



## MO WING SUPPLEMENT 1

### CAP REGULATION 173-1

4 OCTOBER 2018

APPROVED/K. BAKER/CAP/FM

Finance

#### FINANCIAL MANAGEMENT PROCEDURE – FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012, Includes ICL 17-02, dated 15 March 2017 is supplemented as follows:

**Paragraph 6.m. Advance Funds Requests.** For Wing Level General Funds, Cadet Funds, and Wing Banker Unit Funds, use the **MOWGF 173-F**, *MO Wing Civil Air Patrol Finance Request for Advance Funds* to request advance funds prior to an activity where no invoice or receipt is available. See the form for detailed instructions and CAPR 173-1 for additional guidance and timelines.

**Paragraph 6.n. Added.** Use the most current version of MO Wing Forms (MOWGFs) as found on the MO Wing website at <https://www.mowgcap.us/index.php/forms>. The forms are located under the "WING FORMS" link. Detailed instructions are given on each form. Completely fill out all blocks of the forms to include full names of individuals or organizations as applicable. Below is a list of applicable forms:

**Paragraph 6.n.(1) Added.** **MOWGF 173-B**, *MO Wing Deposit Advice for Wing and Units Below Wing Level*. Used by wing and units below wing level (WG, GP, SQ, FLT) to submit deposit advices.

**Paragraph 6.n.(2) Added.** **MOWGF 173-C**, *MO Wing Banker Check Request for Units Below Wing Level*. Used by units below wing level to submit reimbursement requests.

**Paragraph 6.n.(3) Added.** **MOWGF 173-E**, *MO Wing Civil Air Patrol Bank Transfer Form*. Used by wing level FM to transfer funds between wing accounts within the same financial institution.

**Paragraph 6.n.(4) Added.** **MOWGF 173-F**, *MO Wing Civil Air Patrol Finance Request for Advance Funds*. Used by all wing members to request an advance of funds.

**Paragraph 6.n.(5) Added.** **MOWGF 173-W**, *MO Wing Civil Air Patrol Check Request for Wing Level*. Used by members to request reimbursement from wing level general or cadet funds.

**Paragraph 6.o. Added.** Wing Banker Unit Funds documentation should include unit charter numbers (MO-XXX) on all correspondence to include, but not limited to, emails, MOWG Forms, deposit slips, and deposit receipts.

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Supersedes: MOWG FMP 173-1, 01 July 2016

Distribution: Each Unit (1), NCR (1)

Notice: MOWG publications and forms are available digitally on the MOWG CAP website at:

<https://www.mowgcap.us/index.php/indexes-supplements-and-manuals>

OPR: FM

Pages: 6

**Paragraph 6.p. Added.** Where email submission is mentioned, Adobe Acrobat PDF files are the preferred format.

**9.c.(9)** Units below wing level should submit annual budgets to wing within the deadlines established by wing FM using the most current MOWG Budget Estimate Excel file available on the MOWG website. To download the file, access the MEMBERS link, logon to the site, then select Finance, then Unit Level (Wing Banker). The file includes detailed instructions on how to achieve a zero-based budget where income and expenses total zero. To help prepare budget estimates, units should review current and previous year historical reports to use as a baseline and then include any known additions for the coming fiscal year.

**9.c.(10). Added.** Monitor the dates in the MOWG CAP UNIT FINANCE REPORTING REQUIREMENTS table in attachment 2. This table provides a list, although not exhaustive, of reports, forms and deliverables due to wing as established by HQ CAP regulations and directives. Certain items apply to all units regardless of whether or not they have funds deposited to the wing banker unit funds account. Therefore, each unit commander and finance officer is responsible for monitoring these dates and ensuring delivery by the established deadlines. In some instances, wing deadlines fall prior to HQ CAP deadlines to enable processing, so when wing dates are more restrictive, they take precedence.

**Paragraph 17.a. Added.** Deposits and Contributions for Wing General, Cadet Funds and Wing Banker Unit Funds:

**Paragraph 17.a.(1) Added.** Send a **MOWGF 173-B, Missouri Wing Deposit Advice for Wing and Units Below**

*Wing Level*, to wing within the timelines established in CAPR 173-1 by mail, email, or fax regardless of whether the deposit is made locally or sent to wing. Contact wing HQ for pre-printed deposit slips for local deposits.

**Paragraph 17.a.(2) Added.** Include a copy of the bank deposit receipt and if deposited locally, copies of any deposited checks. **Remember to include the unit charter number on deposit slips.**

**Paragraph 17.a.(3) Added.** Restricted contributions are donations subject to stipulations by the donor such as "for Cadet Programs use only" and should be listed on the MOWGF 173-B. Wing will establish a sub-account restricted for the specific purpose identified by the donor. However, if your committee decides to designate a set amount of funds for a specific purpose, this is not considered restricted funds, but rather designated funds. Track these designated amounts at unit level and manage accordingly.

**Paragraph 17.b. Added.** For special activities involving wing level funds, contact MO Wing Headquarters to coordinate deposits and obtain deposit slips.

**Paragraph 17.c. Added.** Report both cash and non-cash contributions received by donation or fund raising to MOWG FM to ensure tax and reporting requirements are met.

**Paragraph 17.c.(1). Added.** For cash contributions, follow the procedures in paragraph 17a. above and provide the donor's name and address where a CAPF 164 is required under CAPR 173-

1 and CAPR 173-4. Donated gift cards to be used by a unit to purchase goods or services must be tracked as a cash contribution as part of the unit's wing banker unit funds account. Subsequent use for expenses must follow the requirements of paragraph 18 below.

