

**DEPARTMENT OF THE ARMY**  
**Organization Name Organization Address**  
**City, State, Zip**

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR (**NAME OF UNIT**) Soldier and Family Readiness Group Record

SUBJECT: Soldier and Family Readiness Group Informal Funds Standard Operating Procedure

1. References:

- a. Army Regulation (AR) 600-20, Command Policy, 24 Jul 20
- b. AR 608-1, Army Community Service, 12 Mar 13
- c. AR 600-29, Fundraising within the Department of the Army, 07 Jun 10
- d. AR 1-100, Gifts and Donations, 27 Jul 15
- e. DOD 5500.7-R, Joint Ethics Regulations, 17 Nov 11
- f. Army Directive 2019-17
- g. CS-19-015

2. PURPOSE: Provide procedures for managing the Soldier and Family Readiness Group (SFRG) Informal Funds.

3. SUMMARY: The SFRG Informal Funds is for the benefit of the (**UNIT NAME**) SFRG Members only and is established exclusively to provide support to Soldiers and Family Members as they adapt to Army life. Informal funds are intended for the purpose of involving, educating, and informing unit Families and should be managed by SFRG members. The SFRG is not a business and is not intended to generate profit. The unit SFRG is not an instrumentality of the United States Government. The informal fund is limited to expenses that support the mission of the SFRG and is to be used for activities that support the entire group rather than specific individuals. While Informal Fund accounts are authorized, it is strongly discouraged that Unit SFRG open and use an Informal Funds account. Instead, SFRGs would explore developing relationships with local community partners, such as Veteran Service Organizations (VSOs), to meet the to support SFRG activities financially, volunteers, food, drinks, use of venues, etc. Community partners can be connected through quarterly Regional Inter Service Family

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Assistance Committee meetings. While SFRGs are not authorized to solicit or ask for donations, they are authorized to accept.

4. SCOPE: This SOP applies to the (**UNIT NAME**) Soldier and Family Readiness Group, which is comprised of all Soldiers, Civilians, Volunteers, and Family Members assigned to the unit.

5. INFORMAL FUNDS ACCOUNTS: Establishing a bank account for SFRG funds provides safeguards for the SFRG as a whole, the Informal Funds Custodian, and the Commander. Once established, the Informal Funds Custodian will manage all SFRG funds through the SFRG Informal Funds account; however, regulations do not require Commanders to establish SFRG Informal Funds account. If an SFRG informal funds account is not established, the Commander will sign a Memorandum for Record stating this fact and place the memo in the Informal Funds Binder (See enclosure A). Regardless of whether or not an SFRG Informal Funds account exists, Commanders are prohibited from maintaining SFRG petty cash on hand in excess of \$100. The use of personal financial accounts to conduct SFRG-related financial transactions is strictly prohibited. If the Commander elects to forgo an SFRG Informal Funds, all transactions must be completed in cash in a “pay as you go” manner, with on-hand funds not to exceed \$100.

a. ESTABLISHING AN INFORMAL FUNDS ACCOUNT. Commanders must authorize the establishment of a SFRG Informal Funds account in writing and appoint an Informal Funds Custodian by a formal appointment memo (see enclosure B). The primary fund custodian may be a Soldier or Statutory Volunteer, but may not be the unit Commander, First Sergeant, the Soldier Family Readiness Liaison, or the SFRG leader. If a Soldier is appointed as the fund custodian, he/she must not be scheduled to deploy for more than 30 days within a 12-month period. If the Informal Funds Custodian is a civilian volunteer, they must complete Statutory Volunteer paperwork. Contact your Regional SFRS for paperwork instructions. The Assistant SFRG Leader, if appointed, can serve as an alternate funds custodian for fund access and if desired, countersigning checks written on the SFRG account.

(1) All Informal Funds Custodians must complete orientation and training for the position. The regional Soldier and Family Readiness Specialist (SFRS) can provide information and assistance with the Statutory Volunteer paperwork as well as training requirements and opportunities. The SFRS will award a certificate of training to the Informal Funds Custodian upon completion of orientation and formal training. Contact your regional SFRS for information on orientation and training.

