WING FY20 YEAR-END CHECKLIST

* **1 August** – Begin preparation for wing & unit budgets. Send your units information to begin budgeting for FY21. We recommend sending units the FY20 budget to actual reports along with the budget template. This report will show the unit’s budget for FY20 along with the actual income and expenses. Use “This Fiscal Year” for the budget to actual report date to give the units the most current information.
* **01 September** - This is the last date to issue a check to another CAP Entity (NHQ, Regions, Wings or Units outside your Wing). Electronic payments to other CAP entities outside your wing may be made until September 23rd. In the past, we have had intercompany payments from one wing to another in transit across yearend. We hope to eliminate this issue. If you owe another wing after this date, please wait until 1 October to issue the check or electronic payment.
* **24 September** -- Transfer all PayPal funds before 30 September. By doing this on 25 September, the transfer should arrive at your bank by 30 September.
* **24 September** – Cut-off date to schedule/perform any appropriated funded training missions, proficiency flying, SUIs or CAP cadet orientation flights paid with FY20 funding. CAPR 173-3 paragraph 2.3.1.
* **23 September** – Last day to make electronic payments. These take at least one day to clear and will be in transit if made on the last day of the month. Hold any electronic payments until 1 October.
* **30 September** – Obtain values on or around 30 Sept for **any certificates of deposit,** including those held by units. You may have to visit the bank on 1 October or download it from your on-line access on 30 Sept or 1 Oct. Make sure any accrued interest is listed or that enough information is provided to calculate the accrued interest (rate, maturity date, etc).
* **30 September** – Deposit **all funds** on hand before your bank does their daily close. Some banks close their day at 2:00, others at noon. Please check with your bank. This will provide a true bank balance at the end of the year/month.
* **30 September –** Research any outstanding checks that are over 6 months old or deposits over 30 days old on the August Bank Reconciliations. Void or write off any stale checks (older than 6 months) prior to reconciling the 30 September bank statement.
* **1 October** –Budgets for wing and units must be finalized and uploaded to SmartVault. The wing budget must have been entered into QuickBooks. The unit budgets must be entered into QuickBooks by December 31.
* **1 October** – The wing CAPF 172 must be completed and uploaded to SmartVault. The wing CAPF 172 must be approved in DocuSign in lieu of signatures but the finance committee members’ names must still be listed on the bottom of the form. The Wing Travel Supplemental is required to be renewed annually per CAPR 1-2, para 8.3.4.
* **1 October** – Units are required to submit a signed CAPF 172. Wing will upload unit CAPF 172s to SmartVault. CAPR 173-1 paragraph 9c(1).
* **1 October** – Annual Inventory begins. This is completed in ORMS. Wings & units must verify real property in the Real Property Module. All CAP entities must report whether their facility is donated or not. All verifications must be completed by December 31. Wings should go into ORMS and select Reports, Real Property, *F174 Real Property Year End Report (Excel Only)*, and verify that all wing and unit data is accurate. Some wings and units are showing duplicate entries. Tell your WFA so that duplicates can be deleted from ORMS.
* **13 November** – Last date for missions to be submitted (with CC approval) in WMIRS for NHQ payment. Any missions approved by the wing commander more than 45 days after the end of the mission will only be paid if funding is available at year end (this cannot be determined until December).
* **13 November** – Due date for 4th quarter Internal Financial Review to be completed and posted to SmartVault. Please make sure you are using the new form which has been posted on the NHQ website under CAPR 173-1. A copy of the Internal Financial Review must be saved to SmartVault.
* **31 December** – Deadline to enter unit budgets in QuickBooks.
* **15 January** -- If the wing has paid any person or business, other than a corporation, municipality or non-profit, for services which totaled over $600 in a calendar year, please provide that information to NHQ via your WFA so that NHQ may issue an **IRS Form 1099** to that person or organization. Be sure the payee has completed an IRS Form W-9. Note that the $600 limit runs for the calendar year from January to December. A spreadsheet is attached that will need to be completed for this and submitted to your WFA. Sample services are listed to guide you.

