



NEW JERSEY WING SUPPLEMENT 1

CAP REGULATION 173-1

3 April 2023

APPROVED/K. BARNHART/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURES

CAP Regulation 173-1, dated 15 November 2012 incl. ICL 17-02 15 March 2017 is supplemented as follows:

9. c. (1). Finance committee members listed on a unit's CAPF 172 must also be assigned to the finance committee in the eServices Duty Assignment module. All CAPFs 172 will be signed electronically using DocuSign. Other signature methods including pen and ink signatures will not be accepted.

20. b. The NJ Wing Commander does not authorize credit cards for units below wing level.

20. d. Any credit card that is lost or stolen must be reported immediately to the Wing Administrator who will notify the credit card issuer, Wing Commander, and Wing Director of Finance.

20. e. Added. NHQ issued EFS Air credit cards are assigned to specific aircraft and shall not be used for any other aircraft. FBO's may not keep card numbers 'on file'.

20. e. (1). Added. Aircraft fuel/oil receipts and aircraft logs are emailed to flightlogs@njwg.cap.gov no later than the 7th day of the following month. The Wing Administrator will reconcile CAP/FM EFS Air invoices with WMIRS sorties to ensure e108s and EFS Air draft back notifications are correct.

20. e. (2). Added. Pilots who fly member-funded mission sorties will be assessed at the "Dry" Hourly Reimbursement Rates listed in CAPR 173-3. The Wing Administrator emails invoices to pilots monthly for the prior month's flight time as reported in WMIRS.

20. f. Added. NJ Wing provides Global Fleet credit cards for the purchase of fuel for Corporate Owned Vehicles (COVs) when the NHQ EFS Ground credit cards cannot be used. Individual cards are assigned to specific COVs and may not be used for any other COV. Members with a valid CAP Driver License rating on their CAPF 101 card may use these cards.

20. f. (1). Added. Units are responsible for paying for COV fuel used on their unit activities/events. NJWG/FM will periodically invoice units for COV fuel use shown on the NJWF 77, Vehicle Mileage Logs.

20. f. (2). Added. NJ Wing will not invoice subordinate units for fuel when they use a COV to attend preauthorized NJ Wing sponsored activities/events. Similarly, wing will not invoice groups for fuel when a group staff member uses a COV on official group business. In both cases, the COV must be topped-off before departure and again upon return. The fuel used must be documented on the vehicle mileage log and fuel receipts must be annotated with activity/event name.

20. f. (3). Added. Vehicle mileage logs, NJWF 77, and fuel receipts and must retrieved from vehicles at the end of the month and be emailed to: LGT@njwg.cap.gov no later than the 7th day of the following month. Unit Finance Officers will keep copies of the NJWF 77 and fuel receipts to verify wing invoicing is correct and ensure the unit maintains enough funds to cover their fuel costs.

20. f. (4). Added. The Wing Administrator will reconcile Global Fleet and CAP/FM EFS Ground invoices with vehicle mileage logs and WMIRS sorties to ensure e108s, EFS Air draft back notifications, and squadron reimbursement invoicing are correct.

20. g. Added. The Wing Commander may designate specific individuals, such as project officers or wing staff, to receive CAP Servis1st credit cards to help minimize out-of-pocket expenses for purchases needed to perform their wing duties. Servis1st cards are the preferred method of payment of expenses for these assigned duties. Servis1st cards will not be used for COV fuel, subordinate unit expenses, or personal use.

20. g. (1). Added. CAP/FM assigns the Wing Administrator as manager for the wing's Servis1st account. The WA ensures transactions are documented, reconciled, and approved before the bill is due. The WA maintains card status, assists cardholders as needed, consolidates expense reports with receipts into the wing bill, and posts to DocuSign for review and payment authorization by the wing finance committee.

20. g. (2). Added. Cardholders are responsible for obtaining legible, itemized, detailed receipts for all purchases in accordance with CAPR 173-1. Cardholders will receive monthly email notifications from Centresuite to log in to their account, review their statement, complete their expense report, and upload their receipts. This should be done within 10 days of receipt of the notification email.

