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WEST POINT ACS

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Resources for Educating About Deployment and You

Resources and Funding for FRGs



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Objectives of FRG Funding

- To identify resources FRGs need
- To review new Army regulation on funding for FRG operations (AR 608-1, March 2013)
- To identify the resources available to FRGs
- To discuss the use of FRG Informal Fund
- To identify the necessary administrative responsibilities
- To provide guidance on key issues



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What Resources Do FRGs Need?

- Materials and supplies (paper and postage for newsletter) (Appropriated Funds {APF})
- Equipment (e.g., computers, telephones, printers, copier) (APF)
- Location for FRG meetings and events (APF)
- Volunteers
- Child care for FRG meetings and events
- Other (e.g., interpreters, transportation, food for FRG events)



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FRG Resources and Funding Regulations

- AR 608-1, Appendix J, Army Family Readiness Group Operations, updated on 13 March 2013
 - Authorizes APF resource support and funding for FRGs
- AR 600-29, Fundraising within the Department of the Army, dated 7 June 2010
 - Discusses authorized fundraising activities and prohibited practices



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FRG Resources and Funding Regulations

- West Point Garrison Policy Letter #46, dated 1 Aug 14
 - Reiterates the Regulations and West Point SOP
- West Point ACS Family Readiness Group Resources and Fundraising SOP, dated 30 Apr 14
 - Defines guidelines for fundraising approvals and authorized fundraisers for West Point
 - Provides required forms for requesting fundraisers within and outside the unit areas

http://www.westpointmwr.com/acs/Mobilization_Dep_Program.htm



Authorized Support and Funding for FRGs

Per AR 608-1, Appendix J, FRGs are authorized support through the following:

- Unit Appropriated Funds (APFs)
- FRG Informal Fund
- Supplemental Mission Activity (intended for FRGs)



Unit Appropriated Funds (APF)

- Commanders submit an annual FRG budget to their higher headquarters.
- A portion of unit's APF (excluding OPTEMPO funds) to be used for FRG mission essential activities and FRG volunteers.
- Commanders authorized to provide the following:
 - Government office space and equipment
 - Government paper and printing supplies
 - Free postage for official mail
 - Government vehicles for official FRG activities
 - Child care for command-sponsored training- *does not include normal FRG meetings*
 - Statutory FRG volunteers' training and travel expenses
 - Reimbursement of statutory FRG volunteers' incidental expenses



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FRG Informal Fund

- FRG Informal funds are private funds generated by FRG members that are used to benefit the FRG membership as a whole.
- Requires commander's authorization.
- Used for specific purposes stated in FRG's Informal Fund SOP AND must benefit **entire** FRG membership.
- FRG Informal Fund may be used for:
 - FRG newsletters that contain more than 20% unofficial information
 - Social activities
 - Volunteer recognition
 - Refreshments/meals for FRG meetings.
- Requires a SOP be established, as well as designation of fund custodian and alternate.
- Annual income cap of \$10,000 per year from all sources – fundraising, donations and gifts.



Guidance on FRG Informal Fund

- FRG Informal Fund may NOT be used for:
 - Items or services paid with APF funds
 - Purchase of traditional military gifts
 - Unit Ball/ Formal/ Socials
- Only one informal fund per unit.
- FRG Informal Fund may not be mixed with ANY other funds or deposited in interest bearing bank account.
- The Command, up to the first COL (O-6) must receive an annual report, although formal audits are not required. The due date for this report is 30 days after the end of the calendar year (31 Dec).



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Guidance on FRG Informal Fund (cont)

- Examples of other funds that it can NOT be mixed with are:
 - Unit's appropriated funds
 - Unit MWR fund
 - Unit's cup and flower funds
 - Any individual's personal funds (incl personal or business PayPal accounts)
 - Unit/ Organization Social Group funds
- The fund manager and alternate are liable for the money.



