



PENNSYLVANIA WING FINANCE UPDATE

Items to Discuss

- Updates to the 172 (Consolidated Finance Authorization) Process
- Submitting Deposit Information
- Submitting Reimbursement Requests
- Payments for CTS, Conferences, Etc.
- Fundraising Requests



NEW PROCESS FOR OBTAINING SIGNATURES ON CAPF 172

Old Process

- ▶ Obtain physical signatures at in-person meetings
- ▶ Reimbursement requests must have matching signatures or an approval email from email listed on 172
- ▶ Phasing out over next couple of months

New Process

- ▶ DocuSign – What is it?
- ▶ Obtain signatures via DocuSign (electronically)
- ▶ Reimbursement requests must be sent through DocuSign
 1. Squadron puts together 173-C and receipts
 2. Send to finance@pawg.cap.gov
 3. Wing Admin sends to FC member in DocuSign
 4. FC Member signs in DocuSign
 5. Wing Admin pays bill
- ▶ Implementing group by group
- ▶ How is this beneficial to all?



DocuSign Envelope ID: 8B4EDE06-148D-4065-8929-53D95C677D17

Consolidated Finance Authorizations

Effective Date: 24-Feb-20
 Region/Wing/Unit: NER-PA-190 Butler Comp Sq 712

A. The following have authority to approve invoices on behalf of the above region/wing/unit. Additional approval by the finance committee through Sertiff is required for all region/wing expenditures in excess of \$1,500 and for all credit card payments regardless of amount. Unit finance committees must approve all expenditures in excess of \$500. (CAPR 173-1 Para 6f)

Approval Authority Name/Position	Type of Expenditures to Approve	Amount
<u>1 Lt Eric Klemm, Sq Commander</u>	<u>General Purchases</u>	<u>UP TO \$500</u>
<u>Capt Gary Karns, Dept. Commander</u>	<u>General Purchases</u>	<u>UP TO \$500</u>
<u>Maj Keith McMillen, Finance Officer/Other Duties</u>	<u>General Purchases</u>	<u>UP TO \$500</u>
<u>1 Lt David Harrison, AFO, Finance Committee</u>	<u>General Purchases</u>	<u>UP TO \$500</u>
<u>Capt Tina Brady-Perfors, Finance Committee</u>	<u>General Purchases</u>	<u>UP TO \$500</u>

B. The following items are recurring expenses for the above region/wing/unit and do not require further approval for payment: (CAPR 173-1 Para 9a(6), 9b(6), 9c(7))

Vendor Name	Purpose (please use the drop down box)	Mo/Qtr	Amount (\$1,500 or less for region/wing; \$500 or less for unit)
<u>Butler Co. Airport Authority</u>	<u>Utilities - Electric</u>	<u>MO</u>	<u>\$20.00</u>
<u>PAWG Civil Air Patrol</u>	<u>Internet Services</u>	<u>QTR</u>	<u>\$120.00</u>

C. The following individuals are authorized to use the corporate credit card in accordance with CAPR 173-1 Para 20a and 20b: (if none, indicate NONE in the first line)

Name:	Credit card description:	Credit limit:
<u>1 Lt Eric Klemm, Sq Commander</u>	<u>Van Credit Card</u>	<u>\$500.00</u>
<u>Maj Keith McMillen, Transpo Officer</u>	<u>Van Credit Card</u>	<u>\$500.00</u>
<u>Capt Tina Brady-Perfors, Transpo Officer</u>	<u>Van Credit Card</u>	<u>\$500.00</u>

D. The following are authorized to make transfers between bank accounts of the above wing as indicated below: (N/A for units) (CAPR 173-1 Para 11c)

Name:	Account or type of transfer:	Amount not to exceed:

Region/wing finance committee authorization form must be submitted through Sertiff.

DocuSign Envelope ID: 8B4EDE06-148D-4065-8929-53D95C677D17

Units must sign form below and send to wing HQs.

The finance committee consists of the following individuals and approves the above authorizations.

<u>1 Lt Eric Klemm</u>	<u>Eric Klemm</u>	<u>2/28/2020</u>	
Typed Name - Chairman	Signature	Date	Email Address
<u>Maj Keith McMillen</u>	<u>Keith McMillen</u>	<u>2/24/2020</u>	
Typed Name - Director of Finance	Signature	Date	Email Address
<u>Capt Gary Karns</u>	<u>Gary Karns</u>	<u>2/29/2020</u>	
Typed Name - Finance Committee Member	Signature	Date	Email Address
<u>1 Lt David Harrison</u>	<u>David Harrison</u>	<u>2/25/2020</u>	
Typed Name - Finance Committee Member	Signature	Date	Email Address
<u>Tina Brady-Perfors</u>	<u>Tina Brady-Perfors</u>	<u>3/2/2020</u>	
Typed Name - Finance Committee Member	Signature	Date	Email Address

