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GETTING PREPARED. STAYING PREPARED

Family Readiness Group (FRG) TREASURER Training Online Version



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OBJECTIVES

During this training, students will learn about the:

- *Resources needed and available to FRGs*
- *Three different sources of funding for FRGs*
- *Responsibilities of the Commander, FRG Leader, Family Readiness Support Assistant (FRSA), Family Readiness Liaison (FRL) and Treasurer*
- *Required Informal Fund reports and audits*
- *Fundraising and donation guidelines*

The information presented in this module is taken from sections 3.1 and 3.2 in Part 3 of the OPERATION R.E.A.D.Y. FRG Leader's Handbook which are based on AR 608-1, Appendix J. A synopsis of this information is presented in this module.



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FRG Funding Regulation

- AR 608-1, Appendix J, Army Family Readiness Group Operations – updated Mar 2013.
- CAM REG 608-5 – updated 15 June 2015 (Fort Campbell's Regulations for Family Readiness Groups).
- These regulations detail resource support and funding for FRGs.



FRSA/FRL can provide you with a copy of the CAM-REG 608-5 dated 15 June 2016.



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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)

- FRG's contribute to unit military and personal preparedness, Commanders should take this into account when submitting 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, laptops, blackberries or cell phones.
 - Government paper and printing supplies.
 - Free postage for official mail.
 - Child care for command-sponsored training.



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Family Readiness Group Funds

- FRGs are established to provide activities and support that will enhance the flow of information, morale, and esprit de corps within the unit; NOT to collect and maintain funds.
- FRGs may conduct limited internal fundraising to meet the needs of the organization.
- Fundraising is authorized to support legitimate FRG 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.



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Instructors Note:

- Note that donations made to the Supplemental Mission Account are deposited and maintained by the Director, Morale, Welfare and Recreation. Although these funds are Non-Appropriated Funds (non-tax dollars), they are not MWR NAF funds. For this reason, the unit commander and not the MWR Director, has approval authority over the use of the funds. The unit commander may utilize these funds for any purpose that he/she believes clearly supplements a mission of the FRG so 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.
- The commander U.S. Army Community and Family Support Center has issued the FRG Supplemental Mission Account Standard Operating Procedure (SOP). A signed copy is included in the Operation READY Smart Book.
- Army National Guard is currently not eligible for Supplemental Mission Account donations.



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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.



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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.

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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Instructors Note:

- Maintain FRG Informal fund ledger, which specifies costs earmarked for each event.
- Prepare and submit monthly and annual reports to leadership that provide:
 - Current balance
 - Total income that includes all cash donations, the cash value of donated items, and cash that was received during fund raising activities
 - Itemized list of expenditures with explanation how expenditures consistent with fund's purpose as established in the FRG Informal Fund SOP.
- FRG Informal funds are private funds generated by FRG members that are used to benefit the FRG membership as a whole.
- The Treasurer and Alternate are personally liable for any loss or misuse of funds.



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Ledger example

FRG Informal Fund Ledger

DATE	TRANSACTION/PURPOSE	DEPOSITS	DEDUCTIONS	NON-MONETARY DONATION	RUNNING BALANCE FOR BANK ACCT	TOTAL INCOME FROM ALL SOURCES
1/2/2016	Beginning Balance (from 2015)	\$423.56			\$423.56	\$423.56
2/2/2016	Personal Donation	\$600.00			\$1,023.56	\$1,023.56
2/16/2016	Give2TheTroops Donation - Care Packages			\$1,000.00	\$1,023.56	\$2,023.56
3/4/2016	Fundraiser	\$1,042.00			\$2,065.56	\$3,065.56
3/10/2016	Papa John's		-\$213.10		\$1,852.46	\$3,065.56
3/21/2016	Fundraiser Co		-\$937.68		\$914.78	\$3,065.56
3/24/2016	Chili Fundraiser	\$275.00			\$1,189.78	\$3,340.56
3/24/2016	T-Shirt Fundraiser	\$49.00			\$1,238.78	\$3,389.56
3/26/2016	Goodies for Care Packages		-\$368.32		\$870.46	\$3,389.56
3/31/2016	Postage Fees		-\$108.62		\$761.84	\$3,389.56



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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.



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Purpose/Role of An FRG Treasurer

- A TREASURER IS NEEDED IF FUNDS ARE COLLECTED BY THE FRG.
- TO HAVE ONE PERSON RESPONSIBLE FOR ACCOUNTING OF FUNDS.
 - However there should be at least two people able to sign on the account in the event the primary is unable to do so.
- A TREASURER IS LIABLE FOR MISUSE OF FRG FUNDS.
- A TREASURER IS RESPONSIBLE TO BOTH THE FRG LEADER & THE COMMANDER.



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3 Rules to Follow Before Spending FRG Funds

1. When money is spent, it must benefit the entire FRG membership.
2. Gain Commander's approval (obtain legal opinion).
3. FRG membership gives approval (vote).



