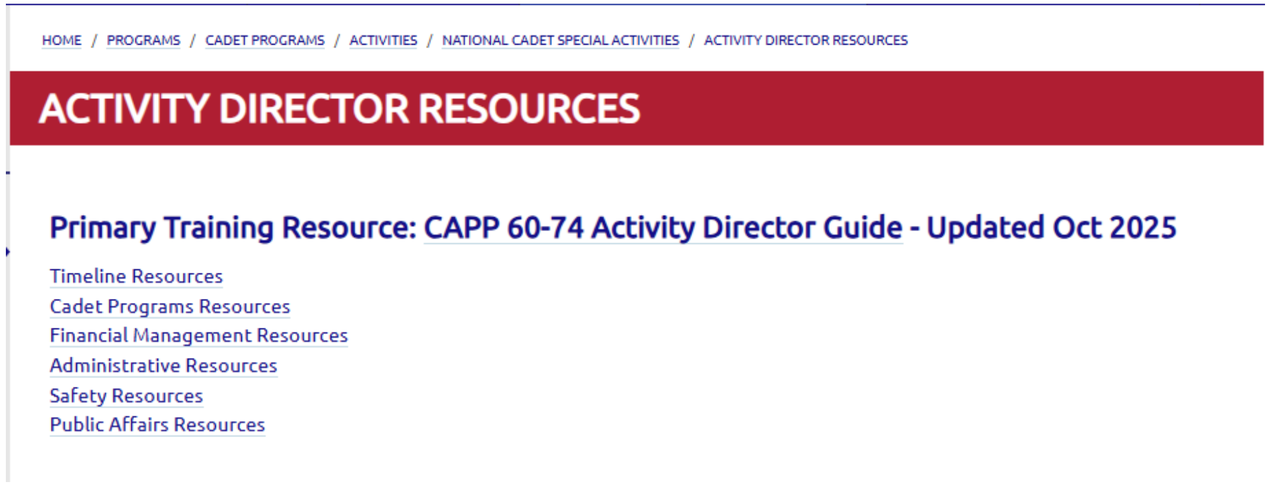
CIVIL AIR PATROL

CADET ACTIVITIES

2026

FINANCIAL MANAGEMENT

2026



You can find direct links to documents under the Financial Management section at the bottom of the page.



Activity Director Resources Page

CIVIL AIR PATROL
CADET ACTIVITIES

FINANCE OFFICER ✓
APPROVED BUDGET ✓

2026

NCSAFINANCE@CAPNHQ.GOV

CIVIL AIR PATROL
CADET ACTIVITIES

FINANCIAL RESPONSIBILITIES

- Develop and submit a balanced budget
- Remaining within the budget for the activity
- Communicate budget discrepancies or changes in a timely manner
- Ensuring purchases are made according to NHQ guidelines
- Ensuring contracts for meals and lodging are secured and submitted well in advance of the activity for entry into NHQ's financial tracking system
- Approving activity expenditures
- Submitting credit card expense reports on time
- Submitting invoices for payment in a timely manner
- Entering "Actuals" in the budget spreadsheet daily throughout the activity timeline
- Submitting a final report within 30 days of the activity end date
- For summer activities, all final reports are due no later than 1 September
- Ensuring activity staff do not use personal credit cards for activity expenses

2026

CIVIL AIR PATROL
CADET ACTIVITIES

TAX EXEMPTIONS

2026

The CAP Employee Identification Number is 75-6037853.

Please work with your Wing Administrator to complete the Department of Revenue Sales and Use Tax Certificate of Exemption.

CIVIL AIR PATROL
CADET ACTIVITIES

OPERATING REVENUE

2026

4 Revenue Streams:

Cadet Tuition

NHQ Funds

Fundraisers

Grants/Donors

Plan to operate as ‘revenue neutral’

CIVIL AIR PATROL
CADET ACTIVITIES

PROGRAM REVENUE

2026

Generated by Cadet tuition fees

CIVIL AIR PATROL
CADET ACTIVITIES

2026

NHQ CORPORATE ALLOCATION (100 FUND)

Requested in the budgeting process. Cannot exceed income (cadet paid tuition)

-Meals

-SWAG

USAF APPROPRIATED ALLOCATION (200 FUND)

Can only be used for certain instances, with permission

-Lodging Expenses

-Staff Travel

-Admin/Supplies

-AC Fuel/MX (NFA only)

CIVIL AIR PATROL
CADET ACTIVITIES

FUNDRAISING

Funds raised through fundraising efforts may be used for any expense unless restricted by the donor/grant provider. Please note that unless specified, the dollars received are spent in the year received first and then other income is expended. If you are going to raise funds from entities within a specific State, please coordinate with the Wing CC so we are not taking resources away from that Wing.

2026

CIVIL AIR PATROL
CADET ACTIVITIES

IN-KIND OR CASH DONATIONS

In-Kind or cash donations should be included on the budget if known and confirmed ahead of time so the amount can be factored into the entire budget. In-Kind donations can include the provision of lunch at the vendor's facility for CAP participants. At the minimum, have the Finance Officer collect the information below necessary to provide a thank you note and charitable donation receipt, if vendor wants.

- Name/POC
- Address
- Date/Activity
- People served
- Any other information that might be valuable in providing a thank-you

2026

CIVIL AIR PATROL
CADET ACTIVITIES

2026

BUDGETS

- Use the template provided.
- Due by 30 September in the prior year
- Approved by the end of December
- Include a reserve fund of 3%

You may not approve expenses that exceed 3% of the Corporate Income

SURPLUS FUNDS

If the activity runs a surplus, the AD is not to expend those funds on supplies for the next year without permission. Call CAP/CP to discuss. The priority will be completing the current year's activities; then CAP/CP will prioritize your requests with our overall funding plans.

CIVIL AIR PATROL
CADET ACTIVITIES

2026

CONTRACTS

All contracts, including catering or room holds, must come through NHQ to be signed. If the amount exceeds the approved threshold of $7,499.99 NHQ will create a Purchase Order for a contract and then will pay for the services by a check or EFT. ADs should encourage vendors to use the Electronic Funds Transfer (EFT) capability for large transactions such as lodging or transportation. The vendor will complete a W-9 providing proof of their EIN, contact information, and address. Using the EFT system will facilitate a smooth payment between NHQ and the vendor organization.

Contracts for your activities must be sent to Cadet Programs no later than Feb 1

LARGE PURCHASES

Expenditures exceeding $7,499.99 may require a prior authorization to purchase. Anything with the potential to exceed this threshold requires NHQ to create a Requisition so the vendor can be paid in a timely manner. Large purchases SHOULD NOT be placed on a credit card without preapproval and should be handled by NHQ. You CANNOT split the bill and make multiple payments to get it below the threshold.

