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OPERATION
READY
Resources for Educating About Deployment and You

GETTING PREPARED, STAYING PREPARED

FRG Funds Custodian Training Resources and Funding for FRGs



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- Attention: At the end of this training, you will be required to complete and pass an exam before receiving a Certificate of Completion.
- You may complete the training in person, if preferred. Please contact Army Community Service at 915-568-1132.
- No exam is required for in-person training



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Objectives of FRG Funding

- To identify resources FRGs need
- To review new Army regulation on funding for FRG operations
- 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)
- 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 21 July 2006, AR 608-1, Appendix J, Army Family Readiness Group Operations, released
- This regulation authorizes resource support and funding for FRGs
- AR 608-1 Appendix J and Informal Funds Standard Operating Procedures (SOP) can be found at www.blissmwr.com/frg



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Authorized Support and Funding for FRGs

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



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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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FRG Informal Fund

- 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 the maximum amount of unofficial information
 - Social activities
 - Volunteer recognition
 - Refreshments/meals for FRG meetings.
- Monies are collected through fundraising approved by unit commander.
- Requires an SOP be established and designation of fund custodian and alternate.
- Annual income cap of \$10,000 per year from all sources – fundraising, donations and gifts.



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Additional 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.
- Only one informal fund per unit.
- FRG Informal Fund may not be mixed with other funds or deposited in interest bearing bank account.



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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
 - Preapproval of volunteer expenses
- Review monthly FRG Informal Fund reports.
- Determine the support FRSA's can provide to FRG, if FRSA's 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.
- Obtain pre-approval when required especially for volunteer reimbursements.

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 submitted to commander.
- Ensure FRG Informal Fund SOP 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.
- FRG Leader and FRSA can assist with creating FRG Informal Fund SOP.
- FRG Informal Funds SOP has to be approved by majority of FRG membership.
- Informal Funds SOP signed by Fund Custodians, FRG leader, and Unit Commander.
- 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 Account

- Select bank (if account is not established)
- Apply for Employer Identification Number (EIN) at www.irs.gov
- Obtain authorization letter from commander for Treasurer to open bank account
- 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 in FRG's name
- Obtain signature card(s) for signing checks



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Guidance on Fundraising

- Fundraising to collect money for the FRG's Informal Fund must be command approved.
- 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. All fundraisers remains on an installation.
- Units that have exceeded the annual \$10,000 income cap may not conduct fundraisers until the beginning of the new calendar year.
- Review Ft Bliss Fund Raising Standard Operating Procedures at http://blissmwr.com/fundraising/Fort_Bliss_FRG_SOP.pdf



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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 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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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
- Army Family Covenant available for FRG use
- Access a Short-term Alternative Childcare (STACC) site
- Set up pool of trained child care volunteers [FRG volunteers can be trained through CY5's Volunteer Child Care in a Unit Setting (VCCUS) program]
- Arrange “kiddie corner”
- FRSAAs can assist in coordinating FRG child care



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Congratulations! You have completed the online review of FRG Funds Custodian training.

To complete the training you must now pass a short exam located at:

<http://quizstar.4teachers.org/indexs.jsp>

Begin by registering at QuizStar then search for the quiz under keywords: Funds Custodian



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Once you have completed the quiz with a 90% or better, send an email to:

thuy.depew1@us.army.mil requesting your Certificate of Completion.

Your quiz results will be verified and your certificate will be available for pick up at Army Community Service, 2494 Ricker Road, Ft. Bliss.