



DEPARTMENT OF THE ARMY
UNIT'S INFORMATION
SCHOFIELD BARRACKS, HAWAII 96857

REPLY TO
ATTENTION OF

MEMORANDUM FOR RECORD

SUBJECT: _____ Battalion Family Readiness Group (FRG), Informal Fund

1. This memorandum establishes the _____ Battalion FRG Informal Fund in accordance with the provisions of AR 600-20, Army Command Policy, 18 March 2008, paragraph 4-21. This FRG informal fund is for the benefit of its members only. It is not a business and is not being run to generate any profits.

2. Purpose of Fund. All monies collected for this fund will be used only for participating members or their immediate families for _____. Operation of the fund will be consistent with Army Values, DoD 5500.7-R, Joint Ethics Regulation (JER), and Army Regulation (AR) 600-20. The Informal Fund will be maintained for the above stated purposes and all acquired funds will be earmarked accordingly in the FRG informal fund ledger. The Informal Fund will not exceed **\$10,000** earned income per year.

3. Members of the Fund. All soldiers and civilian employees, their Family Members, and other interested civilians closely aligned with _____ Battalion.

4. Designation of Fund Custodian, Spending, and Voting Procedures.

a. _____ is hereby designated as primary fund custodian, _____ will serve as alternate. The fund custodian (treasurer) or alternate are responsible for the FRG Informal Fund custody, accounting, and documentation. The fund custodian may only administer fund business during off-duty time. Additionally, the custodian must prepare an annual report to the fund approval authority concerning the fund's existence and purpose, financial status, or upon occurrence or suspicion of irregularities associated with the fund. Reports must show income and expenses during the previous year and be maintained with the fund records.

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b. The application of general accounting procedures is not required; the use of a typical check registry will suffice. Expenditures of the fund will be paid by checks drawing from Checking Account # _____ from _____. The checking account will require two signatures per check providing added security and accounting integrity. Informal Fund spending decisions will be made by the FRG leadership board by majority vote. Minutes will be kept indicating the vote and decisions of the leadership. Careful consideration will be made to ensure that spending will benefit all the members of the FRG Informal Fund and not specific individuals.

5. Point of contact is _____ or the undersigned at _____.

Unit Commander's Signature Block