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Unit Commander's Responsibilities

- Set up annual FRG APF budget and SOP and notify FRG leader
- Approve/authorize:
 - FRG's access to government resources
 - FRG Informal Fund and associated tasks
 - **Pre-approve** volunteer expenses (travel/training)
 - Fundraising Activities
- Appoint on appointment orders the FRG Informal Fund custodian and alternate.
- Review monthly and annual FRG Informal Fund reports
- Can lower the Informal Fund Cap, depending on the needs of their unit's FRG membership and mission



Note: Unit Commander's Responsibilities

The unit commander's responsibilities are to:

- **Set up annual FRG budget and SOP.** Once having done so, the unit commander needs to notify FRG leader about:
 - Funds available for mission activities
 - Incidental expense reimbursements allowed and reimbursement procedures.
- **Authorize/approve:**
 - FRG Informal Fund SOP
 - Opening of bank account for FRG Informal Fund



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FRG Leader's Responsibilities

- Provide information for FRG budget, per command request.
- Have unit commander identify resources unit can provide and procedures to access these resources.
- From command, get unit roster with contact information
- Recruit FRG volunteers needed.
- Obtain pre-approval when required (events, allocating and spending funds, and fundraising activities).

For FRG Informal Fund:

- If not set up, discuss with unit commander.
- Ensure FRG Informal Fund reports are submitted to commander.
- Ensure FRG Informal Fund SOP are written and approved.
- Get command approval for FRG Informal Fund fundraisings.



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FRG Informal Fund Custodian Responsibilities

- Custody, accounting and documentation of FRG Informal Fund.
- Prepare FRG Informal Fund SOP for Commander's approval.
- Establish (non-interest bearing) bank account.
- Maintain FRG Informal Fund ledger
- Prepare and submit monthly and annual reports to leadership (FRG & Company)



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FRG Informal Fund SOP

- All FRG informal funds will have an SOP. This document memorializes the FRG members' determination of the purpose of the FRG informal fund. It must include:
 - The FRG name
 - A description of the FRG's informal fund purpose and functions and a summary of its routine activities.



FRG Informal Fund SOP

- The following statement must be included in the FRG informal fund SOP:
 - “This FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family members as the Soldiers and Families 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.”



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FRG Informal Fund Custodian Responsibilities

- Maintain FRG Informal Fund ledger which specifies costs earmarked for each event
- Prepare and submit monthly and annual reports to leadership (FRG & Company) that provide:
 - Current balance
 - Total income
 - Itemized list of expenditures with explanation how expenditures consistent with fund's purpose.



Guidance on FRG Informal Fund Account

- Select bank (if account is not established)
- Apply for Employer Identification Number (EIN) (if not established)
- Obtain authorization letter from commander
- Set up bank account in FRG's name
- Signatory is fund custodian and alternate; Can **NOT** be unit commander, deployable Soldier or FRG leader
- Should be non-interest-bearing account
- Order checks/ Debit Card



Detailed Guidance for Informal Fund

- **Apply for the Employer Identification Number (EIN):** Download and complete IRS Form SS-4 from the IRS web site at www.irs.gov to get EIN. This number is used for the account so that personal Social Security numbers are not on the account, and the FRG is not subject to paying federal taxes. This is not a tax-exempt number for use on purchases. It is simply used to identify the FRG.
- **The bank account is set up in the name of the FRG.** The bank will require a letter from the commander that authorizes the FRG to have an account. A sample letter is provided in the Operation READY Smart Book. This letter should be typed on unit letterhead, and all signatories should be named. Each time there is a change of fund managers, such a letter should be provided to the bank, but the account number and name will not change.
- FRG funds should be placed in a bank account for safe keeping. This makes it easier to track the fund money and reassures the membership that the money is in a safe place.
- **Order checks** with the name of the FRG on them—not the fund manager's name.



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Example of Checks

Make Sure This Information Is Correct:

- FRG Name (*never the individual's name*) /Address/Telephone Block
- Bank's Numbers
- Your Account Number
- Check Number In 2 Places

FRG UNIT NAME

500

UNIT ADDRESS

88-239/ 1119

TELEPHONE #

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

YOUR TOWN BANK

100 MAIN ST

YOUR TOWN, NC 26511-1963

MEMO _____

John Q. Public

I:1190239 I: 9822":0205585441':0500



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Example of Check Register

[illegible]



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Example of Treasurer Reports

Prepare and submit monthly and annual reports to leadership that provide:

- Current balance
- Total income
- Itemized list of expenditures with explanation how expenditures consistent with fund's purpose.

FRG TREASURY REPORT

Unit

DATE: (MMM/DD/YYYY)

Total Beginning Balance:

(=Ending Balance from previous report)

FRG BANK ACCOUNT

Beginning Balance:

(=Ending Balance from previous statement)

Date	Income Source	Amount
Subtotal:		\$ -

Date	Expense	Amount
Subtotal:		\$ -

Ending Balance: \$ -

DEPOSITS AND RECEIPTS ATTACHED.



