

# Family Readiness Group Treasurer's Handbook



# WELCOME

This handbook contains information, guidance and forms that are intended to offer you the best support possible in successfully accomplishing your tasks as a Treasurer for the Family Readiness Group.

The goal of this handbook is to welcome you to your new position with adequate support to make this position manageable for you.

The first and most important item we have to share is "THANK YOU." Your willingness to accept this responsibility is greatly appreciated!

Please remember, if you have any questions there are a number of people to assist you:

Your Family Readiness Group Leader

The unit Commander or representative

The MACOM Family Readiness Support Assistant

The Service Member and Family Support Services office: 801-432-4080

Your willingness to accept this responsibility is greatly appreciated. **Thank you!**

# TABLE OF CONTENTS

Treasurer Responsibilities	4
Getting Started	4
EIN	4
Bank Account	5
Fundraising	9
Glossary of Terms	15
Treasurer's Job Description	16
Appointment Letter	17
Release from Appointment	18
Fund Authorization Letter	19
Treasurer's Monthly Report	20
FRG Review Checklist	22
Cash Tally Sheet	23
Fundraising Planning Form	24
Reimbursement Form	26
Fund Property Record	28
Event Planner	30

## **TREASURER RESPONSIBILITIES**

Develop and maintain simple recording procedures for funds generated by the Unit Family Readiness Group Army Regulation 600-20, Para 4-21; Department of the Army Pamphlet 608-47, Para 3-7a; Utah National Guard Family Readiness Pamphlet 600-12 and the Utah National Guard Family Readiness Group Treasurer's Handbook.

## **GETTING STARTED**

Commanders may authorize their FRG to maintain one informal fund. Informal funds are private funds generated by FRG members that are used to benefit the FRG membership as a whole. The funds can be used to produce newsletters that contain predominantly unofficial information and purely social activities, including, but not limited to: parties, social outings, picnics, and family days.

The FRG fund cannot augment unit funds; purchase items or services that are authorized to be purchased with appropriated funds; purchase gifts; or fund the unit ball.

The unit commander will designate a fund custodian (treasurer) in writing using an appointment letter. The treasurer is responsible for the informal fund custody, accounting, and documentation and may be personally liable for any loss or misuse of funds.

## **Obtaining an EIN**

In order to open a bank account you must first apply for an Employer Identification Number (EIN). You can apply on-line at [www.irs.gov](http://www.irs.gov). The EIN is not a "non profit" identification number. Payment of sales tax for items purchased by the FRG is required.

The purpose of the EIN is to ensure volunteers do not use their personal social security number (SSN) when opening the FRG bank account. Personal SSN's should never be used when opening a bank account because it can be perceived as personal income by the IRS.

After you have obtained the EIN, ensure that you safeguard it, and maintain the IRS letter. Do not allow any individual to use the EIN number for any other

purpose. It may only be used to open a bank account under the IRS status of "Banking Purposes Only."

### **Updating EIN Information**

When there is transition in the unit name FRG members may rename their FRG group to align with the new unit and group members. When a new name is decided upon the IRS should be notified. There is no form available to update the EIN information, and the IRS asks entities updating their information NOT to submit a second EIN application. To update the EIN information send a letter, on company letterhead requesting a change. Be sure to include the entity's complete name, EIN, and mailing address so the IRS can correctly identify your IRS account. The IRS will send a letter confirming receipt of the updated information. If you do not receive the confirmation letter within 60 days, you should fax a copy of the original letter, annotated "Second Request." Additional information can be found at [www.irs.gov](http://www.irs.gov).

Internal Revenue Service  
M/S 6273 qwe  
Ogden, UT 84201  
Fax Number: 801-620-7116

### **New Bank Account**

Take the IRS letter and one other approved volunteer to open a non-interest bearing bank account with a minimum of two volunteer signatures. No military member, DOD contracted civilian, or DA civilian should have signature authority on the bank account.

Debit cards are **NOT** allowed and checks must be printed requiring **two signatures**. You may use the on-line banking option if available.

### **Updating Bank Account Signature Card**

When a volunteer no longer wished to fulfill the duties of treasurer they should be removed from the signature card at the bank to avoid any liability of account discrepancies. A fund transfer letter should be completed, signed and

maintained in the treasurer book. It is also recommend the volunteer keep a copy of the fund transfer letter.