(2) The Informal Funds Custodian must register the SFRG for an Employer Identification Number (EIN) with the IRS as the Responsible Party. The Informal Funds Custodian must also register with the Ohio Secretary of State as an “Unincorporated Non Profit Association” (the State will charge a nominal fee for the registrations, which

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is a qualified reimbursable expense from the SFRG Informal Funds) (See enclosure C). Note, the SFRG is not a non-profit organization as defined by IRS tax status 501(c)(3), which allows donors to receive tax advantages for donations. Non-profit organizations have tax-exempt numbers. SFRGs have EINs, not tax-exempt numbers. The EIN becomes the permanent federal taxpayer identification number for the unit's SFRG once assigned. See paragraph 10 for information about account changes that require action regarding the EIN.

(3) The Informal Funds Custodian will open a non-interest bearing account with a federally insured financial institution once the SFRG receives its EIN and is registered with the Ohio Secretary of State. The account will bear the name of the SFRG with the unit designation; for example: "JFHQ SFRG." The informal funds account will be established using the unit's mailing address, with correspondence addressed to the SFRG Informal Funds Custodian.

(4) The use of a debit card for purchases or cash advances is prohibited by OHARNG policy, therefore, do not request a debit card for the account.

(5) A minimum of one authorized signature is required on all checks; however, Commanders may require all checks bear two authorized signatures. Service Members may be signatories on the account if appointed as the Funds Custodian, or if civilian volunteers are unavailable. Under no circumstances shall the Commander, First Sergeant, SFRG Leader, or Military Liaison be signatories on the account (see enclosure D, New Bank Account Authorization Memo). This memo needs to be taken to the bank to finalize opening a new, informal account, or when there is a change in informal funds custodian.

(6) Online banking credentials (account number, password) will be shared between Commander, Informal Funds Custodian.

b. USE OF AN INFORMAL FUNDS ACCOUNT. Commanders will ensure that use of the informal fund account is limited to expenses consistent with the purpose and function of the fund, which is to promote readiness among the unit's Families. Informal funds may not be spent on items/events normally funded with appropriated dollars. The Informal Funds Custodian, in conjunction with the Commander and SFRG Leader, will establish an annual SFRG calendar-year budget (see enclosure E) and earmark estimated costs for future planned events in an informal funds ledger. Commanders will ensure funds are utilized for the purpose for which they are raised; for example: newsletters, homecomings, Christmas Party, volunteer recognition (not otherwise funded with appropriated fund), etc.

(1) SFRG informal funds may be used for:

- SFRG family social events
- Meeting / training refreshments

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- Deployment and reunion activities
- Childcare expenses during SFRG events
- Postage, newsletter publication, and operating supplies in support of the FRG
- Any authorized expense approved in advance and in accordance with the FRG spending plan

(2) SFRG informal funds will not:

- Be used to purchase traditional military gifts, such as Soldier farewell gifts that are not related to Family Readiness
- Change of Command cakes, etc.
- Be loaned or gifted to Soldiers or Families during emergencies
- Be used to fund the unit ball
- Be used for any individual's personal funds
- Be used as Unit MWR funds
- Be mixed with other Unit informal funds (cup and flower funds)
- Purchase items or services that are authorized be paid for with appropriated funds
- Be deposited or mixed with appropriated funds (APF)

c. MAINTAINING AN INFORMAL FUNDS ACCOUNT. Soldier and Family Readiness Group Informal Funds accounts use a 1 Jan – 31 Dec calendar (not fiscal year) for budgeting and reporting purposes. The Informal fund account balance is capped at \$5,000 at all times. See para 6. for more information. All current calendar year SFRG Informal Funds documentation will be kept in a SFRG Informal Funds Binder—separate from the SFRG Binder—at the unit or a location determined by the commander. **All prior year financial records will be maintained at unit level for six years per the General Records Retention schedule.** The following documents will be present in the Informal Funds Binder or unit records:

- Commanders memo authorizing SFRG Informal Funds Account
- EIN documentation (including IRS SS4 application)
- Unincorporated Non-Profit Association with Ohio Secretary of State Documentation (580 Form)
- Approved CY annual budget
- Monthly Treasurer's Report
- Bank Statements
- Approved Fundraising Request form for each fundraisers conducted
- Fundraiser Profit/Loss Statement for each fundraisers conducted
- Donation acceptance memo for each donation accepted
- Approved Purchase & Reimbursement Request for all payments made from account

