

APPENDIX C: Sample Unit SOP

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 Standard Operating Procedures (SOP)

1. References:

- a. AR 600-20, Command Policy, 18 Mar 08
- b. AR 608-1, Army Community Service, 13 Mar 13.
- c. AR 600-29, Fundraising within the Department of the Army, 7 Jun 10
- 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 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 Authorizations:

- a. I authorize the FRG to maintain one informal fund.
- b. I designate a fund custodian (treasurer) to be NAME, and an alternate, to be NAME.
- c. I authorize the opening of one FRG informal funds bank account and designate NAME and NAME 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 requests 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 has reached the annual income cap of \$10,000 or the account balance is \$10,000.

6. FRG Leader acknowledges: I acknowledge that the FRG informal fund SOP has been approved by the unit commander and a majority of the FRG members and signed by me, the fund custodian (treasurer), and the alternate fund custodian on DATE.

7. FRG Treasurer and Alternate acknowledgement:

a. I will manage the FRG Informal Fund, and ensure that all deposits and expenditures are accurate, timely, and complies with all Army policies, including AR 608-1, and the Joint Ethics Regulations.

b. I understand that I may be personally liable for any loss or misuse of FRG informal funds.

c. I have established a non-interest bearing bank account under the FRG's name, as approved by the Commander. (or it was established on DATE, and has since been ratified by the Commander on DATE).

d. I am responsible for preparing 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.

e. I will prepare an annual informal fund annual report for the unit commander and *Brigade commander (or first 06 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, 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.

8. Procedures. The FRG formally agrees on the use of the FRG funds.

a. The FRG's informal fund purpose and function are to provide support and recognition to FRG members. The funds are to be used to provide meals and refreshments at FRG meetings, to fund FRG social events, and family special events such as newcomer welcome gifts and baby showers. The use of FRG informal funds is to support the entire FRG family, and is not for Unit social events whereby the entire

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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 has been provided this SOP annually on DATE, and has approved its contents by a majority vote.

9. Informal Fund Account Management.

a. Expenditures.

(1) The FRG volunteer officers are NAME, NAME NAME. (Identify every officer by name and the dates they started volunteering for the FRG.)

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

(3) 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).

(4) A bank debit card can be utilized for in-store purchases of supplies, but no cash is to be withdrawn from the account.

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

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

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.

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(3) Checking Account Reconciliation.

(4) The treasurer will reconcile the checking account with the bank statement within three days of receipt. A second FRG volunteer officer, NAME and in the alternate, NAME, will also reconcile and initial the bank statement.

(5) Errors identified will be resolved immediately. The Treasurer will report any errors that he/she cannot resolve to the FRG Leader.

(6) 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. Note: Unit Commanders should be able to document that they have established the FRG infrastructure as required IAW AR 608-1, Appendix J prior to authorizing their FRGs a fundraising event. Unit Commander certifies prior to approving FRG informal fundraising that:

a. Volunteer support for the FRG is identified and volunteers have been registered IAW AR 608-1.

b. Volunteer position descriptions are on file, volunteers are trained or subject to a training schedule.

c. The FRG Budget SOP has been established for the FY and has been reviewed with FRG officers.

d. FRG meetings are regularly scheduled (whether quarterly, semi-annually, or monthly, depending upon deployment); meetings are well attended by both enlisted and officer families.

e. Command has scheduled the following classes for FRG members through ACS: (Treasurer Training; FRG Leader Training; Key Caller Training)

NAME CLASS and DATE

f. FRG newsletters have been published and distributed on DATE DATE DATE.

g. Families requiring additional support have been identified.

h. Resources have been deployed to assist those families which require additional support (ACS, ASAP, SWS, AER, etc).

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i. The FRG informal fund has not received a total of \$10,000 this calendar year, nor is the balance approaching \$10,000.

j. 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.

k. Fundraisers may take place on the installation only.

l. Fundraising dates should not conflict with CFC or AER fundraising dates, in accordance with AR 600-29.

m. Fundraising requests must go through the servicing legal office, ethics counselor prior to being approved.

n. Once the Unit Commander approves the FRG request to fundraise, normal Garrison Commander rules regarding the processing of all fundraising requests must be followed, IAW West Point Army Community Service's Family Readiness Group Resources and Fundraising SOP, dated 30 April 2014.

o. FRG members may never engage in fundraising outside the installation.

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. This amount is the amount raised before any deductions for expenses or reimbursements. If this amount is exceeded at any point in the calendar year, no other fundraisers are to be authorized until the following calendar year, regardless of the ending balance of the account.

b. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceeds \$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 into the FRG informal fund account 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.

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11. Files. Hard and electronic copies of the SOP's will be maintained by the Commander, Family Readiness Group Deployment Assistant, Rear Detachment, FRG Leader, FRG Secretary, and 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