### **No Replacement Treasurer**

The FRG Leader may maintain the account when there is no other volunteer. Every effort should be made to reestablish volunteers to fulfill the duties of the treasurer. Commanders may secure the FRG account when there is a period of inactivity within the FRG (family members are no longer involved). Until the FRG is reestablished, care must be taken to assure the FRG checkbook is secure. Previously approved account signatures should be removed from the account signature card at the bank.

It is important to realize the FRG informal fund account should not become “the Commander’s account” or that of the Commander’s unit representative. The funds are intended for and should be managed by FRG members for the purpose of supporting the commander's FRG goals.

### **Funds**

The FRG is not established to raise funds, solicit donations, or manage large sums of money. They are not equipped to handle the complex tax ramifications and stringent accounting requirements that can result from excessive informal funds. The FRG fund will not exceed an annual gross income cap of \$10,000 per calendar year from all sources, including fundraising, gifts, and donations. The unit commander may establish a lower annual income cap.

Funds may only be raised and maintained for specific planned events consistent with the informal fund SOP. The FRG must not develop the mindset of holding money in the FRG account just for a rainy day. The reason for fundraising activities is to support FRG activities and training consistent with the FRG goals.

### **Mismanagement of Funds**

If the Commander becomes aware of mismanagement of the FRG account, rather than closing the account, new FRG members should be found to fill the

Treasurer position and any other FRG leadership positions that may have been involved. The Commander may face a decision at that time concerning the notification and involvement of appropriate legal authorities. An internal investigation should first be completed to determine the facts before any such action is taken.

### **The Checkbook**

The check book register provides a means of tracing the date, check number, description of the check, debit, credit, and balance of the FRG account. Other options to record transactions are on-line banking and ledger entries. Keeping the checkbook register current allows a ready reference for all transactions and an easily identified account balance. Banks provide guidance for the balancing of the checkbook generally on the back of the monthly bank statement. Bank reconciliation should be done monthly and bank statements should be maintained for 5 years.

### **Budget Projection**

The Treasurer, where possible, assures that the FRG has included all expenditures in their projected FRG budget. Though a budget is not a requirement, it helps to identify the activities and training the FRG has planned prior to fundraising.

### **Reimbursement**

When signatory authority is unavailable, a volunteer may purchase items the FRG group has determined necessary for a FRG activity or meeting. FRG groups should plan and make necessary arrangements to avoid reimbursements. All reimbursements require a receipt and proof of what was purchased. The treasurer will provide a volunteer reimbursement form to those who need to be reimbursed.

## **Reporting of Funds**

The Treasurer presents all bills and requests for reimbursement, along with appropriate receipts and documentation (treasurer report) to the FRG at a formal meeting. The FRG reviews, discusses and votes on the payment of the bills and reimbursements prior to any expenditure. The FRG secretary records the minutes of the meeting, with current date and signature and keeps the minutes on file for one year. When minutes are specific to funds the treasurer should keep a copy in the treasurer book.

The Treasurer should provide a treasurer report to the FRG Leader and Commander monthly if there is activity affecting the fund. The FRG leader will provide an informal fund annual report to the MACOM FRSA no later than 30 days after the end of the calendar year. These reports will summarize the informal fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the FRG informal fund as established in the standard operating procedures.

## **Financial Reports**

There are two main financial reports that the Treasurer is responsible for providing:

Monthly Treasurers Report: This report is done on a monthly basis. It captures information from your financial institution and any income or expenses made during the month.

Family Readiness Group Property Record: This report is completed annually. It is updated when properties (i.e. coffee maker) are purchased/donated to the Family Readiness Group.

Financial reports are prepared for the following reasons:

- To keep the commander and the FRG members informed of the current status of the FRG account.
- To provide documentation for FRG account activity that can be presented for review.
- To create a record of FRG accounting activity.

The original copies of all reports should be kept in the Treasurer binder. Copies are provided to the Commander, FRG Volunteer Leader, and the MACOM FRSA.

## **Financial Report Reviews**

The Commander and or designated representative completes a quarterly review of the FRG account in order to examine and verify appropriate use of the Family Readiness Group's bank account.

A review is performed for the following reasons:

- Supports the Treasurer.
- Provides the Commander and the State Family Readiness Office assurance that the FRG account is being properly managed according to applicable regulations.
- Maintains a level of accountability with all FRG members.

If discrepancies are found during the review, the matter should be resolved in direct consultation with the Commander or his representative and the FRG leadership. The Commander has the final word in such matters. If discrepancies or concerns are serious enough, the Commander may choose to secure the checkbook and request the resignation of the Treasurer. Additionally, if required, the appropriate legal authorities may be notified.

