



**FINANCIAL MANAGEMENT PROCEDURE – GENERAL**

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

**Paragraph 10 Added.** NatCap Wing will utilize the following general procedures as internal controls:

**Internal Finance Website**

An internal website will be maintained at [Finance.NatCapWing.org](http://Finance.NatCapWing.org), which provides transparency to all members of the wing.

**Online Bill Pay**

All payments issued from wing and squadron accounts will be made through PNC Online Bill Pay when practical. The wing administrator is authorized to make payments once the appropriate amount of approvals has been reached. If a squadron approves payment through Sertifi, no other approvals are required to make that payment through the online bill pay system.

**Combined Federal Campaign**

The wing applies to and receives funds through the Combined Federal Campaign of the National Capital Area each year. Each subordinate unit should promote CFC throughout the year and encourage federal employees to designate CAP in the fall through charity number 26757.

CFC fund disbursements to the wing will be split among all subordinate units in good financial standing at the time of the disbursement. An intra-wing transfer of 25% of total CFC fund received, divided and disbursed equally to each unit, is authorized immediately following its deposit to the wing checking account.

**Squadron Accountability**

The duties of the squadron finance committees are summarized on the internal finance website, which includes a matrix of all financial management items due to the wing. If any item listed is marked as missing, then no reimbursements or payments will be allowed until that item is submitted. This includes forfeiture of any CFC donations disbursed during that time period.

If a unit/squadron is more than 30 days past due for any item listed in the matrix mentioned above, then that unit will be placed on a financial freeze by the wing. The wing finance committee will determine how to best rectify the financial risk and may only lift the freeze via a majority vote.

**Cadet Competition**

The cadet competition team selected to compete in the MER Cadet Competition or National Cadet Competition will coordinate all related purchases with the unit commander of each participating cadet, NATCAPWG/CP, and NATCAPWG/WA prior to expending any funds, which will include a breakdown of unit and wing fiscal responsibilities. All expenditures will be made directly from CAP accounts when feasible. A wing credit card may be issued at the discretion of the wing finance committee. Individuals are discouraged from making a purchase and requesting reimbursement. If a personal expenditure is required, it must be coordinated prior to the expenditure, use of unit or wing funds determined, and the reimbursement request made within 60 days of the date of receipt to NATCAPWG/WA.

At the discretion of the wing finance committee, the wing may contribute up to \$2,000 to fund the cadet competition team and pay registration, lodging, transportation, and uniform costs for participation in the MER Cadet Competition. If the cadet competition team is selected to compete in the National Cadet Competition, the wing, region, and participating squadrons may split the cost for additional supplies and equipment.

**Designated Scholarship Funds**

Funds designated for scholarship use will be separated by sub-accounts in QuickBooks. Disbursement of these funds will be paid on a case-by-case basis as approved by the wing finance committee. A specific supplement may be published for certain scholarships.

**Donation of Non-Expendable Property**

Squadrons will not accept any offered non-expendable property regardless of the stated value until approved by the NATCAPWG/LG or NATCAPWG/CC. The wing LG will make a determination of authorization in accordance with any applicable Table of Allowances and the property's serviceability. The LG will consult with the Wing Legal Officer; prepare the donation receipt; enter the property into ORMS, and transfer the property to the unit.

JANON D. ELLIS, Col, CAP  
Commander

**Attachment 1**

**COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
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No Compliance Elements