



## NC Wing Finance Reference Sheet

### Key Finance Officer Responsibilities

- Make unit deposits in a timely manner
- Provide receipts for all transactions
- Assure unit does not overspend their cash balance
- Maintain an adequate system of internal accounting controls
- Ensure Finance Committee (FC) meets at least quarterly
- Complete CAPF-172 as required
- Develop unit's annual budget as a forecasting tool
- Conduct fundraising activities according to CAPR 173-4
- Inform NC Wing of all donations
- Ensure compliance with finance CAP regulations

### CAP Finance Regulations

<https://www.gocivilairpatrol.com/members/publications/indexes-regulations-and-manuals-1700>

R173-1 Financial Procedures & Accounting

R173-4 Fundraising

R174-1 Property Management and Accountability

<https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region>

Mid-Atlantic Region>North Carolina

R173-1 Financial Procedures and Accounting Supplement 1 NC-001

R173-3 Payment for Mission Support Supplement 1 NC-001

Matching Donations NHQ Website: <https://www.gocivilairpatrol.com/giving/corporate-matching>

Facebook Fundraising NHQ Website: <https://www.gocivilairpatrol.com/fieldfr/facebook-fundraising>

### Most Finance Forms are on the NC Wing Website:

<https://ncwg.cap.gov/directorates/finance/finance-forms>

- NCWG F36 Unit Deposit Record
- NCWG F35 Check Request
- NCWG F173-4 Request for Fundraising Activity
- NCWG F173-4 Request for Fundraising Activity WAA
- NCWG F173-4 Walmart Grant Approval
- NCWG F173-4R Fundraising Final Report
- CAPF-172 Consolidated Finance Authorizations
- CAPF 170 Business Meals and Entertainment Expenses
- W-9 Form

### A couple of forms are still in Teams:

[Teams >NCWG Finance Officers>Files>Documents>General>Finance Forms](#)

- Blank Deposit Slip
- 501(c) Non-Profit Letter
- All Current Finance Training Slides

<https://ncwgcap.sharepoint.com/sites/NCWGFinanceOfficers>



## NC Wing Finance Reference Sheet

### **Bank Deposits**—Send to Wing Administrator

- Complete NCWG Form 36
- Deposit slip
- Front copies of all checks
- Deposit **MUST** be sent to Wing HQ within 7 days of making the bank deposit

### **Expense Reimbursements**—Send to Wing Administrator

- Fill out Unit Check Request NCWG Form 35
- Attach all receipts and invoices. *Receipts must be complete and include vendor, date, item detail and amount.*
- Members can **NOT** be paid if submitted >60 days from the receipt date
- Anytime a Vendor is used, a W-9 Form must be completed and submitted
- Items will be sent through DocuSign for Finance committee approval

### **Unit Finance Committee**—Keep minutes in squadron electronic records

- Meets at least quarterly
- Maintain minutes with dates & list of attendees
  - Document financial approvals—must approve any spend over \$500
- Review budget at least quarterly
  - Must be noted in meeting minutes (revision or no need for revision)
  - Revise as necessary--Send revision to Wing Administrator

### **CAPF 172**—Send to Wing Administrator

- Establishes unit's finance committee members
- Confirms expenditure approval types and limits
- Verifies unit's recurring expenses
- Update as required
  - Beginning of each fiscal year
  - Change in command (within 30 days)
  - Change of finance committee (FC) member(s)

### **Fundraising**—send to NC Wing Administrator/copy Wing Finance Director and Director of Development

- Must submit NCWGF 173- 4 for wing approval 30 days prior to activity
- Within 30 days after completion of Fundraiser, must submit 173- 4R Final Report
  - Squadron commander must sign 173- 4R

### **Donations**—send to NC Wing Administrator/copy Wing Finance Director and Director of Development

- No fundraising approval needed
- Send copy of the donation check and deposit slip
- Wing sends a donation letter
- Wing maintains copy of Donation Receipt CAPF 164
  - All donations of \$250 or more where **NO** goods or services are provided to the donor
  - All donations of \$75 or more where goods or services are provided

End of Fiscal Year Deadlines	
15September	CAPF 172 Unit Budget
1October & Ongoing	Update e-Services Finance Committee Members
NLT 30 October	Final Fundraising Report(s) Due
15November	Real Property Inventory (ORMS)
1January	Scholarship Report