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Resources for Educating About Deployment and You

GETTING PREPARED, STAYING PREPARED

# FUNDS CUSTODIAN Online Training



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Warning: At the end of this training, you will be required to complete and pass an exam before receiving a Certificate of Completion.

If you would like to complete the training in person (preferred method) please contact Army Community Service @ (785) 239-9435. No test is required for the in-person training.



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## What Resources Do FRGs Need?

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



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## FRG Funding Regulation

- On 19 September 2007, Army Regulation (AR) 608-1, Appendix J, Army Family Readiness Group Operations, was released.
- This regulation authorizes resource support and funding for FRGs.



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# Authorized Support and Funding for FRGs

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



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## 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
  - Statutory FRG volunteers' training and travel expenses
  - Reimbursement of statutory FRG volunteers' incidental expenses



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# Unit Commander's Responsibilities

## APF Budget

- Set up annual FRG APF budget and Standing Operating Procedure (SOP) and notify FRG leader
- Approve/authorize:
  - FRG's access to government resources
  - Preapproval of volunteer expenses
- Determine the support a Family Readiness Support Assistant (FRSA) can provide to FRG, if FRSA is available



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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.
- Recruit FRG volunteers needed.
- Obtain pre-approval when required.





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## Supplemental Mission Activity

- Supplemental Mission Activity funds are considered NAF funds, but NOT MWR 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.
- 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.



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# Guidance on Child Care for FRG Activities

- Discuss child care with commander/RDC for options available and pre-approval
- Access a Kids on Site Child Care (KOSCC) site
  - This is also known as Short Term Alternate Child Care (STACC)
- Set up pool of trained child care volunteers
  - FRG volunteers can be trained through CYSS's Volunteer Child Care in a Unit Setting (VCCUS) program
- Arrange “kiddie corner”



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## FRG Informal Fund

- Requires commander's authorization.
- Requires a Standing Operating Procedure (SOP) be established and designation of fund custodian and alternate.
- Used for specific purposes stated in FRG's Informal Fund SOP.
- Must benefit entire FRG membership.
- FRG Informal Fund may be used for:
  - FRG newsletters that contain more than the maximum (20%) amount of unofficial information
  - Social activities
  - Volunteer recognition
  - Refreshments/meals for FRG meetings.
- Monies are collected through fundraising approved by unit commander.
- Annual income cap of \$10,000 per year from all sources – fundraising, donations, and gifts.



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## FRG Informal Fund

- FRG Informal Fund may NOT be used for:
  - Items or services paid with APF funds
  - Purchase of traditional military gifts, such as unit coins
  - Unit Ball
- FRG Informal Fund may not be mixed with other funds or deposited in interest bearing bank account.
- When purchasing using FRG Informal Funds, the receipt should only reflect these items. No mixture of personal items and FRG items are allowed.



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# Unit Commander's Responsibilities

## Informal Fund

- Authorize one Informal Fund per FRG.
- Appoint volunteers as primary and alternate fund custodian.
- Discuss with FRG leader, fund custodians, FRG members the content of the SOP, vote on SOP, and approve/disapprove SOP.
- The SOP has to be signed by the commander, FRG leader, primary and alternate fund custodian.
- A copy of the SOP and appointment memorandums has to be submitted to the Directorate of Family, Morale, Welfare and Recreation (DFMWR)
- Approve/disapprove fund-raising requests.
- Review monthly and annual FRG Informal Funds reports.



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## FRG Leader's Responsibilities For FRG Informal Fund:

- If not set up, discuss with unit commander.
- Appoint and get appointment letter for FRG Informal Fund custodian and alternate.
- Ensure FRG Informal Fund reports being submitted to commander.
- Ensure FRG Informal Fund SOP is written, voted on by FRG members, and approved by unit commander.
- Get command approval for FRG Informal Fund fundraisings.



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# Fund Custodian Responsibilities For FRG Informal Fund

- Custody, accounting, and documentation of FRG Informal Fund.
- Establish (non-interest bearing) bank account.
- Maintain FRG Informal Fund ledger.
- Prepare and submit monthly and annual reports to leadership.



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## Guidance on FRG Informal Fund

- Obtain authorization letter from commander
  - Commanders are not required to authorize an Informal Funds account for FRG
- Select bank (if account is not established)
  - Set up bank account in FRG's name
  - Mailing address should be unit's physical address
  - Online banking is allowed
  - Account should be Non-interest-bearing account
  - Order checks/debit cards





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## Guidance on FRG Informal Fund (cont)

- Signatory's on account are the Funds Custodian and Alternate Funds Custodian
  - Funds Custodian and Alternate cannot be the unit Commander, deployable Soldier, FRG leader, or Commander's spouse.
- Apply for Employer Identification Number (EIN), available at [www.irs.gov](http://www.irs.gov)
  - FRG Informal Funds should be classified as "Community or Volunteer Group"



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## Guidance on Fundraising

- Fundraising to collect money for the FRG's Informal Fund must have command approval in writing.
- Command may consult with Staff Judge Advocate for guidance
- Fundraisers held within unit area require only the Commander's written authorization.
- Fundraisers held on post but outside unit area require both Commander's written authorization and Directorate of Family, Morale, Welfare and Recreation (DFMWR) written authorization.
- Fundraisers held at AAFES require AAFES permission as well as Commander's authorization and DFMWR authorization.
- Submit fundraising requests 21 days prior to the event to the Directorate of Family, Morale, Welfare and Recreation (DFMWR).



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## Guidance on Fundraising (cont)

- Fundraisers cannot be conducted until final approval by DFMWR.
- 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 are prohibited to conduct external fundraising or solicit for gifts or donations.
- Units that have exceeded the annual \$10,000 income cap cannot conduct fundraisers until the beginning of the new calendar year.



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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 AR 215-1.
- Donations accepted by the Garrison Commander will be deposited into the MWR Supplemental Mission Activity Intended for FRGs (9J) and shared with all FRGs supported by the garrison.
- These supplemental mission activities may be used to supplement FRG informal fund activities or to pay for reimbursement of statutory volunteer expenses if appropriated funds are not available. Supplemental funds may not be used to fund FRG mission essential activities.



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## Tips for Success:

- Because many receipts fade quickly, photocopy receipts and staple original to copy. Maintain original and copy in Funds Binder.
- Keep organized. Maintain binder organized into sections by month. Each monthly section should include information including bank statement, receipts, monthly report to unit Commander, and fundraising requests.
- Turn in an annual report to the first Colonel (O6) commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year.
- Ask for assistance. Your Family Readiness Support Assistant (FRSA) and FRG Leader can assist in guiding you through most administration requirements.



Once slides have been reviewed, complete and submit Funds Custodian Quiz.

Certificate of completion will be emailed to you within 3 business days.

Give a copy of your Funds Custodian Certificate to your unit FRG Leadership or Family Readiness Support Assistant (FRSA).

Thank you for volunteering to support Soldiers and Family members!

The End.