



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
FORT HAMILTON, BUILDING 404 STERLING DRIVE
BROOKLYN, NEW YORK 11209

IMHA-MW

01 October 2018

MEMORANDUM FOR Unit Fund Custodians

SUBJECT: Standard Operating Procedure (SOP) for Installation Morale, Welfare, and Recreation Fund (IMWRF), Administration of Unit Funds

1. **PURPOSE:** To establish policies and procedures to be used in the administration and operation of unit funds within the Installation Morale, Welfare and Recreation Fund at Fort Hamilton. Unit fund support is intended to provide off duty recreational purposes for the collective benefit of all eligible organization or unit members. Non appropriated fund support is not a requirement. Support may only be provided if requested by eligible organizations or units.
2. **SCOPE:** This SOP is applicable to all permanently stationed units under the jurisdiction of Fort Hamilton and tenant units physically located on the installation.
3. **REFERENCE:** AR 215-1, Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 15 August 2005.
4. **GENERAL:** The unit fund account is established with the Fort Hamilton FMWR Financial Management Office (FMO) which is located at 404 Sterling Drive. Ola Foy, Budget Analyst at 718-630-4778, ola.l.foy.naf@mail.mil oversees and administers unit funds and request.
5. **FUNDING:**
 - a. Unit fund accounts may be administered at the Brigade or Battalion level. Commanders should indicate their preference in writing to the IMWRF at the beginning of each fiscal year.
 - b. Funds authorized from the IMWRF for each account will be based on assigned units strength. The annual allocation to Fort Hamilton's tenant units are \$4 per soldier, per year. Unit Funds expire at the end of each fiscal year and will not carry over.
 - c. Units may request additional funds from what was budgeted if money allows. Request will be submitted through Ola Foy, Budget Analyst to Trevor Loew, the Director of Family and Morale, Welfare and Recreation (DFMWR) and will include a justification, such as a unique or one time mission requirement, etc. These request will be reviewed on a case by case basis.

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d. The FMO will provide a balance sheet, upon request, to the unit fund custodian and/or commander for reconciliation with unit records. Discrepancies must be brought to the attention of the FMO within 15 days of the receipt of the balance sheet.

6. FUND USAGE:

a. In accordance with AR 215-1, the general expenditure of unit funds include:

1) Unit funds must be used for the collective benefit of all unit members for off-duty recreational purposes.

2) All unit members must have the opportunity to participate in the activity supported with the unit funds.

3) Activities must relate to the morale, welfare, and recreation of the unit members. Family members and guest may participate at the discretion of the unit members.

b. The following is a list of supplies, equipment, and services for which unit funds **ARE AUTHORIZED**. This list is not all inclusive and is intended as a general guide only.

1) Food items, soft drinks, decorations for parties.

2) Stationery with the unit designation imprinted on it.

3) Rental of recreational equipment at MWR Parks and Recreation.

4) Unit parties at MWR facilities, i.e., The Community Club and Bowling.

c. The following is a list of supplies, equipment, and services for which unit funds **ARE NOT AUTHORIZED**. This list is not all inclusive and is intended as a general guide only.

1) Any item issued through normal supply channels unless a statement of non-availability can be provided.

2) Support of private organizations or distributions to charities.

3) Retirement gifts, floral arrangements for spouses, change of command, hail and farewell, or other such personal-type events.

4) Personal loans.

5) Book covers or other cover devices used in the conduct of official business. Any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of Soldier dollars.

6) Cleaning supplies, mops, brooms, cleansers, etc.

7) State and local sales tax.

8) Materials used for non-recreational maintenance, repair, alteration, or construction of real property/facilities/non-recreational items.

9) Purchase of alcoholic beverages.

7. REQUESTING & ACTIVATING UNIT FUND ACCOUNTS:

a. The following paperwork must be submitted **2 weeks in advance** to request unit funds and to activate a unit fund account:

1) Duty appointment memorandum listing all unit fund custodians and alternates authorized to request and receive unit funds (provided at the end of this SOP).

2) DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies, listing all custodians and alternates.

3) Unit Fund Request Memo – Must contain the date of the event, the name of the event, request memo (provided at the end of this SOP), the amount requested and the person designated to receive funds. This designated person must also be listed on the DA Form 1687 authorizing them to receive the funds. **This memorandum must be received by FMO no later than 10-business days prior to the pickup date.**

4) This paperwork **must** be updated each new fiscal year.

b. Purchases made at an MWR facility will be completed through an internal Transfer Between Activities (TBA).

c. **All requests for unit funds must be approved by the FMO. Commanders, custodians, or other members of the unit are not authorized to obligate or spend any unit funds without prior approval.** Requests for after the fact reimbursements will be reviewed on a case-by-case basis. Such requests must include the original receipts and a memorandum, signed by the commander, stating why the money was spent without prior approval. These requests will be directed through the Financial Management Office (FMO), the Director of Morale, Welfare, and Recreation (DMWR), and the Staff Judge Advocate

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(SJA). If the purchases are not approved, the individual who made the purchases may be held accountable.

8. RESPONSIBILITIES:

a. Unit fund custodians will:

1) Maintain a copy of the appointment orders of custodians and DA Form 1687, Delegation of Authority - Receipt for Supplies.

2) Submit requests for funds and return receipts for all items purchased within five business days.

9. The POC for unit funds is Ola Foy, Budget Analyst, Financial Management Office 718-630-4778.

A handwritten signature in black ink, appearing to read 'T. Loew', is positioned above the printed name and title.

Trevor Loew
Director, FMWR

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MWR UNIT FUNDS REQUEST CHECKLIST

Unit Name: _____

Requestor: _____

Amount Being Requested: _____

Prior to approval of unit funds the following questions must be answered in order to ensure funds are used in accordance with AR 215-1 and to determine if a contract needs to be initiated for services requested:

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Will unit fund activity be open to all military members of the unit?
<input type="checkbox"/>	<input type="checkbox"/>	Is it for off duty recreational purposes?
<input type="checkbox"/>	<input type="checkbox"/>	Does event include catering services? Please explain details below.
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit coordinating with MWR activities (Community Club, Bowling, Bluff etc.)?

Details of catering service required:

Requestor's signature & date:

Financial Management Office Use:

Was the request received 2 weeks in advance of the event? YES NO

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DD MMM 20XX

MEMORANDUM FOR Directorate of Morale, Welfare and Recreation, Financial Management Division

SUBJECT: Duty Appointment - Unit Fund Custodian

1. The following individual(s) is/are appointed Unit Fund Custodian(s) for (UNIT NAME).
SGT Ronald Thompson
SPC George Kendall

2. AUTHORITY: AR 215-1.

3. PERIOD: Until officially relieved or released from appointment.

4. PURPOSE: To perform duties as outlined in appropriate directive(s).

5. EFFECTIVE DATE: XX XXX 20XX

6. SPECIAL INSTRUCTIONS: Unit Fund Custodian is responsible for the following:
Request and receive funds from unit account. Will maintain the copies of appointment orders, monthly financial statement for the fiscal year, and a copy of DA Form 1687 Delegation of Authority (updated annually). Insure non-availability certificates are authorized to purchase items with NAF funds. Will manage the unit's Morale, Welfare, and Recreation Program.

NAME
TITLE

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DD MMM 20XX

MEMORANDUM FOR Directorate of Morale, Welfare and Recreation, Financial Management Division

SUBJECT: Unit Funds Request

1. Request \$500 to be used for a Unit Holiday Party on DD MMM 20XX.
Request to pick up funds on DD MMM 20XX.

\$500 - Food and supplies from the Commissary

2. I understand that all receipts for these purchases must be returned to MWR no later than 5 business days after accepting these funds. If receipts are not returned, our current and future unit fund account will be frozen until all receipts are reconciled.

3. Questions can be directed to the undersigned at 232-XXXX.

NAME
TITLE