



## NEW HAMPSHIRE WING SUPPLEMENT 4

CAPR 173-1

1 March 2024

APPROVED/T. MARTIN/CAP/FM

FINANCE

### Financial Procedures and Accounting

This instruction prescribes the procedures for depositing funds and requesting checks through the Wing Banker Program IAW CAPR 173-1, 11 (r).

1. Subordinate Units (Squadrons, Academies, Activities) making deposits through the Wing Administrator must include a copy of the NHWF 173-1B Deposit listing the **unit number** and source of the funds with the funds. Do not submit cash. Cash should be exchanged for a check.
2. Subordinate Units (Squadrons, Academies, Activities) making deposits directly to NH Wing accounts must submit a copy of the deposit ticket and a NHWF 173-1B Deposit to the Wing Administrator listing the source of the funds.
3. Subordinate Units or individuals requesting funds from NH Wing should submit a NHWF 173-1C Check Request with appropriate approvals IAW CAPR173-1 11(r).

NIC GOUPIL, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

| OPR     | # | Compliance Question  | How to Verify Compliance                                 | Discrepancy Write-up  | How to Clear Discrepancy  |
|---------|---|--|--|---|---|
| NHWG/FM | 1 | Do NHWG Subordinate Units document deposits to the Wing Banker Program Properly? | Review a sample of deposits for correct submission.      | Detailed write-up of discrepancy.<br>--NHWF-1D<br>--Deposit Tickets | Attach a copy of the NHWF173-1D and deposit ticket to the discrepancy in the Discrepancy Tracking System (DTS). |
| NHWG/FM | 2 | Do NHWG Subordinate Units request funds from the Wing Banker Program Properly?   | Review a sample of fund requests for correct submission. | Detailed write-up of discrepancy.<br>--NHWF-1C<br>--OPR Approvals   | Attach a copy of the NHWF173-1C and approval to the discrepancy in the Discrepancy Tracking System (DTS).       |