An FRG Fund Review Checklist is located in the appendix to assist you in preparing for your review.

## **FRG Fundraising**

While **fundraising is not the purpose** of the Family Readiness Group, FRG members may officially fundraise from its own community (unit) members or dependents and from all persons benefiting from the Army organization.

BEFORE the fundraising activity takes place, the following steps should be followed:

- Identify why the Family Readiness Group needs the funds.
- Create a committee.
- Develop a plan.
  - See Event Planner.
- Ensure the fundraiser does not duplicate what other agencies provide.

- Secure a letter of approval from the Commander.
- Ensure the fundraiser will be used to support the entire group.
- Identify purchases needed to support event
  - NOTE: When purchasing items, you must pay sales tax.
  - See Fundraiser Planning Form (fill out estimations)
- Clarify sales procedures to all group members prior to the fundraiser.
  - Identify at least two people to be responsible to account for funds raised during event.
- FRG fundraisers can be advertised in the newsletter.

Be wary of donations, raffles, and other fundraising events that may not meet requirement of DOD 5500.7-R. If you have questions concerning the legality of the fundraiser, consult with the Staff Judge Advocate or ethics counselor.

#### DAY of the fundraising activity:

- Count and verify (by signature) the initial cash fund
  - See Cash Tally Sheet
- Verify all receipts of purchases supporting event
  - See Fundraising Planning Form (fill in actual amounts)
- Secure FRG funds during the time of the fundraising activity

#### End of Day

- Count and verify all money (by signature)
  - See Cash Tally Sheet
- Subtract your initial cash funds
- Prepare funds and documents to be turned over to the FRG Treasurer.
  - Place monies in sealed envelope and sign (both individuals) across the seal.
- Clean up your space!

#### AFTER the fundraising activity:

- Turn in funds, accounting documents and receipts to the FRG Treasurer.
  - Cash Tally Sheet
  - Fundraising Planning Form
- Ensure funds are used for the purpose they were intended.

#### FUNDRAISING "DON'T'S":

- Events which endanger participants.
- Events occurring too often or poorly organized.
- Events that may be negatively perceived by the community.
- Events that raise money without a clearly identified need.
  - Don't fundraise just to fundraise!
- Holding an event without the general consensus of the FRG.

- Events, which invade the privacy or dignity of others.
- Not using the money to support FRG goals.

### **Prohibited Fund-raising Activities**

- Sale of alcoholic beverages
- Selling of firearms
- Sale of pornographic materials
- Service members cannot fundraise while working in an official government capacity, and as a general rule, cannot actively fundraise while in uniform.
- All gambling events.

Gambling is defined as “risking anything of value for a return or risking anything of value upon the outcome of a contest, game, gaming scheme, or gaming devise when such a return or outcome is: (1) based on an element of chance, or (2) is in accord with an agreement or understanding that someone will receive something of value in the event of a certain outcome.” (UCA § 76-10-1101)

### **Fundraising Ideas**

Remember you are not “selling”, you are asking for a recommended donation to the Family Readiness Group.

- Cake Auction
- Car Washes
- T-shirts
- Silent Auction
- Bake Sales

### **Excepting Donations**

The unit commander may accept an unsolicited gift or donation of money or tangible personal property of a value of \$1,000 or less for its FRG informal fund after consultation with the unit ethics counselor. Unsolicited gifts or donations accepted are considered income and impact the FRG informal fund annual

income cap of \$10,000. (AR 608-1, Appendix J, Sec J-7, paragraph f, *updated* by Army Directive 2008-01: Increase in Family Readiness Group Informal Fund Cap, dated 07 Mar 2008)

# Appendix

This page intentionally left blank.

# Glossary of Terms

The following Glossary of Terms is provided to help you “TALK THE TALK” of a Treasurer. This list of terms is intended as a short summary of common terms. You may wish to identify additional terms and add them to the list.

**Date:** The time at which a transaction occurs.

**Debit:** An expense, which has occurred but not yet paid.

**Deposit:** Money deposited in a bank.

**Donation:** Unsolicited gifts, money or tangible personal property of a value of \$1,000 or less, for the FRG informal funds after, consultation with the unit ethics counselor.

**Expense:** Cost associated with any project (i.e. supplies, equipment, etc.)

**Family Readiness Group:** An officially sanctioned organization of officer and enlisted personnel and their family members (spouses, children, parents, brother, sister, significant other, etc.) that uses volunteers to provide information and comprise a support network for families.