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- Supporting Invoices or receipts for each approved Purchase & Reimbursement Request
- Updated Informal Funds Ledger
- Checkbook (all unused checks accounted for)
- Canceled Checks (including voids)
- Deposit Slips

If account has been closed:

- Verification of Account Closed memo
- Cashier's Check/Money Order for last account balance

(1) Authorized Signature – every account will have a minimum of two (2) authorized signatories. Commanders will ensure that as signatories resign their position, a replacement is immediately appointed and added to the account at the bank.

(2) Funds Custodians will utilize the Checkbook Register spreadsheet to record and track transactions, balance the account, and report the status of the account to the Commander monthly (see enclosure F). The register spreadsheet will be maintained exclusively by the SFRG Informal Funds Custodian.

(3) The Commander must authorize all purchases, reimbursements, debts, and donation deposits in writing prior to the execution of the transaction (see enclosure G, Purchase and Reimbursement Request Form; and enclosure H, Donation acceptance letter). Purchase authorizations—but not reimbursements—may be requested and approved by email or text, as long as the requesting parties name, commander's name, date and time, items to be purchased, and total amount are visible and the document can be printed and filed with the supporting Reimbursement Request in the Informal Funds Binder.

(4) The Informal Funds Custodian will present a yearly finance report to the Commander for approval NLT 30 days after the end of the calendar year, supported by the Checkbook Register spreadsheet and other documents to substantiate all transactions. Upon approval, the Commander shall sign a copy of the financial report, and file the report in the Informal Funds Binder. The Informal Funds Custodian or Alternate Informal Funds Custodian will also brief the budget status, all account activity, account balance, planned future expenditures, and any fundraising plans at the quarterly/monthly SFRG meeting.

(5) The SFRG Informal Funds account is subject to inspection upon request by the Commander, SFRG members, and the Family Readiness Office. Inspections are conducted to maintain a level of accountability to all SFRG members and to provide the Commander and the State Family Programs Director assurance that the SFRG Informal

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Funds account is being properly managed. During an inspection by the Family Readiness office, the Commander and regional SFRS and will verify all documents listed in paragraph 5.c. are present in unit SFRG Informal Funds Binder.

(a) If discrepancies are found during the inspection, the matter will be resolved in direct consultation with the Commander and the SFRG leadership. The Commander has the final word in such matters. If discrepancies or concerns are serious enough, the Commander may choose to retrain the Informal Funds Custodian or secure the account and request the resignation of the Informal Funds Custodian. In the event the Commander suspects fraud or theft, the Commander will initiate an inquiry to determine the facts before involving law enforcement authorities.

(6) If the Commander becomes aware of mismanagement of the SFRG Informal Funds account, new SFRG members should be found to fill the Informal Funds position and any other SFRG leadership positions that may have been involved rather than closing the account.

6. FUNDRAISING: SFRGs may conduct internal fundraising with Battalion/Squadron commander approval (see enclosure I). Internal fundraising activities are normally done at a military installation, such as an armory where fundraising participants are limited to unit military members and their Families ("by us, for us"). The Brigade Commander may authorize external fundraising proximal to the armory or readiness center or within the local community, after consultation with the local ethics counselor, IAW reference f. Informal Funds accounts are limited to a balance of \$5,000 at all times, inclusive of fund raising activities and donations.

a. Always ask the following questions prior to fundraising:

- Has the unit Commander and the Battalion/Squadron Commander approved it?
- Why do we need to raise the money?
- Will it benefit the entire SFRG membership?
- Does it duplicate other resources within the community?
- Can we get it somewhere else?
- Is it an authorized fundraiser according to funding guidance?
- Has it been discussed with SFRG members at a meeting and voted on?

b. Examples of authorized SFRG fundraisers include:

- Bake Good donations (not sales)
- Car washes
- Fun runs
- For donations concession booth at installation/unit events

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- Talent show
  - Opportunity (silent) auctions of donated goods and services
- Selling t-shirts, magnets, buttons

c. Examples of prohibited SFRG fundraisers include:

