



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION (REAR)
SCHOFIELD BARRACKS, HAWAII 96857

REPLY TO
ATTENTION OF

MEMORANDUM FOR RECORD

SUBJECT: _____, Informal Fund

1. This memorandum establishes the _____ Informal Fund in accordance with the provisions of AR 600-20, Army Command Policy, 18 March 2008, paragraph 4-21. This unit 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 AR 600-20. The Informal Fund will be maintained for the above stated purposes and all acquired funds will be earmarked accordingly in the _____ Informal Fund ledger.
3. Members of the Fund. All Soldiers and civilian employees, their Family Members, and other interested civilians closely aligned with _____.
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 _____ 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.
 - 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 _____ 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 _____ Informal Fund and not specific individuals.

SUBJECT: _____, Informal Fund

5. Point of contact is the undersigned at _____.

Unit Commander's Signature Block