLATION COMMANDER'S SIGNATURE AND PRINTED NAME \_\_\_\_\_ DATE: \_\_\_\_\_

DA FORM 4065-R, FEB 87





## FORT BLISS UNIT FUNDS ADVISOR

---

Melissa Lemmon

Desk: (915) 744-5105

[melissa.c.lemmon.naf@mail.mil](mailto:melissa.c.lemmon.naf@mail.mil)

Soldier Activity Center - LTS

Bldg. 20732 Constitution Ave

Hours of Operation: Monday-Friday 1000-1600

[www.bliss.armymwr.com](http://www.bliss.armymwr.com)



U.S. ARMY