- Games of chance (such as gambling, raffles, etc.)
- Not approved by commander/rear detachment commander
- Chain letters and pyramid schemes
- Door to door solicitations
- Any activity involving military members in uniform
- Any activity or product that is dangerous or unduly risky
- Any activity on private property without proper permission

7. DONATIONS: Unit commanders may accept unsolicited donations of \$1,000 or less per donation from private organizations or individual donors to the SFRG informal fund (See enclosure H). Fund donations must be deposited in the Informal Funds Account, and count towards the \$5,000 Informal Funds cap. Donations from an organization or individual cannot exceed \$1,000 annually. All donations must be “unconditional,” meaning the donor cannot place conditions on how the donation is spent. Donors must also be aware they accrue no IRS tax advantages, as the SFRG is not a non-profit organization according to IRS rules. Commanders and SFRGs are prohibited from soliciting donations to the SFRG. The Informal Funds Custodian must deposit all monetary donations within 48 hours of acceptance.

8. PROCESS OF PAYMENT: The SFRG must maintain accurate and complete records for all disbursements from the informal fund like any other non-commercial entity. The Commander, SFRG Leader, and the Informal Funds Custodian/Alternate Custodian work together to ensure all payments are qualifying expenditures, approved by the Commander, accounted for in the budget, and supported by receipts or other documentation. The SFRG must pay sales tax when making purchases, as it is not a qualified non-profit under IRS rules.

a. PURCHASES. All SFRG members requesting to purchase items on behalf of the SFRG will complete a Purchase and Reimbursement Request Form (enclosure G). As an alternative, purchase authorizations may be requested and approved by email or text, as long as the requesting parties name, commander’s name, date and time, items to be purchased, and total amount are visible and the documented can be printed and filed with the supporting Reimbursement Request in the Informal Funds Binder. Purchases may be made by check, ACH transfer or electronic payment applications; payment by debit cards and ATM cash withdrawals are not authorized. Note that most social payment application (such as Paypal) charge a per use fee, thus paying by check

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is the preferred option. All expenditures will be entered into the Checkbook Register spreadsheet and supported by documentation such as a cancelled check, sales receipt, or ACH transfer confirmation and the records placed in the Informal Funds Binder.

b. REIMBURSEMENTS. All SFRG members requesting reimbursement for purchases made on behalf of the SFRG will complete a Purchase and Reimbursement Request Form (enclosure G) and send it, along with supporting receipts, to the Informal Funds Custodian. The Custodian will submit the form and receipts to the Commander for approval. Upon approval, the Custodian will issue a payment to the SFRG member. The approved reimbursement request and receipts will be placed in the Informal Funds Binder.

9. Administrative Changes to a SFRG Informal Funds Account: Administrative changes are required when the unit undergoes a change of command; resignation of the EIN "Responsible party"; or any authorize signatory resigns, departs, or is added. Administrative action is also required to properly close an Informal Funds Account.

a. CHANGE OF COMMAND. Following a change of command, a Funds Custodian will complete and submit a financial report to both the outgoing and incoming Commanders for approval. Provided there have been no other changes affecting the account, no further action is necessary.

b. LOSS OF RESPONSIBLE PERSON. Following the resignation of the EIN Responsible Person (the Informal funds Custodian):

- The Commander signs a letter authorizing a change of signatories on the SFRG Informal Funds Account, to be taken to the bank (IRS "Responsible Persons" must be account signatory)
- The Funds Custodian will complete a financial report and provide it to the Commander
- The new "Responsible Person" must complete and submit an IRS Form 8822-B, "Change of Address or Responsible Person" form. This will remove/replace the prior fund custodian's name and SSN associated with the EIN. The new "Responsible Person" must be the Primary or Alternate Funds Custodian
- All Informal Funds and SFRG documents and checkbook will be turned over to the Commander or a designated representative

c. CHANGE TO AUTHORIZED SIGNATORIES. To add, remove, or change account signatories:

- The Commander signs a letter authorizing a change of signatories on the SFRG Informal Funds Account, to be taken to the bank
- Complete and submit a financial report to the Commander for approval