CIVIL AIR PATROL
CADET ACTIVITIES

LARGE PURCHASE EXAMPLES

EXAMPLE 1:

You have a planned, approved expense for $6,000
You spend $2,000 more on the expense.
This cannot happen without approval from NHQ because it exceeds the $7,499.99 threshold and requires a Requisition.

EXAMPLE 2:

You have an approved Requisition for $10,000 to a local restaurant.
You changed your plan, went to a different restaurant and the bill was $10,500.

This change of vendor and the fact that that amount exceeds 3% of the approved expense requires an updated Requisition and approval from NHQ before moving forward.

2026

CIVIL AIR PATROL
CADET ACTIVITIES

LARGE PURCHASE EXAMPLES

EXAMPLE 3:

- You order T-shirts and patches from a single vendor
- The t-shirts cost $6,500; The patches cost $3,334
- You receive an invoice to pay each order separately

This cannot happen without approval from NHQ because it exceeds the $7,499.99 threshold from a single vendor and requires a Requisition.

2026

CIVIL AIR PATROL
CADET ACTIVITIES

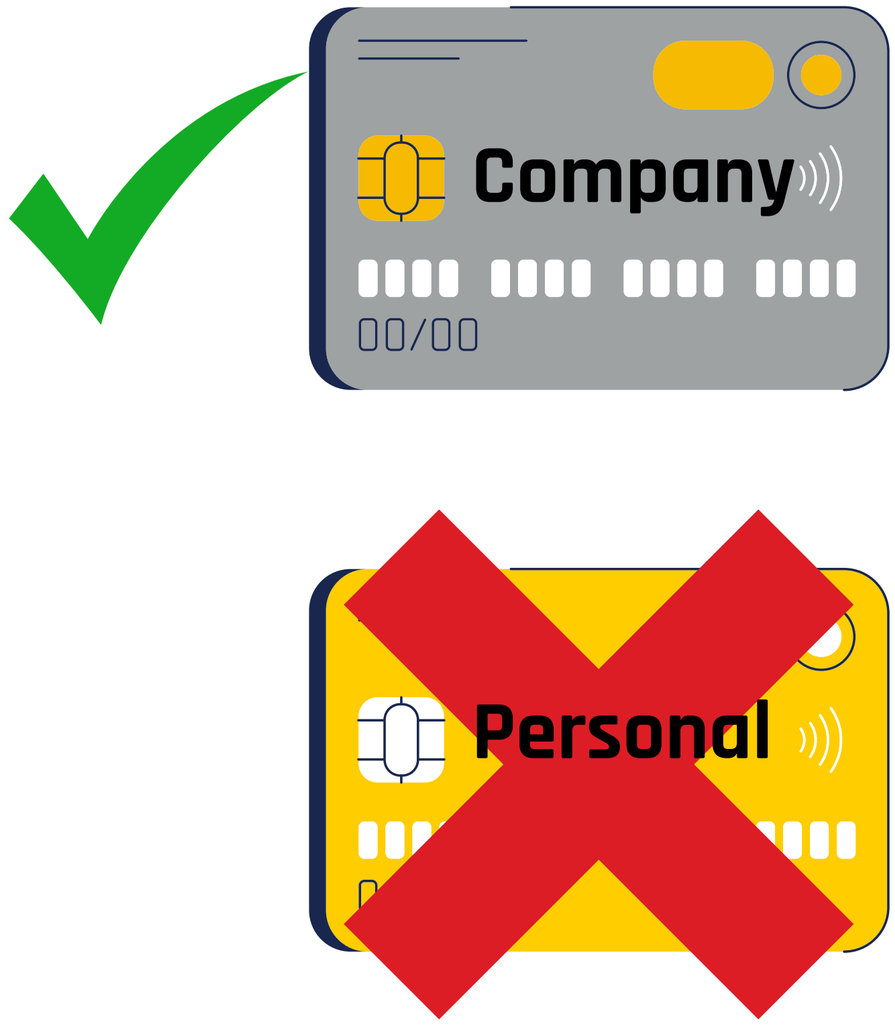
BUDGET BEST PRACTICES

- Know your budget
- Enter actual expenses DAILY in the budget spreadsheet
- Upload your credit card receipts DAILY
- Do not overspend your budget
- If an unexpected expense arises that is not in the budget, contact NHQ before making the expenditure.

2026

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD



Each activity should have 1-2 CAP activity credit cards to manage expenses.

Personal credit cards <u>should not</u> be used for activity expenses. Reimbursements may be declined.

2026

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD USER EXPECTATIONS

2026

- **If you request a credit card for a staff member,** please ensure that you've confirmed that member understands the expectations of being a credit card holder.
- **Activity credit cards are only to be used for authorized activity purchases.** Personal purchases are not allowed.
- **All activity credit card holders should review their expiration date at the beginning of the planning season.** If your credit card expires this year, you should receive a replacement card in the mail from the bank automatically.
- **If you do not receive your replacement card within 21 days of the expiration date,** please contact CAP/CPA so we can work with the bank to expedite a card to you.



CIVIL AIR PATROL
CADET ACTIVITIES

VAN FUEL BEST PRACTICES FOR FLIGHT ACADEMIES

2026

Use the Activity-Assigned Credit Card to fuel the van during the activity.

Use the Expenses Report when you reconcile the card.

If you use the credit card in the van:

<u>Do not</u> upload that van fuel receipt to WMIRS.

Use the process outlined to email to Brandy King and ncsafinance@capnhq.gov

Mission numbers are for aviation expenses only per NHQ Operations.

CIVIL AIR PATROL
CADET ACTIVITIES

VAN FUEL BEST PRACTICES FOR NCSAS

2026

NCSAs should prioritize using the Activity Credit Card for van fuel. If there is a situation where the Activity Credit Card is not available (example: transporting the van to the activity by a driver without an Activity Credit Card), use the EFS van card and email receipts to Brandy King (bking@capnhq.gov) and ncsafinance@capnhq.gov.

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

How to Certify Online

2026

CODING SERVISFIRST CREDIT CARD EXPENSE REPORT & UPLOADING RECEIPTS

Login to the Servis1st website with your username. https://www.centresuite.com/Centre/Public/Logon
From the Home tab under My Tasks: Click on In Progress (the number in parenthesis is the number of reports outstanding).
Pick the expense report that you will be working on by clicking on the 3 dots under details for that report.
Under "S.Finalize Report:"
Enter the description for your transactions:

- Enter a description of the charge – not the vendor's name.
- Use abbreviations, no spaces if using a dash–it only takes 30 characters.
- Do not use all CAPS.
- After description, put a "-" and your last name without spaces (Example: COVIDSupplies-Smith)

Select the Account-Dept-Function-Fund from the drop-down menu. If the account that you need is not listed, contact me, and I can add it. If I am not available, select "Account Not Listed" under the drop-down menu and the correct account can be added later.
Select the ACRN from the drop-down menu (if your Fund is 100, ACRN is ZZ - Fund is 200, ACRN is FA).
Fiscal Year (FY) - select the current year (prior year may be required after year end for some charges).
No selection is required for the Wing/Region, Function or Location (only applies to specific departments).
If a charge is to be split between accounts, under action select the large gray dot.

