



MONTANA WING SUPPLEMENT 3
CAP REGULATION 173-1

23 July 2020

APPROVED/H. LAGERMAN/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE – DEPOSIT FORM

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

17.a. Added. Squadrons and Wing Staff members are permitted to fundraise and use other methods to obtain monetary funds for their unit, in accordance with (IAW) CAPR 173-1 and CAPR 173-3. This policy is intended to provide guidelines for Montana Wing members at both the Squadron and Wing level to submit MTWG Finance Form 259 for deposit processing, and to ensure monetary funds are correctly allocated to the correct squadron or wing checking account in QuickBooks.

17.b. Added. This policy authorizes squadron finance officers to make deposits directly to the Montana Wing Checking Account via the nearest Wells Fargo Bank Branch to their squadron. Detailed instructions are documented in paragraphs 1.2 through 1.6 of this policy.

17.b.(1). Added. Deposit Requirements.

17.b.(1.1). Added. Once monetary funds have been collected (Cash, Check(s) etc.), the Squadron Finance Officer will complete MTWG Finance Form 259 and send to either the Wing Administrator or the Director of Finance.

17.b.(1.2). Added. Once MTWG Finance Form 259 has been completed, the Squadron Finance Officer will have the option to proceed to the nearest Wells Fargo Bank branch to deposit the funds. If the Squadron Finance Officer wishes not to deposit the monetary funds, they will have the option to visit their local bank and obtain a money order or cashier's check to mail to the Wing Administrator for deposit and allocation within QuickBooks.

17.b.(1.3). Added. For Squadron Finance Officers who wish to deposit the funds directly, MTWG Form 259 along with the deposit slip provided by the bank teller, must be e-mailed to the Wing Administrator within 7 days of the deposit being made. Unallocated deposits must be claimed by a squadron within 12 months of showing up on the monthly Wells Fargo Bank statement, or the unallocated deposit will be proportionally allocated among all active squadrons participating in the Montana Wing Banking Program.

17.b.(1.4). Added. For Squadron Finance Officers who wish to have the Wing Administrator deposit funds, the check or money order should be mailed to the Wing Administrator within seven days of receiving the monetary funds. **Note: Do not send cash through the mail.** The chance of interception or loss is too high. Acceptable forms of deposit to send to the wing administrator include (but are not limited to): personal check, cashier's check, and money orders.

17.b.(1.5). Added. All MTWG Form 259's must be accompanied with the receipt provided by the bank teller. Original receipts are not required. Photocopies sent via e-mail are acceptable for this requirement. Any reimbursement requests submitted without the bank teller receipt will be declined. All declined deposit requests will be sent back to the submitter with an explanation of what should be corrected, for the request to be successfully processed and allocated in QuickBooks.

17.b.(1.6). Added. Finance Officers are permitted to submit deposit requests to the Montana Wing Administrator or Director of Finance via e-mail and conventional mail (United States Postal Service, Federal Express (FedEx) or the United Parcel Service (UPS). E-mail is the preferred method of submission, and will generally decrease the processing time for all deposit allocations in QuickBooks.

17.b.(2). Added. Completing MTWG Finance Form 259

17.b.(2.1). Added. Deposit Demographic Data Section

17.b.(2.1.1). Added. Today's Date: Using the calendar icon feature in Adobe, select the date the deposit form is being completed on.

17.b.(2.1.2). Added. Deposit Level: Change the default setting of 'MAKE A SELECTION' by choosing either "Squadron" or "Wing", which ever best describes the level of reimbursement required for the deposit.

17.b.(2.1.3). Added. Date Deposit Documentation Mailed to Wing Administrator: Using the calendar icon feature in Adobe, select the date that deposit documentation was e-mailed or mailed to the Wing Administrator or the Director of Finance.

17.b.(2.1.4). Added. Mail Service Used: Change the 'MAKE A SELECTION' option and choose the method used to send deposit documentation to the Wing Administrator or the Director of Finance.

17.b.(2.1.5). Added. Mail Service Tracking Number (If Applicable): If a conventional mail service other than E-mail was used (USPS, FedEx, UPS etc.), enter the unique tracking number in this field.

