

The logo for the New York Wing is a large, circular emblem. It features a purple outer ring, a white inner ring, and a central blue field. In the center of the blue field is a white silhouette of a winged figure, possibly an angel or a winged warrior, with its wings spread. The letters "NYW" are prominently displayed in white at the bottom of the emblem. The text of the title is overlaid on the central blue field.

**Finance Procedures for Units  
in New York Wing  
using the  
Wing Banker System**

*Presented by: Lt Col Sharon Brana  
Director of Finance, NYW, CAP*

# What IS the Wing Banker System?



It is a CENTRALIZED financial system administered by the Wing for ALL units.



No unit (Squadron or Group) is authorized under this system to have their own bank account(s) (Savings, checking, or petty cash).



It does NOT mean that the Wing itself is a BANK. *It only means that any bank checking and/or savings accounts are opened and administered by the Wing with the actual transactions requested by the units.*

# Resources



## **National Web Site** ([members.gocivilairpatrol.com](https://members.gocivilairpatrol.com))



CAPR 173-1 (Finance Procedures and Accounting)



CAPR 173-4 (Fund Raising/Donations)



## **New York Wing Web Site** ([nywcap.org](https://nywcap.org))



Current NYW Banker Program Guide



Finance Memos



Finance Forms



NYW Financial Procedures



## **Mentor(s)**



Other current or previous Finance Officers



## **Wing Finance Staff**

# National Web Site



Click on **CAPF173-1** to open the Financial Management Site



**Financial Management**.....Lists all Regulations, Manuals and forms that may be necessary for ANY CAP unit



Second place to download current CAPF172



Explains where the online CAPF 171 is



**Chart of Accounts** (current acct numbers) WITH explanations of what is used for what



**“Wing Unit Manual for Wing Banking Program”** original template created by PA Wing....refer to Manual on the NYW Web site for specifics to NY Wing

# New York Wing Website

([nywcap.org](http://nywcap.org))



Click on **“STAFF”** on top tool bar on home page



To the right, in the **“Related Resources”** box, click on **“Finance”**



Wing Banker Guidelines for Subordinate Units



Required forms

- **A**dvance funds request (NYWGF173**A**)
- Unit **C**heck request (NYWGF173**C**)
- **D**eposit Form (NYWGF173**D**)
- **F**undraising request (NYWGF173**F**)



NYW Procedures (in process of being updated)

- 13-1 Wing Travel Reimbursement
- 13-2 Wing Corporate Credit Card Policy
- 13-3 COV Fuel & Maintenance WEX Card Policy

# What Goes Where

**NYW Sr. Administrator**

[nywingfinance@gmail.com](mailto:nywingfinance@gmail.com)

**NYW Director of Finance**

[nywingfm@gmail.com](mailto:nywingfm@gmail.com)

**Member reimbursement check requests**

**Wing Staff reimbursements**

**Wing bill payment requests**

**Transfer requests between accounts**

**CAPF 172 (annual & updated)**

**Check Requests for bill payments**

**Budgets (annual)**

**Deposit Advice + bank confirmation**

**General Questions**

**Advance Check Requests**

**Wing Credit Card Receipts**

**Fund raising approval requests DO NOT get sent to Finance....they are sent to the Administrative Officer of the Wing.**

# WHEN does it go?

|                             |  |
|-----------------------------|--|
| <b>CAPF 172</b>             | <b><u>NLT 1 Oct</u></b> of new fiscal year<br>Within 30 days of unit Change of Command<br>Email PDF to Director of Finance ( <a href="mailto:nywingfm@gmail.com">nywingfm@gmail.com</a> )  |
| <b>Unit Budget</b>          | <b><u>NLT 1 Oct</u></b> of new fiscal year<br>Email spreadsheet to Director of Finance ( <a href="mailto:nywingfm@gmail.com">nywingfm@gmail.com</a> )  |
| <b>CAPF 171</b>             | <b><u>NLT 1 Oct</u></b> of new fiscal year<br>Online in Commanders Corner in e-services  |
| <b>Deposit Advices</b>      | <b><u>Within 7 days</u></b> of actual bank deposit<br>Email NYWg F173d <u>with bank receipt</u> to Wing Administrator<br>( <a href="mailto:nywingfinance@gmail.com">nywingfinance@gmail.com</a> )  |
| <b>Check Requests</b>       | <b><u>Within 60 days</u></b> from date on invoice for personal reimbursements<br>Email NYWg F173c <u>with documentation</u> to Wing Administrator<br>( <a href="mailto:nywingfinance@gmail.com">nywingfinance@gmail.com</a> )  |
| <b>Advance Requests</b>     | <b><u>4 weeks</u></b> (especially if a contract needs signing)<br>Contracts: email Legal ( <a href="mailto:majsusanhartmann@gmail.com">majsusanhartmann@gmail.com</a> )<br>Email NYWg F173A <u>with documentation</u> to Wing Administrator<br>( <a href="mailto:nywingfinance@gmail.com">nywingfinance@gmail.com</a> )                |
| <b>Fundraising Requests</b> | Email NYWg F173F <u>with documentation</u> as required to Admin<br>( <a href="mailto:Lt.col.ellen@gmail.com">Lt.col.ellen@gmail.com</a> )<br><b><u>Within 10 days</u></b> from close of event email closeout report to Admin <u>and</u><br>Wing Administrator ( <a href="mailto:nywingfinance@gmail.com">nywingfinance@gmail.com</a> ) |

# Unit Finance Committee



Minimum makeup per CAPR173-1 (3 members):



**Unit Commander** (chairperson), **Unit Finance Officer**, and at least **one other SM**



Unit Commander **CANNOT** be Unit Finance Officer



Can only be changed voluntarily or during change of command

- FC members cannot be “removed” involuntarily without approval of next higher command



Meets quarterly and keep minutes with attendance listed



Completes the annual CAPF172 (Consolidated Finance Procedures) prior to **1 Oct of the new Fiscal Year**

***NO Checks will be written if the approvers on the request form are NOT on the CAPF172.***

***A new F172 is required NLT 30 days after any Change of Command***

# Unit Finance Committee, cont.

-  Obtains WRITTEN approval from the Wing Commander for all fundraising activities (CAPR 173-4 and NYWGF173F)
-  Requests for checks **over \$500**
  -  Needs signatures of Finance Committee on NYWGF173C
-  Requests for checks **under \$500**
  -  Needs only one approver as authorized on the CAPF172 (Unit Commander OR any other authorized FC member.

***No committee member may be the sole approver for checks to themselves.***

***NO Reimbursement Request SUBMITTED more than 60 days from the invoice date will be honored***

***Must supply ACTUAL RECEIPTS or INVOICES - email explanations or "stand-alone" credit card receipts are not acceptable***

# Unit Finance Committee, cont.



Develop a balanced (“zero’d out”) budget (income = expense) and submit annually (**NLT 1 Oct of the new Fiscal year**) using the supplied template with account numbers



Verify that the monthly bank statement information available in the online repository matches the current balance information (for the same fiscal time period) **and should be kept track of by the unit finance officer**

- 💰 Group Commanders and Group Finance Officers are the only ones authorized access to the online repository
- 💰 Information should be disseminated in a timely manner to subordinate units when notification of updates received.
- 💰 Units still need to be constantly aware of their bank balance
  - This is a SUI question and documentation may be requested

# BUDGETS.. a function of the FC



Annual budget needs to be submitted **NLT 1 Oct** of new fiscal year



Applies to all units: Squadrons and Groups



Estimated Income minus estimated expenses needs to total “0”...need to calculate to that effect



Use only supplied template with account numbers



Submit to NYW FM [nywingfm@gmail.com](mailto:nywingfm@gmail.com)



Think it out...do not just regurgitate from previous years....things change!



Must be reviewed quarterly and noted in the FC minutes

# CAPF 172



Every unit (Squadron and Group) **MUST** submit an annual CAPF172 (**NLT 1 Oct of new Fiscal year**)



**Must submit new CAPF172 within 30 days of Change of Command**



Correct date and unit number on top (ie, NY-001)



Unit name not necessary but unit number IS.



Most current form found on National website



Scan and Submit as a PDF



Submit to NYW FM: [nywingfm@gmail.com](mailto:nywingfm@gmail.com)



**Try to get signatures on same page as rest of form**



Get signatures on original size sheet or no smaller than 8 ½ x 14



Can shrink when scanning as PDF



If scanner cannot shrink, or 2 pages were used, print using printer scaling properties to fit 8 ½ x 11, then re-scan.

# CAPF 172 Section A

## Consolidated Finance Authorizations

Effective Date 1-Oct-14  
Region/Wing/Unit Sample Unit

A. The following have authority to approve invoices on behalf of the above region/wing/unit. Additional approval by the finance committee through Sertifi is required for all region/wing expenditures in excess of \$1,500 and for all credit card payments regardless of amount. Unit finance committees must approve all expenditures in excess of \$500. (CAPR 173-1 Para 6i)

| Approval Authority Name/Position                  | Type of Expenditures to Approve         | Amount             |
|---|---|--------------------|
| <u>Example: S. Johnson/Transportation officer</u> | <u>Vehicle Maintenance Expenditures</u> | <u>Up to \$500</u> |



Should have names of all staff members able to approve requests



State **“ALL”** or specify type of approval if restriction desired



Units below Wing can only show approvers for under \$500...over \$500 needs Majority of the Finance Committee approval regardless

# CAPF 172 Section B

B. The following items are recurring expenses for the above region/wing/unit and do not require further approval for payment: (CAPR 173-1 Para 9a(6), 9b(6), 9c(7))

| Vendor Name                    | Purpose (please use the drop down box) | Mo/Qtr    | Amount (\$1,500 or less for region/wing; \$500 or less for unit) |
|--------------------------------|--|-----------|--|
| <i>Example: Sample Airport</i> | <i>Hangar Rent</i>                     | <i>Mo</i> | <i>\$150.00</i>  |
|                                |  |           |  |
|                                |  |           |  |



Recurring items are, but not limited to, phone, internet, utilities, rent (hangar or meeting space).

