



**Pennsylvania Wing
CIVIL AIR PATROL**

**UNITS BELOW WING LEVEL
WING BANKER PROGRAM**

April 2020

This publication was developed by the Pennsylvania Wing Finance Office to inform the units below wing level of the procedures for the Wing Banker Program. This document is a working document, containing the procedures for processing income and expenses, as well as periodic reporting of the units. It will be revised and developed as needed. Any comments or suggestions should be directed to the PA Wing Director of Finance.

WHAT IS WING BANKER?

All funds for units' accounts are processed through a unit account managed by PA Wing. The unit finance committee (FC) is an integral part of the interworking of the unit. Units' accountability is more comprehensive due to the PA Wing's centralized accounting system. The unit must account for all income and expenses. PA Wing records all transactions after receiving the required documentation and approvals, then pays bills on behalf of the unit. PA Wing must receive copies of all pertinent documentation to post in QuickBooks for auditing purposes. The preferred method is email with PDF attachments, this also serves as backup documentation. The unit is required to have sufficient funds in its account to cover an outstanding bill before they will be paid. Wing will not "float" funds for a unit if it does not have enough money in its account. This program is mandatory, not voluntary.

WHAT IS THE UNIT'S ROLE?

The unit FC plays a crucial role in the management of the unit's finances. It is your responsibility to ensure that your unit is fiscally sound.

Each unit must maintain a finance officer (FM) and FC as required in CAPR 173-1. This committee will be composed of the unit commander as the chairperson, the finance officer, and at least one other senior member. Units will receive monthly a Unit Cash Report showing all deposits and payments posted for the fiscal year-to-date. The FC should review this report to ensure all deposits and check requests have been posted to the unit, and any discrepancy should be immediately reported to the PA Wing Director and/or Assistant Director of Finance. The group commander will be copied on the email to each unit's CC and FM. All units must submit a CAPF-172 (*Consolidated Finance Authorizations*) listing the members of their unit's FC, the amounts they can approve up to \$500.00, along with their electronic signatures obtained via DocuSign and email addresses for check request approval purposes. If a unit has any recurring expenses, they also must be listed along with the maximum amount to be paid. The CAPF-172 must be completed by 15 September of each year and at a change of command. (*this is the same thing as a signature card at the bank.*)

The FC must meet at least once a quarter to review the budget for changes. Minutes must be recorded and filed in the unit's finance records. All approvals including electronic approvals should be noted in the minutes.

The unit FC must develop a balanced budget to help manage the unit's finances. When your members understand how funds are distributed it helps spur the interest in fundraising. Units will receive a *Budget v. Actual Report* within thirty days of the end of each fiscal quarter. The group commander will be copied on the email to each unit's CC and FM. The FC must review this report and make any changes necessary to maintain a balanced budget. Revisions to balance the budget must be sent to Wing.

FC is responsible for following all fundraising procedures as required in CAPR 173-4 and the PA Wing policies described below.

The FC also monitors all income and expenses to help reconcile the monthly reports from PA Wing.

A member of the FC is required to approve all reimbursements up to \$500. Reimbursements over \$500 must be approved by at least two members of the FC. Electronic signatures approving the reimbursements will be obtained through DocuSign. It is good practice to include in your email to the Wing Admin, a statement approving the payment. For example: "I approve the reimbursement in the amount of \$10.00 to John Smith."

The unit will deposit all funds received at a PNC bank or send to PA Wing to deposit on behalf of the unit. All checks must be made payable to **PAWG CAP (unit identifier afterwards is acceptable)**. Do not send cash through the mail.

Copies of transactions should be kept in the unit's files.

THE UNIT BANK ACCOUNT

The Unit checking account is with PNC Bank. PA Wing will absorb the cost of checks, deposit slips, and accounting fees.

If any unit has a problem with being able to deposit money into PNC bank please notify the PA Wing Director of Finance to evaluate alternatives. If you do not have a PNC bank close to you, deposits can be mailed to PA Wing.

The PAWG Finance Forms are located on the pawg.cap.gov website under Publication Tab. Finance information and instructions can be found on the finance page. See detailed instructions below.

Receiving Income

When PA Wing receives fund documentation from a unit, the funds will be processed and posted as a separate deposit for each unit. You may use generic PNC deposit slips. Make sure the full name of the account: PAWG CAP-Unit PA_____ and the **account No.: 5004976767** are written on the deposit slip. You must endorse the back of all checks to be deposited with **"For Deposit Only 5004976767"**

- All Checks written to your unit should be made payable to: **PAWG CAP** Unit PA _____ (your unit charter number).
- All funds collected for an event, activity, dues or sales of items must be deposited. All expenses must be paid via check from the PA Wing Banker or paid by members then the member(s) will be reimbursed from PA Wing Banker.
- To ensure proper IRS accounting procedures are followed, all donations checks and supporting documentation must be sent to the PA Wing Office for deposit with PAWGF-173-D. The donor will receive a thank you letter and IRS receipt for tax purposes from the Wing Commander. Therefore, it is important that you include the name of the donor, the address and any information that would be helpful in writing a personal message to the donor.
 - If your unit received donations of goods or services, please send a detailed description of the items or services to finance@pawg.cap.gov to insure proper IRS

accounting. The donor will receive a thank you letter and IRS receipt for tax purposes from the Wing Commander. Therefore, it is important that you include the name of the donor, the address and any information that would be helpful in writing a personal message to the donor.