**Paragraph 17.c.(2). Added.** Report any non-cash contributions such as hotel vouchers, entertainment vouchers, or any other goods and services received to MOWG FM. Include the item received, the cash value and the name and address of the donor. When the items are subsequently used for fund raising such as silent auctions, report to MOWG FM the item provided, donor name and address, original cash value, and amount donated. Gift cards used solely for a fund raising event such as a silent auction are tracked as a non-cash contribution since they won't be used for subsequent purchases by the unit.

**Paragraph 18. Payments.** Do not hold payment requests if unit funds aren't sufficient to cover it or an authorization is expired. Submit the request anyway, so wing can post the expense. Once funds are available and authorizations are updated, the reimbursement can be paid. See CAPR 173-1 for a detailed explanation on requesting reimbursement for business meals and entertainment authorized by the finance committee.

**Paragraph 18.a. Added. For Wing Banker Unit Funds.** Use **MOWGF 173-C**, *MO Wing Banker Check Request for Units Below Wing Level*, to request bill payments from unit wing banker accounts within the timelines set in CAPR 173-1, paragraph 18. The form includes detailed instructions.

**Paragraph 18.b. Added. For Wing Level General and Cadet Funds.** Use **MOWGF 173-W**, *MO Wing Civil Air Patrol Check Request for Wing Level* to request bill payments from wing general and cadet funds within the timelines set in CAPR 173-1, paragraph 18. This does not include CAPF 108 mission reimbursements covered by CAPR 173-3.

**Paragraph 18.c. Added.** All expenditures must be supported by legible itemized receipts/invoices and must include the date of purchase. This includes purchases made with gift cards whether purchased by the unit or received as a donation. Examples of acceptable receipts include those from register printouts, computer-generated receipts/invoices, printed website receipts or serial-numbered receipts such as those from Money/Rent Receipt Books that clearly show the vendor. For dining receipts, be sure to include an itemized receipt and not just a paid credit card receipt only showing the total paid.

JOHN R. O'NEILL, Col, CAP  
Commander

## Attachment 1

## COMPLIANCE ELEMENTS

| OPR                         | # | Compliance Question  | How to Verify Compliance   | Discrepancy Write-up   | How to Clear Discrepancy  |
|-----------------------------|---|--|--|--|---|
| Unit CC and Finance Officer | 1 | Does the unit CC and Finance Officer monitor the dates in the MOWG CAP Unit Finance Reporting Requirements table and ensure delivery by the established deadlines? | Finance reporting requirements are verified by reviewing the FY Yearend Reporting Status report maintained by the MOWG Wing Administrator and available on the MOWG Website's Finance page and by reviewing the wing quarterly Internal Finance Reviews. | (A-Discrepancy): [xx] (Question 1) MO-XXX CC and finance officer failed to ensure submission of finance deliverables by the established deadlines in the MOWG CAP Unit Finance Reporting Requirements table in attachment 2 IAW MOWG Supplement 1 to CAPR 173-1, para 9.c.(10). Added. | Attach a copy of the corrective action to the discrepancy in the Discrepancy Tracking System (DTS). |

## Attachment 2

| <b>MOWING CAP UNIT FINANCE REPORTING REQUIREMENTS</b>   |               |   |  |
|---|---------------|---|--|
| <b>REPORT/FORM/DELIVERABLE</b>  | <b>DUE TO</b> | <b>DATE</b>   | <b>REFERENCE</b>                             |
| Annual Unit Budget  | WG HQ/FM      | <b>20 Sep</b> Each Year                                       | CAPR 173-1, Para 9.c.(9)                     |
| Certificates of Deposit Values (As Applicable)  | WG HQ/FM      | <b>30 Sep</b> Each Year                                       | Wing Financial Analyst<br>Year-End Checklist |
| <b>CAPF 172</b> Consolidated Finance Authorizations - Unit Invoice Approval, Unit Recurring Expense Policy (As Applicable), Finance Committee Members – DATED NET 01 SEP  | WG HQ/FM      | <b>01 Oct</b> Each Year                                       | CAPR 173-1, Para 9.c.(1)                     |
| <b>CAPF 172</b> <i>Consolidated Finance Authorization</i> - Unit CC Establishment of Unit Finance Committee and appointment of Unit Finance Officer - Mandatory For All Units Unless Waived by Wing CC For Those Units With No Funds. | WG HQ/FM      | <b>Within 30 Days</b> of Assuming Command                     | CAPR 173-1, Paras 8 & 9.c.                   |
| <b>CAPF 174</b> <i>Unit Contributed Facilities</i> – Completed/Verified By All Units In ORMS Real Property Module.  | ORMS          | <b>31 Dec</b> Each Year                                       | Wing Financial Analyst<br>Year-End Checklist |
| <b>CAPF 171</b> <i>Unit Commander's Financial Disclosure Statement</i> - Must Be Completed By All Units Whether They Have Funds Or Not.   | eServices     | <b>31 Dec</b> Each Year                                       | Wing Financial Analyst<br>Year-End Checklist |
| <b>MOWGF 173-B</b> - Funds Deposited by Unit Locally (As Applicable)  | WG HQ/FM      | <b>Within 7 Days</b> of Making Bank Deposit                   | CAPR 173-1, Para 11.r.                       |
| <b>MOWGF 173-C</b> Check Request for Personal Reimbursements with Receipts/Invoices (As Applicable)   | WG HQ/FM      | <b>Within 60 Days</b> of Incurring Expense/ Receiving Invoice | CAPR 173-1, Para 18.                         |

|   |          |  |                       |
|---|----------|--|-----------------------|
| Receipts for Advance Funds Requested and Paid After Initially Submitting <b>MOWGF 173-F</b> | WG HQ/FM | <b>Within 10 Days</b> of Activity Completion | CAPR 173-1, Para 6.m. |
|---|----------|--|-----------------------|