CAPF 172, June 18

OPR/ROUTING: FM



SUBMITTING DEPOSIT DOCUMENTATION

- ▶ Items to Send to finance@pawg.cap.gov
 - Detailed 173-D (Add details to form if capable)
 - Bank Receipt
 - Deposit Slip (Not required, but helpful)
 - Copy of check(s) (You may omit banking numbers)
 - Detailed email
- ▶ PAWGF-173D found at pawg.cap.gov → Publications
- ▶ Carefully Choosing Account Numbers (Fundraiser vs. Donation)
- ▶ Examples

PAWG CAP
 Building 3-108
 Fort Indiantown Gap
 Annville PA 17003
 717-861-2791 Finance Office ext

PAWG FORM 173-D Deposit Advice September 19- for units below wing level

DATE: DATE OF DEPOSIT:

UNIT NAME:

email to: Finance@pawg.cap.gov

	RECEIVED FROM Full Name of Person or Company	PURPOSE & ACCOUNT NUMBER	CHECK # or CASH	AMOUNT
Item 1	John Smith - Donation from Letter Campaign	5415013 - Contributions Unrestricted	12345	\$ 500.00
Item 2	Jane Smith - Candy Sale Fundraiser	5240300 - Fundraising Income	CASH	\$30.00
Item 3	Josh Smith - Payment for Group Conference	6214000 - Unit Event i.e. Squadron Awards Dinner	123456789	\$200.00
Item 4				
Item 5				
Item 6				
Item 7				
Item 8				
Item 9				
Item 10				
Item 11				
Item 12				
Item 13				
Item 14				
Item 15				

- 1) Complete only the yellow cells on the PAWGF 173-D. Use either the drop-down lists where available, print or type in the information.
- 2) Deposit must be submitted to PAWG Hq within 7 days of receiving funds. Emailed pdf are preferred.
- 3) Copies of all checks and the teller receipt must be submitted with this form if deposit was made at your local bank.
- 3) Donation checks must be sent to PAWG Hq for deposit with a note explaining the donation. **DO NOT deposit at your local bank.** A letter and IRS forms will be sent to donor per CAP and IRS regulations.
- 4) Retain copies of this form and all receipts and invoices for your unit records.

TOTAL



B11DT001677 DEPOSIT TICKET

PLEASE BE SURE THAT ALL ITEMS ARE PROPERLY ENDORSED. LIST EACH CHECK SEPARATELY. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL. A HOLD FOR UNCOLLECTED FUNDS MAY BE PLACED ON FUNDS DEPOSITED BY CHECK OR SIMILAR INSTRUMENTS. THIS COULD DELAY YOUR ABILITY TO WITHDRAW SUCH FUNDS. THE DELAY, IF ANY, WOULD NOT EXCEED THE PERIOD OF TIME PERMITTED BY LAW.

DATE 3-27-2020

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS LIST EACH SEPARATELY		
1 7156	25	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
TOTAL	25	00

PAWG SQ 907

⑆5400⑆14020⑆ 5004975757⑆



PENNSYLVANIA WING CIVIL AIR PATROL UNIT ACCOUNT

TOTAL ITEMS 1

TOTAL DEPOSIT 25 00

PLEASE ENTER TOTAL HERE

Safeguard Business Systems, Inc.

PNC BANK

010
GREENVILLE PLAZA (020)
100 HADLEY ROAD
GREENVILLE, PA, 16125
Cashbox 07

Business Date MAR 12, 2020
Calendar Date MAR 12, 2020

Deposit 16:52
Transaction Number 00158
Account Type Checking/Savings
Account Number XXXXX6767
Transaction Amount \$ 500.00
Check Amount \$ 500.00

This deposit or payment is accepted subject to verification and to the rules and regulations of this bank. Deposits may not be available for immediate withdrawal. Receipt should be held until verified with your statement.

FOR MORE INFORMATION AND EXAMPLES OF WHEN DEPOSITS BECOME AVAILABLE, GO TO WWW.PNC.COM/BANKWISELY

Scanned by CamScanner

Make sure to include an identifier!

Deposit Slip

Bank Receipt

CIVIL AIR PATROL



SUBMITTING REIMBURSEMENT REQUESTS

- ▶ Items to Send to finance@pawg.cap.gov
 - PAWGF-173C and detailed email
 - Itemized receipts, within 60 days of request date
 - W9 may be required if directly paying a vendor
- ▶ PAWGF-173C found at pawg.cap.gov → Publications
- ▶ Carefully choosing account numbers
- ▶ Examples

PAWG Form 173-C Unit Check Request Sept 2019 - for units below wing level

Unit Charter - name: PA 505 - Warren Co Comp Sq 505

Date of Request: 17-Nov-19

Issue Check To: John Smith

Email to:

Address: 111 Main Street

Finance@pawg.cap.gov

City, ST, Zip: Anywhere, PA 11111

Vendor	Note	Itemized Expense Account / Description	Amount
Sheetz	Fuel	7696000 - Fuel for all Vehicle	\$ 21.75

Total Amount of Check: 21.75

Unit finance committee member approval	Date:	Unit finance committee member approval	Date:
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If approving by email instead of signatures the **emails must include: "I approve" or "I authorize"** the attached for payment. This approval must be on an email with your name in the heading.
 If amount is \$500.00 or more, 2 signatures or approvals are needed, date approval recorded in finance committee minutes:

- 1) Instructions: (for complete instructions click the Instructions tab below)
- 2) Reimbursement must be submitted to PAWG Hq within 60 day of date of purchase. Emailed pdf are preferred.
- 3) This form along with detailed receipt must accompany all requests for generation of a check to reimburse payment or payment of pre-approved for expenses from unit funds through the Wing Banker Program. Expenses with PAWG should be completed on the PAWGF 173-W.
- 4) Complete only the yellow cells on the PAWGF 173-C. Use either the drop-down lists where available, print or type in the information.