- If a unit is receiving funds electronically (EFT) supporting documentation to include a PAWG-179-D must be forwarded to PA Wing to ensure proper posting. Most employer-employee nonprofit donation programs send funds electronically, this also includes United Way payroll deduction programs.
- The unit must send a copy of the deposit slip, teller receipt (generated by the bank teller), copies of all checks and Deposit Advice Form PAWGF-173-D to PA Wing within 7 days of receiving the funds. The PAWGF-173-D must specify the name for each check received and account numbers to which funds are to be posted. The account number must be from the standard chart of accounts or describe the transaction in plain language with enough detail so that the proper account numbers can be identified. To help with reconciliation of your account note what event or items the deposit is for.
- List full name of each payee.
- List Purpose & Account Number. (Listing item, event or fundraising name will help you understand your cash report).
- If two or more units are participating in a fundraiser a separate deposit transaction must be completed for each unit. You cannot group multiple units in one deposit. If you only receive one check for the event the check will need to be deposited by one unit. Then a Check Request with supporting detailed documentation and approvals will need to be completed from this unit to the other participating unit(s) to transfer funds.
- Make sure the unit's charter number is on every document. This will help insure that all transactions are posted correctly.
- Copies of all deposit slips and Deposit Advice should be kept until the FC reconciles the unit's accounts. Deposits should be scanned in pdf format then emailed to PA Wing at Finance@pawg.cap.gov (If you email please do not mail additional copies or originals as this may result in double entries) or mailed by USPS to PA Wing if you do not have a PNC bank near you. Originals are not needed; copies are acceptable. Faxes are not a preferred method of communication. The pdf file name should include your unit charter number

Write your Unit Charter Number
PA004 Sample

PNC BANK

001
RICHLAND (624)
505 GRANDVIEW CROSSING DR
GIBSONIA, PA, 15044
Cashbox 05

Business Date AUG 26, 2019
Calendar Date AUG 26, 2019

Deposit Transaction Number 14:05
Account Type Checking/Savings 00155
Account Number XXXXXX6767
Transaction Amount \$ 250.00
Check Amount \$ 250.00

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

Write your Unit Charter Number
PA_____ i.e. PA004

Teller Receipt

DEPOSIT TICKET
PNC BANK

ACCOUNT NUMBER 5004976767 REGIONAL ID

FOR CREDIT TO THE ACCOUNT NAMED HEREON
DATE 03/12/2020
NAME PAWG CAP Unit PA004 Sample

☒ CHECKING ☐ SAVINGS ☐ CONSUMER ☒ BUSINESS

FORM162269

NET DEPOSIT \$

THIS DEPOSIT IS ACCEPTED SUBJECT TO VERIFICATION AND TO THE RULES AND REGULATIONS OF THIS BANK. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

PAWG CAP
Building 3-108
Fort Indiantown Gap
Annville PA 17003
717-861-2791 Finance Office ext
email to: Finance@pawg.cap.gov

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

DATE: 03/12/2020 DATE OF DEPOSIT: 03/12/20

UNIT NAME: PA 060 - Capital City Composite Sq 302

	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 930.00

Paying Bills, Invoices or Reimbursements

Submitting unit bills to PA Wing:

- All bills, invoices or reimbursements must be submitted on a completed Check Request Form PAWGF-173-C with proper approval for processing and the itemized receipt/invoice/bill. Note: checks, credit card, PayPal, or bank statements are not acceptable as receipts. The form must contain specific names or account numbers from the standard chart of accounts or describe the transaction in plain language with enough detail that the proper account numbers can be identified.
 - Every Check Request must be accompanied by a receipt clearly showing the amount to be reimbursed, the vendor's name, the date and an itemized list of what was purchased. If the receipt is not dark enough or clear enough to be read, or does not contain the required information the check request will be returned. Please include a note describing purpose of the expense (i.e. travel to cadet conference, fundraising, facility maintenance, snacks for open house, etc.)
 - A CAPF 170 must be included for business meals with the detailed receipt. - A business meal is defined as a meal shared by employees, volunteers, or donors during which business discussions take place; for example, staff meetings. However, banquets, cookouts, cadet pizza parties, etc., do not require a CAPF 170. To be authorized, business meals must meet all three of the following criteria:
 - Members must obtain approval from their respective finance committee to obligate the corporation for the business meals,
 - The business meals must not be lavish, and
 - Alcoholic beverages will not be reimbursed. (Alcohol should be on a separate receipt)
 - All reimbursements must be submitted to PA Wing within 60 days of the date of the receipt.
 - All check requests must be approved by a member of the unit finance committee. If Check Request is over \$500.00 two members of the FC must sign, eSign via DocuSign or approve via email. Unit members should submit their check request to a member of the finance committee, who will review, approve and forward the completed check request and documentation to Wing for reimbursement. **As units transition into signing 172s electronically, all approvals will be collected by eSignature in DocuSign.*
 - Electronic approvals are also acceptable. If approving by email instead of signatures the emails must include: "I approve" or "I authorize" the attached for payment. This approval must be sent by the email address submitted on the CAPF-172.
 - The FC member approving expenses must ensure that a completed check request PAWGF-173-C with detailed supporting documentation; receipts, bills and/or invoices are forwarded to the Wing Finance Office in a timely manner.
 - Payment for personal reimbursement request must be submitted within 60 days of incurring the expense or receiving an invoice. (This doesn't include payment directly to a company or business.)
 - Check Request should be scanned in pdf format then emailed to PA Wing at Finance@pawg.cap.gov (If you email please do not mail additional copies or

