



NEW HAMPSHIRE WING SUPPLEMENT 4

CAPR 173-1

2 February 2023

APPROVED/K. BAKER/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 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).

Darin Ninness, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
NHWG/F M	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. --NHWF173-1D --Deposit Ticket	Attach a copy of the NHWF173-1D and deposit ticket to the discrepancy in the Discrepancy Tracking System (DTS).
NHWG/F M	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. --NHWF173-1C --OPR Approval	Attach a copy of the NHWF173-1C and approval to the discrepancy in the Discrepancy Tracking System (DTS).