

D-3 FINANCE

Summary

Discrepancies Repeats

Staffing

Position - Director of Finance (FM) held position:
Finance Specialty Track:

Year(s) Month(s)

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
03	Does the Finance Committee meet IAW CAP regulation? a) The Finance Committee must meet at least once per quarter. b) A written record of these minutes must be saved.	a & b) Review Finance Committee meeting minutes.	a) (Discrepancy): [xx] (D3 Question 3) Unit Finance Committee did not have a meeting at least once per quarter IAW CAPR 173-1 para 9c(8). b) (Discrepancy): [xx] (D3 Question 3) Minutes for a Finance Committee meeting were not recorded IAW CAPR 173-1 para 9c(8).	
05	Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation?	a) Review eServices Duty Assignment report. b) Request documentation of	a) (Discrepancy): [xx] (D3 Question 5) Unit does not have a Finance Officer appointed IAW CAPR 173-1 para 8.	

Verification - 100%.

a) The Unit Commander must appoint a finance officer in writing within 30 days of assuming command.

b) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. The committee will be composed of the unit commander as the chairperson, the Finance Officer, and at least one other senior member.

Finance Committee appointment and review for accuracy.

b) (Discrepancy): [xx] (D3 Question 5) Unit does not have a Finance Committee appointed IAW CAPR 173-1 para 9c.