originals as this may result in double entries) or mailed by USPS to PA Wing. Originals are not needed – copies are acceptable. Faxes are not a preferred method of communication. The pdf file name should include your unit charter number.

- FC Members **cannot approve expenses to themselves or members of their family.**
- To ensure proper posting make sure the unit's charter number is on every document.

[illegible]

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

Instructions:

Purpose: This form will accompany all requests for generation of a check to pay expenses from unit funds through the Wing Banker Program. Expenses with **PAWG** should be completed on the PAWGF 173-W.

- 1) Complete only the yellow cells on the PAWGF 173-C. Use either the drop-down lists where available, print or type in the information.
- 2) All reimbursements to members must be submitted within 60 days of incurring the expense.
- 3) Check Requests under \$500.00 need to be approved by one member of the unit's finance committee.
- 3) If Check Request is \$500.00 or over it must be approved by at least two (2) members of the unit's finance committee.
- 4) Send this form with copy of invoices or receipts to the PA Wing Finance Office. Emailed Scans must be in .pdf format.
- 5) If sending this form by email as an attached file type the name of the approver(s) and send the email trail of approval (i.e. I Maj _____ approve the expense in that attached file)
- 6) Retain copies of this form and all receipts and invoices for your unit records.

Send via mail to Pennsylvania Wing Civil Air Patrol

Building 3-108
Fort Indiantown Gap
Annapolis PA 17003

email to: Finance@pawg.cap.gov

emailed .pdf are preferred.
For help converting files to pdf go to <https://pawg.cap.gov/finance> click on Finance Tools on left

Copies of checks, charge card receipts with just the total and, bank or credit card statements **are not acceptable** forms of receipts.

If receipts are for:

Vehicle fuel or repairs write the vehicle ID number, **event**, mileage driven on receipt.

Food write the **event** and # of members on receipt. CAPF170 might be required.

Lodging what **event** and # of members on receipt.

Acceptable Receipts/Invoices Must be legible and have vendor name, date and detailed description of items listed.

Sample Receipt

Vendor Name	MOBIL 011 #255 123 Main St Livonia, MI 48150	Vendor Location
Date of Service	02/29/12 11:32 PM Term: 00439482038 Appr: 463924 Seq#: 013847	
Fuel Quantity	PUMP# 03 CREDIT UNIT# 00 @ \$3.599/G VOLUME 16.82 GAL	Price per Gallon
	GAS TOTAL \$60.54 Credit 5000XXXXXXXX9999	Total Purchase
Vehicle ID/Plate #	02/29/2012 23:31:12	Purchaser Name
Mission/Sortie #	THANK YOU FOR SHOPPING AT MOBIL	Mileage/Hours
or event	NWA 3765 Burke 12-T-9909/G003 236 Miles	

☐ Is the Mission/Sortie number on receipt? **or event**
☐ Is the total amount correct?

☐ Is the Vendor name and location on the receipt?
 ☐ Is the last name of the member who made the purchase on the receipt?

☐ Is the tail number or vehicle ID on the receipt?
 ☐ How many miles or flight hours does the receipt cover?

☐ Is the receipt date the same as the sortie date? **or event**
☐ Is the receipt legible?

☐ Is the fuel quantity (gallons) correct?

PAWGF 173-C, Issued under PAWGP 173, Previous editions not to be used

Feb-19

PAWGF 173-C **Instructions** Data (+)

