

## FINANCE

### FINANCIAL PROCEDURES AND ACCOUNTING PROCEDURES FOR WI205

**ADDED. 3. Finance Committee.** The finance committee shall be appointed using in the manning table of the WMU available for viewing by any CAP member with access rights. The finance officer shall be appointed using the Unit Duty Assignment feature of the WMU and the NHQ Duty Assignment feature of e-Services. (We are not currently using the e-Services application for the finance committee because it does not have that feature at this time. )

**ADDED. 3a.** This document, SE WI Supplement 1 to CAPR 173-1, contains the required written policies and procedures for administering, accounting and reporting unit funds for units in the Southeast Wisconsin Group. This will be forwarded to the Wing Director of Finance.

**ADDED 3b.** Units in the WBP are exempt from the NHQ requirement to maintain Quicken® records under paragraph 5a. However, all deposits and expenditures, all interest income from the WBP, and all charges from the WBP shall be tracked locally. The monthly reconciliation of this record shall be compared to the statement received from the Wing Banking Program. Any errors or discrepancies shall be reported immediately to the unit commander and resolved locally or with the wing finance department.

**ADDED. 3d.** Approval of transactions greater than \$250, unless identified as a recurring expense, shall be approved by the finance committee. These committee approvals shall be maintained in accordance with the File Maintenance and Records Disposition plan. These minutes may be electronic records such as the Group HQ example shown.

Group Finance Web page, <http://home.earthlink.net/~glrwi205/id43.html>. Enter the information concerning the expenditure into the minutes section. Enter the date. Select the boxes next to the staff identifier indicating the committee members who approved the expenditure. Select the meeting type and click submit. This will e-mail this memo to the members of the finance committee. A copy of the e-mail it creates must be attached to the financial control document explained later.

Date	<input type="text"/>
Minutes	<input type="text"/>
CC	<input type="checkbox"/>
CE	<input type="checkbox"/>
AC	<input type="checkbox"/>
DA	<input type="checkbox"/>
DO	<input type="checkbox"/>
Type Of Meeting	<input type="radio"/> In Person <input type="radio"/> e-Mail <input type="radio"/> Telephone
<input type="button" value="Clear"/> <input type="button" value="Submit"/>	

**ADDED. 3e.** The unit may identify recurring expenses and set limits which do not require finance committee approval for payment and attached them locally as an addendum to this supplement. A copy of this letter shall be forwarded to the Group and Wing headquarters.

**ADDED. 3j.** Finance committee minutes are required quarterly and may state no committee action required.

**ADDED. 3j.** Committee minutes shall be maintained in accordance with the File Maintenance and Records Disposition plan. These minutes may be electronic records such as the Group HQ example described below.

Group Finance Web page, <http://home.earthlink.net/~glrwi205/id43.html>. Enter the information into the minutes section. Enter the date. Select the boxes next to the staff identifier indicating the committee members who participated. Select the meeting type and click submit. This will e-mail this memo to the members of the finance committee. A copy of the e-mail it creates must be placed in the finance files.


**ADDED. 3k.** The list of authorized check approvers (finance action approvers) shall be appointed using the Unit Duty Assignment feature of the WMU. (We are not currently using the e-Services application for the list of authorized check approvers because it does not have that feature at this time. )

**ADDED. 5f.** Additional signature lines have been added to the end of this document to allow for annual renewals on 1 October.

**ADDED. 5g.** All deposit advice forms, WIWG Form 26, faxed to wing, copies of deposit slips, and copies of checks shall be attached to a unit Financial Control Document. The audit section at the bottom of the form is used later for unit internal reviews when designated by the unit commander or when the commander or finance officer is changed.

**ADDED. 5i.** All deposit advice forms, WIWG Form 26, faxed to wing, copies of deposit slips, and copies of checks shall be attached to a unit Financial Control Document. The audit section at the bottom of the form is used later for unit internal reviews when designated by the unit commander or when the commander or finance officer is changed.

A copy of the Group HQ document can be found at, <http://home.earthlink.net/~glrwi205/id43.html>.

 Southeast Wisconsin Group  
Wisconsin Wing Civil Air Patrol  
306 South Main Street  
Delavan, Wisconsin 53115-1727

**Financial Control Document**

Date: \_\_\_\_\_

Check one of the following financial activities:

Deposit

Expense

Adjustment - Explain \_\_\_\_\_

	Description	Account #	Amount
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
		Total	_____

Name on Check \_\_\_\_\_

Check Number \_\_\_\_\_

Amount of Check \_\_\_\_\_

**Audit**

Receipt(s) for expenditure attached

Receipt(s) for deposit attached

Two signatures on check

Check has cleared the bank and is reconciled in accounts

\_\_\_\_\_  
Finance Committee Chairperson

\_\_\_\_\_  
Unit Auditor

ADDED 10. Credit Card Usage and Approval Policy. The group and its subordinate units have identified the need for unit credit cards. The following are the card usage and approval policy:

- The purpose for the unit credit card is to reduce the unit's use of the individual member's money.
- The card shall only be used to make purchases for mission accomplishment and training activities. Examples of such purchases include: supplies for AE Weekend, support purchases for fundraisers, reimbursable expenses on SAR missions and training activities, administrative expenses for unit operations, and purchases of unit supplies via the internet from Vanguard and other vendors.
- Credit card purchases greater than \$250 are not allowed without finance committee approval.
- Purchaser or card holders, will be designated by the unit commander, such as the finance officer and those seniors who have agreed to be "on-call" in future emergency missions.
- Immediately upon receipt of the monthly invoice the unit will request a check for payment IN FULL. The unit will not make partial payments.
- The unit will not incur credit debt larger than the dollars available in the unit account in the WBP.
- A copy of the all credit card receipts must be submitted with the statement for payment.

ANNUAL SIGNATURE RENEWALS

YEAR \_\_\_\_\_

Toni Klassy, Major, CAP  
WI048 Commander

Michael Inouye , 2Lt, CAP  
WI048 Finance Committee Chair

Michael Curry, LtCol, CAP  
WI059 Commander

Thomas Gordon, LtCol, CAP  
WI059 Finance Committee Chair

Julie Sorenson, Major, CAP  
WI061 Commander

Roy Semer, Capt, CAP  
WI061 Finance Committee Chair

Charlie Mazzulla, Major, CAP  
WI064 Commander

Pamela Mazulla, 2Lt, CAP  
WI064 Finance Committee Chair

Robert Thomas, Major, CAP  
WI184 Commander

William A.Gehrmann, Capt, CAP  
WI184 Finance Committee Chair



Elizabeth R. Curry, LTC CAP  
WI205 Commander

Ronald A. Sorenson, Major, CAP  
Finance Committee Chair