



CT WING OPERATING INSTRUCTION CAP REGULATION 173-1

9 JULY 2020

Approved/S.Steele/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

This instruction prescribes the procedures for the use of CTWG Forms 170-01, 173-A, 173-C and 173-D

1. Form 170-01 is to be used by CTWG squadrons to request to hold a fundraising activity. The form should be completed and then forwarded to the Wing Administrator for Wing approval.
2. Form 173-A should be used by CTWG members when requesting reimbursement from CTWG. The form should be completed and then forwarded to the Wing Administrator for Wing approval.
3. Form 173-C should be used by CTWG Squadrons members when requesting reimbursement from a CTWG squadron below Wing, for squadron expenses. The form should be completed and routed to the squadron Finance Officer. They in turn will get necessary squadron approvals and forward to the Wing Administrator for payment. Detailed receipts must accompany the Form 173-C.
4. Form 173-D should be used by CTWG Squadron Finance Officers to deposit funds to a squadron account. The form should be completed and then forwarded to the Wing Administrator, along with the checks to be deposited. No cash will be accepted at Wing.

James Ridley, Colonel, CAP
Commander

ATTACHMENT 1
Compliance Elements

No compliance elements established by this supplement.