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

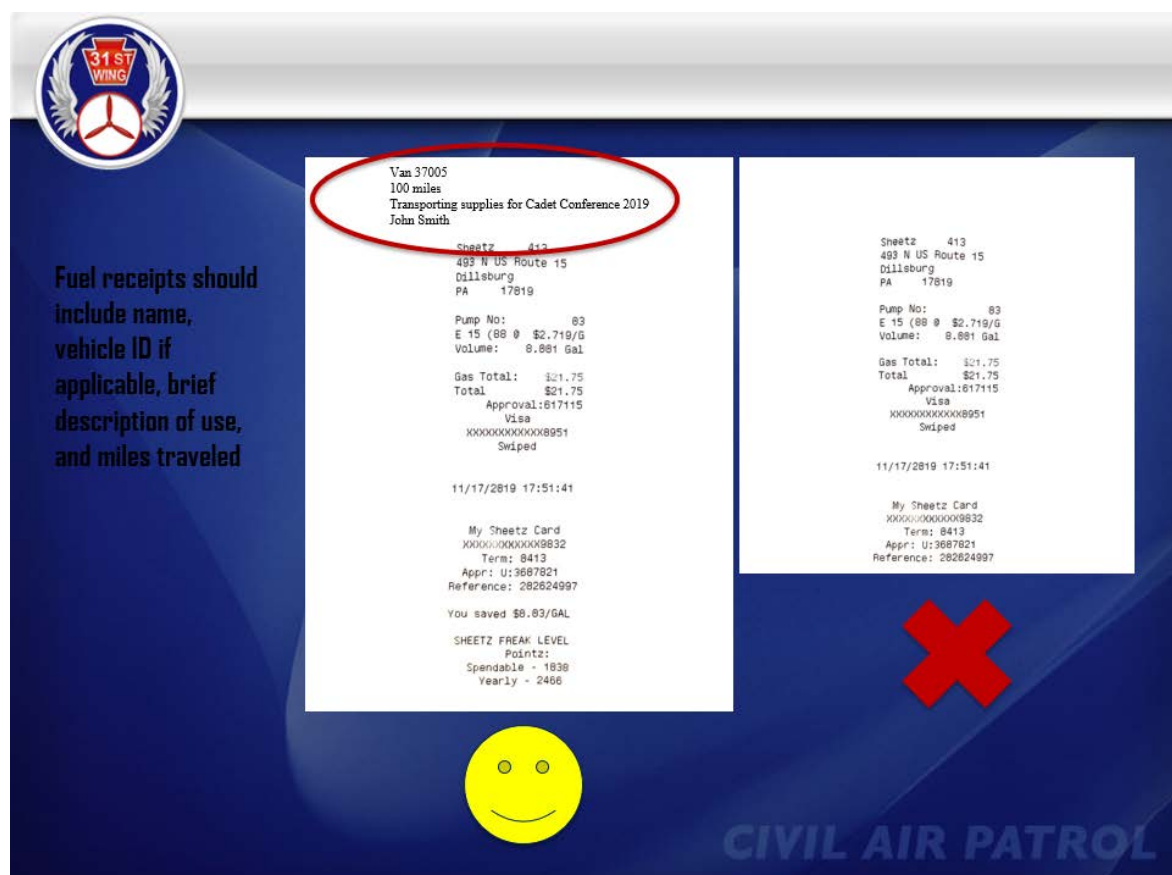
Total Amount of Check:		21.75
Unit finance committee member approval	Date:	Unit finance committee member approval

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:

- Instructions: (for complete instructions click the Instructions tab below)
- Reimbursement must be submitted to PAWG Hq within 60 day of date of purchase. Emailed pdf are preferred.
- 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.
- Complete only the yellow calls 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

PAWGF 173-C. Issued under PAWGP 173. Previous editions not to be used



Recurring Expense

- Recurring Expenses are bills/invoices that units are receiving on a recurring monthly or quarterly basis i.e. phone, electric, rent, internet, water, sewer. To set up these bills/invoices to be paid automatically the billing address needs to be changed to:
PA Wing, CAP, PA (your charter No.)
Building 3-108
Fort Indiantown Gap
Annville PA 17001
- The unit charter number must be added to the billing name.
- The recurring expenses must be listed on unit's CAPF-172 with the maximum billing amount noted. It is recommended that you list an amount higher than the average cost to allow for seasonal billing changes, etc. For example, during Winter months an electric bill may be higher than normal, or if there is a large event at the squadron the bill may be higher.

Vanguard Net-30 Accounts

Squadrons are eligible to setup NET-30 accounts with Vanguard. This will allow a squadron to make purchases and then be invoiced for the items, rather than having a member pay out of pocket and be reimbursed later. Squadrons will send the itemized invoice (not the statement) along with a check request to finance@pawg.cap.gov for payment. When setting up your account, you must use a squadron member's contact info (address, phone number, etc). You may not use Wing Headquarters' information. Be sure to provide the tax exempt form found on the PA Wing Website so that you are not charged any tax.

Email Noreen to setup an account.

Noreen Sasser nsasser@vanguardmil.com

Sample of Email Trail Authorization

From: Capt Williams Unit Finance Officer
 Sent: Friday, January 22, 2019 3:26 PM
 To: PAWG Finance Office Finance@pawg.cap.gov
 Subject: FW: Check Request approval PA012

PAWG Finance Office
 Attached you will find the check request and receipt for processing. The approvals are in the emails below.
 Capt Williams, Unit Finance Officer

From: Maj Thomas
 Sent: Thursday, January 21, 2019 3:08 PM
 To: Capt Williams - Unit Finance Officer
 Subject: RE: Check Request approval PA02

I approve the reimbursement to 1st Lt West for the purchase of supplies for the Awards Dinner in the amount of \$657.00.
 Maj Thomas, Unit Finance Committee Member