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- Outgoing signatory will turn in any documents / checkbook to a remaining or new signatory or the Commander
- Outgoing and incoming signatory take the commander's authorization letter to the bank and effect the changes (enclosure D)

d. CLOSING INFORMAL FUNDS ACCOUNT/DISBANDING SFRG. In the event that a SFRG is closing an Informal Funds account:

- A Funds Custodian will complete a final financial report and provide it to the Commander
- The Commander signs a letter authorizing closure of the SFRG Informal Funds Account, to be taken to the bank
- An account signatory obtains a cashier's check for the account balance, made out to the "SFRG Unit Name," and closes the account at the bank  
The EIN "Responsible Person"—the Primary or Alternate Custodian—must send the IRS a letter terminating the use of the EIN that includes the complete legal name of the entity, the EIN, the unit address, and the reason (SFRG is being disbanded). Include a copy of the EIN Assignment Notice the IRS issued when the EIN was assigned, if available. Mail to: Internal Revenue Service Cincinnati, Ohio 45999. This step is critical to remove the responsible party's name/SSN from the SFRG legal entity.
- All Informal Funds and SFRG documents and checkbook will be turned over to the Commander or a designated representative

FIRST M. LAST  
RANK, BR  
Commanding

Encls

- A. No Informal Funds Memo
- B. Commander's Authorization Memo
- C. New Informal Funds Account
- D. SFRG Bank Account Authorization
- E. Annual Budget Form
- F. Checkbook Register Spreadsheet
- G. Purchase and Reimbursement Request Form
- H. Donation Acknowledgment Letter
- I. SFRG Fundraising Request Form

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MEMORANDUM OF UNDERSTANDING BETWEEN  
UNIT COMMANDER AND  
SOLDIER AND FAMILY READINESS GROUP LEADER, INFORMAL FUNDS  
CUSTODIAN

SUBJECT: Understanding of Informal Funds Standard Operating Procedures

1. Signatures below signify that the Soldier and Family Readiness Group Leader, Informal Funds Custodian, and Unit Commander all understand their role and responsibilities to ensure the informal funds are being incorporated and used in accordance with regulation.
2. FILES: Hard and soft copies of this SOP will be maintained by the commander, SFRG Leader, SFRG Informal Funds Custodian, Regional SFRS.
3. The point of contact for this SOP is the Unit Commander and can be reached at (xxx)xxx-xxxx, or insert email.

\_\_\_\_\_  
First Mi. Last Name  
SFRG Leader

\_\_\_\_\_  
First Mi. Last Name  
SFRG Informal Funds Custodian

\_\_\_\_\_  
Commander's First Mi. Last Name  
Rank, Branch, Commanding

**OHIO ARMY NATIONAL GUARD**  
**[Unit, Address]**

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: Solider and Family Readiness Group informal funds account

1. [Unit Name] does not support a SFRG informal account, which includes petty cash and a bank account.
2. Authority: AR 608-1 Appendix J
3. Period: Until officially relieved or released from appointment.

[Commander's Name]  
[Rank & Branch]  
Commanding

**OHIO ARMY NATIONAL GUARD**  
Unit Address

Office Symbol

DATE

MEMORANDUM FOR RECORD

SUBJECT: Soldier and Family Readiness Group Appointments

1. [Name], [Email], [Phone] is appointed SFRG Leader
2. [Name], [Email], [Phone] is appointed the SFRG Assistant Leader.
3. [Name], [Email], [Phone] is appointed the SFRG Informal Funds Custodian.
4. [Name], [Email], [Phone] is appointed the SFRG Secretary.
5. [Name], [Email], [Phone] is appointed the Military Liaison.
6. Soldier & Family Readiness Specialist [Name], [Email], [Phone]
7. Authority: AR 608-1 Appendix J
8. Purpose: A SFRG is a command-sponsored organization of Soldiers, civilian employees, Family members (immediate and extended) and volunteers belonging to a unit. SFRG will provide mutual support and assistance, and a network of communications among the Family members, the chain of command, and community resources. SFRG will assist unit commanders in meeting military and personal deployment preparedness and enhance the Family readiness of the unit's Soldiers and Families. They will also provide feedback to the command on the state of the unit "Family".
9. Period: Until officially relieved or released from appointment.

