

## D-3 FINANCE

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### Summary

Discrepancies      Repeats

### Staffing

Position - Officer Finance (FO) 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.	(Discrepancy): [xx] (D3 Question 03a) Unit Finance Committee did not have a meeting at least once per quarter IAW CAPR 173-1 para 9c(8).  (Discrepancy): [xx] (D3 Question 03b) 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) Does the unit have a finance officer appointed in writing?

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.

a) Review eServices Duty Assignment report.

b) Review eServices Committee Assignment report.. Request documentation of Finance Committee appointment and review for accuracy.

(Discrepancy): [xx] (D3 Question 05a) Unit does not have a Finance Officer appointed IAW CAPR 173-1 para 8.

(Discrepancy): [xx] (D3 Question 05b) Unit does not have a Finance Committee appointed IAW CAPR 173-1 para 9c.



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## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
SUI	03	<p>Does the Finance Committee meet IAW CAP regulation?</p> <p>a) The Finance Committee must meet at least once per quarter.</p> <p>b) A written record of these minutes must be saved.</p>	<p>a &amp; b) Review Finance Committee meeting minutes.</p>	<p>(Discrepancy): [xx] (D3 Question 03a) Unit Finance Committee did not have a meeting at least once per quarter IAW CAPR 173-1 para 9c(8).</p> <p>(Discrepancy): [xx] (D3 Question 3b) Minutes for a Finance Committee meeting were not recorded IAW CAPR 173-1 para 9c(8).</p>	<p>a &amp; b) To clear a discrepancy for not having a meeting at least once per quarter or not having written minutes for a meeting, create a plan of action, approved by the Unit CC, to ensure the discrepancy is not repeated and attach a copy of the plan of action to the discrepancy in the DTS.</p>
SUI	05	<p>Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation? Verification - 100%.</p> <p>a) Does the unit have a finance officer appointed in writing?</p> <p>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.</p>	<p>a) Review eServices Duty Assignment report.</p> <p>b) Review eServices Committee Assignment report. Request documentation of Finance Committee appointment and review for accuracy.</p>	<p>a) (Discrepancy): [xx] (D3 Question 05) Unit does not have a Finance Officer appointed IAW CAPR 173-1 para 8.</p> <p>b) (Discrepancy): [xx] (D3 Question 5) Unit does not have a Finance Committee appointed IAW CAPR 173-1 para 9c.</p>	<p>a) Appoint a Finance Officer and upload a screen print from eServices validating the appointment to the discrepancy in the DTS.</p> <p>b) Appoint in writing a Finance Committee comprising the minimum required members in writing. Attach a copy to the discrepancy in the DTS.</p>