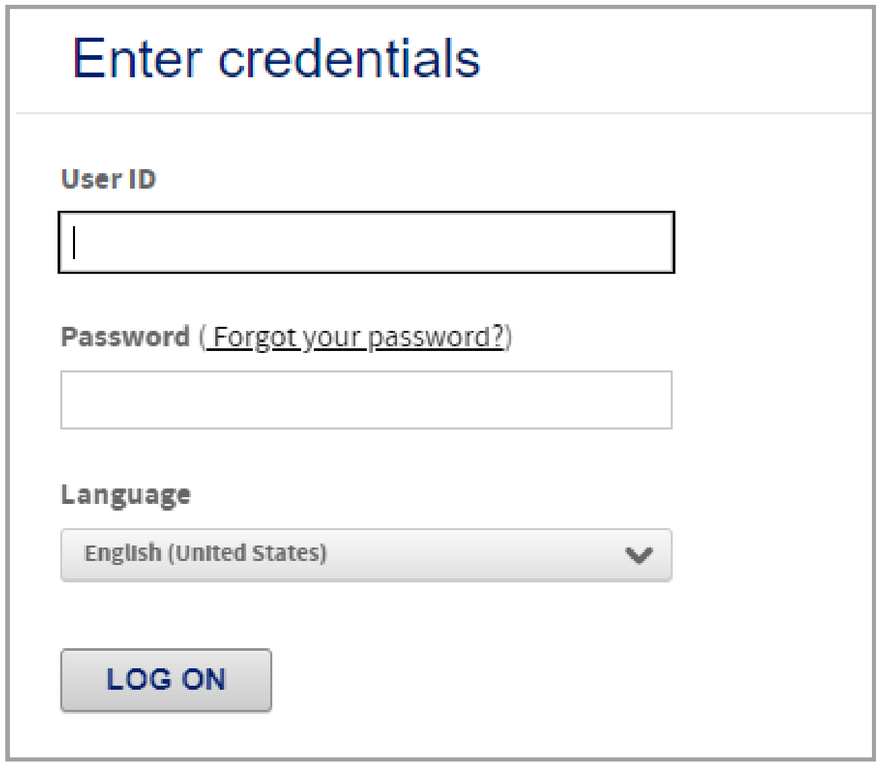
- Select split by amount or by percent.
- Select the number of splits (the number of different accounts)
- For each split, enter the description, amount (or percentage), account number, ACRN and FY.

SAVE (don't forget to save or you will lose the information that was entered).
Under "4. Manage Receipts":
Scan your receipts to a SINGLE pdf file in the order that they appear on the expense report and name it as follows: **First Name Last Name Month Year receipts (Dawn Campbell May 19 receipts)**
Be sure the receipt shows details of the transaction (in most cases a credit card receipt is not acceptable, exception fuel)
Select the "Upload Receipts" tab.
Browse, find and select the pdf file of receipts. If you have been loading receipts as you make purchases, you need to download them and create a single pdf and then upload again. If you do not have the technology/scanner/software that allows you to do that, then you may leave them as individual receipts IN ORDER as they appear in the expense report list, and I will create the single PDF for you.
Hit "Upload & Attach" (your receipts will appear in the Attached Receipts section for that expense report).
Attach receipts to the expense report (receipts should now appear under Attached Receipts tab).
Scroll down to "S.Finalize" and SAVE (don't forget to save frequently or you will lose info if times out.)
Under "S.Finalize Report:"
When complete, use print to save a copy of your expense report. (Once submitted you no longer have access):
Select Print Expense Report
The Print Receipts field and the Include Line Items field should show Yes. Select Continue.
Under the Reports tab, select View Output Log.
The report will show Ready when it is available.
Select Download file and a window will appear at the bottom of the screen.
Select Save and browse for the location to save your file (this report is only available as a pdf).
Submit the expense report:
Select Submit.
Choose the appropriate approval person. (Use "Margarita Mesones.")
Click "Ok."
VIEW ACTIVITY/STATEMENTS
Under the statements tab (at the top of the page) select Account Activity.
Select the Summary, Transactions or Statements tab (statements are available for 6 months)
The most recent statement can also be viewed from the Home tab in the blue box.

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

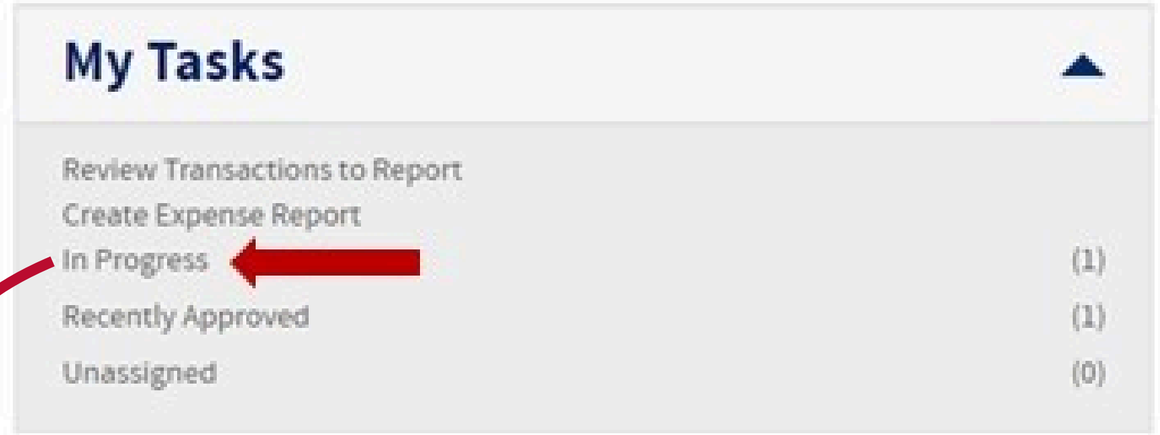
2026

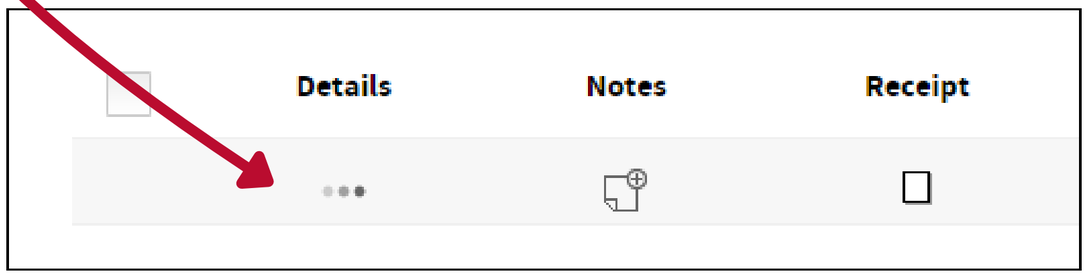


CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026





CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Manage Receipts

Step 4: Finalize Report [?]

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

Expense Report Name:

Account:

Description:

Destination:

Dates:

Grand Total:

Reimbursable Total:

Receipt Attached:

Billing Amount	Merchant Name	Description	Account-Fund-Dept-Function	ACRN
$14.57	Amazon			
$100.89	Walmart			
$25.43	Publix			
$22.34	Amazon			

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026

Billing Amount	Merchant Name	Description	Account-Fund-Dept-Function	ACRN	FY	Wing/Region	Tail/Veh #	Function	Location
$14.57	Amazon								
$100.89	Walmart								
$25.43	Publix								
$22.34	Amazon								

Description

MedSupply-Smith

WaterBottles-Smith

Groceries-Smith

Notebooks-Smith

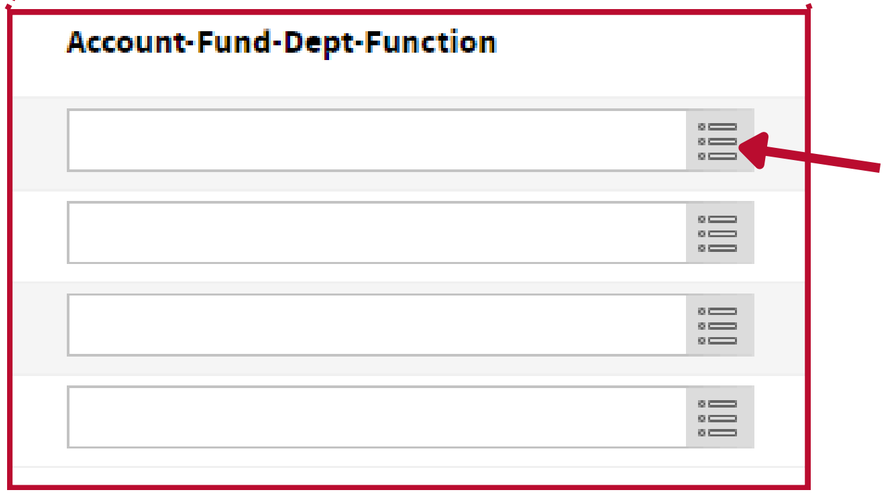
- *Describe the purchase*
- *Don't use ALL CAPS*
- *Don't use spaces*
- *Last name of the credit card owner (with a dash)*
- *30 character maximum*

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026

Billing Amount	Merchant Name	Description	Account-Fund-Dept-Function	ACRN	FY	Wing/Region	Tail/Veh #	Function	Location
$14.57	Amazon								
$100.89	Walmart								
$25.43	Publix								
$22.34	Amazon								



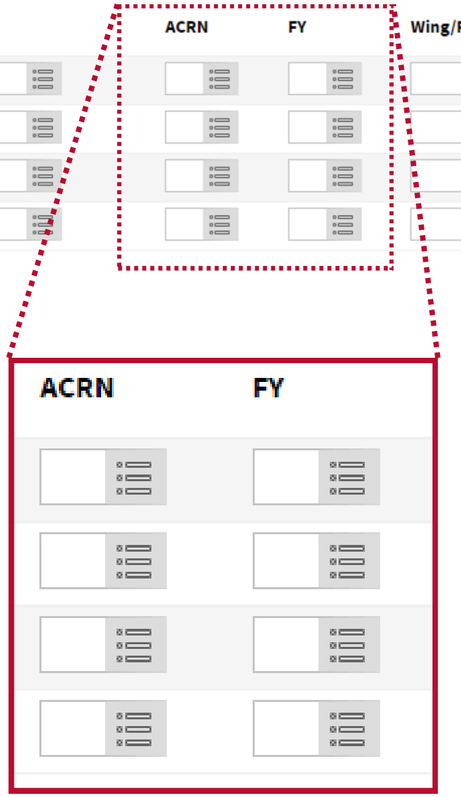
- *Select the appriopriate code*
- *Contact us if you need an additional code.*
- *Only use the dropdown menu*

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026

Billing Amount	Merchant Name	Description	Account-Fund-Dept-Function	ACRN	FY	Wing/Region	Tail/Veh #	Function	Location
$14.57	Amazon								
$100.89	Walmart								
$25.43	Publix								
$22.34	Amazon								



- *Use the ACRNs for the current year (see instructions)*
- *Select the appropriate ACRN & FY*
- *Contact us if you need an additional ACRN*
- *Only use the dropdown menu*

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026

Billing Amount	Merchant Name	Description	Account-Fund-Dept-Function	ACRN	FY	Wing/Region	Tail/Veh #	Function	Location
$14.57	Amazon								
$100.89	Walmart								
$25.43	Publix								
$22.34	Amazon								

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD
Receipts

2026



3 of 6

Give us feedback @ survey.walmart.com
Thank you! ID #:7SLLJM76TH9

Walmart

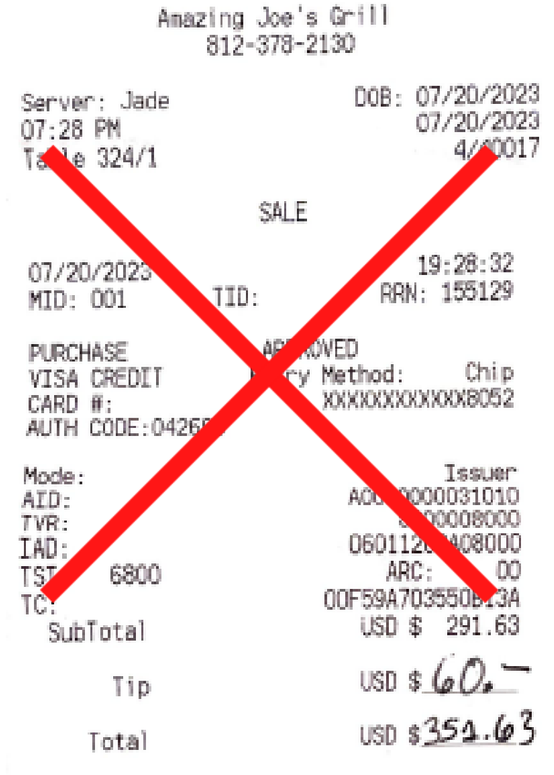
863-471-1200 Mgr:RYAN
3525 US HIGHWAY 27 N
SEBRING FL 33870
ST# 00666 OP# 007460 TE# 12 TR# 07892
ITEMS SOLD 13
TC# 1304 1328 4561 8518 3308 8

