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 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 21 September 2019:
   a. Consolidated Finance Authorizations CAPF 172, June 18, Consolidated Finance Authorizations
      Completed section A and B only.  https://www.gocivilairpatrol.com/members/publications/forms/
      i. The unit commander must be the chairman.
      ii. Signed by each member on the unit finance committee.
      iii. Returned to your Group Commander or their designee by September 21.

      All members of the finance committee with their 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 all recurring expenses for
      your unit (CAPR173-1 Para 9a(6). Form must be dated 1 October 2018. Please remove all “sample”
      information. Must use form dated June 2018. The previous form is obsolete. Must be printed in “portrait”
      orientation.

   b. Unit Budget 19-20 PAWGF 173-B - Each Unit must submit a zero-balanced Fiscal Year Budget
      (total income must equal total expenses).
      i. Please review the last quarter budget v Actual report when completing this form.
      ii. Only current form Unit Budget 19-20PAWGF 173-B will be accepted at Wing as there have
          been changes to account numbers. (this can be found on the PAWG website forms page)
      iii. Returned to your Group Commander or their designee by Sept 21.

      The budget 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
   October. Do NOT complete prior to 1 October.

      This is completed in eServices by the unit commander in the commander’s corner. All units are
      required to respond. Do not check “Unit does not have any funds” block.

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 need to email the forms to finance@pawg.cap.gov by Sept 28, 2019.

Questions concerning any financial reporting may be addressed to finance@pawg.cap.gov.

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

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

Attachments:
Unit Budget 19-20PAWGF 173-B
CAPF 172 Consolidated Finance Authorizations

This email address Finance@pawg.cap.gov is to be used when sending paperwork to the PAWG Finance Office. It is monitored by several members.

Pennsylvania Wing Finance Office
Finance@pawg.cap.gov
U.S. Air Force Auxiliary
pawg.cap.gov
gocivilairpatrol.com