



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7001

IMHU-ZA

13 Oct 2020

MEMORANDUM FOR ALL FORT HUACHUCA PERSONNEL

SUBJECT: POLICY 20-37, Informal Funds Operating on Fort Huachuca

1. REFERENCES.

- a. Army Regulation (AR) 600-20, Army Command Policy
- b. AR 600-29, Fundraising within the Department of Army

2. Informal funds are established by Soldiers or Civilian employees, from the same office or unit who voluntarily participate in the fund and its activities in their personal capacity. The general purpose of an informal fund is to provide a source of unofficial support and assistance and enhance the morale, welfare, and quality of life, and/or well-being within military units or organizations. Informal funds include, but are not necessarily limited to, cup-and-flower funds, coffee funds, Christmas party funds, office or unit picnic funds, family readiness group funds, and other similar funds.

3. Informal funds do not need an operating permit from the Garrison Commander but are subject to the following:

- a. The Unit Commander/director must authorize the fund in writing. Each informal fund must have only one individual (fund custodian) responsible for fund custody, accounting and documentation. Annually, this individual's supervisor is advised of the fund's financial status. The fund custodian will administer fund business during off-duty time.

- b. Fundraisers to raise money for informal funds are unofficial activities. Fundraising activities on the Installation must be approved in advance by the Garrison Commander or designee. Send requests through the Private Organizations Coordinator, Directorate of Family and Morale, Welfare, and Recreation (DFMWR) IMHU-MWN-O, no less than 20 working days in advance.

(1) Informal funds are authorized six fundraisers per year.

(2) These organizational fundraisers must be conducted in accordance with (IAW) the guidelines provided by Fort Huachuca Policy 20-38 Fundraisers, and will be reviewed for legal sufficiency as well.

IMHU-ZA

SUBJECT: POLICY 20-37, Informal Funds Operating on Fort Huachuca

c. Expenditure of funds is limited to activities that are consistent with the purpose and function of the fund and that will benefit the entire unit organization. Funds will not be expended in any way that is, or appears to be, improper or contrary to Army interests.

d. The fund net worth (cash in bank balance) will not exceed \$5,000, at any given time. Should the fund dissolve, all monies remaining at the time of dissolution will be used for activities that benefit the entire unit or organization.

e. IAW AR 608-1, Annex J-7e. Family Readiness Group (FRG) Informal Funds will not generate more than \$10,000 in income per calendar year from all sources including fundraisers.

4. This policy does not apply to the Combined Federal Campaign (CFC) or the Army Emergency Relief (AER) Campaign. The CFC and AER fundraising campaigns are official activities governed by other legal authorities.

5. This memorandum supersedes USAG, Policy 003, dated Jul 20, 2009, Informal Funds Operating on Fort Huachuca.

6. The proponent for this policy is the DFMWR, U.S. Army Garrison, Fort Huachuca, AZ 85613-7911.


JARROD MORELAND
Colonel, MI
Commanding

Distribution: E