GV .5L WATER	007874227909 F	5.36	N
GV .5L WATER	007874227909 F	5.36	N
SERVE BOWL	084943401782	8.94	X
BTY 6TR SAS	003077206133	6.97	X
BATTERIES	001280061782	12.97	X
HP AIO 500SH	076402520700	12.34	X
HFTY 30G FLX	001370068688	7.97	X
LAYS WY REG	002840031046 F	4.98	N
LAYS CLASSIC	002840031041 F	4.98	N
PL MIXED NT	002900001857 F	9.98	N
HSY MNAST MD	003400093796 F	7.44	X
HSY MNAST MD	003400093796 F	7.44	X
APL COSMIC	000000003507KF		
9.58 lb @ 1 lb /1.74		16.67	N
SUBTOTAL		111.40	
TAX 1 7.500 %		4.81	
TOTAL		116.21	
VISA TEND		116.21	
VISA CREDIT	**** **** **** 8211	I	1

APPROVAL # 05969S
REF # 1042000314
TRANS ID - 463360808977295
VALIDATION - 7N7C
PAYMENT SERVICE - E
AID A0000000031010
AAC D2A642286D1B9467
TERMINAL # SC011648
*NO SIGNATURE REQUIRED
12/26/23 17:28:25
CHANGE DUE 0.00
12/26/23 17:28:25
CUSTOMER COPY

Walmart+
Become a member
Scan for free 30-day trial

- Vendor ✓
- Items Purchased ✓
- Amounts ✓
- Total ✓
- Paid via Credit Card ✓
- Date of purchase ✓



Amazing Joe's Grill
812-378-2130

Server: Jade
07:28 PM
Table 324/1

DOB: 07/20/2023
07/20/2023
4/[illegible]2017

SALE

07/20/2023 19:28:32
MID: 001 TID: RRN: 155129

PURCHASE APPROVED
VISA CREDIT Entry Method: Chip
CARD #: XXXXXXXXXXXX8052
AUTH CODE:04266

Mode:
AID: Issuer
TVR: A0000000031010
IAD: 8000008000
TST 6800 0601120408000
TC: ARC: 00
00F59A703550B13A

