



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
977<sup>TH</sup> MILITARY POLICE COMPANY  
223 CUSTER AVENUE  
FORT RILEY, KANSAS 66442-5037

AFZN-BEB

17 November 2010

MEMORANDUM FOR 977<sup>TH</sup> Military Police Company Family Readiness Group

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

1. REFERENCES

- a. AR 600-20, Command Policy, 7 Jun 06
- b. AR 608-1, Army Community Service, 21 Jul 06
- c. AR 600-29, Fundraising within the Department of the Army, 1 Jun 00
- 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 977<sup>th</sup> Military Police Company family (to include Soldiers and family members of this command) and is established exclusively for charitable purposes and to provide support to Soldiers and family members as they adapt to the Army life. It is not a business and is not run with the intent to generate profits. It is not an instrument of the United States Government.

4. SCOPE. This SOP applies to the 977<sup>th</sup> Military Police Company 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 designate a Funds Custodian and alternate to be assigned by orders.
- c. I authorize the opening of one FRG informal funds bank account and designate the Funds Custodian and alternate to sign checks drawn on the account. Both signatures will be required, and the individuals will be identified (in writing) before an account is opened / established.
- d. I am not requiring the FRG informal funds 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. 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. PROCEDURES.

- a. The FRG formally agrees on the use of the FRG funds.

b. The FRG informal funds' primary purpose and function are to provide support and recognition to FRG members. The funds may be used to provide meals and refreshments at FRG meetings, to fund FRG family social 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.

c. All expenditures must be consistent with the provisions listed in this SOP, Army Values, and AR 608-1, Appendix J.

d. 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.

e. Estimated cost for future planned events will be earmarked within the ledger.

f. The FRG will be provided this SOP annually on 1 March and the FRG will approve its contents with a majority vote.

g. The FRG may elect to amend this SOP at any time, and those amendments will be approved by the Commander and a majority vote.

h. The FRG (and its funds) are a command program, and as such, the Commander has final decision making authority with regards to all aspects of the FRG funds in keeping with all applicable laws, regulations, and directives.

## 7. INFORMAL FUND ACCOUNT MANAGEMENT.

### a. Expenditures

(1) The Commander and FRG Officers (Leader, Co-Leader, Secretary, and Funds Custodian / Alternate) must approve all expenditures of FRG funds in advance.

(2) The Funds Custodian will pay all expenditures with a check or debit card. The Funds Custodian or alternate will sign all checks.

(3) A written receipt will be maintained for one year in the FRG Finance Book.

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

### b. Deposits

(1) The Funds Custodian will reconcile the checking account with the bank statement within three days of receipt.

(2) Errors identified will be resolved immediately. The Funds Custodian will report any errors that he/she cannot resolve to the FRG Leader and/or Commander.

(3) The Funds Custodian will prepare a financial statement monthly for each FRG meeting and for the Commander, or upon request, following the procedures listed in Reference a. The Funds Custodian will provide an annual report to the Commander no later than 30 days after CY ends.

## 8. FUNDRAISING REQUESTS.

a. Fundraising requests must be for a specific purpose. Raising funds to purchase meals and refreshments for use at FRG meeting may be authorized. Raising funds to alleviate the costs of the Unit Ball for enlisted Soldiers is not authorized for the FRG informal funds.

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- b. Fundraisers may take place at the Company or on Fort Riley only.
- c. Fundraising dates should not conflict substantially with CFC or AER fundraising dates.
- d. Fundraising requests must go through the Directorate of Family, Morale, Welfare and Recreation (DFMWR) no later than fourteen days prior to the event, if the event is held outside the Company area.
- e. Once the Unit Commander approves the FRG informal fund request to fundraise, normal Garrison Commander rules regarding the processing of all fundraising requests must be followed.
- f. FRG members may never engage in fundraising off-post.
- g. All FRG internet fundraising must include a fundraising request and a review by DFMWR to ensure legality issues no later than fourteen days prior to the event.

9. FRG FUND CAP.

- a. Gross annual receipts (income) for the FRG informal funds cannot exceed \$10,000 from all sources, i.e. fundraising, gifts, and donations.
- b. The informal fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceed \$10,000, then no additional income from fundraising, donations, or gifts will be accepted until the balance falls under \$10,000 after the additional income has been added. Also, the FRG will notify DFMWR for the balance being over the cap.

10. DONATIONS / GIFTS.

- a. The Unit Commander may accept donation of money or tangible goods valued at \$1000 or less into the FRG informal fund account following consultation with the servicing ethics counselor.
- b. Offers of gifts and donations for military support over \$1000 should be referred to the Garrison Commander for possible acceptance into the Garrison's FRG Supplemental Mission Activity.

11. FILES. Hard and soft copies of this SOP will be maintained by the Commander, Rear Detachment, FRG Leader, FRG Secretary, and FRG Funds Custodian.

12. The point of contact for this SOP is the undersigned at DSN (111)222-1111.

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Commander's First Mi. Last Name  
Rank, Branch  
Commanding

\_\_\_\_\_  
(First Mi. Last)  
FRG Leader

\_\_\_\_\_  
(First Mi. Last)  
Title, Org.  
Funds Custodian