

**NJ Wing Guide to
Finance Procedures
for
Project & Activity Officers**

Revised 2 April 2014

Project Finance Officer and Project Finance Committee

- As the officer in charge of your project or activity, you will find it a great help to have a competent finance officer on your staff. They should be comfortable working with a computer and willing to keep organized records. This guide along with CAP Regulations and the Wing Director of Finance should be your go-to sources for your activity's financial planning and operations
- Your project finance officer is responsible to you and the wing director of finance. They have the fiduciary responsibility to ensure that the project funds are properly managed.
- The finance committee. You may or may not have one depending on the size and duration of the event. Since a minimum committee is three people, and you and your finance officer are automatically members, you only need to appoint one other person. Any financial activities not addressed in the event budget should be discussed by the committee. Any decisions made by the committee must be annotated as a Memorandum For Record (MFR) which is signed and dated. All MFRs are included with the final finance report.

Documentation

- Since Civil Air Patrol is a congressionally chartered 501(c)3 corporation, we must clearly and accurately document all financial transactions.
- A well documented event leaves no doubt that funds were used properly, and allows future project officers to build on your work.
- Be sure to get the proper activity or fundraising approval for your event using a NJWF 10-173 form which is available for download from DragonNET.

The Budget

- Work with your finance officer to draw up a budget and determine registration fees.
- The budget is a forecasting tool which will help you determine the "must haves" to run a successful event and the "nice to haves" that won't impact it. It must be zero balance. This means that your projected income and expenses should cancel each other out. List the income categories and estimated income. Then list the expense categories and anticipated expenses. Both figures should match. If at first they don't, the usual method is to go back and start scrubbing expenses or look for additional income. Work at the budget until it zero balances.
- Your finance officer should be producing the budget with input from you and the other members of your staff. The NJ Wing Event Finance Worksheet is set up for this and is available for download from DragonNET. A sample budget worksheet is attached as Example 1.

Project Specific Credit Cards

- Project Specific Credit Cards are assigned to specific NJ Wing projects and shall not be used for any other event or purpose. Wing project specific credit cards shall be the preferred and primary method of payment for all expenses for the project to which they are assigned.
- These cards will be issued to the project officer in accordance with the NJ Wing Finance Management Procedure.
- Accurate receipts must be kept. The project officer will be billed for the amount of any charge for which a detailed receipt is not turned in.

Making Purchases

- Don't reinvent the wheel or spend money needlessly. Need office supplies? Check with the Wing Administrator to see what is already on hand at wing headquarters.
- Buy only what is needed. Some items such as first-aid supplies have an expiration date. Don't over buy items which will have expired before they are needed again.
- Use tax exempt documentation and accounts. NJ form ST-5 is available from the Wing Director of Finance for purchases in NJ. The wing also has tax exempt accounts already set-up with several vendors. Check with the Wing Administrator for information.
- Receipts must be turned in for all purchases. Credit card authorization slips do not qualify as receipts. A valid receipt must contain the vendor's name and address, the date of purchase, a list of each item purchased with price, a total for the purchase. It's a good idea to annotate the receipt with the purchaser's name and reason for purchase. See Examples 2, 3 and 4.

Purchasing Meals & Refreshments

- Any meal for which reimbursement is requested must be commercially produced and come with a receipt from the vendor. If members wish to prepare home-made meals, only the receipted ingredients will be reimbursed. For example if a member buys \$5.00 worth of ingredients to make a cake, they cannot bill the event for a \$10.00 cake.
- Meals at Joint Base MDL - Use of the base dining facilities should be coordinated through the Wing Administrator and CAP-USAF Liaison office.
- Any meals outside of the project itself (staff planning meetings, after action review, etc.) are considered business meals and must meet the following criteria:
 - Members must obtain prior written approval from their respective finance committee to obligate the corporation for the business meals.
 - The business meals must not be lavish.