Note: Fuel in Vehicle 37005 - Used van to transport items for Cadet Conference



Fuel receipts should include name, vehicle ID if applicable, brief description of use, and miles traveled

Van 37005
100 miles
Transporting supplies for Cadet Conference 2019
John Smith

Sheetz 413
493 N US Route 15
Dillsburg
PA 17019

Pump No: 03
E 15 (88 @ \$2.719/G
Volume: 8.001 Gal

Gas Total: \$21.75
Total \$21.75
Approval: 617115
Visa
XXXXXXXXXXXX0951
Swiped

11/17/2019 17:51:41

My Sheetz Card
XXXXXXXXXXXX9832
Term: 0413
Appr: U:3607821
Reference: 202624997

You saved \$0.03/GAL

SHEETZ FREAK LEVEL
Pointz:
Spendable - 1038
Yearly - 2466

Sheetz 413
493 N US Route 15
Dillsburg
PA 17019

Pump No: 03
E 15 (88 @ \$2.719/G
Volume: 8.001 Gal

Gas Total: \$21.75
Total \$21.75
Approval: 617115
Visa
XXXXXXXXXXXX0951
Swiped

11/17/2019 17:51:41

My Sheetz Card
XXXXXXXXXXXX9832
Term: 0413
Appr: U:3607821
Reference: 202624997





Receipts must not be cut off at the top or bottom, even if the information seems useless. This is something that the IRS looks for during an audit.

Sam's CLUB

CLUB MANAGER RICHARD DAVIS
(717) 516 - 3041
09/25/19 17:31 4302 04994 005 592

WEBER

72512	MM NAPKINS	10.98	T
988514	WHITE SPOON	10.98	T
980198760	MM FOOD TRA	14.98	T
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	179236 CHIPSAHOY F	7.98	N
E	169643 CHOC CHIPS F	9.98	N
E	169643 CHOC CHIPS F	9.98	N
E	817835 H M GRAHAMSF	7.97	N
E	254233 OREOS F	7.98	N
E	199892 NILLA WAFERF	6.26	N
980126235	SPOON 12CT	3.48	T
980126235	SPOON 12CT	3.48	T
	SUBTOTAL	121.97	
	TAX 1 6.000 %	2.64	
	TOTAL	124.61	
	VISA TEND	124.61	
Visa Credit	**** * 0951 I 2		
APPROVAL #	615223		
AID A0000000031010			
TC D70F9C642ED0997F			
TERMINAL # SC010520			
*NO SIGNATURE REQUIRED			
	CHANGE DUE	0.00	

New! Free shipping for Plus members.
Learn more: samsclub.com/freeshipping
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ITEMS SOLD 15

TC# 3525 5316 9571 7030 6877 0



*** MEMBER COPY ***

Sam's CLUB

CLUB MANAGER RICHARD DAVIS
(717) 516 - 3041
09/25/19 17:31 4302 04994 005 592

WEBER

72512	MM NAPKINS	10.98	T
988514	WHITE SPOON	10.98	T
980198760	MM FOOD TRA	14.98	T
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	428135 HERSHEY SYRF	6.98	N
E	179236 CHIPSAHOY F	7.98	N
E	169643 CHOC CHIPS F	9.98	N
E	169643 CHOC CHIPS F	9.98	N
E	817835 H M GRAHAMSF	7.97	N
E	254233 OREOS F	7.98	N
E	199892 NILLA WAFERF	6.26	N
980126235	SPOON 12CT	3.48	T
980126235	SPOON 12CT	3.48	T
	SUBTOTAL	121.97	
	TAX 1 6.000 %	2.64	
	TOTAL	124.61	
	VISA TEND	124.61	
Visa Credit	**** * 0951 I 2		
APPROVAL #	615223		
AID A0000000031010			
TC D70F9C642ED0997F			
TERMINAL # SC010520			
*NO SIGNATURE REQUIRED			
	CHANGE DUE	0.00	





Itemized



Not Itemized



PAYMENTS FOR CTS, CONFERENCES, ETC.

- ▶ Members pay their unit
- ▶ Units pay Wing
- ▶ Scholarships for events can be paid directly to Wing, no need to pay the member back
- ▶ Be descriptive on deposit advice



FUNDRAISING REQUESTS

- ▶ Fundraising requests should now be sent, along with Finance Committee Meeting Minutes to finance@pawg.cap.gov
- ▶ The Finance Office will review them, and forward to Col. Berry for approval. Once approved they will be sent back to the squadron.