



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #19 – Unit Funds and Fund Raising

1. References.

- a. AR 215-1, *Military Morale, Welfare, and Recreation Programs and Non-appropriated Funds Instrumentalities*, 24 September 2010.
- c. AR 600-20, *Army Command Policy*, 6 November 2014.
- b. AR 608-1, *Army Community Service*, 13 March 2013.
- d. Garrison Commander's Policy Memorandum No. 17, *On-Post Fundraising*, 12 November 2013.

2. PURPOSE: This memorandum establishes policy and procedures for the following funds within the 442d Signal Battalion: a) the Battalion MWR Unit Fund, b) the individual Unit Informal Fund, and c) the Family Readiness Group (FRG) Informal Fund. The memorandum also provides guidelines on fund raisers within the battalion for each fund.

3. APPLICABILITY. This policy applies to all Soldier and civilians assigned or attached to the 442d Signal Battalion.

4. Battalion MWR Unit Funds.

- a. MWR Unit funds are used for the collective benefit of all unit members for off-duty recreational purposes that promote unit cohesion as outlined in AR 215-1.

- b. The 442d Signal Battalion unit funds will be used primarily for the Unit Holiday Party in December and the Unit Organization Day in the summer. Other requests for unit funds must be in accordance with AR 215-1 and must be submitted in writing to the Battalion Executive Officer no later than fifteen working days prior to the event. These requests will be considered and approved by the Unit Fund Counsel which consists of the Battalion Commander, Battalion CSM, Company Commanders, Company First

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Sergeants, the Battalion MWR Unit Fund Representative and the Battalion BOSS (Better Opportunities for Single Soldiers) Representative.

c. The Battalion S4 will serve as the Battalion MWR Unit Fund Representative.

d. The Unit Fund Council will meet quarterly in conjunction with the Battalion Family Readiness Group Meetings or as required to vote on Unit Fund requests. A majority of the voting membership constitutes a quorum for the conduct of official business. Two thirds of the voting members in attendance must approve the request in order for funds to be expended.

e. Once fund expenditures are approved, the Battalion MWR Unit Fund Representative will secure the funds from the Fort Gordon MWR Unit Fund Representative. Funds will be procured no earlier than five days prior to the event. They must be secured in a government approved unit safe until expended.

f. The Battalion MWR Unit Fund Representative may issue funds to a Company Commander, Company First Sergeant or Unit Purchasing Representative for the purchase of a specific item if the Battalion MWR Unit Fund Representative is not available to make the purchase in person. All receipts must be provided to the Battalion Unit Fund Representative within 24 hours of the purchase for audits/accountability of funds.

g. As MWR Unit Funds comes available from Garrison, no fundraising by the battalion is required.

5. Unit Informal Fund.

a. Each commander may authorize informal funds. Examples of informal funds are office coffee, cup and flower, and annual picnic funds. Such fund will be used consistent with Army values and the Joint Ethics Regulation (DoD 5500.7-R). These funds are subject to the following guidelines:

(1) The commander will detail in a memorandum the fund's purpose and function. Use of the unit informal fund is limited to expenses consistent with that purpose and function. For example, farewell gifts, flowers for funerals, or gifts to newborns. The memorandum should also note contribution to the unit informal fund is voluntary.

(2) The commander will designate only one individual to be responsible for fund custody, accounting, and documentation. Such individual will provide an annual report to the commander on the fund's financial status.

7. FRG Informal Fund.

a. The Battalion will not maintain a consolidated FRG Informal Fund. FRG Informal Funds will be maintained at the company-level only with the following guidelines:

(1) Each company will have a FRG Informal Fund SOP based on requirements found in AR 608-7, App. J-7c.

(2) The company commander will sign a letter designating a FRG Informal Fund custodian and an alternate. The fund custodian is responsible for the informal fund's custody, accounting, and documentation. Each FRG Informal Fund will not exceed an annual gross receipt (income) of \$10,000 per calendar year from all sources, including fundraising, gifts, and donations. The company commander may establish a lower annual income cap.

(3) Each company will not store more than a total of \$200.00 cash. All funds beyond \$200.00 must be maintained in a Company FRG bank account. The fund custodian may establish a non-interest bearing bank account under the FRG's name (never the individual's name). The company commander will authorize opening the account and prepare a letter naming the fund's custodian and alternate persons authorized to sign checks drawn on the account. The commander will not be a signatory on the account. Authorized uses of FRG Informal Fund are found in AR 608-1, Appendix J-7.

(4) Petty cash (under \$200) will be kept in a locked money box inside of a government approved unit safe. The fund custodian and alternate will maintain the key to the money box and the box will be inventoried as a locked container whenever the safe is opened.

(5) The fund custodian and alternate will maintain an audit trail for the receipt and expenditure of all FRG informal funds. All receipts must be maintained for expenditure of funds.

b. The Battalion Executive Officer will audit the Company FRG fund annually or within 30 days of a company change of command. The informal fund custodian will provide an informal fund report which summarizes the fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditure was consistent with the purpose of the Company FRG Informal Fund SOP.

c. Each company will report their FRG fund total at the quarterly FRG Meeting with an oral report on the receipt and expenditures of funds for the quarter.

8. Fundraisers.

a. Fundraisers for Unit and FRG Informal Funds may be conducted at company, division, team, and section level to raise funds so long as they are conducted among its own unit personnel and within the unit area. Such activities outside the unit area will require authorization from Directorate of Family, Morale, Welfare, and Recreation (DFMWR) in accordance with Garrison Commander's Policy 17, On-Post Fundraising.

b. The Company Commander, Division Chief, Team Chief or a designated representative will maintain records of the amount raised by the fundraiser and any/all expenditures. Funds raised for a specific event will be audited by the next higher headquarters within 30 days of the event. Funds raised for a battalion-level event will be audited by the Battalion Executive Officer.

c. Classes may conduct fundraisers for a class fund with general spending intent (class gift, class social/dining out) rather than for a specific event. The Class Fund Raising Officer is responsible to maintain an audit trail for the receipt and expenditure of all funds. The Company Commander or designated representative (E7 or above) will audit the class fund prior to the graduation of the class. The fund will be terminated when the class graduates and any remaining funds will be returned to the class or donated as determined by the class.

d. Other groups not specific to a company, division, team or class may conduct fundraising events (bake sales, car washes, etc.) only for a specific event. Examples are Baton Death March Team and the Army Ten Miler Team members from the battalion raising money to defray the cost of their event.

9. Ongoing Sales – Companies, divisions, teams, sections, platoons and classes may conduct ongoing soda/snack sales for a designated unit or FRG informal fund. Funds maintained as the sale location may not exceed \$20.00. Funds \$20-\$200 must be maintained inside of a locked money box stored in a safe. Divisions, teams, sections, platoons and classes who do not have a government approved safe will coordinate with their company for storage. Funds over \$200 must be maintained in a bank account and must be audited every six months by a senior ranking leader (E8 or above, MAJ or above, GS-12 or above) to validate accountability of these funds. At a minimum, records will include receipts for all expenditures and weekly totals in incoming funds.

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10. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #19, dated 9 January 2014.

Ready Rapid Reliable

//ORIGINAL SIGNED//
ERIC A. ANDERSON
LTC, SC
Commanding

DISTRIBUTION:
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