



NATIONAL CAPITAL WING SUPPLEMENT 1

CAP REGULATION 173-1

28 December 2021

APPROVED/K. BAKER/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

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

TRAVEL

Paragraph 24 Added. All travel must be approved prior to the actual travel start date.

Members of the wing may be reimbursed for actual travel expenses incurred while on official CAP business. The most practical and lowest reasonable means of travel must be obtained by the member. NatCap Wing travelers have the duty to avoid impropriety or even the appearance of impropriety in any travel expenses.

Travel requests will be made by sending an email to the wing administrator at wa@natcapwg.cap.gov for discussion. The request must include the reason and purpose for travel, a statement explaining why the travel is of benefit to the wing, and the total projected costs – e.g., transportation, lodging, meals, etc. After review for accuracy and required data, the email will then be forwarded to the wing finance committee for discussion via the Finance Committee email group.

If a consensus of the wing finance committee is not reached from group discussions through email, the request will be tabled until the next in-person meeting of the wing finance committee. The requester should attend this meeting to voice their reasons for the travel. A majority vote of the wing finance committee is required to approve the request.

Upon returning from travel, the member must submit a wing FM Form 1: *Disbursement Request* detailing all expenses incurred with original receipts to the wing administrator within 30 days. The form is located on the internal finance site at Finance.NatCapWing.org. The reimbursement form and scan of all receipts will be processed through DocuSign for approval to pay.

CREDIT CARDS

Paragraph 20 Added. Wing credit cards are issued through PNC Bank. The cards maintain a \$10,000 credit limit between all cards issued. Each card is imprinted with the name of the authorized user.

Cards may be issued to NatCap Wing members with approval of the wing finance committee based upon a demonstrated business need.

Card users must email the receipt information to NATCAPWG/WA as soon as practical following each transaction with:

- Date of purchase;
- Transaction amount;
- Payee name;
- Item description; and
- Unit budget category class.

In lieu of the receipt information above, a scan of the receipt may be emailed that must include the unit budget category class for each item. An original receipt must be submitted within 30 days of purchase. If a receipt is not provided or lost, a statement explaining the reason and detailed description of purchase must be provided.

Statements are electronically issued, which detail each cardholder's transactions. Upon receipt, each account is reviewed for apparent compliance with the permitted usage guidelines. In the event that the charge is not a justifiable business expense, the wing finance committee will determine appropriate actions.

In the event a card is lost or stolen, notify PNC Bank at 1-800-474-2101 immediately. Also notify NATCAPWG/WA.

VENDOR ACCOUNTS

Paragraph 20 Added. The wing maintains accounts with the following vendors:

Vanguard:

NatCap Wing has a net-30, tax exempt account with Vanguard, which bills monthly, to aid in ordering uniforms and insignias for wing and subordinate squadron use. Unit commanders, the wing director of cadet programs, and the wing administrator may order items by calling Eva at 800-221-1264 extension 217. The account number may be obtained from the wing administrator.

After an order is placed, a wing FM Form 1: *Disbursement Request* must be completed within 14 days and sent to NATCAPWG/WA for processing through DocuSign. The form is located on the internal finance site at [Finance.NatCapWing.org](https://www.natcapwing.org/finance). Vanguard mails an invoice to wing HQ for each order. Once approved by the appropriate finance committee, a payment will be sent to Vanguard.

CSI Global-Fleet:

Each CAP corporate vehicle in the wing has a unique and non-transferrable CSI Global-Fleet card assigned for all vehicle expenditures not covered by NHQ. By default, the unit that the vehicle is assigned to will be charged for fuel and maintenance for that vehicle unless otherwise indicated through the online form at: <https://goo.gl/forms/f4nUOXg8ZrivICFa2>. The vehicle operator and/or unit logistics officer must fill out this form within 7 days of each fleet card transaction.

Amazon Business:

NatCap Wing has a Line of Credit and a Pay By Invoice option for the Amazon Business Account which bills monthly, to aid in ordering for wing staff and squadron commanders and/or other appointed members. After an order is placed, a wing FM Form 1: *Disbursement Request* must be completed within 14 days and

sent to NATCAPWG/WA for processing through DocuSign. The form is located on the internal finance site at Finance.NatCapWing.org. Amazon business mails an invoice to wing HQ for order. Once approved by the appropriate finance committee, a payment will be sent to Amazon Business. There are two different addresses to note; one is for the Line of Credit and the other is for Pay By Invoice. It is helpful to know which payment method was used. Please indicate on the Disbursement Form.

DISBURSEMENTS

Paragraph 18 Added. All requests for reimbursement or payments will be made via the wing FM Form 1: *Disbursement Request*, dated March 2016. The form is located on the internal finance site at Finance.NatCapWing.org. The unit budget categories are derived from the classes assigned in QuickBooks, which are outlined on the unit budget worksheets available on the internal finance site at Finance.NatCapWing.org.

MEMBER PAID FLYING

Paragraph 13 Added. NatCap Wing aircrew flying "B" and "C" missions will be billed for minor maintenance each month to the member checked on the Aircraft Flight Time Log. The wing rates per aircraft type, not including fuel, are set below, which cover both the national rate and wing operational costs.

- Cessna 172: \$64 per hour dry
- Cessna 182: \$70 per hour dry

INTERNAL CONTROLS

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, 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 DocuSign, 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.

Butler Flight Scholarship Procedures:

The Colonel Roland Butler Flight Scholarship is a National Capital Wing flight scholarship program. The background and administration of the program is outlined below.

Background. Colonel Roland Butler was the primary founder of the VA—National Flight Academy (NFA) in 1997. Butler was the first director of the VA-NFA and continued as director for five years. It later became the National Flight Academy—Middle East Region (now Mid-Atlantic Region) and then a national cadet special activity. In 2017, the academy was renamed after Col Butler. After he passed away in 2002, the NATCAPWG command staff initiated the Colonel Roland Butler Scholarship Fund to help support deserving cadets with financial needs in the National Capital Wing to attend any NFA—Power.

Administration. The selection committee is the wing finance committee and will follow these procedures:

- The wing director of operations and the wing director of cadet programs must be present for the selection vote.
- The committee must decide at least two weeks prior to the payment due date for the NFA.
- Candidates will be decided after NCSA primary and alternate statuses have been awarded.
- NATCAPWG/CP will announce deadlines and application procedures in a timely manner.
- To apply, cadets will submit a letter to NATCAPWG/CP via email at cp@natcapwg.cap.gov indicating their desire to apply for the scholarship to include their reason for applying, future goals, school GPA, and an endorsement by their squadron commander by 30 January.
- A wing disbursement form will be prepared by the recipient using the NFA name in the payee field of the form. It must be submitted to NATCAPWG/WA via email at wa@natcapwg.cap.gov at least two weeks prior to the due date for the NFA.
- Fundraising should be conducted on a regular basis to maintain funding for the scholarship. The minimum goal for each year shall be equal to the cost of flight academy for that year.

DAVID STERLING, Col, CAP
Wing Commander

ATTACHMENT 1
Compliance Elements

There are no compliance elements associated with this supplement.