

CUMBERLAND COMPOSITE SQUADRON

1 OCTOBER 2012

Finance

UNIT FINANCIAL MANAGEMENT PROCEDURES

Deposits

Deposits will be checked for completeness and accuracy before sending to wing in accordance with (IAW) CAPR 173-1 and the NJWG Financial Management Procedures (NJWP 173).

Payment Requests

All expenses must be submitted by unit members to the finance officer (FO) within 30 days of the expense to allow for timely processing. All requests for reimbursements will be checked for completeness and accuracy before sending to wing per IAW CAPR 173-1 and NJWP 173. The FO will maintain a suspense file to insure payments are completed in a timely manner.

Recurring Expenses

Vanguard - cost to be determined via invoices at time of purchases. Invoices will be paid by NJ Wing Headquarters on behalf of Cumberland Composite Squadron.

Unit Assigned Vehicle Fuel Expenses

Vehicle Mileage Logs, NJWF 73 will be reviewed for completeness and accuracy then signed by the unit commander before sending to wing. The unit FO shall keep copies to insure enough funds are available to cover all purchases charged to the vehicle credit card.

All fuel receipts, Vehicle Milage Log, and CAPF 73 will be forwarded to NJ Wing HQ within the first 5 days of the following month IAW NJWP 173 and NJ Wing Supplement 1 to CAPR 77-1.

Annual Budget

The Unit Annual Estimated Budget will be completed and approved by the Unit Finance Committee in September and a copy forwarded to NJ Wing HQ no later than 30 September IAW CAPR 173-1 and NJWP 173.

Records and Forms

Copies of all documents sent to wing should be kept until it is verified that they were received by wing. Finance documents and receipts will be kept at the unit per IAW CAPR 173-1 and CAPR 5-4

All NJ Wing Forms, NJWP 173 and the current CAP Chart of Accounts are available for download on DragonNET. Forms should be downloaded as needed, filled in electronically, printed out, and then signed. Obsolete forms will be destroyed and/or deleted from the unit computer in order to avoid confusion.

Financial Activity Reports sent to the unit from NJ Wing HQ each month will be reconciled by the finance officer in a timely manner. Discrepancies will be immediately brought to the attention of the NJ Wing Banker.

This FMP is authorized and approved by:

Theresa Marroccoli, 2Lt, CAP

Finance Officer Name, Grade, CAP
Finance Officer

Danielle DeAngelo, Major, CAP

Commander Name, Grade, CAP
Commander