



PA WING FINANCE GAZETTE

January 2013

Happy New Year

The Finance Office at PA Wing wishes the groups and squadrons the very best in 2013. May your unit be healthy, prosperous and active in the coming year!

We hope to provide an occasional Newsletter to the Commanders and Finance Officers throughout the wing to help you all navigate through Finance Regs and to provide some assistance where we see it may be needed.

Donations

Congratulations to the many units who have been receiving donations from local businesses, organizations and individuals. However, there seems to be some confusion on how to handle these donations that you receive at your unit. The PA Wing has issued its own Regulation on this that supersedes the National Regulation. Please note that ALL donations of any amount MUST be sent to Mr. Phil Richardson at PA Wing HQ along with your deposit advice. The donation will be deposited directly to your unit's account and an IRS letter of acknowledgement will be sent by the Finance Office to the donor. It is not acceptable to simply send a copy of the check. Be sure to send along as much information as you can to enable us to respond to the donor.

Deposits

Speaking of deposits, remember your deposit is not finished when you make a deposit at your local PNC Bank. You must send a copy of the deposit slip and deposit advice to the Wing Finance Office, noting your unit number on the deposit. These can be mailed, faxed or scanned/emailed to Phil. You work hard at fundraising for your unit. Don't waste those efforts by not crediting your unit with the funds you've earned. Last year, well over \$1,000 was unclaimed and eventually distributed equally among 68 units.

When you receive your monthly bank register from Phil Richardson, go over it and make sure your deposit was credited to your account. If it is not, supply of proof that the funds are indeed yours and Phil will credit your account.

Remember, they are your funds, you worked hard getting them and you need to notify Wing each time you make a deposit.

Budget

Thank you to all the units for complying the National Regulation requiring that you submit an annual budget to Wing. These have all been uploaded to the Wing Banker Program. The regulations now require that the Wing Finance Office submit to each unit

a “Budget vs. Actual Report” at the end of each quarter.

Prior to the end of January, and the month after the end of each quarter (April, July and October) this report will be emailed to the Commanders and Finance Officers of each unit in the Wing.

If you did not use the budget form sent to you last fall or used the prior year’s form, you may not recognize some of your budgeted items. It is important to use the current year’s form with the account numbers listed each year, as these account numbers sometimes are changed by NHQ from one year to the next.

When you receive this new quarterly report, you should review it with your finance committee and report that in your quarterly finance committee meeting minutes. This will be part of future subordinate unit finance inspections.

The objective in sending these reports out is to be sure you are aware of your income and expenses. If any expense is shown to be over 100% of your budgeted amount, NHQ requires that you submit a revised budget.

For instance, if you sent in a budget and listed cadet expenses as \$200, and your quarterly budget report shows that your expenses in that category are \$225, then you must submit a new budget raising cadet expenses to at least the \$225 shown (or more if you know there will be other expenses before the end of the fiscal year). In order for your budget to balance, you must then take the corresponding amount by which you raised cadet expenses (\$25, if you raised

it to \$225) and deduct it from another item so that your budget still balances. Or, you can increase an item in the income portion of your budget by that amount, so that income and expenses balance.

We certainly appreciate the added work this is placing on the Finance Officers; the Wing Finance Office has also been challenged with these new regulations. If there are any questions about this, please address them to Lt Col Carol Blinebury at cjblinebury@verizon.net.

Keep in Touch

Don’t forget to notify Phil Richardson at Wing HQ any time the unit commander’s and/or the finance officer’s email address changes. This is the method we use to send you the monthly bank registers and now, in addition, the quarterly “Budget v. Actual Report.”

Need to contact Wing?

Mail: PA Wing, Civil Air Patrol, Bldg. 3-108, Fort Indiantown Gap, Annville, PA 17003

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