

*Alc*

Topic: Unit Funds	OPR: Directorate of Family, Morale, Welfare and Recreation (DFMWR) (760) 380-5111
Reference: AR 215-1, 24 October 2006, SOP #7 Unit Funds	

Procedure:

- Unit funds are established at the Battalion level (BN). The BN commander will appoint via memorandum a Unit Fund Custodian to administer the funds. An example memorandum follows:

	DEPARTMENT OF THE ARMY ORGANIZATION CITY, STATE ZIP
	REPLY TO ATTENTION OF
OFFICE CODE	dd Mon yy
MEMORANDUM FOR DFMWR, Attn: DFMWR Fund Manager, Building 550	
SUBJECT: Additional Duty Appointment	
1. Effective <Date, Name, SS#, unit name> is assigned to the following additional duty:	
UNIT FUND MANAGER	
2. Authority: IAW AR 215-1, NTC REG 230-2	
3. Purpose: To perform duties as required by AR 215-1, NTC REG 230-2 and maintain financial and program management of unit funds.	
4. Period: Until officially relieved or released from appointment.	
5. Point of contact for this memorandum is BN Commander	
BN COMMANDER Signature Block	

- Units that raise funds will be matched by MWR up to their unit allocation per year. Funds are allocated for matching at the beginning of the fiscal year, allocation per year is based on the G-1 unit strength report and is broken down as follows 1-499 Soldiers receive \$500.00, 500-1000 Soldiers receive \$1000.00 per year.

- Unit funds are to be used to benefit the Soldiers. When using unit funds, all Soldiers within the BN should be given an opportunity to benefit from fund use. Some common uses of unit funds have been food and beverages for unit parties, discounts on tickets for military balls, discounts or free tickets for trips, transportation for unit trips (can use their mission money legally for transportation), or uniforms for unit sports teams. For uniforms, the unit must provide for men and women's teams and make sure all or most Soldiers are eligible to tryout for the team. It is permissible to purchase farewell tokens (plaques, etc.) as long as every Soldier gets the same treatment.

Topic: Unit Funds (continued)

Reference: AR 215-1, 24 October 2006, SOP #7 Unit Funds

OPR: Directorate of Family,  
Morale, Welfare and  
Recreation (DFMWR)  
(760) 380-5111

Procedure (cont):

•Unit funds will not be used for the following events:

- Change of Command
- Receptions
- Military Clothing
- Military Equipment

•The Unit Fund Manager must sign the purchase request. If purchasing items from vendors off the installation, a Nonappropriated Fund (NAF) purchase request must be completed. The minutes and the NAF purchase request, if required, are forwarded to the MWR Consolidated Unit Fund Custodian at least 10 working days in advance of the needed date. Manufactured items may require more time. Emergency requests will be processed on a case-by-case basis. However, no matter when the request is received, the MWR staff, being Soldier oriented, will make every attempt to get the item for the Unit. When a Unit waits until the last minute, it can result in having to pay a premium price for an item.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
ORGANIZATION  
CITY, STATE ZIP

OFFICE CODE

dd Mon yy

MEMORANDUM FOR DFMWR, Attention: Chief, Financial Management Division, Bldg 550

SUBJECT: Withdrawal from <organization> Unit Funds

1. Request withdrawal of <organization> Unit Funds in order to purchase <description of items and intended use>. <Include details of vendor, location, day/ time of purchase, estimated cost, etc.>
2. All receipts will be submitted to MWR and unused funds will be returned to deposit in the <organization> Unit Fund account.
3. Any questions can be directed to the Unit Fund Custodian or <alternate POC> at <phone>, <email>.
4. Point of contact for this memorandum is the undersigned at <phone>, <email>.

UNIT FUND CUSTODIAN NAME  
Signature Block  
Unit Fund Custodian

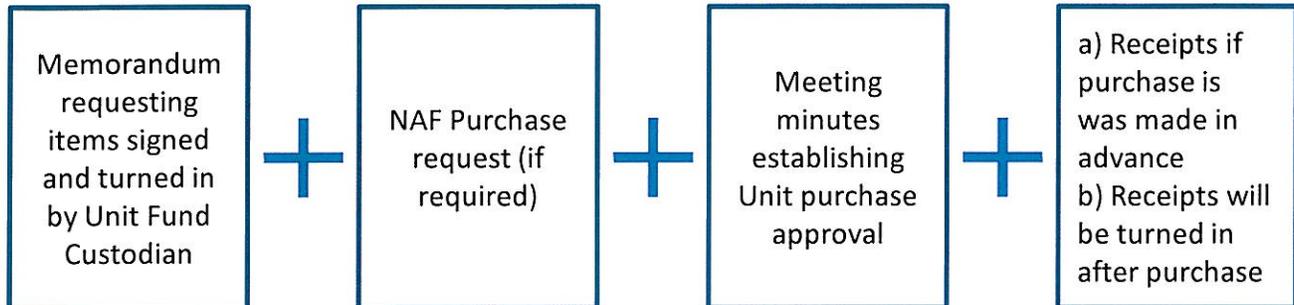
Topic: Unit Funds (continued)

OPR: Directorate of Family,  
Morale, Welfare and  
Recreation (DFMWR)  
(760) 380-5111

Reference: AR 215-1, 24 October 2006, SOP #7 Unit Funds

Procedure (cont):

• Unit fund requests should include the following documentation and be submitted 10 working days prior to required date. The Chief of Financial Management Division will determine if funds are available and authorize/ reject payment. FMD will contact Unit Fund Custodian to arrange payment.



• Unit funds are government funds whether raised or donated and must be safeguarded. The money raised at fundraisers will be deposited within 24 hours with the Financial Management office located in building 550.

• At the end of the fiscal year (30 September), the initial allocation of funds and the matching funds not spent are taken back by MWR. The funds raised by units through fund raising events remain with the units. Never is the money raised by a unit, ever taken from them. The only money that does not roll over into a new fiscal year is funds provided to the BN level unit fund by MWR.