From: Lt Col Smith, Unit Commander
 Sent: Thursday, January 21, 2019 3:00 PM
 To: Capt Williams – Unit Finance Officer
 Subject: Check Request approval PA012

I authorize the reimbursement to 1st Lt West for the amount of \$657.00
 Lt Col Smith, Committee Member Chair

From: Capt Williams Unit Finance Officer
 Sent: Wednesday, January 20, 2019 3:26 PM
 To: Lt Col Smith, Maj Thomas
 Subject: Check Request approval PA012

1st Lt West has submitted the attached receipt and completed check request for the Squadron Awards Dinner in the amount of \$657.00 for reimbursement for your approval. I authorize the reimbursement to 1st Lt West. This was approved at the Oct Finance Committee Meeting.
 Capt Williams, Unit Finance Officer

Samples of Acceptable Receipts

Must have receipt for each room all rooms listed on a receipt.



Apollo Nida Po Box 11111 Atlanta Ga Atlanta GA 31126 US		Folio No. : 11111 A/R Number : Group Code : Company : Membership No. : PC 11111 Invoice No. :	Room No. : 0723 Arrival : 10-24-12 Departure : 10-25-12 Conf. No. : 0723 Rate Code : IGC Page No. : 1 of 1
---------------------------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

Date	Description	Charges	Credits
10-24-12	Parking: Self	18.00	
10-24-12	Room Accommodations	104.00	
10-24-12	Sales Tax - 8%	8.32	
10-24-12	Occupancy Tax - 8%	8.32	
10-25-12	American Express		138.64
TOTAL		138.64	138.64

Thank you for staying at the Holiday Inn Select Atlanta

PAWG Conference Lt Nida and Cadet Nida.

Acceptable Receipts

*Vendor Name and Address
*Dated
*Detail of items purchased listed
*Purpose of purchase noted

Please refer to CAPR 173-1 with ICL 17-02

Sample Receipt

Pennsylvania Dining
251 Main St
Annville PA 17003
Date of Purchase 9/15/18 at 6:06:44
Table No. 2 Bill No. 171

Drinks	detailed description of items purchased	
6 x Soda		\$ 6.54
Mains		
5 x Rubin Sandwich		\$ 40.75
1 x Chief Salad		\$ 9.50
Desserts		
6 x Fudge Cake		\$ 4.25
		\$
SUBTOTAL		\$ 61.04
TAX		\$ 3.66
SUBTOTAL		\$ 64.70
GRATUITY	Write in tip	\$
Write in total	TOTAL	\$

THANK YOU FOR DINING WITH US!
PLEASE COME AGAIN



Write in the purpose / event of the meal name of the attendees.

WAL-MART
ALWAYS LOW PRICES

WE SELL FOR LESS
MANAGER DAVIS KIMMAN
(816) 224 - 4800
ST# 4058 OPS 00002825 TER 39 TR# 03366
HAMBURGER 007814235056K 3.17 X
SLC OF CHEES 007814233757K 0.20 X
** VOIDED ENTRY **
HAMBURGER 007814235056K 3.17 X
SLC OF CHEES 007814233757K 0.20 X
SUBTOTAL 0.00
CHEESEBURGER 007814233030K 2.17 X
HCG DRINK 007814233281K 0.98 X
SUBTOTAL 3.15
TAX 1 3.00 X 0.09
TAX 3 3.475 X 0.11
TOTAL 3.36
CASH TEND 20.35
CHANGE DUE 17.00

4-21 ORDER #666

TC# 3680 8362 6229 1132 7028



Ready for the Weekend?
Check Out Lawn and Garden
04/21/05 12:25:25

When ordering Pizza remember to get an itemize receipt, this is commonly missed.



If your unit wants to donate to an organization for one time use of a facility (banquet, training event, etc.) or memorials in honor of a CAP member who has passed; because a bill or invoice would not be available you must submit your finance committee complete minutes noting the discussion for donation.

Example Squadron commander suggests a yearly donation to St. Andrew's Church in the amount of \$xxx... for the use of their facility for our weekly meetings. After a discussion the finance committee unanimously approved the donation.

Unit: Finance Committee Meeting Minutes			Squadron Letterhead	
Wing:		Date:		
Location of Meeting:				
Finance Committee Members Attending				
Print Name:	Title:	Signature:		
	Chair/CC			
	Director of Finance			
<i>If attending remotely, please state means of communication in the signature block.</i>				
Routine / Recurring Business: (Must be discussed / approved at least quarterly)				
1) Approve previous Finance Committee meeting minutes.				
Notes:				
2) Review Balance Sheet noting cash account balances & outstanding A/P & A/R.				
Notes:				
3) Review Budget to Actual Report. (Discuss & adjust if needed.)				
Notes:				
4) Review Comparative Profit & Loss Statement.				
Notes:				
5) Review last quarter's Internal Financial Review. Schedule current quarter's review.				
Notes:				
Old Business from Previous Meetings:				
Notes 1:				
Notes 2:				
New Business / Other matters considered:				
Notes 1:				
Notes 2:				

Date:

Place of Meeting: (squadron, teleconference, email)

Members Attending:

Name, Rank	Position in Squadron
1. Recurring Business:	(review Monthly Cash Report – any discrepancies in deposits, expenses?)
	(review Quarterly Profit & Loss Budget v. Actual Report- does any "actual" amount (first column) exceed the "budget" amount (second column) for that category?)
2. Old Business	(any unfinished business since last meeting)
3. New Business:	(e.g.: need for fundraising, invoices needing to be reviewed before sending to Wing with Check request, any purchase over \$500 needing committee approval beforehand, etc.)
4. Date of next meeting:	

Signed:

<https://www.gocivilairpatrol.com/members/cap-national-hq/financial-management/finance-committee-toolbox>.

