



OH WING SUPPLEMENT 2

CAP REGULATION 173-1

01 October 2023

APPROVED/L. CAMPBELL/CAP/FM

FINANCIAL MANAGEMENT PROCEDURE

OHIO WING FINANCE FORMS

CAP Regulation 173-1, dated 15 NOVEMBER 2012 (Including ICL 17-02 Date 15 MARCH 2017), is supplemented as follows:

Paragraph 17a Added. All deposits are to be recorded on Ohio Wing Form 10 Deposit Advice. This form is to be submitted as soon as possible after the deposit is made and must be submitted within 7 days of the deposit.

Paragraph 17b Added. Ohio Wing Form 10 Deposit Advice documents will be sent to the Wing Administrator with a copy to the Wing Finance Director. A copy of the deposit slip from the transaction and a copy of any checks in the transaction is to be submitted with the Ohio Wing Form 10 Deposit Advice.

Paragraph 17c Added. If an electronic copy of the Ohio Wing Form 10 Deposit Advice of Paragraph 17a is submitted, the title of the document must take the form DEP YYYYMMDD OHXXX AMOUNT.EXT where YYYY is the year of the deposit, MM is the month of the deposit, DD is the day of the month of the deposit, XXX is the squadron unit number, AMOUNT is the amount of the deposit in dollars and cents (a decimal point is to be included) and EXT is the file extension (Either PDF or DOC)

Paragraph 18a Added. All payments made from the Wing Account must be requested by submitting an Ohio Wing Form 10A. This form is to be submitted as soon as possible after the original expenditure is made and must be submitted within 60 days of the original expenditure.

Paragraph 18b Added. All payments made from the Wing Banker Squadron Account must be requested by submitting an Ohio Wing Form 10B. This form is to be submitted as soon as possible after the original expenditure is made and must be submitted within 60 days of the original expenditure.

Paragraph 18c Added. All payments made from the Wing Banker Squadron Account in excess of \$500 must be accompanied by an Ohio Wing Form 10C Expense Authorization.

Paragraph 18d Added. Ohio Wing Form 10A and 10B documents will be sent to the Wing Administrator with a copy to the Wing Finance Director. A copy of all receipts that support the expense are to be submitted with the Ohio Wing Form 10A or 10B.

Paragraph 18e Added. If an electronic copy of the Ohio Wing Form 10A of Paragraph 18a or From 10B of Paragraph 18b is submitted, the title of the document must take the form YYYYMMDD OHXXX NAME AMOUNT.EXT where YYYY is the year of the expense, MM is the month of the expense, DD is the day of the month of the expense, XXX is the squadron unit number, NAME is the last name of the person to who the expense is to be remitted, AMOUNT is the amount of the deposit in dollars and cents (a decimal point is to be included) and EXT is the file extension (Either PDF or DOC).

Paragraph 18f Added. Advances to members will be made using the Ohio Wing Form 10A or 10B (depending on whether the advance is related to a Wing or Squadron expense). To designate the request as an advance the word ADVANCE will be included in the Purpose of the Funds section of the form.

PETER BOWDEN, Col, CAP
Commander, Ohio Wing

ATTACHMENT 1

Compliance Elements

There are no additional compliance elements due to this supplement.