- Alcoholic beverages will not be reimbursed.
- Business meals and entertainment expenses must be documented on a CAPF 170, Business Meals and Entertainment Form clearly stating the date, place, individual(s) attending, and the business purpose of the meal or entertainment and have detailed receipts for the charges.
- The project funds WILL NOT be used for entertaining select staff members or non-staff members. If the project officer feels the necessity to entertain in order to solicit support or reward selected staff, it is his or her personal financial responsibility and will not be reimbursed.

Receiving Payments

- The preferred method for payment is personal check. Checks should be made payable to: Civil Air Patrol.
- Cash payments must be treated with extreme care.
 - A two-part receipt will be issued upon the receipt of all cash. The copy (bottom copy) given to the attendee. The original (top copy) of cash receipts will be turned in with the cash and any checks collected.
 - Funds collected on site will not be used to pay for any expenses i.e. meals. (ref. CAPR 173-1 para 17)
 - Two people must count the received cash on-site, seal it in an envelope, and write their initials across the seal to insure no appearance of impropriety. These funds shall be deposited to the bank account designated by the wing Director of Finance. Never let anyone pocket cash to 'deposit later'.
- Online registration and payment. Eventbrite is an online registration service used by NJ Wing. If you would like to use this service for you event, you must request permission from and coordinate with the NJ Wing Director of Finance to determine the best payment method(s) for your event.

Finances After the Event

- The financial report must be included in the After Actions Report (AAR). This report is not the same as the budget. It is an expense report indicating the profit or loss of the project. The NJ Wing Event Finance Worksheet is set up for this and is available for download from DragonNET. See Examples 5 and 6.

Example 1

Project Planning Budget

Project Name: _____

Project Date: _____

Developed / Revised Date _____

Income

Registration / Ticket Fees	\$ 2,200.00	
Program Advertisements	\$ 100.00	
Material & Supply Sales	\$ 50.00	
Misc. Donations	\$ 50.00	
Group / Wing / Region Funding	\$ -	
Total Anticipated Income		\$ 2,400.00

Expenses

Event Venue Fees	\$ 822.00	
Breakfasts	\$ -	
Lunchs	\$ 300.00	
Dinners	\$ 750.00	
Other Refreshments	\$ -	
Water Bottles	\$ 40.00	
Printing	\$ -	
Training Materials	\$ 100.00	
Name Tags / Badges	\$ -	
Certificates	\$ 10.00	
Certificate Holders / Frames	\$ 20.00	
Office supplies	\$ 30.00	
Postage	\$ -	
Eventbrite Fees	\$ 75.00	
PayPal / Credit Card Fees	\$ 75.00	
Aircraft Fuel	\$ -	
Vehicle Fuel	\$ 178.00	
Lodging	\$ -	
DV Travel Lodging Expense	\$ -	
Refunds	\$ -	
Total Anticipated Expenses		\$ 2,400.00

Income Less Expense **0.00**

Click the Instructions Tab below for instructions This line must = \$0.00

Example 2

Sample Merchandise Receipt

Purchaser Name: Peter Parker

Unit Charter #: NJ - 077

Vendor Name: The Home Depot

Vendor Location: More saving. More doing.

Date of Purchase: 10/24/13

Item(s) Purchased:

Item Description	Price
722571C07454 2 SKINY MINI <A>	12.44N
2-STEP SIEE SKINY MINI	
0000-1E3-768 WATER <A>	
SIGAL WATER ONLY W/ EMPTY EXCHANGE	
205.99	
029069701352 KEY-KW1 <A>	11.98N
KEYELANK KW1 KWIKSET LOCK	1.57N
6955837500022 SLENDERPLUG <A>	
H0ST CMPCT 3 OUTLT PWR CTR SMDR PLG	
204.97	9.94N

Item(s) Price: 12.44N, 11.98N, 1.57N, 9.94N

No Sales Tax: TAX EXEMPT

Total Purchase: \$35.93

☐ Is the name of the member who made the purchase on the receipt?

☐ Is the charter number of the unit reimbursing the purchase on the receipt?

☐ Is the Vendor's name and location on the receipt?

☐ Is the date of the purchase on the receipt?

☐ Are all items on the receipt for CAP use?

