

TAB D-3: FINANCE		
	ITEM	REFERENCE:
1.	How has wing management created an environment for effective control of Civil Air Patrol funds?	CAPR 173-2 and 173-3
2.	How are accounting records maintained? a. Are they maintained on an accrual basis of accounting? b. Does the wing use the standard accounting software supplied by NHQ?	CAPR 173-2 Para 7 CAPR 173-2 Para 3a(4) and 5g
3.	Has a finance committee been established in writing? Who serves on the Committee? a. What are the responsibilities of the finance committee and how often does it meet? b. Does a Liaison Office member attend meetings? c. How do you ensure that members of the finance committee are properly trained in and have adequate understanding of accounting procedures? d. Does the CD Officer participate in the Finance Committee when CD funding or CD Administrative Fee accounts are discussed? e. Does a member of the finance committee perform and document quarterly audits of accounting records?	CAPR 173-2 Para 2b CAPR 173-2 Para 5 CAPR 173-2 Para 2b CAPR 173-2 Para 3b CAPR 173-2 Para 2b CAPR 173-2 Para 5k
4.	What checks and balances have been established to avoid errors or misuse of funds? a. Has the Wing Finance Committee notified CAP/FMA of the auditor selected to perform the annual financial audit? b. Was the notification submitted on time?	CAPRs 173-1; 173-2; 173-3; 173-4 CAPR 173-2 Para 5b CAPR 173-2 Para 5b
5.	Has the annual audit been performed IAW the CAP Audit Manual and Financial and Tax Reporting Guide? a. Were year-end report drafts and authorizations forwarded to NHQ? Were they submitted on time? On what date? b. Was the final audit report submitted? Was it submitted on time?	CAPR 173-2 Para 5d CAPR 173-2 Para 5l CAPR 173-2 Para 5l(7)
6.	Is an annual budget established NLT 30 Sep?	CAPR 173-2 Para 5h

	<ul style="list-style-type: none"> Is it reviewed quarterly by the finance committee? 	
7.	<p>If state funding is received:</p> <p>a. Is there written documentation that describes the appropriate use(s) of the funds?</p> <p>b. How are the funds tracked?</p> <p>c. Is the annual report of state appropriations (RCS: Y-2) sent to CAP-USAF/JA to arrive NLT 1 Nov or each year?</p>	<p>CAPR 173-2 Para 5f and 10d</p> <p>CAPR 173-2 Para 5m</p>
8.	How are petty cash funds administered and controlled?	CAPR 173-2 Para 10a
9.	How are membership dues accounted for?	CAPR 173-2 Atch 5
10.	<p>How do you account for any donated land, buildings and other fixed assets donated by:</p> <p>a. The Department of Defense?</p> <p>b. State or local governments?</p> <p>c. Private individuals?</p>	CAPR 173-2 Atch 5 and CAPR 173-4
11.	<p>How does the wing account for CD administrative fee reimbursements?</p> <ul style="list-style-type: none"> How are the expenditures of CD administrative fees tracked? 	CAPR 173-2 Para 7c
12.	<p>Who has the authority to administer funds and sign checks for the checking accounts, and authorize EFTs and on-line payments?</p> <p>a. How many checking accounts are maintained?</p> <p>b. Is more than \$100,000 of wing funds maintained in a single institution?</p>	<p>CAPR 173-2 Para 10b</p> <p>CAPR 173-2 Para 10d</p>
13.	Are aircraft maintenance income and expenses tracked by tail number?	CAPR 173-3 Para 1a(2)(b)
14.	How are reimbursements for CD and SAR missions distinguished from one another in your accounting records?	CAPR 173-3 Para 3a(2)
15.	How are the minor maintenance portions of counterdrug (CD) and Search and Rescue (SAR) mission reimbursements accounted for and what type documentation is maintained to show that payments are used for the proper purposes?	CAPR 173-3 Para 1a(2)(a)