- 💰 WHO is the vendor?
- 💰 Purpose of expense?....drop down list provided
- 💰 Pay monthly or quarterly?
- 💰 Approximate cost....for units, must be under \$500, otherwise regular requests must be submitted as needed.

# CAPF 172 Section C

C. The following individuals are authorized to use the corporate credit card in accordance with CAPR 173-1 Para 20a and 20b: (if none, indicate NONE in the first line)

| Name:                       | Credit card description: | Credit limit: |
|-----------------------------|--------------------------|---------------|
| Example: J Smith, Commander | Chase Bank Credit Card   | \$5,000.00    |
| Example: Aircraft N9999     | MultiService Fuel Card   | \$2,000.00    |
| _____                       | _____                    | _____         |
| _____                       | _____                    | _____         |
| _____                       | _____                    | _____         |



Per 173-1, Subordinate units may open credit cards accounts **ONLY** if authorized by the Wing Commander.



In NYW units are **NOT** authorized



This does NOT apply to Multi-serve or Epic cards used for aircraft fuel



This does NOT apply to WEX cards used for COV fuel or repairs



For Squadrons and Groups, this section should state “**NONE**”

# CAPF 172 Section D

D. The following are authorized to make transfers between bank accounts of the above wing as indicated below: [N/A for units] (CAPR 173-1 Para 11o)

| Name:                                 | Account or type of transfer: | Amount not to exceed: |
|---------------------------------------|------------------------------|-----------------------|
| Example: J Jones, Director of Finance | Unit Proficiency Drafts      | \$1,500               |
| _____                                 | _____                        | _____                 |
| _____                                 | _____                        | _____                 |
| _____                                 | _____                        | _____                 |



Use NYWgF 173C (Check request) to transfer funds

-  To Checking Account
-  To Savings Account
-  To any other Wing Account
  - Flight Academy
  - Encampment
  - Another unit



This section should be left **BLANK** on the CAPF172

# CAPF 172 Signatures

The finance committee consists of the following individuals and approves the above authorizations.

| Typed Name | Signature | Date | Email Address |
|------------|-----------|------|---------------|
|            |           |      |               |
|            |           |      |               |
|            |           |      |               |
|            |           |      |               |
|            |           |      |               |

CAPF 172, July 14

OPR/ROUTING: FM



Only the most current F172 on the National Web Site should be used.



**ALL** members of the unit Finance Committee must sign.



Signatures must be **hand-signed**. Digital signatures are not accepted.



All information must be **legible**.

# Common NYW Finance Forms

*All forms (except the CAPF172 and CAPF171) used are on the Wing Web Site and may be reproduced locally*



## **NYWg Form 173-A**



Advance Funds Request



## **NYWg Form 173-C**



Check Request



## **NYWg Form 173-D**



Deposit Advice



## **NYWg Form 173-F**



Fundraising Activity Request

# NYWgF173-A

## NEW YORK WING FINANCE REQUEST FOR ADVANCE FUNDS

Date \_\_\_\_\_

Unit: \_\_\_\_\_  
Name and Charter Number

Name of Activity: \_\_\_\_\_

Date Advance Funds Needed: \_\_\_\_\_

Dates of Activity: From \_\_\_\_\_ To \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Amount of Advance Funds Requested: \_\_\_\_\_

Amount Received: \_\_\_\_\_

I have requested the amount indicated above for the sole purpose of payment to  
\_\_\_\_\_ for \_\_\_\_\_

consumed or used by participants during the activity listed above. **I understand and authorize that any unused or unverified amount of the advance will be repaid in full at the time of filing either in the form of a personal check or authorized draw back from the unit account.** I understand and agree to obtain and retain all receipts for all expenditures of cash. **I agree to file a CAP Statement of Expenses within ten (10) working days of the completed activity.**

Signature of Activity Director: \_\_\_\_\_

I certify that the above named individual must have an advance to fund the above mentioned activity. This individual has been counseled as to the requirements to repay any unused or unverified portion of the advance.

Signature of Unit Commander: \_\_\_\_\_

If amount of request for advanced funds is \$500.00 or greater, Unit Finance Committee approval must be obtained.