**** Do Not put personal use items on the same purchase as CAP purchases. ****

☐ Is the total amount correct?

☐ Is the receipt legible?

☐ Sales Tax cannot be reimbursed.

****IAW CAPR 173-1, NJWG/FM cannot reimburse sales tax. Please use NJ sales tax exemption form ST-5 for CAP purchases. Form ST-5 is available from NJWG/FM.****

☐ Submit your receipt with the correct reimbursement form to your finance officer promptly.

****IAW CAPR 173-1, NJWG/FM cannot reimburse purchases older than 60 days.****

Example 3

Sample Vehicle Fuel Receipt

Vehicle Number 29030

Driver Name / Unit Peter Parker / NJ-086

Vendor Name And Address QuickChek #136
5 Leesville Road
Jackson NJ
732-928-2032

Date of Purchase Invoice # 99086
Date 02/09/14
Time 05:16
Auth # 751200
Card Wright Express
Acct #
WX XXXXXXXXXXXXXXXX36

Items Purchased Pump Gallons Price
8 23.726 \$ 3.119

Total Purchase Product Amount
Regular \$ 74.00
Total Sale \$ 74.00

Mission / Sortie Number 14-T-5016 / 9009

Miles Driven for the Mission 300.8 Miles

SALE - Card Swiped
Merchant Id #
34949289001
Refer # 177559

THANK YOU
Enter to win a \$250
Gift Card!
Complete our Survey
at
QuickChekListens.com
Within 3 Days of
Your Visit

- ☐ Is the Vehicle number on the receipt?
- ☐ Is the total purchase amount correct?
- ☐ Is the name of the member who made the purchase and their unit on the receipt?
- ☐ Is the receipt legible?
- ☐ Is the Service Station's name and location on the receipt?
- ☐ If on a Mission be sure the receipt is IMMEDIATELY Scanned and uploaded to the sortie in WMIRS!
- ☐ Is the date of the purchase on the receipt?
- ☐ Place the receipt in the zippered pouch of the VIF (Van Book).
- ☐ Is the Quantity and Type of fuel correct?

Example 4

Sample Aircraft Fuel Receipt

Vendor Name	Mobil oil #255	Vendor Location	123 Main St Livonia, MI 48150
Date of Service	02/29/12 11:32 PM		
Fuel Quantity	Term: 00439482038 Appr: 463924 Seq#: 013847	Price per Gallon	
	PUMP# 03 CREDIT UNIT REG @ \$3.599/G VOLUME 16.82 GAL	Total Purchase	
Vehicle ID/Plate #	GAS TOTAL \$60.54 Credit 5000XXXXXXXX9999	Purchaser Name	
Mission/Sortie #	02/29/2012 23:31:12 THANK YOU FOR SHOPPING AT MOBIL	Mileage/Hours	
	NWA 3765 Burke 12-T-9909/G003 236 Miles		

- ☐ Is the Mission/Sortie number on receipt?
- ☐ Is the Vendor name and location on the receipt?
- ☐ Is the tail number or vehicle ID on the receipt?
- ☐ Is the receipt date the same as the sortie date?
- ☐ Is the fuel quantity (gallons) correct?
- ☐ Is the total amount correct?
- ☐ Is the last name of the member who made the purchase on the receipt?
- ☐ How many miles or flight hours does the receipt cover?
- ☐ Is the receipt legible?

Example 5

Finance Tracking of Expenses for - Enter Event Name & Date Here

Itemized Expenses	Amount	Notes	Purchaser's Name	Receipt Submitted by Purchaser	Requisition Completed	Requisition Submitted to Wing FM
Refreshments						
Saturday Coffee & Donuts						
Sunday Coffee & Donuts						
Water Bottles (both days)						
Printing						
Handout Copying						
Certificates						
Miscellaneous						
Student Notebooks						
Student CDs						
Registration Fees						
Eventbrite						
PayPal						
Refunded Registration Fees						
Student Name						
Total Expenses	\$0.00					

Income and Profit/Loss Statement

[illegible]