Examples of acceptable documentation for scholarship or reimbursement for a PA Wing event; A memo or the minutes from the Finance Committee with the application or course completion paperwork, invoice, flyer for event, and/or participation letter. The fee amount must be on the documentation.

PAWG Group 4 Policy
For
Assisting with Cadet Expenses

Mission Statement:

It is the mission of Group 4 PAWG to help cadets participate in activities outside their local squadrons whenever possible. To enable cadets who would otherwise be unable to participate due to financial hardships.

Procedure:

Squadron Commanders will determine which cadets are eligible to participate in Civil Air Patrol National Special Activities such as any of the following:

- a. Encampment
- b. Cadet Officer School
- c. National Blue Beret
- d. International Air Cadet Exchange
- e. Glider/Power Flight encampments
- f. Cadet Leadership Academy
- g. Aerospace Education Academy
- h. National Emergency Services Academy
- i. Honor Guard Academy
- j. Hawk Mountain Ranger School
- k. Space Camp / Aviation Challenge

Cadets will apply and if accepted by the School(s) the Squadron Commander will notify the Group 4 finance officer. The finance officer in conjunction with the Group Commander and other members of the finance committee will determine how much of a stipend to offer the cadet. This stipend is to be used by the cadet to help offset the costs of participating in the school. It will be made clear to the cadet that if they fail to participate in the school all monies advanced will be returned to the CAP.

In the case of Encampment and Hawk Mountain the cadet must successfully complete and graduate before payment is made. Documentation of completion of Encampment/Hawk Mountain must be submitted for reimbursement to the cadet. How much will be paid will be determined by how many cadets request assistance but it is hoped we can cover \$50 per cadet.

Other activities not mentioned specifically in the above list will be reviewed on a case-by-case basis.

William Parish Capt CAP
Group 4 Finance Officer

Frank Arnold Capt CAP
Commander Group 4

Pennsylvania Wing 3rd Annual Cadet Conference

Fort Indiantown Gap

April 17, 2010

\$25.00

A look ahead of seminars and activities

Aerospace
Survival Seminar
Formal Dining In
DRILL OFF
Public Speaking Contest

Reminder Col Lee has announced there will be a Commanders Call and Van Inspection in conjunction with the Cadet Conference

A Pennsylvania Wing Cadet Advisory Council Sponsored Event
Go to www.pawgcadetprograms.webs.com for more information about the 2010 Cadet Conference

Activity



Invoice

To: NER-PA-337

Date: 4-Mar-2019

Please review with your finance committee and submit Wing finance payment by 14 March, 2019.
Questions? Contact Maj Steve Aaron at saaron@pawg4civ.org

Upload this invoice, finance committee approval, and Form 173-C Check Request to:
finance@pawg4civ.org

Purpose	Activity	Payment Method	Due Date
Required to be	2019 Training Course: Training/Activities	Online/Training of New/Existing	10-10-2019
City	Home	Course / Duty	Unit Total
LOC	CLAYTON PARK	BC OF INDIAN	\$50.00
LOC	CLAYTON PARK	BC OF INDIAN	\$20.00
LOC	CLAYTON PARK	BC OF INDIAN	\$20.00
LOC	CLAYTON PARK	BC OF INDIAN	\$20.00
TOTAL			\$80.00

Expenses to be reimbursed directly from PA Wing should be submitted to PA Wing Finance Office on the PAWGF173-W (replaced the PAWGF-108) with supporting documentation. PAWGF173-W must be approved by Department or Event Director before submitting to PA Wing Finance Office.

PAWG Reimbursements/Payments For Wing Department Expenses						Date:
Grade	Name (First MI Last):	CAPID:	Mailing Address:	Email Address:		
INVOICE: (Print or Type) Form may be used for multiple dates or items. This form is not for National reimbursement use.						
Date of Receipt	Vendor's Name	Expense Pre-approved by	Items/Services Purchased	Reason for Expenditure / Account	Department or Event to be Charged	Total
All items listed above must have a receipt to support the expenditure. Copies are acceptable; scanned emailed copies are preferred. All reimbursements must be submitted within 60 days of incurring the expense or receiving an invoice.						Grand Total
Certification <i>(you must obtain authorizations before sending to the Finance Office)</i>				Signature & Date		
CAP Member: I certify that the amounts claimed were paid from my personal funds for participation as a staff member of the PAWG Staff.						
Department or Event Director: I certify this claim is true and proper for payment and that it is within the budget for the department or event.						
PAWG Finance Office: Receipt of this form is hereby acknowledged and authorized for payment.						
Email to: Finance@pawg.cap.gov or mail to: PAWG HQ, Building 3-108 Fort Indiantown Gap, Annville PA 17003						