SubTotal USD $ 291.63

Tip USD $ 60.-

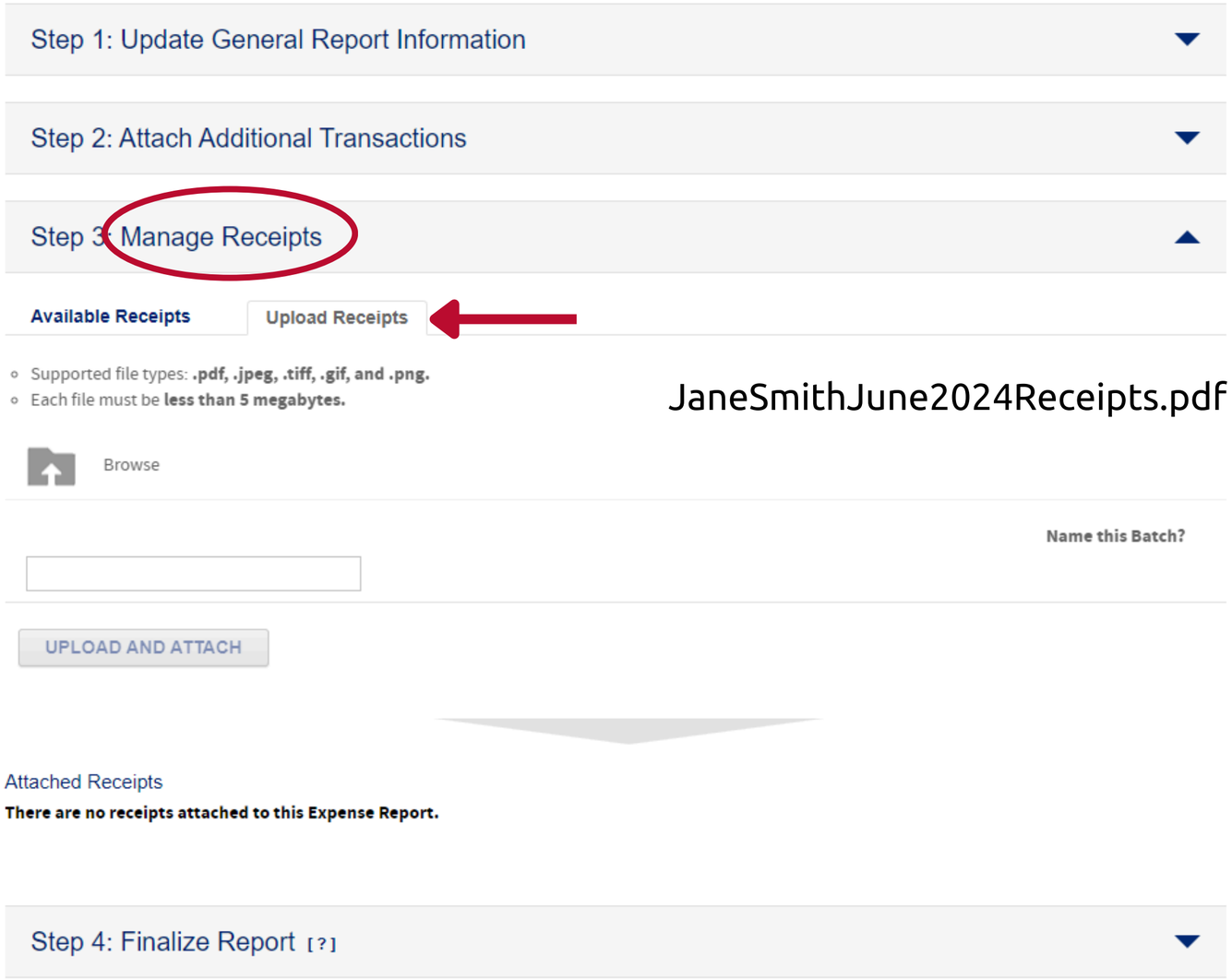
Total USD $ 351.63

Only for Fuel

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026



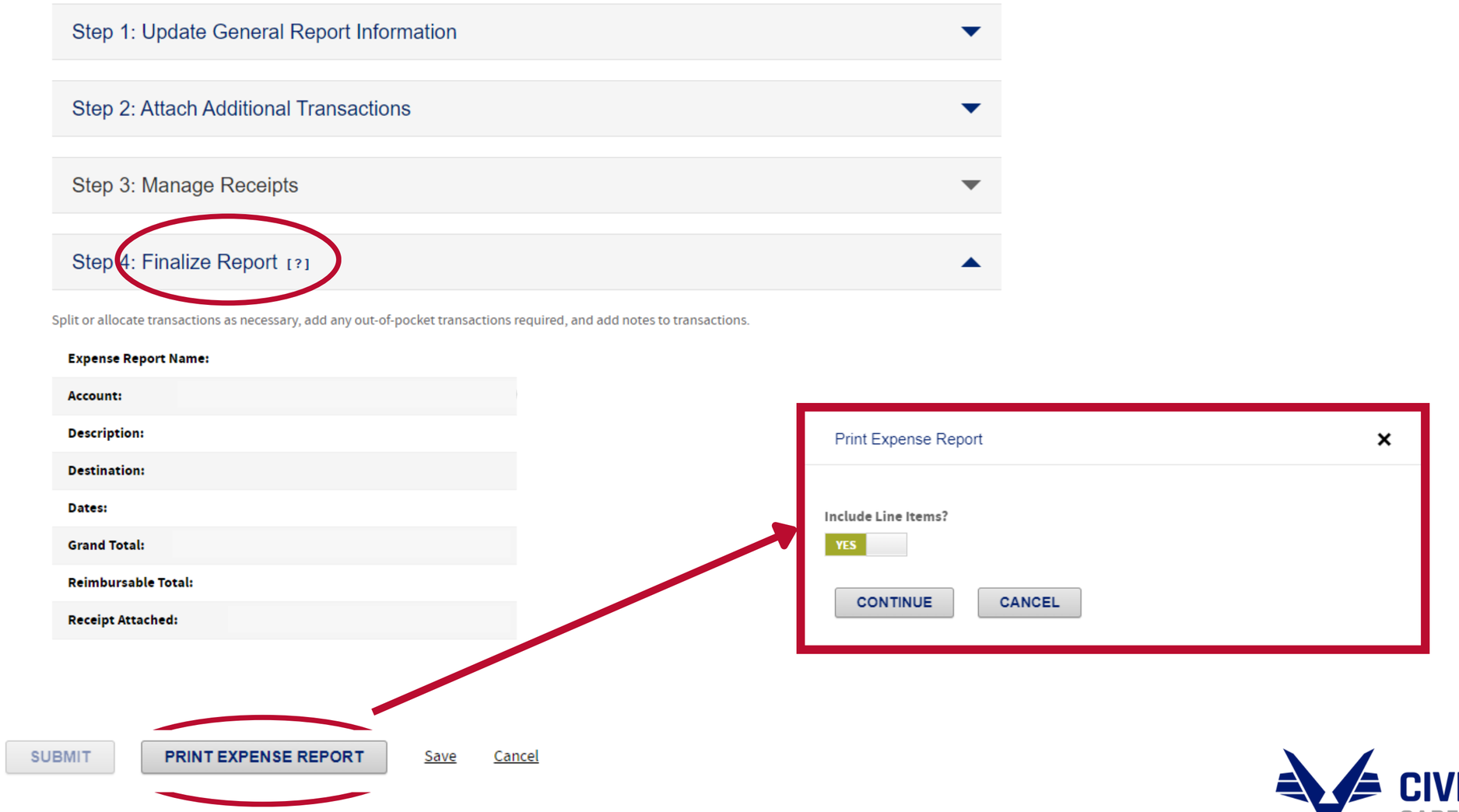
JaneSmithJune2024Receipts.pdf

- *Combine all your receipts into one PDF.*
- *Title your File: First Name Last Name Month*

CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

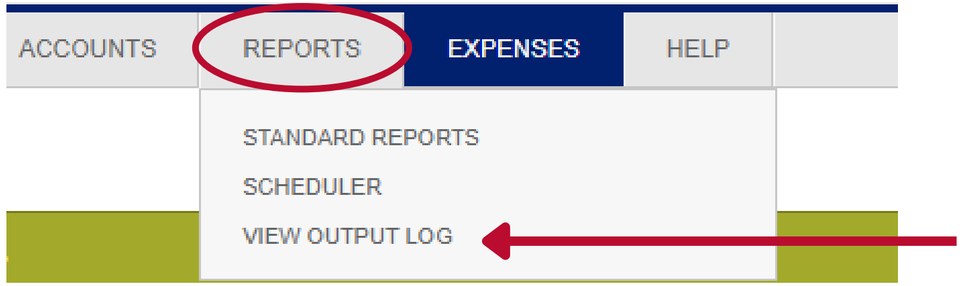
2026

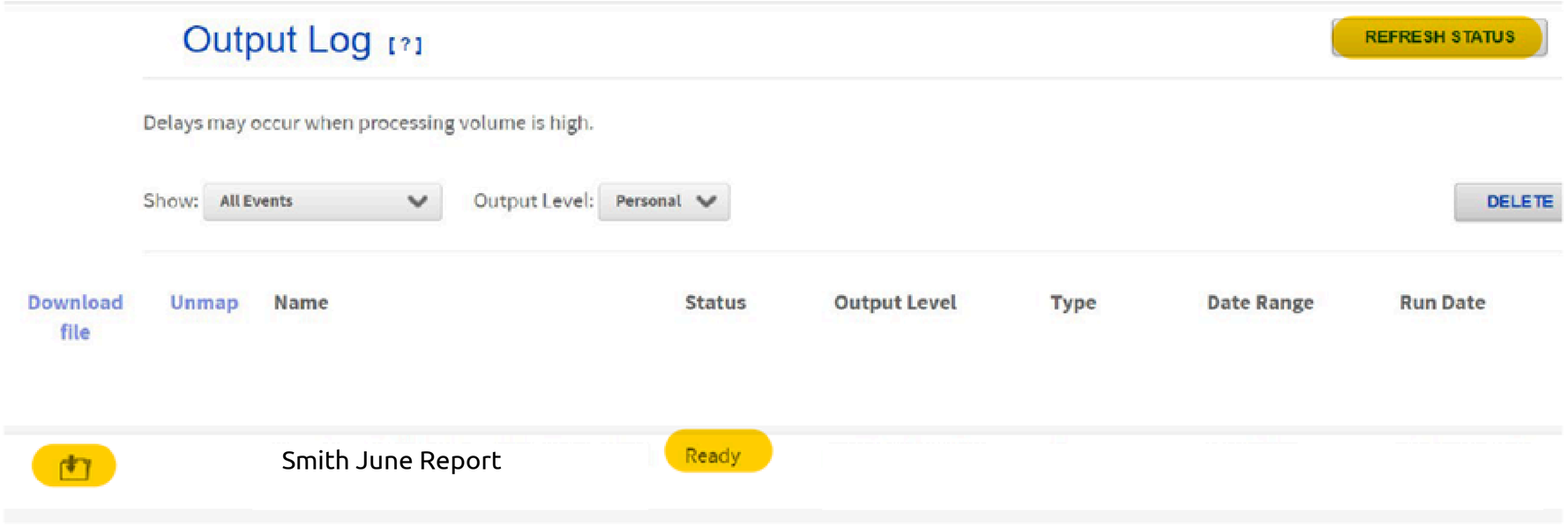


CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026

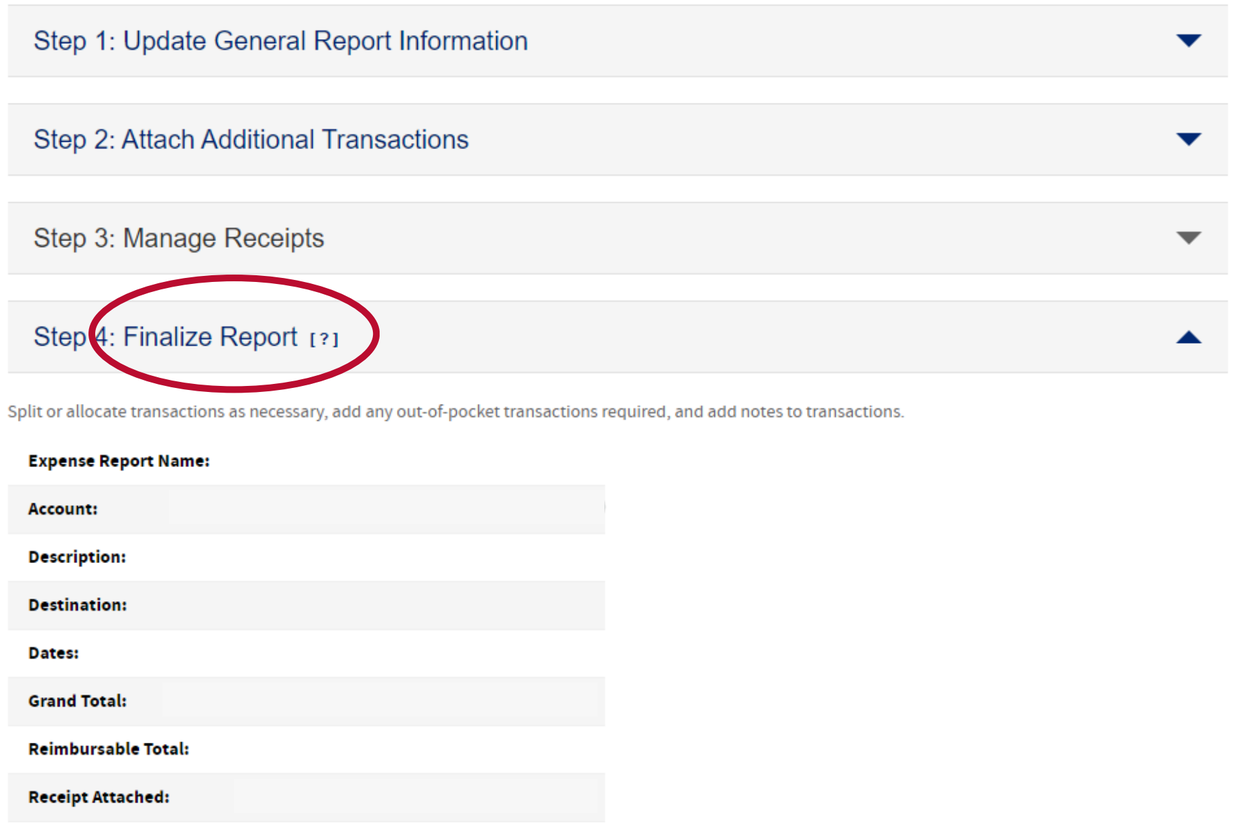




CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD

2026



CIVIL AIR PATROL
CADET ACTIVITIES

CREDIT CARD BEST PRACTICES

2026

- Designate approved credit card holder
- To be used for primary purchases
- Keep ALL receipts
- Upload all expenditures no later than the 25th of the month
- Any transaction (even if there's a credit) will require the expense report
- Keep a spreadsheet DAILY
- Know your credit limit, notify NHQ ahead if larger limit is needed
- Large purchases over $7,499.99 require approval

CIVIL AIR PATROL
CADET ACTIVITIES

WMIRS BEST PRACTICES

DO NOT put any expenses in WMIRS in the MISC category.

EVER.

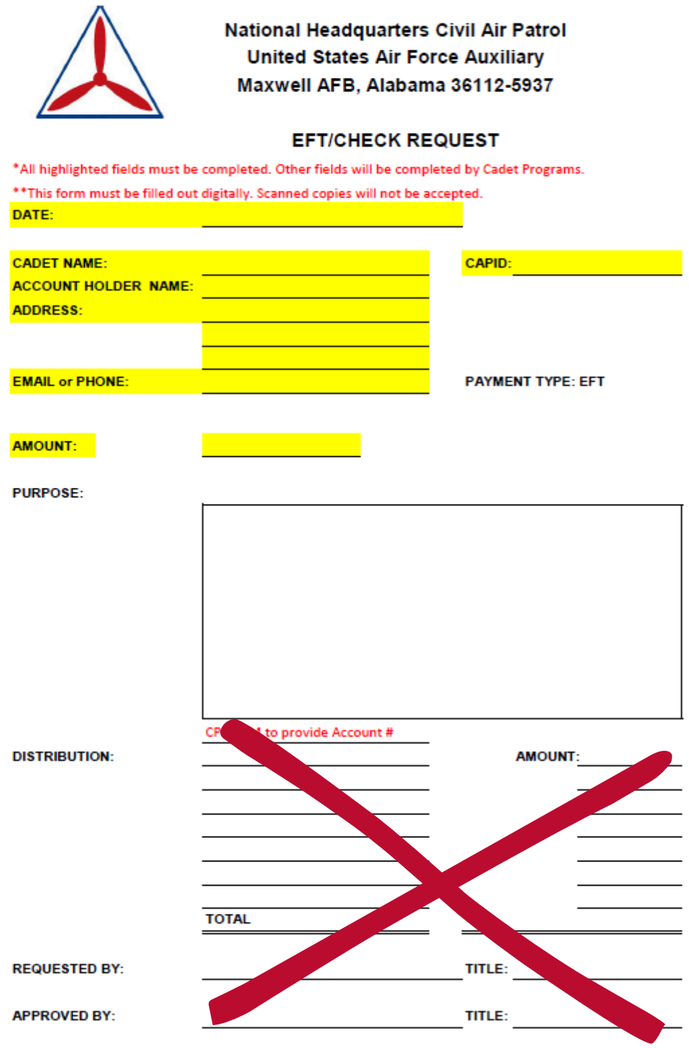
2026

CIVIL AIR PATROL
CADET ACTIVITIES

REIMBURSEMENT

2026

- Reimbursements should only be for approved staff travel expenses (must be in your approved budget)
- Collect a correct receipt.
- Send receipt and your information including name, address, and other required info to NHQ using the reimbursement form.
- All claims must be made within 2 weeks of the end of the activity. This is a hard requirement.
- No late requests will be processed
- Direct Deposit ONLY
- AD or Finance Officer forwards completed form to ncsafinance@capnhq.gov
- DO NOT fill out the Request by or Approved by fields. These are filled out by NHQ/CP



