NCSA Activity Director Financial Management Guidance

Activity Credit Card Expectations

Activity credit cards provide convenient activity purchasing for 1-2 senior staff members per activity per year. Additional cards may be requested if there's a valid need. Use Activity credit cards for purchases to support the activity.

Important: 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.

Large expenditures may be placed on the activity credit card if the vendor will not accept EFT. A BOR or PO must be in place before the purchase can be made. Speak to CAP/CPA to request a one-time credit limit adjustment to allow for the purchase.

Using Activity Credit Cards for CAP van fuel

NFAs with a mission number should use the van card and enter the fuel expense in WMIRS.

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.

For any fuel expense, please provide the receipt to the activity Finance Officer so the expense can be tracked and logged for the activity.

Activity Credit Card Expense Report Requirements

Activity staff who have Cadet Activity credit cards are required to complete credit card expense reports each month transactions occur. Centresuite will send an email with a link to the monthly expense report on the 21st of the month. All credit card holders must complete their expense reporting in Centresuite no later than the 25th of the month.

In the rare event your credit card does have fraudulent transactions, you will still need to complete the expense report, after reporting the fraud to the bank.

All receipts must be combined into one PDF and in the order the transactions appear in the report. Follow the Credit Card Expense Report instructions as posted on the Activity Director Resources Page.

Cash

Sometimes cash is the only practical means of making purchases. A cash advance will be deducted from your budget. Cash advances are not over and above the activity budget. It is simply a method of payment.

- The AD requests the cash advance using the form on the Activity Director Help Page.
- CAP/CPA coordinates with NHQ/FM to deposit funds into the member's personal checking account via EFT.
- When managing cash, the AD is responsible for keeping receipts and having members sign for ALL cash disbursements.
- NHQ will not pay any ATM fees or bank surcharges to withdraw the funds.
- Cash should not be used in stores to "use" up the cash advance to avoid returning excess, if any, back to NHQ at conclusion of the activity.

CAP/CPA wants to work with ADs to handle as many expenses with NHQ resources as possible. Some alternatives to cash include having the establishment invoice us for payment within 30 days, or in the case of a trip to McDonald's, having the clerk keep a running tally of the cadets' purchases and then providing a credit card at the end.

Tuition Refund Policy

Due to the complexity of NCSAs, no refunds are available after these deadlines.
No exceptions will be made.

Winter Activity Refund Deadline is Nov 30*
Summer Activity Refund Deadline is April 15*

**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.

Tracking Actual Expenses During the Activity

Enter Actual Expenses in the budget spreadsheet daily. This best practice habit is expected so that you can efficiently complete financial reporting once the activity concludes.

Once entered into the budget spreadsheet, upload the receipts to the appropriate receipt folder in Dropbox. Filing these receipts are required for activity continuity and planning as well as for any financial audit.

Local Purchasing Policy with Activity Credit Cards

Activity Directors need to establish a local purchasing policy during the activity. These purchases should be limited to the staff member(s) with activity credit cards for streamlined financial management.

Using a personal credit card for activity-related expenses is not authorized. Do not turn in personal credit card receipts for reimbursement. They will not be processed. Coordinate purchases so they are made with the activity credit cards. Communicate this clearly to staff to eliminate the chance any member will be left with unreimbursable expenses.

Director and Staff Travel

Volunteer staff may receive reimbursement for their official travel expenses, but only if included in the approved activity budget. Air, train or bus travel must be purchased no later than 21 days in advance to be eligible for reimbursement. Eligible staff members submit a payment request to apply for travel reimbursement. Activity Finance Officers, with the approval of the Activity Director, will email reimbursement request documentation to Jacquelyn Hansen, Cadet Career Exploration or Julie Cooley, Cadet Aviation.

Reimbursement requests must be received within 30 days of the activity end date in order to be considered. This date is a hardline to ensure timely activity close out with Finance; no exceptions will be made. Late reimbursement requests will not be considered. Any travel expense over $600 must have CAP/CPA approval.

All required forms and documentation must be received in order for a request to be processed. This includes the payment request form (updated Sept 2025), direct deposit form (updated Sept 2025), canceled check or letter from bank, and complete receipts including traveler name, flight itinerary, transaction date and cost totals. For those requesting mileage reimbursement, a Google Map showing the mileage driven must be submitted for Finance to consider the request.

Miscellaneous Financial Expectations

Contingency is a safeguard for unexpected, unforeseen circumstances. **You are not entitled to this funding**. If you have an unexpected financial situation where you feel the contingency can be utilized to solve a problem, please contact CAP/CPA for approval.

Do not overspend the expense categories as outlined on the Master Budget tab in the budget spreadsheet.

Regardless of the source of revenue, the following expenses are expressly prohibited:

- Computers and projectors
- Storage facility rental
- Equipment and supplies for next year's activity (even if equipment is otherwise authorized)
- Alcohol or alcohol mixers
- Cash Advances from Activity Credit Cards
- Uniforms or other related items (other than activity t-shirts, meals, or food expenses)