REMARKS

DocuSign

The image shows an email interface with two messages from Lisa Weber via DocuSign. The first message is titled 'Completed: Please DocuSign: PAWG-Bell-Ops Expense-200204-27.45.pdf - Your document' and contains two PDF attachments: 'PAWG-Bell-Ops ...' and 'Summary.pdf'. A red callout box points to the first message with the text '1. email requesting approval'. Another red callout box points to the 'Summary.pdf' attachment with the text '2. After you esign email with approved document'. Below the inbox, the email content is displayed, starting with 'Please DocuSign: PNC Bills-200403.pdf'. The email body includes the sender 'Lisa Weber via DocuSign <dse@docusign.net>' and the date 'Fri, Apr 3, 2:34 PM'. A warning message states 'Images are not displayed. Display images below - Always display images from dse@docusign.net'. The main content is a DocuSign document review page with a blue background and a white box containing the text 'Lisa Weber sent you a document to review and sign.' and a yellow button labeled 'REVIEW DOCUMENT'. A red callout box points to the 'REVIEW DOCUMENT' button with the text 'Click to review Document'. Another red callout box points to a small square icon in the top right corner of the document review area.

1. email requesting approval

2. After you esign email with approved document

Please DocuSign: PNC Bills-200403.pdf

Lisa Weber via DocuSign <dse@docusign.net> Fri, Apr 3, 2:34 PM

Images are not displayed. Display images below - Always display images from dse@docusign.net

DocuSign

Lisa Weber sent you a document to review and sign.

REVIEW DOCUMENT

Click to review Document

Lisa Weber
lweber@capnhq.gov

DeEtte Riley,

Please DocuSign PNC Bills-200403.pdf

Thank You, Lisa Weber

Please Review & Act on These Documents



Personal message can be entered.

Sept 2019

Fundraising


Units are responsible for following all fundraising procedures as required in CAPR 173-4. These procedures require the Wing Commander to approve all fundraising requests. Contracts and grants must be reviewed by the Wing Commander, who will then forward to National Headquarters for signature. Fundraising requests and all other required documentation must be sent to finance@pawg.cap.gov for review. The unit's FC meeting minutes approving the fundraiser and how the unit will use the funds raised should also be included. The Finance Office will then send the information to the Wing Commander for review and approval.

The unit's FC must provide an accurate accounting of funds raised to the PA Wing Finance Office. All funds must be deposited. All expenses must be paid via check request direct to the vendor or reimbursed to a member(s) for a purchase. Most vendors will bill unit(s) if you explain the billing process with the manager. A member of the FC would then submit the invoice/bill to PAWG finance office with approved check request for a check to be sent directly to the vendor.


Visit the fundraising page on the National CAP Website

<https://www.gocivilairpatrol.com/members/cap-national-hq/fundraising> for fundraising ideas

PAWGF-173-4 Fundraising form can be downloaded from the Publication page on the PAWG website.



HEADQUARTERS PENNSYLVANIA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Bldg 3-108, Ft Indiantown Gap
Anville PA 17003



Fundraising Request Form

(Unit name)
Fundraising Request for Squadron # _____

1. Request permission to raise funds from _____ to _____.
2. Our unit expects to raise approximately \$ _____ during this activity.
3. The event / or method of the fund raising: _____
4. Description of the event or how the funds will be raised: _____
5. The event is being held/sponsored by _____
6. The funds raise will be in the form of (i.e. cash donation equipment scholarships): _____
7. How the unit will use the funds raised: _____
8. Attached document includes the finance committee meeting minutes dated _____ detailing the approvals to purchase the necessary supplies and how the funds will be used.
9. All contracts will be approved by National Headquarters through the Wing Commander.

Signature of Unit Commander _____ Phone Number _____

Printed Name and Grade of Unit Commander _____

Emailed to PA Wing Commander and Units Group Commander on _____

<p>THIS AREA WING HEADQUARTERS USE ONLY</p>	<p>Wing Commander Signature _____</p>	<p>Approved <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p>
------------------------------------------------------------	---------------------------------------	-----------------------------------------------------------------------------------

Reconciling the Unit Checking Account

The PA Wing finance office will reconcile all account every month.

After the PA Wing reconciliation is complete units will be emailed a monthly Cash Report for the FC to review. Units should keep copies of all transactions; (deposits and bills/invoices) until the unit reconciliation is complete.

If the unit FC finds any discrepancies with the unit monthly Cash Report the unit FM should email the PA Wing Finance Office Finance@pawg.cap.gov with details of the discrepancy. The discrepancy will be investigated for correction.

Most discrepancies found with accounts, are deposits of which the Wing has no record. These might occur when a unit makes a local deposit, and for some reason PA Wing does not receive record of the deposit. However, most unidentified deposits are electronic deposits by donors. If a member of your unit has funds being donated to your unit from their employee or organization, documentation must be sent to the PA Wing Finance office for proper posting.

