

MEMORANDUM FOR PENNSYLVANIA WING UNIT COMMANDERS AND FINANCE OFFICERS
FROM: PAWG/FM
SUBJECT: Pennsylvania Wing Financial Procedures

The purpose of this memorandum is a reminder of the PA Wing finance forms that need to be signed and sent to PAWG or verified in eServices each year.

1. The following forms are due to your Group Commander no later than 25 September 2017:

- a **Consolidated Finance Authorizations** [CAPF 172](#), July 14, Consolidated Finance Authorizations
All members of the finance committee, with their actual signatures must be listed on this form, designating who is authorized to approve expenditure of the units' funds. This form lists the members that have approval for expenditures up to \$500 (CAPR173-1 Para 6i). In addition, this form lists the recurring expenses for your unit (CAPR173-1 Para 9a(6)). Form must be dated 1 October 2017. Please remove all "sample" information
- Completed section A and B only
 - Signed by each member on the unit finance committee
 - Returned to your Group Commander or their designee by September 23.
- b **Unit Budget** [PAWGF 173-B](#) **Each Unit must submit a zero-balanced Fiscal Year Budget (total income must equal total expenses).**
Please review the last quarter budget v Actual report when completing this form.
- Form completed. Only **current** form PAWGF 173-B will be accepted at Wing as there have been changes to account numbers.
 - Returned to your Group Commander or their designee by Sept 23.
 - This must be reviewed and edited by the Unit Finance Committee quarterly and returned with edits to PA Wing Finance Office within 20 days.

Do NOT send your completed forms to PAWG; they are due to your Group.

2. The following are to be completed in eServices by the Unit Commander between 1 October and 31 December. Do NOT complete prior to 1 October.

- a **Commander's Financial Disclosure Statement**
All [CAPF 171s](#) (Unit Financial Disclosure) are due. This is completed in eServices by the unit commander in the commander's corner. **All units are required to respond.**
- b **Contributed Facilities Report**
This is in the ORMS module, under "Real Property." If there has been no change to your previous report, simply validate the report with one click. If your facility information has changed, please complete the form with the new information.

Copied, scanned emailed .pdf files are acceptable. Please do not fax or send as pictures from an electronic device; neither of these come through clear enough to be read. Group commanders will bring their units' completed forms to Wing HQ on 23 September at the Cadet Conference/Commanders Call.

Questions concerning any financial reporting may be addressed to Lt Col DeEtte Riley at 814-880-9083 cell, or driley@pawg.cap.gov, Lt Col Carol Blinebury at 215-260-3411 cell, or cjblinebury@verizon.net or Phil Richardson 717-861-2791 or capfm@bigbrain.net .

In addition to the attachments to this email, the forms are also available on the PA Wing website: <https://pawg.cap.gov/forms-and-publications>. Additional finance information can be found on the Finance page <https://pawg.cap.gov/finance>

DeEtte K. Riley, Lt Col, CAP
PA Wing Director of Finance

Attachments:

PAWGF 173-B Budget

CAPF 172 Consolidated Finance Authorizations