**Financial Report:** Copy of ledger sheet, checkbook register or whatever method of reporting FRG utilizes to account for debits and credits within their account. Report also includes copy of FRG minutes approving expenditures signed and dated by the FRG Secretary. Reports are due annually by 30 September unless the unit is deployed. While deployed, reports are due quarterly (Mar, Jun, Sep, and Dec).

**Fundraising:** An activity conducted for the purpose of collecting money, goods, or other support for the benefit of the Family Readiness Group.

**Income:** A measure of money derived from fundraising, donation etc.

**Payee:** One to whom money is to be paid.

**Security:** Reasonable measures taken to assure that FRG funds are not accessible to unauthorized persons.

**Volunteer Agreement:** A Utah National Guard Family Readiness Form signed by FRG members and the State Family Readiness Director, indicating their understanding that their services and support are voluntary and not for pay. Signing this form confirms the legal designation of VOLUNTEER should an accident or incident occur allowing coverage under the tort claims act. This precludes the individual from being sued, provided they are in compliance with the volunteer agreement and job description.

**Volunteer Reimbursement:** Reimbursement based upon completed request form with accompanying receipt(s).

# Treasurer Job Description

POSITION TITLE: Company FRG Treasurer  
RESPONSIBLE TO: Unit Commander and FRG Leader  
PURPOSE: Serve as a custodian for the FRG informal fund

JOB DESCRIPTION: Obtains appointment letter from the commander, prepares form SS4 and applies to the IRS for an employee ID number for the bank account (if needed). Sets up a fund account at local bank, maintains FRG fund records and ledger; keeps it up to date at all times, receives and counts all funds submitted from fundraisers; prepares deposit slips, and deposits funds to FRG fund account, disburses checks in accordance with FRG decisions, reviews monthly bank statements and reconciles with ledger; calls bank bookkeeper about any unexplained discrepancies, prepares monthly reports and presents them to FRG leader and commander; also reads summary aloud at FRG meetings.

## DUTIES:

- Secures the checkbook on behalf of the FRG and keeps it up-to-date at all times.
- Reconciles bank statement monthly and prepares monthly and annual reports.
- Keeps receipts for all transactions and ensures all expenses are paid in a timely manner.
- Receives and counts all funds submitted from fundraisers and donations.
- Ensure the FRG does not assume liabilities that exceed funds available.
- Presents all bills and requests for reimbursement, along with appropriate receipts and documentation to the FRG at a formal meeting.
- Ensures funds do not exceed the informal fund cap of \$10,000 per calendar year.

TIME REQUIRED: Depends on activity frequency of the Family Readiness Group.

QUALIFICATION AND SPECIAL SKILLS: Knowledge of banking procedures, good math skills, well organized, ability to work well with others.

As an FRG volunteer, I am a professional. I realize that I am subject to the same Code of Ethics that binds all professionals in the positions of trust we hold. By signing below I acknowledge I have received my appointment orders, I have read and understand my job description, and the memorandum for record with subject FRG Fund. I accept these responsibilities and respect matters of confidentiality.

---

Volunteer's Signature and Date

**Utah National Guard**

(Unit Name)  
(Unit Address)  
(City, State, Zip)

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Appointment Orders for Family Readiness Group (FRG) Treasurer

1. References:

AR 608-1, Appendix J, Army family Readiness Group Operations,  
September 2007  
AR 600-12, Family Programs  
UTNG 600-12, Utah National Guard Family Programs

2. Effective immediately, the following persons are assigned as the FRG Treasurer for (Unit FRG name)

- a. Primary, (volunteer's name)
- b. Alternate, (volunteer's name)

3. Purpose: To perform all prescribed duties in accordance with FRG policies and regulations at all levels of the Army organization. Maintain accurate accounting records of FRG money and report status of FRG funds.

4. Period: Until officially relieved or released from appointment, or upon request of volunteer.

5. Special Instruction: Complete Treasurer training provided by the MACOM FRSA and update EIN and Bank signature card as required within 30-days of appointment.

6. Point of contact for this action is the undersigned at (phone number).

(Name)  
(Rank, Branch)  
Commanding

**Utah National Guard**

(Unit Name)  
(Unit Address)  
(City, State, Zip)

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Release from Appointment as Treasurer

1. The FRG informal fund account has been reviewed and it is determined that the account has been maintained according to regulations, policies, and procedures. Reconciliation and documentation of the fund is current. The balance of the fund is (\$) as of (Date).

2. (Volunteer name) is hereby released from appointment as the FRG Treasurer for (Unit name) effective (Date).

