

DEPARTMENT OF THE ARMY

Organization Name

Organization Address

City, State, Zip

(Office Symbol)

(Date)

MEMORANDUM FOR (NAME OF UNIT) SOLDIER & FAMILY READINESS GROUP

SUBJECT: Soldier & Family Readiness Group (SFRG) 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 SFRG Informal Funds.

3. Summary: The SFRG informal fund is for the benefit of the (name of unit) SFRG 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) Soldier & 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 SFRG 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 SFRG informal funds bank account and designate the Treasurer or alternate to sign checks drawn on the account.
- d. I am (requiring/not requiring) the SFRG 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: Soldier & Family Readiness Group (SFRG) Informal Fund Standard
Operating Procedures (SOP) continued

6. The SFRG Leader shall:

a. Participate in SFRG Leader and orientation training as required in Reference B.

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

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

b. The Soldier & Family Readiness Group Treasurer/Alternate shall:

(1) Manage the SFRG 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 SFRG'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 SFRG 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 SFRG 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.

Office Symbol

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

7. Use of the Informal Fund.

- a. The SFRG's informal fund purpose and function are to provide support and recognition to SFRG members during the deployment cycle. The funds are to be used to provide meals and refreshments at SFRG meetings, to fund family holiday events, and family special events. The use of SFRG informal funds is to support the entire SFRG family, and is not for Unit social events whereby the entire family is normally not included. *(Note: This is a sample only. The SFRG 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. SFRG 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 SFRG must approve the SOP every January and approve its contents by a majority vote.

8. Informal Fund Account Management.

- a. Expenditures.
 - (1) The SFRG officers (leader, co-leader, secretary, and treasurer/alternate) must approve all expenditures of SFRG Informal Funds in advance.
 - (2) The treasurer will pay all expenditures with a check, when possible. The Treasurer/alternate and one other SFRG 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: Soldier & 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 SFRG 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 SFRG Leader and Command Family Readiness Representative (CFRR).
 - (3) The Treasurer will prepare a financial statement monthly for each SFRG 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, SFRG Leaders or Rear-Detachment.
9. Fundraising Requests.
- a. As an official activity of the DA, the SFRG may not engage in external fundraising and may not solicit gifts and donations.
 - b. Fundraising activities must be held within the unit area, following the policies included in AR 608-1 and AR 600-29.
 - c. SFRG fundraising must be for the SFRG 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 SFRG meetings may be authorized. Raising funds to alleviate the costs of the Unit Ball is not authorized for the SFRG informal fund.
 - d. Fundraising dates should not coincide with CFC or AER fundraising dates.

Office Symbol

SUBJECT: Soldier & Family Readiness Group (SFRG) Informal Fund Standard
Operating Procedures (SOP) continued

- e. The unit SFRG steering committee must approve all SFRG 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 SFRG Informal Fund. Fundraising activities will be disapproved if the SFRG 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.
 - g. Once the Unit Commander approves the SFRG informal fund request to fundraise, higher level Commander rules regarding the processing of all fundraising requests be must followed.
10. FRG Fund Cap.
- a. Gross annual receipts (income) for the SFRG 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 SFRG 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 Commander, for legal approval.
11. Hard and soft copies of the SOP's will be maintained by the Commander, Rear Detachment, SFRG Leader, the SFRG Secretary and the SFRG 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