ADDITIONAL HELPFUL ITEMS

* **Watch invoice and bill dates!** September member flying invoices should be dated 30 September. Fourth quarter or September consolidated maintenance draftback bills should be dated 30 September. Rebates and contributions from NHQ for September should be dated 30 September. Bill dates should be entered using the **date of service**. By following these rules, your receivables and payables will accrue in the correct fiscal year.
* **Proficiency flying** – A list of all proficiency flying for FY20 that is not paid by 9/30/20 must be detailed for the audit. At a minimum, this will include September proficiency payments. Enter these as invoices (accounts receivable) in QuickBooks.
* All FY20 minor maintenance payments from members or units should be received by the 15th of October. Wings that elect to draft these funds from their units have until the 30th of October to do so.
* Record all PayPal account activity in QuickBooks. PayPal should be recorded as a bank account and reconciled monthly, the same as a bank account. This ensures all activity is recorded appropriately and that the PayPal account is reviewed for activity monthly.
* Create a list of all **non-cash donations** received by the wing, i.e., vehicles, trailers, equipment, aviation fuel, etc. These non-cash donations must be recorded in QuickBooks. Ask units about non-cash donations they received. These will be reported as well.
* Make sure all your cash accounts, including investments and PayPal, are **reconciled** through 30 September and 31 October. **Void or write off any stale checks (older than 6 months) prior to reconciling the 30 September bank statement.** Make sure a member of the finance committee other than the person who performed the reconciliation reviews and signs the reconciliation—Sertifi approvals are acceptable and encouraged. Save all reconciliations and statements to SmartVault.
* Please notate any assets obtained during the fiscal year which were purchased or valued over $5,000 with acquisition date, amount/value, and a description of the asset which is clear enough to allow anyone to identify the asset. Often the description is “generator” when there are already 5 at the wing. Please identify the asset in a manner that will distinguish one generator from another. Please also notate any disposals, including the date, proceeds, and method of disposal. Copies of any paperwork relating to the acquisition or disposal of any asset over $5,000 must be submitted to your WFA on the Asset Form found on the NHQ website under CAPR 173-1.
* The **finance committee** should have met at least once per quarter and documented those meetings with written, detailed minutes. Save these minutes to SmartVault.
* **Review all payables and receivables weekly**. Any receivables over 90 days old should be investigated as these may no longer be collectible. Any payables over 30 days should be reviewed.
* All personal member reimbursements have to be submitted for payment within 60 days of the expense. If the unit or wing does not have funds to remit payment at the time of submission, that is OK. We still need to make sure it is entered into QB as a payable.
* All signatories on the bank signature cards must be members of the finance committee, other than activity accounts which requires at least two finance committee members in addition to the non members. Make sure these **signature cards are current**. Also verify the EIN on these accounts is 75-6037853. Copies of these signature cards and all updates must be saved at wing for audit purposes.
* Make sure all **voided checks** are entered in QuickBooks. You can run a “Missing Check” report to verify there are no checks missing in your QuickBooks registers. Under “Reports” choose “Banking” and then “Missing Checks.” You can run this report for each checking account. Research and enter into QB any missing checks. Attach a scanned copy of the voided check to the QB entry for the voided check.
* All **activity accounts** must be listed in QuickBooks, including encampment accounts, and must be current in their reconciliations. These reconciliations must also be signed by a member of the finance committee (Sertifi is accepted) and saved to SmartVault.
* A copy of the **state MOU** or agreement must be saved to SmartVault.
* A copy of any **leases**, including equipment leases, and any **contracts** must be saved in SmartVault.
* A list of all scholarships paid or awarded is required for the IRS form 990. This will include payments for the calendar year, January through December. Please prepare this list to send to your WFA as the yearend close out is completed.
* Reconcile accounts 6510100 through 6513999 against accounts 9510000 through 9539999. Be sure that all amounts received by wing from units below are offset by expenditures with wings and all amounts received by units from wing are offset by expenditures with units below. Only receipts from regions or other wings and expenditures with regions or other wings should remain unmatched. A form is attached to assist in matching these accounts.
* Completion of the electronic CAPF171 is no longer required

Following this checklist and helpful hints should make your year-end audit visit go much more smoothly. We appreciate all your hard work and dedication to Civil Air Patrol.

Attachments: CAPF 172

1099 Spreadsheet

Asset Form

Scholarship Spreadsheet

Intercompany Spreadsheet

Sample Unit Budget