Commanders Name  
Rank & Branch  
Commanding

DISTRIBUTION:  
Military Liaison  
Listed Unit SFRG  
Binder  
Regional SFRS

## OPENING A NEW INFORMAL FUNDS ACCOUNT FOR YOUR SFRG

1. Appoint two authorized signatories to be on the account. The primary fund custodian may be a Soldier or Statutory Volunteer, but may not be the unit Commander, First Sergeant, the Soldier Family Readiness Liaison, or the SFRG leader. The fund custodian must not be scheduled to deploy for more than 30 days within a 12-month period. Obtain the bank account authorization memo from the commander to fill out the following information.
2. Apply for an EIN. Steps to apply for the EIN are as follows.
  - a. Go to [www.irs.gov/businesses](http://www.irs.gov/businesses).
  - b. In the search field box, type EIN.
  - c. Click Apply for an EIN online.
  - d. Click Begin Application.
  - e. Answer questions as follows:
    - i. Click View additional types and Continue
    - ii. Organization type: Community or Volunteer Group, click continue 2x.
    - iii. Responsible party: Statutory Volunteer's full name plus SSN. Click the statement that reads, "I am a responsible and duly authorized officer or member of this organization" and click continue.
    - iv. Type in unit's address and phone number, then click "no" to answer the question, "Do you have an address different from the above where you want your mail sent?", then click continue.
    - v. Legal Name: Name of the unit plus SFRG. (Ex. 1-137<sup>th</sup> CO A FRG.)
      1. Trade name - leave blank
      2. County is the county that the unit is in which should automatically fill in from the address that was input.
      3. State – Ohio
      4. Date business started or acquired – input today's date
      5. Click Continue
    - vi. Click no to all questions that are asked and click continue.
    - vii. Click Other, then continue
    - viii. Click organization (such as religious, environmental, social or civic, athletic, etc.) and click continue.
    - ix. Click Social or Civic, then in description type, input "social educational group for military families".
    - x. Click receive letter online, click continue
3. You will automatically receive your EIN for the SFRG account. Save a PDF copy, then print one for the bank and one for the treasury records.
4. Register with Ohio Secretary of State.
  - a. Go to <https://www.sos.state.oh.us/businesses/>
  - b. Click on Create a Profile
    - i. You will enter in your email address

- ii. Create a password
    - iii. The computer will create a unique signature code – **Do not lose this.**
  - c. Click on sign in (enter your email address, password, and signature code)
  - d. Click on “File a new business or register a name”.
  - e. From the drop down box click on “Unincorporated Non Profit Associations Agent Appointment \$25.” Make sure that regular processing is marked and click continue.
  - f. Type in the name of the SFRG (it has to match how you registered for the EIN Number) and click search. (Note: a pop up box will appear of search results, it should say “no records found”) click close.
  - g. Click Begin Filing.
  - h. Scroll down the page and click on the blue “580 Unincorporated Non Profit Associations Agent Appointment Fillable PDF Form”. (Note: it will automatically want you to save the form to your computer.) Save the form to your computer.
  - i. Follow the instructions to fill out form 580, fill out the form and sign it on page 3, then resave it to your computer.
  - j. Re-log into the Secretary of State website.
  - k. Click on “ File a new business or register a name”
  - l. From the drop down box click on “Unincorporated Non Profit Associations Agent Appointment \$25.” Make sure that regular processing is marked and click continue.
  - m. Scroll down to the bottom of the page and underneath the form that you downloaded it will have a button to select file to upload. Click in that box and select your completed 580 form.
  - n. Click on attach file and click continue.
  - o. The next screen will allow you to attach additional documents if requested, if not, click continue/submit.
  - p. Enter payment information and click submit. An email will come first (within 24 hours) and a paper copy in the mail later of your registration with the Secretary of State. Print and save this email as you will need this to go to the bank with to open the bank account. Keep a copy of this in the informal funds binder.
5. Bring the copy of the EIN, Ohio Secretary of State information and signed bank memo to the bank of your choosing and open this account as a non-interest bearing checking account, NOT a 501c3 account.
  6. If you have any questions, please reach out to your Regional Soldier and Family Readiness Specialist.

