



NEBRASKA WING SUPPLEMENT 1

CAP REGULATION 173-1

23 December 2024

APPROVED/S. STEELE/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

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

All forms are located on the wing website at: <https://www.newg.cap.gov/members/newg-forms>

Paragraph 9.b.(12) Added. The wing will pay the membership dues of the wing chaplain and legal officers when joining and renewing.

Paragraph 9.c.(10) Added. Units may assess their members a squadron membership fee only by a resolution of their unit finance committee and recorded in the meeting minutes to include the amount and sent to the wing director of finance and the wing commander. All unit membership dues will be collected electronically using JotForm that is managed by Wing. There is an approximate 5% processing fee that will be charged by PayPal for these transactions. (NEWG F173-10). Members may submit a check instead written and submitted to "Civil Air Patrol" with their unit name and "dues" in the memo rather than use the online process.

Paragraph 12.a. Added. Units assigned a corporate aircraft will email the monthly aircraft logs by the fifth of each month to the WA and Director of Operations (DO). An invoice emailed from Quick Books by the Wing Bookkeeper on the tenth of each month for their proficiency flying (C missions) gathered from the logs. If the "Bill To" is not complete, the Pilot in Command (PIC) will be billed. The wing finance committee will determine course of action for all overdue invoices beyond sixty days.

Paragraph 12.b. Added. Units may elect to pay for their pilot flights by submitting a NEWG F 173-11, Unit Funds Transfer Request.

Paragraph 16.c.(1) Added. Certificates of deposit (CD's) for the units held at the Farmers and Merchants Bank, Ashland, NE. The decision for renewals, to obtain new CD's and the disposition of funds, will be discussed and approved by members of the Individual Unit finance committees. Interest will be given as a percentage to each unit, based on investment amount.

Paragraph 17.a. Added. The unit submits the deposit along with the NEWG F173-12, Deposit Advice Form, to the Wing Bookkeeper, for deposit into the unit checking accounts.

Paragraph 18.a. Added. The use of NEWG F 173-13, Payment-Reimbursement Request Form to the Wing Bookkeeper via online form or through the U.S. Postal Service sent from the requestor for all reimbursement or payments from wing or unit funds. All requests must have a legible copy of the receipt(s) for the total reimbursement amount and include an explanation of the purchase. All electronic reimbursement requests must be made using the online NEWG F 173-13.

Paragraph 18.b. Added. The use of the NEWGF 173-14, Unit Check Request to the Wing Bookkeeper via the online form or through the U.S. Postal service sent from the unit for all reimbursement or payment from unit funds.

Paragraph 18.c. Added. Membership Rebates received at wing headquarters from NHQ for each unit monthly new and renewing members will be deposited into Unit accounts once received from NHQ within 21 days. Notification will be made via monthly account summary sent by the Director of Finance to units..

Paragraph 20.d.(2) Added. Aircraft World Service (Phillips 66) cards are to be used for fuel costs on aircraft maintenance flights (B-9), only when authorized by the wing commander, director of operations or the wing aircraft maintenance officer. Only the wing commander or director of operations will authorize any "B" or "C" missions funded by an outside agency.

Paragraph 20.d.(3) Added. Vehicle EFS cards assigned to each corporate vehicle are only to be used for that vehicle for the purchase of fuel **only** for AFAM missions and vehicle maintenance as per CAP regulations. At the recommendation of the wing transportation officer and the decision of wing commander, credit cards used for any other purpose will cause removal of the corporate vehicle from the unit.

Paragraph 20.d.(4) Added. Corporate credit cards issued to members will be surrendered upon leaving the position, transferring from NEWG or terminating their CAP membership. Members of other wings who hold a NEWG staff position may have a wing credit card.

Paragraph 20.d.(5) Added. Corporate Squadron credit cards are provided for purchasing fuel or supplies for Squadrons as assigned. The credit card will be maintained by the Unit Commander and will be used at their discretion by assigned Squadron Members. Use of the Squadron credit card does not eliminate the requirement to submit receipts.

Paragraph 20.d.(6) Added. The unit commander is responsible for the Squadron credit card at all times. They will ensure the card is used only for approved purchases and regulations and supplements are followed.

Paragraph 20.d.(7) Added. Upon purchasing fuel or supplies, the CAP member will annotate the receipt with the mission & sortie number (if applicable) vehicle number, and the member's name and CAP I.D. number. They should also ensure the receipt is clearly marked with the details of purchase (i.e. vendor information, date, quantity, and cost.) All losses incurred from the use of the credit card will be the responsibility of the approving unit.

Paragraph 20.d.(8). Added. Lost or stolen credit cards are the responsibility of the person to whom they are issued. Lost or stolen credit cards must be immediately reported to the wing director of finance, the wing bookkeeper, and the wing commander.

Paragraph 20.d.(9). Added. All charges on credit cards by members will submit receipts to the wing bookkeeper via USPS or by use of NEWG F173-15 within 7 days of completion of purchase.

Paragraph 24.b. Added. All overnight travel requests must have a budget submitted using NEWGF173-16 7 days prior to the trip for those estimated to be below \$1,500.01 and 30 days prior for those estimated to be greater than \$1,500. The wing commander is the approving authority for travel below \$1500.01 and the finance committee for those over \$1,500. The Wing Commander may travel inside or outside the

wing for official business as needed without finance committee approval or any wing forms, receipts for travel expenses must be turned in within 7 days of travel completion. This is actual expenses not per diem.

(1) Travel where funding from other sources are used do not require the use of this form, unless payment or reimbursement is filed through CAP.

Paragraph 24.c. Added. Acceptable expenses include but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, purpose-related phone calls, tips for baggage handling and reasonable charges for registration fees. Non-reimbursed items include, but are not limited to, personal laundry, cleaning and pressing of clothing, alcoholic beverages or in-room movie rentals.

Paragraph 24.d. Added. All travel by air will require prior approval by the wing commander or wing finance committee. Business and first-class fares are not authorized. If private aircraft are used, the wing commander's approval is required. Only fuel and oil costs are reimbursable for private aircraft usage.

Paragraph 24.e. Added. All ground travel includes rideshare (Uber/Lift/etc), taxis, metro-subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. Members must use the lowest cost rental vehicle to meet the requirements of the activity. All fuel, tolls and parking charges for both rental and personal vehicles are reimbursable. Any moving traffic violations or parking tickets incurred will be the responsibility of the member. The use of corporate vehicles is encouraged. Members are responsible for physical damage to privately owned vehicles (POVs).

Paragraph 26.a. Added. All fundraising requests will be completed using the electronic request form NEWG F173-17 no less than 30 days before any fundraising event. The NEWG F173-17 must be endorsed electronically by the unit commander and wing vice commander. The wing commander remains the approving authority. Copies of approvals will be sent to the Wing Bookkeeper for storage in SmartVault.

Paragraph 33. Added. Miscellaneous financial documents may be uploaded and sent to the wing bookkeeper directly using NEWG F173-99 Miscellaneous Upload.

DAVID PLUM, Colonel, CAP
Commander

Attachment 1
Compliance Elements

There are no compliance elements with this supplement.