3. Point of contact for this action is the undersigned at (phone number).

(Name)  
(Rank, Branch)  
Commanding

**Utah National Guard**

(Unit Name)

(Unit Address)

(City, State, Zip)

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Authorization for FRG fund Bank Account

1. The command authorizes a bank account to be opened at (Bank Name, address, city, state zip). The account is to be a non-interest bearing checking account for (Unit FRG).

2. This memorandum is to authorize the following named individuals to open an account and/or update the signature card on the account. The IRS Employee Identification Number for this group is: (EIN #). The mailing address is: c/o \_\_\_\_\_, Address, City, State, ZIP. Authorized signatories on this account are listed below with their titles:

- (Name) FRG Treasurer
- (Name) Alternate Treasurer

3. If there are any questions, please contact the undersigned at (phone number). Thank you for your assistance.

(Name)  
(Rank, Branch)  
Commanding

## Treasurer's Monthly Report - EXAMPLE

Month of:

<b>Beginning Balance</b>			\$	100.00
<b>Income</b>				
SRP	\$	300.00		
Drill wk end	\$	50.0		
Donation	\$	10.		
	\$			
	\$			
	\$			
Income total	\$	360.00	\$	360.00
<b>Expenses</b>				
Cups	-	\$	-	10.
Pillows	-	\$	-	20.
	-	\$		
	-	\$		
	-	\$		
	-	\$		
Expenses total	-	\$	-	30.
<b>Ending Balance</b>			<b>\$</b>	<b>430.00</b>

FRG Fundraising Activities held during the month:

SRP refreshments

Drill weekend t-shirt sales

Purpose of fundraising funds:

Upcoming family day scheduled for May 2010.

Donations received from:

Soldiers during SRP

---

Treasurer's Signature and Date

# Treasurer's Monthly Report

Month of:

<b>Beginning Balance</b>		\$	
<b>Income</b>			
SRP	\$		
Drill wk end	\$		
Donation	\$		
	\$		
	\$		
	\$		
	\$		
Income total	\$		
<b>Expenses</b>			
Cups	-	\$	
Pillows	-	\$	
	-	\$	
	-	\$	
	-	\$	
	-	\$	
	-	\$	
	-	\$	
Expenses total	-	\$	
<b>Ending Balance</b>		\$	

FRG Fundraising Activities held during the month:

.....

.....

.....

Purpose of fundraising funds:

.....

.....

.....

Donations received from:

.....

.....

.....

---

Treasurer's Signature and Date

## FRG FUND REVIEW CHECKLIST

Listed below are the documents you need in order to be prepared for a review.

- \_\_\_\_\_ Written appointment letter, signed by commander, as the FRG Treasure.
- \_\_\_\_\_ Copies of all financial statements posted during tenure as treasurer.
- \_\_\_\_\_ Copies of original receipts for any FRG purchases.
- \_\_\_\_\_ Copies of all deposit/withdrawal slips pertaining to the account.
- \_\_\_\_\_ Check register
- \_\_\_\_\_ Copies of signature authority documents from the financial institution.
- \_\_\_\_\_ FRG monthly treasury reports.
- \_\_\_\_\_ FRG fundraising request and reports.
- \_\_\_\_\_ Outlines and budgets for all proposed future fundraisers.
- \_\_\_\_\_ Outlines and budgets for all planned projects impacting the FRG account.
- \_\_\_\_\_ Copies of previous review/audit reports and findings.

# Cash Tally Sheet

Date: \_\_\_\_\_ Activity: \_\_\_\_\_

<b>Start Money</b>	Amount in Coins	\$
	Amount in \$1.00 Bills	\$
	Amount in \$5.00 Bills	\$
	Amount in \$10.00 Bills	\$
	Amount in \$20.00 Bills	\$
	Amount in \$50.00 Bills	\$
	Other	\$
	<b>Total Start Money</b>	\$

I verify the above amounts in the right hand column are accurate.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

<b>End Money</b>	Amount in Coins	\$
	Amount in \$1.00 Bills	\$
	Amount in \$5.00 Bills	\$
	Amount in \$10.00 Bills	\$
	Amount in \$20.00 Bills	\$
	Amount in \$50.00 Bills	\$
	Other	\$
	<b>Subtotal</b>	\$
	(Subtract Start Money)	\$
	<b>Total End Money (Earned)</b>	\$

I verify the above amounts in the right hand column are accurate.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