Signature of Finance Committee Members: \_\_\_\_\_  
\_\_\_\_\_

# NYWgF173-A



Handled like a check request



If **UNDER \$500** only the unit commander or an authorized FC member signs



If **OVER \$500**, needs signatures of the FC



Money not used needs to be deposited back into the account taken from (personal checks accepted)



**Keep receipts** for all cash expenditures



Official estimate or invoice needs to accompany request



File a CAP Statement of Expenses within ten (10) working days of the completed activity.

# NYWgF173-C

## NEW YORK WING CHECK REQUEST FOR UNITS BELOW WING LEVEL

**DATE ON RECEIPT:**

This should not exceed 60 days old

UNIT NAME

SQUADRON NUMBER:

ISSUE CHECK TO:

NAME OR COMPANY:

*Finance Committee Approval Area if Required*

STREET ADDRESS OR PO BOX:

CITY, STATE ZIP

E-MAIL ADDRESS

PHONE

ITEMIZED EXPENSES:

DESCRIPTION

ACCOUNT NUMBER:

AMOUNT

LINE 1

LINE 2

LINE 3

LINE 4

TOTAL AMOUNT OF CHECK

\$0.00

**IF CHECK REQUEST EXCEEDS \$499.99 FINANCE COMMITTEE APPROVAL SECTION MUST BE COMPLETED**

**PRINT OR TYPE UNIT COMMANDER'S NAME:**

\_\_\_\_\_

UNIT COMMANDER SIGNATURE:

DATE:

**PRINT OR TYPE UNIT FINANCE MEMBER WHO IS APPROVING:**

\_\_\_\_\_

APPROVAL SIGNATURE:

DATE:

# NYWgF173-C

## COMMON ISSUES

-  Not Putting Unit No. (ie, NY-001) along with unit name
-  Not having FC approval for requests > \$500
-  Not itemizing with proper account number
-  **SUBMITTING MEMBER REIMBURSEMENTS LATE (more than 60 days from invoice date)**
-  **Signatures not matching 172 on file**
-  **Submitting without signatures**
-  **Submitting without proper documentation**
-  Approver is receiver of check
-  Missing or wrong total amount

# NYWgF173-D

NEW YORK WING DEPOSIT ADVICE  
FOR UNITS BELOW WING LEVEL

DATE :

DATE OF DEPOSIT:

UNIT NAME:

UNIT NUMBER:

DETAILED LIST OF DEPOSITS:

| RECEIVED FROM        | ACCOUNT NUMBER       | DESCRIPTION          | CHECK # OR CASH      | TAIL #               | AMOUNT               |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| TOTAL                |                      |                      |                      |                      | \$ -                 |

0  
1  
2

# NYWgF173-D

## COMMON ISSUES



Not putting Unit No. (ie, NY-001) along with unit name



Unreadable



Wrong account number (use chart of accounts)



Not putting name of person who paid dues (received from)



Not putting name of person who dues are FOR  
(description)



Not indicating cash or check, or not entering check #



Not entering tail # if collected for flying



Wrong or missing total



**NOT SUBMITTED** within 7 days of deposit, or at all

# NYWgF173-F



## NEW YORK WING FUNDRAISING REQUEST

**Type of Fundraising Event**

**Describe Structure of Fundraising Event**

[Ex. If sales event: identify Vendor, describe Product, who purchases Product, what is the % of profits to be earned by the Unit.]

**Start & End Dates of Event**

**Place of Event**

**Purpose & Use of Funds Raised**

**Name of Safety Officer Assigned**

*List of All Units Participating & Receiving Monies from Fundraising Activity*

| Unit # | Unit Name |
|--------|-----------|
|        |           |
|        |           |
|        |           |
|        |           |

| Approvals                                       | Signature | Date |
|---|-----------|------|
| Requested By:<br><b>[Print &amp; Sign Name]</b> |           |      |
| Endorsed by Group CC:                           |           |      |
| Legal Officer Review:<br>[when applicable]      |           |      |
| Approved by Wing CC:                            |           |      |

Approval from the Wing Commander is the only authorization allowed to start the fundraising activity. No fundraising activity will take place without an approval from the Wing Commander in the Unit Commander's possession. Unit will provide a statement showing that all funds are accounted for, per the applicable CAPR 173 series of regulations, after the fundraising activity has concluded.

# NYWgF173-F



Needs to be filled out COMPLETELY



Must have safety officer assigned



Must be requested for each activity period



No NYWg Procedure 12-3 available..old policy



CAPR 173-4 for guidelines



Cannot enter into ANY contract at unit level...



Contract requests must be sent to Wing Legal 4 weeks in advance



Must obey Local, County AND State laws regarding raffles, etc.



Copy of signed Approval must be kept by unit (SUI)

got questions