**OHIO ARMY NATIONAL GUARD**  
[Unit Letterhead]

Office Symbol

[Date]

Bank Name  
ATTENTION: New Accounts  
Bank Address  
City, State ZIP

**SUBJECT:** Authorization to open a new non-interest bearing, unincorporated organization checking account for the \_\_\_\_\_ Soldier & Family Readiness Group (SFRG) Informal Fund

Dear New Accounts Manager:

This letter is to authorize the following named individuals to open a checking account:  
**Type Account:** Non-interest bearing, unincorporated organization account  
In the name of \_\_\_\_\_ SFRG Informal Fund, Established on \_\_\_\_\_

**IRS Employee Identification Number:** XXXXX-XXXXX  
**Filed Form 580 with the Secretary of Ohio on:** dd MMM yy  
**Mailing Address (Unit):** c/o \_\_\_\_\_, Address, City, State, ZIP

**Purpose of Account:** This SFRG informal fund is for the benefit of the SFRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government.

**Authorized signatories:**

Signature & Print Name

Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SFRG Informal Funds Custodian  
Name of 2<sup>nd</sup> signatory  
Name of 3<sup>rd</sup> signatory, if desired

If any questions, please contact \_\_\_\_\_ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

(COMMANDER'S NAME)  
RANK, OHARNG  
Commanding

SFRG Name

Insert Year Informal Fund

Annual Budget

Account balance as of:

Expected Revenue From:

Fundraising

Grant/Community Partner Funding

Donation

Expected Expenditures:

(Examples: Family Day, Holiday Party)

This SFRG Informal Fund Budget for UNIT NAME was approved:

Name of Commander  
Rank, Branch  
Commanding



**SOLDIER AND FAMILY READINESS GROUP  
PURCHASE & REIMBURSEMENT REQUEST FORM**

**Section 1. Purchase Request.** Completed prior to making purchase

Request Date: \_\_\_\_\_ Date items needed: \_\_\_\_\_  
The following items/services are required for the Event Name:

Authorized Purchasers Name:

ITEM	QTY	Cost	Total
------	-----	------	-------

Reason for Purchase:  
Total Amount Approved:  
Approved By:  
Signature:

**Section 2. Reimbursement Requests (Attach Receipts)**

Reimbursement Check #: \_\_\_\_\_ Date: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

Check made out to: \_\_\_\_\_

Receipt Totals:  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_ (Total Due)

Approved By:  
Signature  
Received By:  
Signature

Attach Receipts here

**OHIO ARMY NATIONAL GUARD**  
Unit Address

Date (Civilian Format)

Donor Name  
Donor Address

Dear Donor Name:

On behalf of the Unit Name Soldier and Family Readiness Group, I would like to thank you for your generous donation.

Due to Army Regulations, we are unable to provide you tax documentation for your donation, as we do not qualify as a 501(c) 3 organization. Please know that your donation helps us better serve our Families. Your continued support of Soldiers and Families is greatly appreciated.

Sincerely,

Commander  
Rank, Branch  
Commanding

## SOLDIER AND FAMILY READINESS GROUP (SFRG) FUNDRAISER REQUEST FORM

In accordance to Army Regulation 608-1, Appendix J, SFRG informal funds may only be raised and maintained for specific planned purposes consistent with the purpose of the informal fund. If the purpose of the fundraising event is inconsistent with the SFRG informal funds SOP, commanders will not approve the fundraising event. Fundraising will be approved by unit Command/representative **and** the Battalion Commander/representative after consultation with the the servicing Judge Advocate/ethics counselor. This form must be completed and submitted to the SFRG for majority vote prior to fundraising beginning.

Name of Organization:

Type of Event (i.e. car wash, bake sale, etc.):

Desired Date/Time:

Location (where/building number and street):

**SFRG may officially fundraise from its own community members or dependents and from all persons benefiting from the Army organization.**

Items, Services, Activities to be Offered:

Type of Food/Drink to be Offered:

Requester Signature:

Telephone #:

Proposed use of funds raised:

Current SFRG Fund Balance:

SFRG Annual Gross Income Balance:

As of (Enter Date):

### APPROVAL/DISAPPROVAL

Approve/Disapprove:

DATE:

COMMENTS:

Unit Command Official:

Approval

Disapproval

Battalion Official:

Approval

Disapproval