24. a. Added. NJ Wing travel may be undertaken when the benefits of the trip will serve to execute or improve NJ Wing programs and services. Travel should be planned to ensure effective use of time and to minimize expenses. Members on wing travel are official representatives of Civil Air Patrol and their public behavior must always project an image that is a credit to the organization.

24. b. Added. NJ Wing will reimburse limited travel expenses to individuals who receive a region or a national level award and who travel to attend either the region conference or the national conference in order to receive their award. Region award winners will be reimbursed for documented travel expenses up to \$250.00. National award winners will be reimbursed for documented travel expenses up to \$500.00.

24. c. Added. Prior approval of travel including purpose for travel, itinerary, estimated expenses and payment methods will be submitted using NJWF 173-T, Travel Expense Approval and Report, at least 10 business days prior to the travel departure date. Review and approval will be done using DocuSign by a quorum of the finance committee. Acceptable expenses include, but are not limited to, lodging, air transportation, meals not to exceed \$50.00 per person per day, personally owned vehicle fuel, internet access fees if needed for CAP business, parking fees and tolls.

24. d. Added. Upon return from travel, individuals will complete the post travel section of NJWF 173-T for all expenses. Prepare an NJWF 173-R, Payment Request Form for any expenses paid for with personal funds. Prepare CAPFs 170 for all business meals. These forms along with detailed receipts must be emailed within 20 days of return to wingbanker@njwg.cap.gov. Only actual member costs which are documented by detailed receipts will be reimbursed.

27. Due to the cost of licensing and multiple legal issues in the State of New Jersey and its many local municipalities, the Wing Commander does not authorize raffles in New Jersey Wing at any level.

33. Added. NJ Wing Finance Forms

33. a. Added. All NJ Wing finance forms and documents are stored online in the DragonNET Forms and Publications webpage: <https://sites.google.com/a/njwg.cap.gov/wingforms/>. Members should regularly check this site for the most current versions and destroy all obsolete documents.

33. b. Added. Submitting finance documentation to NJ Wing Finance Department.

33. b. (1) Added. The preferred method of submission of finance forms and documentation to wing finance is by email sent to: wingbanker@njwg.cap.gov

33. b. (2) Added. Regular mail (First Class US Postal Service) may be used but adds significant delays to processing time. Unless otherwise directed by wing finance, specialty mail services like Certified Mail, Priority Mail, or Express Mail should not be used as they add unnecessary expense and often take more time to pick-up through the Joint Base MDL mail system. NJ Wing Finance mailing address is:

Civil Air Patrol - NJ Wing / FM
PO Box 16099
Joint Base MDL, NJ 08641-6099

33. c. Added. These forms allow NJWG/FM to document, process and approve finance transactions and maintain adequate financial records and controls IAW CAPR 173-1.

33. c. (1) Added. NJWF 173-A, *Wing Event Purchase Authorization Form*, is submitted to the event director to preauthorize purchases for wing level events ensuring they are necessary and cost effective.

33. c. (2) Added. NJWF 173-C, *Cash Collection Worksheet*, is submitted with deposit documentation sent to wing finance to document appropriate control of cash received.

33. c. (3) Added. NJWF 173-D, *Deposit Advice Form*, is submitted with supporting documentation to wing finance to ensure that deposited funds are credited to the proper unit's account in QuickBooks.

33. c. (4) Added. NJWF 173-R *Payment Request Form*, is submitted with supporting documentation for DocuSign approval and subsequent processing for bill payments or expense reimbursement requests.

33. c. (5) Added. NJWF 173-T, *Travel Expense Approval and Report*, is submitted to wing finance for preapproval of travel and documentation of travel expenses upon return from travel for reimbursement.

33. c. (6) Added. NJWF 77, *Vehicle Mileage Log*, is used to track COV fuel expenses and to determine appropriate invoicing for fuel costs that are reimbursable to wing.

ANDREW LIPUT, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
D4	12c	Are wing forms properly published in a wing supplement?	Verify compliance by ensuring that all forms are noted in a Supplement or OI.	(A-Discrepancy): [xx] (D4 Question 15) Wing failed to properly publish forms IAW CAPR 1-2 para 8.4. NOTE: Use sub-bullets to specify the forms in question	Attach a copy of the revised prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).