



NEW HAMPSHIRE WING SUPPLEMENT 4

CAPR 173-1

9 May 2025

APPROVED/D. DUTTON/CAP/FM

FINANCE

Financial Procedures and Accounting

This instruction prescribes the procedures for depositing funds and requesting checks through the Wing Banker Program IAW CAPR 173-1, 11 (r).

1. Subordinate Units (Squadrons, Academies, Activities) making deposits directly to NH Wing accounts must submit a copy of the deposit ticket and a NHWF 173-1B Deposit to the Wing Administrator listing the source of the funds. Units should include their unit number on the deposit slip to ensure deposits are correctly recorded and avoid "unknown" deposits.
2. Subordinate Units or individuals requesting funds from NH Wing should submit a NHWF 173-1C Check Request with appropriate approvals IAW CAPR173-1 11(r).

Nic Goupil, Colonel, CAP
Commander

Attachment 1**COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
NHWG/FM	1	Do NHWG Subordinate Units document deposits to the Wing Banker Program Properly?	Review a sample of deposits for correct submission.	Detailed write-up of discrepancy. --NHWF-1D --Deposit Tickets	Attach a copy of the NHWF173-1D and deposit ticket to the discrepancy in the Discrepancy Tracking System (DTS).
NHWG/FM	2	Do NHWG Subordinate Units request funds from the Wing Banker Program Properly?	Review a sample of fund requests for correct submission.	Detailed write-up of discrepancy. --NHWF-1C --OPR Approvals	Attach a copy of the NHWF173-1C and approval to the discrepancy in the Discrepancy Tracking System (DTS).