Unidentified Deposit Report will be sent to all units periodically throughout the year, listing the date and amount of the deposit(s) to be claimed. Claiming unit(s) should send the deposit slip and completed Deposit Advice Form PAWGF-173-D to the PA Wing Finance Office for proper posting. Once a year, all PA Wing unclaimed deposits more than 12 months old will be disbursement equally to all units.

**BEGINNING OF EACH FISCAL YEAR
WHAT SHOULD BE DONE?
(Each October or Change of Command)**

- Each unit needs to maintain a Finance Committee (FC). This committee will develop the unit's budget, authorize payments and make deposits.
- All units need to submit CAPF-172 *Consolidated Finance Authorizations* listing the members of their unit's FC along with their signatures for check request approval purposes, and listing any recurring expenses, by 15 September of each year and at a change of command. (*This is the same thing as a signature card at the bank.*) All recurring expenses must be repeated on this form every year.
- Develop a balanced budget – submit to PA Wing by 15 September of every year on PAWGF-173-B. This must be a balanced budget income = expenses. This form can be found on the PA Wing website www.pawg.cap.gov
- All Unit Commanders need to complete CAPF 171 *Unit Commander's Financial Disclosure Statement* in eServices in the "Commanders Corner" between 1 and 31 October of each year, in accordance with CAPR 173-1 paragraph 9b.
http://members.gocivilairpatrol.com/media/cms/R173_001_F17766C8102F6.pdf
- All Unit Commanders will complete *the Worksheet Real Estate Inventory* in the ORMS Module in eServices between 1 and 31 October of each year.
- All Unit funds must be held by PA Wing.
- Every unit will receive a monthly accounting report of all their funds by the PA Wing Finance Office. This report must be reviewed for accuracy every month by the unit's FC.
- Units are not authorized to have a petty cash fund. All income and expenses must be processed through the Wing Banker Program.

Questions

Lt Col DeEtte Riley, PA Wing Director of Finance DRiley@pawg.cap.gov cell 814-880-9083.

Lt Col Carol Blinebury, Assistant Director of Finance CBlinebury@pawg.cap.gov
cell 215-260-3411

Lisa Weber, PA Wing Administrator lweber@capnhq.gov (724)-866-4529 direct line.

All PA Wing Finance Paperwork should be emailed to:

PA Wing Finance Office Finance@pawg.cap.gov

PA Wing Mailing Address:

Pennsylvania Wing Headquarters

Building 3-108

Fort Indiantown Gap

Annville PA 17003

Summary & Best Practices

The PA Wing Finance Forms are located on the pawg.cap.gov website under the Publications.

Submit by 15 September of every year:

CAPF-172 Consolidated Finance Authorizations.

Unit Budget PAWGF-173-B. The budget must be balanced.

Completed in eServices between 1 and 31 October every year:

Unit Commander's Financial Disclosure Statement in the "Commanders Corner" in eServices, in accordance with CAPR 173-1 paragraph 9b.

Contributed Facilities Report in the ORMS module under "Real Property" in eServices, in accordance with CAPR 173-1 paragraph 9b.

Originals are not needed. *Check to make sure you have a detailed receipt. Take a pdf formatted image of receipt(s) before leaving the business.*

Emails with scanned forms and receipts in pdf format are the preferred method of receiving finance paperwork. Files names should have your unit charter number as part of the name. Copies are acceptable. If you email, please do not mail additional copies or originals in to Wing as this may result in double entries). Make sure your unit charter number (NERPA____) is on all paperwork. All scanned documents must be legible.

Make sure you reconcile the unit's account every month.

Make sure you review the Budget v. Actual Report every quarter and send a revised budget to Wing to maintain a balanced budget.

PAWGF-173-D must accompany all deposits.

PAWGF-173-C must be signed (except if emailing you may type the name(s) and attach the email audit trail of approvals) and if over \$500.00 must have 2 signatures (approvals) from the finance committee. The words "I authorize" or "I approve" must be used in approvals. Every expense must have a detailed itemized receipt. Copies are acceptable (check, PayPal statements, or credit card statement do not qualify as a receipt.)

Payment for personal reimbursement request must be submitted within 60 days of receipt/invoice date. *(This doesn't include payment to a company or business directly.)*

All expenses for events or activities must be paid via check from the PA Wing Banker or paid by members and the members will be reimbursed from PA Wing Banker. Funds collected on site may not be used to pay any expense.

Do not authorize expenses made payable to yourself or a member of your family. Such expenses should be approved by another member of the finance committee.

Expenses to be reimbursed directly from PA Wing should be submitted on the PAWGF173-W. PAWGF173-W must be approved by Department or Event Director before submitting to PA Wing with supporting documentation.

All fund raising activities and grant request must be pre-approved by the Wing Commander PAWGF173-4. They must include the FC minutes approving the fundraiser and disbursement of funds raised. Contracts and grants must be reviewed by the Wing Commander, who will then forward to National Headquarters for signature.

All donations must be sent to the PA Wing Office for deposit.