# FRG Fundraising Planning Form - EXAMPLE

Event: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Cost per: Person \$ \_\_\_\_\_ Couple \$ \_\_\_\_\_ Family \$ \_\_\_\_\_

Budget Amount for Activity \$ \_\_\_\_\_

Item	Estimated Cost	Actual Cost
<b>Food/Beverages:</b> (food, beverages, condiments)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Supplies:</b> (cups, napkins, plates, utensils, decoration)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Rental Costs:</b> (location, equipment, transportation)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Miscellaneous Expenses:</b>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____
	<b>Donations</b>	+ \$ _____
	<b>TOTALS</b>	\$ _____
	<b>Profit/Loss</b>	\$ _____

# FRG Fundraising Planning Form

Event: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Cost per: Person \$ \_\_\_\_\_ Couple \$ \_\_\_\_\_ Family \$ \_\_\_\_\_

Budget Amount for Activity \$ \_\_\_\_\_

Item	Estimated Cost	Actual Cost
<b>Food/Beverages:</b> (food, beverages, condiments)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Supplies:</b> (cups, napkins, plates, utensils, decoration)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Rental Costs:</b> (location, equipment, transportation)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Miscellaneous Expenses:</b>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____
	<b>Donations</b>	+ \$ _____
	<b>TOTALS</b>	\$ _____
	<b>Profit/Loss</b>	\$ _____

# REIMBURSEMENT FORM - EXAMPLE

## Reimbursement Request

**Note:** All reimbursements MUST have original receipts attached below.

---

<b>Purpose</b>	FRG Function	<b>Date</b>	March 15, 2010
<b>Requested By</b>	Stacy Smith	<b>Amount</b>	75.00
<b>Description</b>	Purchased decorations, cookies, and punch for an FRG social.		
<b>Approved By</b>	Molly Treasurer	<b>Signature</b>	.....
<b>Received By</b>	Stacy Smith	<b>Signature</b>	.....

---

Receipt Totals

\$ 16.25

\$ 50.75

\$ 8.00

\$ 75.00

# REIMBURSEMENT FORM

## Reimbursement Request

**Note:** All reimbursements MUST have original receipts attached below.

---

<b>Purpose</b> _____	<b>Date</b> _____
<b>Requested By</b> _____	<b>Amount</b> _____
<b>Description</b> _____	
<b>Approved By</b> _____	<b>Signature</b> _____
<b>Received By</b> _____	<b>Signature</b> _____

---

Receipt Totals

---

---

---

---

---

---

---

---



## Fund Property Record - EXAMPLE

List all items that belong to the Family Readiness Group below. This list needs to be updated when new properties are purchased.

DATE ACQUIRED	DESCRIPTION OF PROPERTY	COST	DISPOSITION	Location	INT
2 Nov 01	Calculator	15.99	Broken	Discarded on 3/2010	
4 Jun 02	2 drawer file	29.99		Stacy's office	
Mar 2010	Calculator	19.00		Stacy's office	

I verify that the above property inventory list is accurate.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## EVENT PLANNER - EXAMPLE

(Attach meeting minutes from your planning meeting)

Date: Sept 10, 2010 Event: Governor's Day Location: University of Utah

Chairperson: Molly Volunteer Phone #: 801-123-4567 Approved by: Col Smith

Budget for Event: \$ 100.00

Task	Person Responsible	Date Due	Budget	Comments (materials needed)
Purchase coffee	Karen/Jill	Sept 9	75.00	
Purchase donuts	Karen/Jill	Sept 9	"	
Cups/napkins	Karen/Jill	Sept 9	"	
Cream/sugar	Karen/Jill	Sept 9	"	
Table/chairs				Provided
Table décor	Susan	Sept 1	20.00	
Make signs	Susan	Sept 1	5.00	
Petty cash	Treasurer	Sept 9		Need \$100.
Scheduling of volunteers	Molly	Aug 15		
Schedule booth with SFSS	Molly	Aug 1		

# EVENT PLANNER

(Attach meeting minutes from your planning meeting)

Date: \_\_\_\_\_ Event: \_\_\_\_\_ Location: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Phone #: \_\_\_\_\_ Approved by: \_\_\_\_\_

Budget for Event: \$ \_\_\_\_\_

Task	Person Responsible	Date Due	Budget	Comments (materials needed)
Purchase coffee				
Purchase donuts				
Cups/napkins				
Cream/sugar				
Table/chairs				
Table décor				
Make signs				
Petty cash				
Scheduling of volunteers				
Schedule booth with SFSS				