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Examples of Fundraising Reports/ Documents

NOTE: Using a similar table will enable snapshot views of your Fundraising Totals throughout the year. This tool, if used consistently, will help ensure your total income doesn't exceed the \$10,000 yearly cap.

UNIT Fundraiser Totals

Event CY 2013	Date (mmm/yy)	Gross Income (before expenses)
Fundraiser 1	Jan-13	-
Fundraiser 2	Feb-13	-
Fundraiser 3	Jan-13	-
Fundraiser 4	Feb-13	-
Fundraiser 5	Mar-13	-
Total for CY 2013		-



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Examples of Fundraising Reports/ Documents

UNIT

FRG TREASURY REPORT

Special Event Fundraiser Report

Giftwrapping/ Door Decorating: 6, 7, 10, 13, 14 & 17 Dec

Date	Income Source	Amount
5-Dec	FRG General Fund for Supplies	\$ 92.86
6 & 7 Dec	Donations for Gift wrapping & Doors	\$ 364.44
7-Dec	Donation for supplies from Cherry Amantadidis	\$ 3.94
10-Dec	Donations for Gift wrapping & Doors	\$ 12.12
13-Dec	Donations for Gift wrapping & Doors	\$ 45.10
14-Dec	Donations for Gift wrapping & Doors	\$ 78.00
17-Dec	Donations for Gift wrapping & Doors	\$ 10.00
Subtotal:		\$ 606.46

Date	Expense	Amount
5-Dec	Gift Wrapping Supplies- Wal-Mart	\$ 92.86
7-Dec	More Gift Wrapping Supplies-- \$15 paid out of donations- Family Dollar	\$ 18.94
8-Dec	Gift Wrapping Supplies - Hobby Lobby- Paid out of Door Donation	\$ 58.95
Subtotal:		\$ 170.75

Ending Balance: \$ 435.71

Cash Deposited from Fundraiser on 11 Dec 12	\$ 298.56
Cash Deposited from Fundraiser on 17 Dec 12	\$ 137.15
Total Deposited	\$ 435.71

Paper Currency	#	Total \$
100's	0	0.00
50's	0	0.00
20's	0	0.00
10's	0	0.00
5's	0	0.00
1's	0	0.00
Total		\$ -

Loose	#	Total \$
50 cent pieces	0	0.00
Quarters	0	0.00
Dimes	0	0.00
Nickels	0	0.00
Pennies	0	0.00
Total		0.00

Total to be Deposited \$ -

Wrapped 11 sets of doors @ an average room donation of \$20
Approx \$ 220.00

Cash @ 6-7 Dec	\$ 286.44	Cash @ 13 Dec	45.15
Cash @ 10 Dec	\$ 12.12	Cash @ 14 Dec	78.00
Dep 12/11	\$ 298.56	Cash @ 17 Dec	10.00
			133.15
		Change from Shopping on 12/8	4.00
			137.15



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Guidance on Fundraising

- Fundraising to collect money for the FRG's Informal Fund must be command approved. (Follow Garrison SOP.)
- Command must consult with SJA or ethics counselor.
- An Army organization - including but not limited to units, installations, and Family Readiness Groups - may officially fundraise from its own community members or dependents and from all persons benefiting from the Army organization.
- However, FRGs may NOT conduct external fundraising or solicit gifts or donations.
- Units that have exceeded the annual \$10,000 income cap may not conduct fundraisers until the beginning of the new calendar year.
- Community fundraising (gift-wrapping, etc) can be accomplished by coordinating with ACS.



Further Guidance on Fundraising

AR 608-1, Appendix J provides the following guidance on fundraising.

Note: This is a change in policy on allowable fundraising practices.

FRGs may fundraise but the fundraising must be reviewed by the SJA or Ethics Counselor and approved by the Unit Commander. The fundraiser may be held anywhere on the installation (active and Army Reserve) with both the unit commander's approval and the approval of the commander that has cognizance over the location (i.e., garrison commander). However, FRGs may not fundraise off of the installation. If the unit is not located on an installation, then fundraising is limited to the unit's members only.

Funds raised count as income for the FRG's cap of \$10,000 annually.



