

## **INFORMAL FUNDS**

Informal funds are funds such as office coffee funds, cup and flower funds, picnic funds etc. These funds may operate on a military installation without formal authorization because of their limited scope. However, the Garrison Commander may establish rules for their approval and operation. These funds are governed by AR 600-20, Army Command Policy and the Joint Ethics Regulation (JER). They are subject to the following guidelines:

- (1) Use is limited to expenses consistent with the purpose and function of the informal fund.
- (2) Only one individual is to be responsible for fund custody, accounting and documentation. Annually, this individual's supervisor is advised of the fund's financial status.
- (3) Operation of the fund will be consistent with Army values and the JER.
- (4) There is no regulatory limit on the amount of funds which may be maintained by an informal fund; however, the Garrison Commander can establish limits to the amount of funds an informal fund may maintain.

Normally, funds to run an informal fund come from donations from its participants; e.g., each participant in a coffee fund donates \$5 per month to pay for the fund's supplies. At the Garrison Manager's discretion, informal funds may be allowed to do other types of fundraising.

## **FUNDRAISING**

Fundraising is the raising of funds for a private organization/informal fund by soliciting cash contributions, in-kind donations of services or goods, or grants from members or non-members of the private organization.

- a. Fundraising on military installations is governed by 5 CFR 2635.808 and AR 600-29.
- b. All fundraisers will be approved by the Garrison Manager.
- c. Private organization fundraisers will not be conducted in the workplace, except in areas designated by the Garrison Manager. Members of the private organization who are on official government duty time will not participate in fundraising activities. It is permissible for government employees (military or civilian) to participate in fundraising events during non-duty time.
- d. At the discretion of the Garrison Manager, private organizations may conduct fundraising sales when sales are not in competition with AAFES or the installation NAFIs.
- e. Family Readiness Groups (FRG's) must request approval for fundraising. When conducting fundraising events, FRG's are considered informal funds.