

## **POLICIES & PROCEDURES**

In keeping with Civil Air Patrol Regulation 173-1, the following is considered to be the official Financial Management Procedures for the Northeast Region. Should any provision in this document conflict with Civil Air Patrol Regulations, it shall be understood that the Northeast Region provision is invalid. One provision being rendered invalid does not make the remaining provisions invalid.

### **1. GENERAL PURPOSE CREDIT CARDS**

This instruction prescribes the procedures for use of the Northeast Region credit cards that have been activated and in the control and custody of NER Staff members. This instruction does not alter or nullify fulfilling the requirements of CAPR 173-1.

- a) Credit cards may only be used to pay for expenditures directly related to those activities within the cardholder's scope of CAP duty assignment. Each cardholder is responsible for monitoring the credit limit of his/her transactions in the billing cycle to ensure the card limit is not exceeded.
- b) On or about the 20<sup>th</sup> of each month, all the preceding month's receipts and credit card certification form will be submitted to the Region Director of Finance.
- c) The Director of Finance will then electronically submit the receipts, credit card certification form and payment voucher through Sertifi for finance committee approval. Approval shall be defined as when a simple majority of the committee has voted in favor.
- d) All credit card usages must be documented with a detailed (showing the amount, date, place, and essential character of each expense) receipt. If a cardholder does not submit a detailed receipt the Finance Committee will send the cardholder a warning letter/e-mail documenting the violation. The member is required to acknowledge the receipt of the letter and his/her understanding of the violation resulting in the warning letter. Upon the third warning the card will be deactivated.
- e) Any Northeast Region card that is lost or stolen must be reported immediately to the Director of Finance and the Region Commander.

- f) Upon change of outgoing Commander or change in NER duty assignment the newly assigned Commander or staff member will be issued a new card in their name for which they will be personally responsible.

## 2. MEMBER REIMBURSEMENTS

- a) In order to reimburse a member, the Director of Finance must receive a payment or travel voucher with all the accompanying receipts from the member requesting the reimbursement.
- b) Mileage reimbursement will not exceed the cost of a reasonable airline ticket.

## 3. SERTIFI

- a) It will be the policy of the Northeast Region to utilize Sertifi for signature and/or approval of all finance-related documents.
- b) Prior to, and conditional for, payment of credit card invoices the Director of Finance will submit via Sertifi the invoice and receipts to all finance committee members for review and approval/disapproval. Payment will not be processed until a quorum (simple majority) of approval is received.

## 4. FUNDRAISING

- a) In accordance with CAPR 173-1 and CAPR 173-4, all fundraising activities and grant requests or proposals must be approved by the Region Commander. Requests for fundraising will be accomplished by submission to the Director of Finance at least 10 days prior to any activity or proposal deadline.

## 5. BUDGETS

- a) In accordance with CAPR 173-1, Northeast Region will develop an annual budget and submit to NHQ no later than 30 September each year.

## 6. ACTIVITY DIRECTORS

- a) Activity budgets will be submitted to the Director of Finance no later than 60 days prior to the beginning of activity. Ideally, your projected income and expenses should cancel each other out.
- b) Activity budgets will be reviewed and approved/denied through Sertifi by the NER Finance Committee and returned to the activity director.

- c) All registration fees should be paid through the NER PayPal account prior to the activity beginning.
- d) Should registration fees be collected at the activity they must be sent to the Director of Finance within 10 days of the completion of the activity.
- e) Any expenses not approved through the original budget must be sent to Director of Finance for NER Finance Committee review and approval.
- f) The Director of Finance must receive a financial report no later than 45 days after the activity showing actual income and expenses.

## 7. CHANGES IN NER FINANCIAL PROCEDURES

The Northeast Region Financial procedures shall be reviewed annually. Any changes to the procedures will require the approval of the NER Finance Committee and the Region Commander.

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