Guidance on Volunteers & Fundraising

AR 608-1, Chapter 5-7g provides the following guidance on volunteers engaged in fundraising activities:

“Army volunteers are not authorized to engage in fundraising activities while performing volunteer services. Individuals engaged in fundraising do so on their own time, and are not considered Army volunteers when engaged in such activities.”

What this means to your FRG and Volunteers: FRG Volunteers may **NOT** submit volunteer hours in VMIS for time spent fundraising for the FRG.



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Guidance on Unsolicited Donations

- Unit commanders (Active and Reserve) may accept unsolicited gift or donation of money or tangible property valued at \$1,000 or less for their FRG's Informal Funds after seeking guidance from the Ethics Counselor.
- Garrison commanders may accept unsolicited donations intended for FRG support, following the acceptance authority limits listed in AR215-1.
- Donations accepted by the Garrison Commander will be deposited into the FMWR Supplemental Mission Activity Intended for FRGs (9J) and shared with all FRGs supported by the garrison.



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Supplemental Mission Activity

- Supplemental Mission Activity funds are considered NAF funds, but **NOT** FMWR NAF funds.
- The unit commander may utilize these donated funds for any purpose that he/she believes clearly supplements a mission of the FRG, as long as appropriated funds are not authorized. However, an exception has been made to allow these funds to be utilized for reimbursement of volunteer incidental expenses if appropriated funds are not available.
- Supplemental mission account support to the FRG is not considered FRG income and does not impact the Informal Fund annual funding cap.
- A sample Supplemental Mission Account SOP for commanders is included in the Operation READY Smart Book.
- U.S. Army Community and Family Support Center (CFSC) Supplemental Mission Activity SOP is included in the Operation READY Smart Book.



NOTE: Supplemental Mission Activity

Donations made to the Supplemental Mission Account are deposited and maintained by the Director, Family, Morale, Welfare and Recreation (DFMWR). Although these funds are NAF, they are not FMWR NAF funds. For this reason, the unit commander, **NOT** the DFMWR, has approval authority over the use of the funds.

Army National Guard is currently not eligible for Supplemental Mission Account donations.



Guidance on Child Care for FRG Activities

- Discuss child care with commander for options available and pre-approval
- Access a Short-term Alternative Childcare (STACC) site
- Set up a pool of trained child care volunteers (Co-Op) [FRG volunteers can be trained through CYS's Community Outreach program.]
- Arrange “kiddies' corner” at the meeting location



Additional Guidance on Child Care

Having child care for FRG events is important and recognized need.

- **STACC (Short Term Alternative Child Care)** involves the use of paid caregivers and paying an hourly rate fee based on the ages and number of children. On an installation, STACC is usually provided by CYS.
- **Child Care Co-Op** uses volunteers from the unit or another unit to provide childcare for an FRG event. Parents must remain on-site. Training will be required for those who volunteer. Contact the Outreach Services Director, Khia Wood, at 845-938-3921 for additional information and coordination for a Co-Op.
- It is helpful if the FRG names a childcare coordinator and/or puts a plan in place so that childcare arrangements can be easily made when necessary.



YOUR TRAINING IS COMPLETE!

**Thank for completing the FRG Treasurer's Training
Online.**

For your convenience, you may save this PDF file for future reference.

**PLEASE FOLLOW THE INSTRUCTIONS ON THE NEXT SLIDE TO TAKE
THE QUIZ AND RECEIVE YOUR CERTIFICATE OF TRAINING.**

**If you have any questions that weren't answered during this class,
please contact our office at 845-938-4621.**



PLEASE FOLLOW THESE INSTRUCTIONS TO TAKE THE QUIZ AND RECEIVE YOUR CERTIFICATE OF TRAINING.

Open a new internet browser and visit <http://quizstar.4teachers.org/indexs.jsp>.

- Register for Quiz Star by clicking the yellow **“SIGN UP”** arrow and create a username and password.
- On the next screen, select “Click here to search for a new class.”
- In the Class #1 box, type “West Point FRG Treasurer’s Training” and select “Exact Match”. Check the checkbox next to the training and click the “Register” button.
- The following screen confirms your enrollment in the class. Click the “Classes” tab at the top of the page to view your enrollment.
- Click on 1 Untaken Quizzes and on the next page, click “Take Quiz” to begin.
- You must pass with an 80% or better to receive a Certificate of Training.
- Once you pass the quiz, email michelle.bradley@usma.edu with your contact information. It may take 1-2 business days to process your certificate.