



NEW YORK WING SUPPLEMENT 1
CAP REGULATION 173-1

4 AUGUST 2020

APPROVED/K. BAKER/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURES

CAP Regulation 173-1, dated 15 Nov 2012 (includes ICL 17-02 15 Mar 2017) is supplemented as follows:

20. b. (1) The NY Wing Commander does not authorize credit cards for units below wing level.

24. a. Added. NYWF 173-T, Staff Travel Authorization Request will be used by wing staff officers to request authorization to travel on behalf of NY Wing and list expenses expected to be incurred. Request will be routed through the Chief of Staff and Director of Finance. Staff officer reimbursement will be requested on NYWF-80 as outlined below in Section 33 c. (4).

33. Added. NY Wing Finance Forms

33. a. Added. All NY Wing finance forms and documents are stored online on the New York Wing Website at <https://nyw.cap.gov/fm> . Members should check this site for the most current versions and destroy all obsolete documents.

33. b. Added. Submitting finance documentation to NY Wing Finance Department.

33. b. (1) Added. The preferred method of submission of finance forms and documentation to NY Wing Finance Department is by email to: alipson@capnhq.gov .

33. b. (2). Added. Regular mail (First Class US Postal Service) may be used but will add several days to processing time. Mail finance documents to:

Civil Air Patrol - NY Wing / FM
24 Loop Road, Building 1
White Plains, NY 10604

33. c. Added. The following forms allow NY Wing Finance Department to document, process and approve finance transactions and maintain adequate financial records and controls IAW CAPR 173-1.

33. c. (1) Added. NYWF-173-C, Wing Check Request For Units Below Wing Level, used by units to request that the wing banker issue a check from the unit's funds or transfer money to another CAP unit.

33. c. (2) Added. NYWF-173-D, Wing Deposit Advice For Units Below Wing Level, used by units to document deposits into the unit's account. Advice will be submitted with supporting documentation.

33. c. (3) Added. NYWF-173-F, Fund Raising Request, used by units to request approval of fundraising activity IAW CAPR 173-4. Deposit Advice Form, NYWF173-D, is submitted with supporting documentation to Wing Finance to ensure that deposited funds are credited to the proper unit's account in QuickBooks.

33. c. (4) Added. NYWF 80, Wing Staff Check Request, is submitted by wing staff members to obtain reimbursement for expenditures or to request a check be issued to a vendor to pay for NY Wing Headquarters purchases.

THOMAS CARELLO, Col, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
DA	15	15 Are wing forms properly published in a wing supplement?	Verify compliance by ensuring that all forms are noted in a Supplement or OI.	(A-Discrepancy): [xx] (D4 Question 15) Wing failed to properly publish forms IAW CAPR 1-2 para 8.4. NOTE: Use sub-bullets to specify the forms in question	Attach a copy of the prescribed official directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS)