



UTAH NATIONAL GUARD
Servicemember and Family Support Services
12953 South Minuteman Drive
Draper, Utah 84020
Phone: 801-432-4080 Fax: 801-432-4685



COMMAND FRG FUND REVIEW CHECKLIST

Treasurer Report documents for review:

Date: _____

- _____ Treasurer job description signed by the Treasurer and alternate Treasurer
- _____ Copy of all Bank Statements and receipts since the last report
- _____ A copy of the checkbook register showing all transactions since the last report
- _____ Treasurer appointment Memorandum
- _____ Authorization Memorandum Authorization for FRG fund Bank account

Reports are required from units that have no checking account as well. A simple email to your Family Readiness Support Assistant (FRSA) stating that the FRG has no account is sufficient.

Treasurer report is due:
Quarterly (Mar 15th, Jun 15th, Sep 15th, Dec 15th)

Explanation of Delinquencies/TBDs/Not Available

Full Time Military POC: _____

Signature: _____ Date: _____

Family Readiness Group Treasurer: _____

Signature: _____ Date: _____

Commander: _____

Signature: _____ Date: _____

Please complete and return to the unit Family Readiness Support Assistant