Pennsylvania Wing
CIVIL AIR PATROL

UNITS BELOW WING LEVEL
WING BANKER PROGRAM

September 2019
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.

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**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.

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**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 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 signatures 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 must approve all expenses under $500.00 on the Check Request Form PAWG-173-C. Two FC members must approve expenses over $500.00. 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 email approval must be from your email address on the CAPF-172. See details under the heading payment bills, invoices or reimbursements.

The unit will deposit all funds received at a PNC bank or send to PA Wing to deposit on behalf of the unit. 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 indorse 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 insure proper IRS accounting procedures are followed, all donations checks and supporting documentation must be sent to the PA Wing Office for deposit with PAWG-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 insure 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 PA______ i.e. PA004

Teller Receipt

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

Click on the box then the arrow to select an account

List each payee separately

Click this tab to enter data

PAWG 173 Financial Management Procedures

September 2019
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 or approve. 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.
    - 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 submission.
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 insure proper posting make sure the unit's charter number is on every document.

<table>
<thead>
<tr>
<th>Charter - name:</th>
<th>Date of Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note:</td>
<td>Date Needed:</td>
</tr>
</tbody>
</table>

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

### Vendor: Itemized Expense Account / Description

- Click on the box then the arrow to select an account
- Print, sign and scan or approve through email. Do not use an image of a signature. The email must include “I approve or I authorize.” If the amount is $500 or over 2 signatory or approval are needed.

### Total Amount of Check:

<table>
<thead>
<tr>
<th>Unit finance committee member approval:</th>
<th>Unit finance committee member approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

If check amount is $500.00 or more, 2 signatures or approvals are needed, date approval recorded in finance committee minutes.

## Instructions:

- For complete instructions go to the instructions tab below.
- This form will accompany all requests for generation of a check to pay expenses from unit funds through the WingBanker Program. Expenses with PAWG should be completed on the PAWG Form 173-V.

Complete only the yellow cells on the PAWG Form 173-C. Use either the drop-down lists where available, print or type in the information.

### Notes:

- Note the event or reason for the expense.
- Click this tab to enter data
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 PAWG 173-V.

1. Complete only the yellow areas on the PAWG 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 30 days of incurring the expense.
3. Check Requests under $500.00 need to be approved by one member of the unit's finance committee.
4. Check Requests over $500.00 or over must be approved by at least two (2) members of the unit's finance committee.
5. Send this form with copy of invoice or receipts to the PAWG Finance Office. Emailed Scans must be in .pdf format.
6. If sending this form by email, attach the name of the author(s) and send the email or approval (i.e., Maj______ approve the expense in the attached file).
7. Retain copies of this form and all receipts and invoices for your records.
8. Send via mail to Pennsylvania Wing Civil Air Patrol
   Building 3-108
   Fort Indiantown Gap
   Annville, PA 17003

email: Finance@pawg.cap.gov

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

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.

PAWG 173-C issued under PAWG 173. Previous editions not to be used

PAWG 173-C - Instructions

Sample Receipt

Vendor Name: [Vendor Name]
Date of Service: [Date of Service]

Fuel Quantity: [Fuel Quantity]
Price per Gallon: [Price per Gallon]
Total Purchase: [Total Purchase]

Vehicle ID/Plate #: [Vehicle ID/Plate #]
Mission/Sortie #: [Mission/Sortie #]
Mileage/hours: [Mileage/hours]

Is the Mission/Sortie number on receipt? [Yes/No]
Is the Vehicle name and location on receipt? [Yes/No]
Is the total amount correct? [Yes/No]
Is the last name of the member who made the purchase on the receipt? [Yes/No]
How many miles or flight hours does the receipt cover? [Yes/No]
Is the receipt legitimate? [Yes/No]

PAWG 173 Financial Management Procedures

September 2019
Recurring Expense

- Recurring Expenses are bills/invoices that units are receiving on a recurring monthly or quarterly basis i.e. phone, electric, rent. 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. (Make sure you account for seasonal changes).

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 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.

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

Table No. 2  Bill No. 171

Date of Purchase: 9/15/19 at 6:00 PM

Pennsylvania Diner
251 Main St
Annville PA 17003

PAWG Conference Lt Nida and Cadet Nida.

WAL-MART

GRAVITY

Write in tip

THANK YOU FOR DINING WITH US PLEASE COME AGAIN

Ready for the Weekend
11-7-20
9:00-5:00
11-7-20
9:00-5:00

PAWG 173 Financial Management Procedures
September 2019
PAWG 173 Financial Management Procedures

Not Acceptable documentation for expenses

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

Photo of receipt - Cannot read and date cut off. Use a pdf conversion application.

Copy of a check is not acceptable.

Not Acceptable

Statements are not itemized

Can not read
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.

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
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.

<table>
<thead>
<tr>
<th>PAWG Reimbursements/Payments For Wing Department Expenses</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Grade</td>
<td>Name (First IM Last):</td>
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**INVOICE:** (Print or Type) Form may be used for multiple dates or items. This form is not for National reimbursement use.

<table>
<thead>
<tr>
<th>Date of Receipt</th>
<th>Vendor’s Name</th>
<th>Expense Pre-approved by</th>
<th>Items/Services Purchased</th>
<th>Reason for Expenditure / Account</th>
<th>Department or Event to be Charged</th>
<th>Total</th>
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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 90 days of incurring the expense or receiving an invoice.

**Certification** (you must obtain authorizations before sending to the Finance Office)

<table>
<thead>
<tr>
<th>CAP Member:</th>
<th>Department or Event Director:</th>
<th>PAWG Finance Office:</th>
</tr>
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<tbody>
<tr>
<td>I certify that the amounts claimed were paid from my personal funds for participation as a staff member of the PAWG Staff.</td>
<td>I certify this claim is true and proper for payment and that it is within the budget for the department or event.</td>
<td>Receipt of this form is hereby acknowledged and authorized for payment.</td>
</tr>
</tbody>
</table>

**Email to:** Finance@pawg.cap.gov or mail to: PAWG HQ, Building 3-108 Fort Indiantown Gap, Annville PA 17003

**REMARKS**

PAWGF173-W March 2019 (this replaces PAWGF 108)  

CPR: FM
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. The unit’s FC meeting minutes approving the fundraiser and how the unit will use the funds raised should also be included.

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 PA Wing Website.
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](http://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](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  
D Riley@pawg.cap.gov  cell 814-880-9083.
Lt Col Carol Blinebury, Assistant Director of Finance  
C Blinebury@pawg.cap.gov  
cell 215-260-3411
Lisa Weber, PA Wing Administrator  
lwebber@capnhq.gov  (717)-861-2791 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 form 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.