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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 non-mission activities:
 - FRG newsletters that contain more than the maximum amount of unofficial information.
 - Social activities, Parties and Outings.
 - Volunteer recognition (**MAX \$25.00**).
 - 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 \$10,000.00 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 or Unit Hails and Farewells.
- Only one informal fund per unit.
- FRG Informal Fund may not be mixed with other funds or deposited in interest bearing bank account.
- Food and beverages for FRG activities may only be procured with informal funds obtained through fundraising and donations.



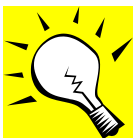
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FRG Bank Account: Getting it Started

- Commander appoints a treasurer and authorizes a bank account (Obtain Memo)
- Appoint your Signatories (all volunteers)
 - -- All must go to the bank
- Select a bank (No specific required)
- Apply for EIN number (form SS-4)
- Ensure account is non interest bearing



FRSA/FRL can provide sample letter for bank, and instruction sheet for applying for an EIN number. They can also provide you with a list of documents needed by the bank.

DEPARTMENT OF THE ARMY
HHC 101ST ABN Division (Air Assault)
Ft Campbell, KY 42223

Date _____

MEMORANDUM FOR: (Name of Bank)

SUBJECT: Authorized Signers
HHC Division FRG Account
Account # _____

Dear Sir or Madam,

1. I hereby authorize the following individuals to act as signers on the above referenced account:

_____, Social Security Number ____-____-____ as Treasurer

_____, Social Security Number ____-____-____ as Alternate Signer

_____, Social Security Number ____-____-____ as Alternate Signer

2. Please delete all previous authorized signers.

3. This authorization is effective upon receipt. The Point of Contact of this document is the undersigned at ____-____.

Sincerely,

Example

NAME
RANK, BRANCH
Commanding



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Ways to Maintain Account Records

- MAY BE MAINTAINED LIKE A PERSONAL CHECK REGISTER OR LEDGER BOOK.
- MAY BE HANDWRITTEN OR TYPED.
- SHOULD INCLUDE BALANCE AS WELL AS ALL RECEIPTS & DISBURSEMENTS.
- ACCOUNTING/FINANCIAL MANAGEMENT SOFTWARE MAY BE USED.



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You Need to

- Develop A Spending Plan.
- Develop guidelines for managing the account
 - Require a receipt to reimburse funds.
 - Group decides how money will be spent.
 - All purchases **MUST** be approved by the group and or FRG Leader/Treasurer prior to the purchase being made. This will ensure the money is available and the group is able to take ownership of the group funds!
- Prepare monthly statements for meetings.



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Account No-Nos

- Commanders/Deployable Soldiers *MUST* not keep FRG Funds. (AR 608-1, Appendix J).
- FRG Leader must not keep funds.
- Should NOT duplicate services already available. (example: Army Emergency Relief (AER), Chaplains funds).



FRSA/FRL can provide you with resources available to assist families in financial need.



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FRG Generated Funds

- May NOT EARN more than \$10,000.00 (CAM-REG 608-5) in a calendar year, INCLUDING income from any source derived, to include cash, gratuities, favors that confer a monetary benefit, discounts, forbearance or forgiveness of debts, hospitality, loans given on terms not available to the general public, or any other item or service having monetary value.
- May not MAINTAIN more than \$10,000.00 in total assets (earned and unearned).
- Use is limited to expenses that support activities of FRG.
- “Monetary donations made by individuals or companies that are for Soldiers, DO NOT count toward the \$10,000.00, but must be turned over to the unit commander for unit funds. Such donations may not be used by the FRG. Non-monetary items donated for Soldiers, i.e. items given to the FRG to assemble care packages that will be sent to the Soldiers, do not count towards the \$10,000.00.”



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AUDITING FRG BOOKS

- DONE **QUARTERLY, SEMI-ANNUALLY OR ANNUALLY.**
- COMMANDER DECIDES WHO WILL AUDIT THE BOOKS
- Audits will be provided to the Brigade Commander or O6 equivalent **upon change of command, change of treasurer,** and at the **end of the calendar year.** This is not a formal audit, however the report should summarize the fund's financial status to include current balance, total earned, and how funds were spent.



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Remember:

- Books subject to inspection, so always be prepared.
- Treasurer should always keep the FRG Leader informed.
- Money used only for FRG expenditures.



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FRG Fundraising



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FRG SOP

- To be recognized as a legitimate FRG and conduct fundraisers on Ft. Campbell, FRGs MUST have a current FRG SOP
- A sample SOP is provided in Appendix A of the CAM REG.
- New FRG SOPs must be signed when you have a change of Command/FRG Leader/FRG Treasurer (Co-Leaders and alternate Treasurers must also sign the SOP).

FRSA/FRL can provide the sample SOP electronically in order for the BN to make unit specific adjustments.