National Headquarters Civil Air Patrol
United States Air Force Auxiliary
Maxwell AFB, Alabama 36112-5937

EFT/CHECK REQUEST

*All highlighted fields must be completed. Other fields will be completed by Cadet Programs.
**This form must be filled out digitally. Scanned copies will not be accepted.

DATE:

CADET NAME:
ACCOUNT HOLDER NAME:
ADDRESS:
EMAIL or PHONE:

CAPID:

PAYMENT TYPE: EFT

AMOUNT:

PURPOSE:

to provide Account #

DISTRIBUTION:

AMOUNT:

TOTAL

REQUESTED BY:

TITLE:

APPROVED BY:

TITLE:

CIVIL AIR PATROL
CADET ACTIVITIES

REFUNDS

Registration Zone shows when the refund request deadline is for your activity. Most are April 30, but early summer activities have earlier deadlines. Please adhere to the posted dates.

Due to the complexity of NCSAs, no refunds are available after the posted deadline. Some activities may have an earlier deadline. Check your Registration Zone event for details.

Any slotted member that chooses to cancel their registration after making a payment can self-cancel in Registration Zone. Any eligible refunds based on refund deadlines will automatically be processed. Activity Directors and staff are not authorized to give refunds. Activity Directors and staff are not authorized to promise a slot at a future activity for any reason.

Note: There are no deposits this year, but there is a $100 non-refundable administrative fee for those that cancel. Removing them from slotting does not trigger the refund process.

2026

CIVIL AIR PATROL
CADET ACTIVITIES

REFUNDS

- Activity Directors and staff are not authorized to give refunds without NHQ approval
- Activity Directors and staff are not authorized to promise a slot at a future activity for any reason

2026

CIVIL AIR PATROL
CADET ACTIVITIES

LOCAL PURCHASING

- All claimed purchases must be related to the activity.
- A well defined policy eliminates the chance any member will be left with un-reimbursable expenses.
- AD establishes the process. No more than 2 individuals need to be authorized to make purchases.
- Non-authorized expenses include but are not limited to: personal expenses, alcohol or alcohol mixers, cash advances

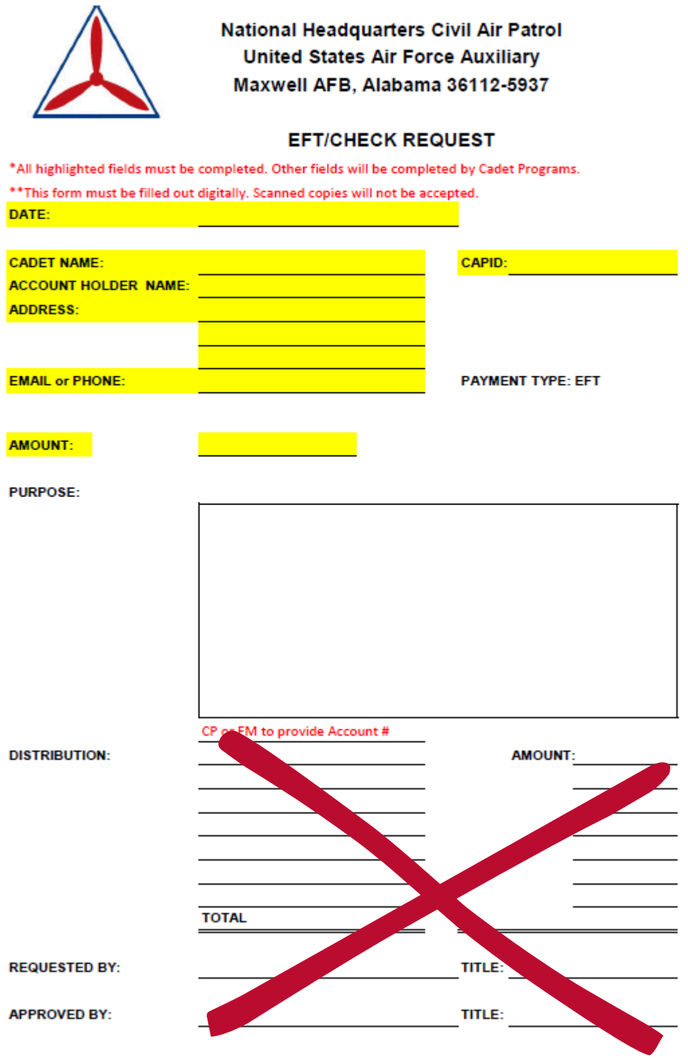
2026

CIVIL AIR PATROL
CADET ACTIVITIES

STAFF TRAVEL

2026

- All staff travel must be approved by the AD and included in the approved activity budget.
- NHQ travel policy applies
- Any travel expense over $600 (or over what the activity has in their approved budget) must have NHQ approval
- Map required for mileage reimbursement
- Direct Deposit ONLY



National Headquarters Civil Air Patrol
United States Air Force Auxiliary
Maxwell AFB, Alabama 36112-5937

EFT/CHECK REQUEST

*All highlighted fields must be completed. Other fields will be completed by Cadet Programs.
**This form must be filled out digitally. Scanned copies will not be accepted.

DATE:

CADET NAME:
CAPID:
ACCOUNT HOLDER NAME:
ADDRESS:
EMAIL or PHONE:
PAYMENT TYPE: EFT

AMOUNT:

PURPOSE:

CP or FM to provide Account #
DISTRIBUTION:
AMOUNT:
TOTAL

REQUESTED BY:
TITLE:
APPROVED BY:
TITLE:

CIVIL AIR PATROL
CADET ACTIVITIES

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UPCOMING TRAINING DATES

2026

Feb 1: Slotting

Mar 1: Cadet Protection for Activities

Apr 12: WMIRS

May 3: Public Affairs

7pm Central

CIVIL AIR PATROL
CADET ACTIVITIES

2026

FINANCIAL MANAGEMENT

Questions?