17.b.(2.1.6). Added. Squadron Account (To Apply Deposit To): Change the 'MAKE A SELECTION' option and choose the squadron that the deposit should be allocated to in QuickBooks.

17.b.(2.1.7). Added. Name of Member Completing Deposit: Enter the name and rank of the CAP member who is filling out MTWG Finance Form 259.

17.b.(2.2). Added. Deposit Itemized Data Section: This section is used to detail specific data associated with the deposit that is needed by the Wing Administrator and Director of Finance to correctly document and allocate the deposit within QuickBooks. This section allows for up to seven separate transactions. If more than seven transactions need to be documented, the user will need to start a new MTWG Form 259.

17.b.(2.2.1). Added. Received From: The Received From column should document the name of rank of the CAP member who provided the monetary funds to the Squadron or Wing Financial Officer for deposit.

17.b.(2.2.2). Added. Income Transaction Description: This field is used to provide a brief summary of where the monetary funds for the deposit came from (such as a car wash fundraiser or doughnut fundraiser at Krispy Kreme Doughnuts).

17.b.(2.2.3). Added. Deposit Mode: Use the drop down menu to select the form of the monetary deposit (Cash, Personal Check etc.).

17.b.(2.2.4). Added. Check #: Use this field only if a check (personal check, cashier's check etc.) is being mailed to the Wing Administrator for deposit and allocation into QuickBooks. Document the check number being mailed to the Wing Administrator or the Director of Finance.

17.b.(2.2.5). Added. Amount: Use this text field to document the amount of the Cash, Check etc. for the line item being completed.

17.b.(2.2.6). Added. Deposit Total: The Deposit total field is automatically calculated so no data entry is

required. This field will automatically calculate the total from all seven itemized transactions entered into the Deposit Itemized Data section.

17.b.(2.3). Added. Wing Administrator/Director of Finance Use Only Section. This section should only be utilized by either the Montana Wing Administrator or Director of Finance.

17.b.(2.3.1). Added. Date Deposit Documentation Was Received: This is the date that deposit documentation was received via E-mail or conventional mail method for a wing or squadron level deposit.

17.b.(2.3.2). Added. Date of Wells Fargo Bank Deposit: Use this field to document the date the monetary funds were physically deposited to a Wells Fargo Bank Account.

17.b.(2.3.3). Added. Reimbursement Processed By: This field contains the name of the member who processed the reimbursement request. Options can be selected using the drop-down menu in this field.

17.b.(2.4). Added. Instructions for Squadron Finance Officers Section. This section of MTWG Form 259 lists specific deposit procedures for Squadron Finance Officers.

17.b.(2.5). Added. Deposit and Contact Information Section. This section contains three separate boxes that document specific deposit information such as Wing Administrator contact information, Wells Fargo Deposit Information and a mailing address for squadrons who choose to physically mail deposit documentation.

17.b.(2.6). Added. Form Buttons: This form contains four macro buttons to enhance the user's experience with completing and submitting the reimbursement form.

17.b.(2.7). Added. Print Form: This button will open the print dialog box and allow the user to print the form.

17.b.(2.8). Added. Save Form: This button will open the save dialog box and allow the user to save the form.

17.b.(2.9). Added. Add Attachment: This button will open the attachment feature of the Adobe Form to allow the user to upload receipts and other forms of documentation to the form to be submitted for reimbursement processing.

17.b.(2.10). Added. E-mail Form: This button will open a new E-mail to allow the user to E-mail the PDF to the Montana Wing Administrator. Note: This button will automatically attach a PDF to the E-mail that is generated, but the PDF automatically attached may not contain the data entered and saved by the person who completed the reimbursement form. It is the user's responsibility to ensure the file attached to the e-mail contains all the data entered by the recipient to facilitate reimbursement processing by the Wing Administrator or Director of Finance. Furthermore, the E-mail button automatically includes generic text in the body of the E-mail that should be updated as required before the E-mail is sent.

17.c. Added. MTWG Finance Form 259 (Last Revised 31 May 2020) replaces all previous forms of the same subject. Previous editions are not authorized for use.

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Commander

Attachment 1 – COMPLIANCE ELEMENTS

There are no additional compliance elements for this finance supplement.