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Guidance on Fundraising

- Commanders should not authorize FRG fundraising activities until the FRG infrastructure is fully established.
- FRGs are not established to be fund-raising organizations, and as an official Army program they are limited in their fund-raising activities by the Department of Defense Joint Ethics Regulation and AR 608-1, Appendix J. This is in acknowledgement that FRGs are dependent upon volunteers, and FRG volunteers should be focused on the FRG mission, not fundraising activities.
- Fundraising to collect money for the FRG's Informal Fund must be command approved.
- 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.
- **FRGs are generally not permitted to fundraise off post. However, an exception to policy may be granted from the Garrison Commander on a case-by-case basis provided any fundraising off post is limited to the FRG's own members.** Requests for an exception to policy must be submitted to the Private Organization Liaison's Office (5663 Screaming Eagle Blvd.) at least 60 days prior to the event.



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Fundraisers

- FRGs may only fundraise within their footprint with Commander approval or outside the unit footprint with Garrison Commander (GC) approval.
- The FRG leader must fill out a Fundraiser Request Form. Depending on the level of the unit fundraiser the Commander or Rear D at that level must sign the fundraising form.
- Fundraiser Request Forms are available at the Family Resource Center (FRC), 1501 William C. Lee Road, ACS web page and online at Ft. Campbell Intranet Publications. A sample copy is included as Appendix D.
- The form is kept on location with the FRG at the time of the event. The form is then kept in the FRG treasurer binder with all other financial related documents.
- Food/Beverage sales- Need approval of Environmental Health. (798-8695) They must also sign your form.



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Fundraiser Request Form

For fundraisers outside your footprint:

- Your Commander's signature.
- If food is involved, Environmental Health's signature.
- Location/Activity Manager's signature for that area.
- Director, FMWR's signature for Garrison Commander 5663, ph: 270-798-9953.



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Guidelines

- FRGs **WILL NOT** engage in the resale of alcoholic beverages.
- FRGs may not conduct Bingo events.
- FRGs may NOT conduct raffles, opportunities, or lotteries.
- Silent Auctions are allowed.
- If you are unsure of a fundraising activity, please contact the Unit Commander, Rear D, FRSA/FRL or your BDE Legal.
- FRGs may NOT solicit donations of any kind anytime.
- Individual companies, cities, or organizations may NOT sponsor an FRG.



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Guidelines

- Off post fundraising may be allowed with the following conditions:
 - 1. Approved from Garrison Commander.
 - 2. Must be limited to own FRG members.
 - 3. Must be submitted to the Private Organization. Liaison's Office, 5663 at least 60 days prior to event.



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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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Hints:

- Keep it simple.
- Schedule during slow times (not right before the event you need the funds for).
- When pricing items, asking for a “donation” will usually net you more money than setting a price. However, if you choose to set prices, it’s okay.
- Use a Fundraiser Report.



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Remember

Don't Get Caught In The
"Raising Money" Game!
That's NOT the job of the FRG!



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Volunteers and Fundraising

AR 608-1, Ch. 5-7 g.

“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.”

This means FRG volunteers may not submit hours they work on fundraising activities as volunteer hours.



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Donations to the FRG

- FRGs may NOT solicit gifts or donations per AR 608-1, Appendix J-8.
- Unit Commander accepts all donations.
- Commander must seek guidance from Ethics Counselor.
- Donation may be money or tangible property valued \$1,000 or less.
- Garrison commanders may accept unsolicited donations intended for FRG support, following the acceptance authority limits listed in AR 215-1.



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YOUR Training IS Complete!

Thank you for completing FRG Treasurer Training Online!

**View the next slide for instructions
on taking the quiz!**

**If you have any questions, call the Mob/DEP office @ (270) 798-3849 or
(270) 798-3843.**

We are open Mon-Fri, 0730-1600

FRG Treasurer Training On-Line (38)



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INSTRUCTIONS FOR CERTIFICATE

- Open a new browser window and visit: <http://quizstar.4teachers.org/indexs.jsp>
- Register for the QuizStar Site by clicking on the yellow arrow "Sign Up" and creating a Username and Password.
- Click 'Training', Choose option, Complete Training Slides, Open Quiz star: Click 'Search', Enter 'Fort Campbell FRG' in "Class 1", click 'Keyword Search', half way down the results list you will see Fort Campbell FRG Treasurer/(POC) Key caller training, once you 'register' for the class go to 'classes' and the page will show the required quiz link.
- Click at the top of the page that says register; click my classes, your assigned class will appear on the screen.
- 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.
- Once you pass the exam with 80% (16) correct, email laura.a.mitchell.civ@mail.mil & kim.m.hooks.civ@mail.mil with your full name, unit, phone number and rank, if you are the Family Member we will need your Soldier's rank for our data base. It may take 1-2 business days to process your certificate.