

**CIVIL AIR PATROL
SENIOR MEMBER TRAINING PROGRAM
SPECIALTY TRACK STUDY GUIDE**

Finance Officer

FOREWORD

This pamphlet is your guide in preparing to fulfill the responsibilities of a Civil Air Patrol (CAP) finance officer. The contents are also applicable to the wing finance officer and the region director of finance.

The material is divided into three sections related to attaining the technician, senior, and master ratings in this specialty area. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned an on-the-job training supervisor to assist you, but you should have no problem learning the job through self-study.

When you and your OJT supervisor, if applicable, are convinced that you are proficient in the tasks described for each section, consult your unit commander who must certify your proficiency in your personnel records before award of a rating. Achievement of the above skill ratings is one of the criteria for promotion to CAP officer grades commensurate with individual qualifications and experience. Details are contained in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*.

Individuals who successfully complete all requirements for award of the Master Rating in the Finance Officer Specialty Track will be issued a special completion certificate from CAP National Headquarters. For details on how to apply, see the "Master Rating" award information outlined on the last page of this pamphlet.

Supersedes CAPP 202, 16 September 1985.

OPR: FM

Distribution: In accordance with CAPR 5-4; additional copies are purchase item only.

FINANCE OFFICER

Technician Rating

1. Position Description. Perform duties as assigned by finance officer. Responsible for posting ledgers and preparing vouchers, checks, and deposits for unit. Performs other financial duties as assigned.

2. Objective. To provide commanders (squadron, wing, or region) with the financial data required for decision making. To prepare financial data and reports as requested by higher headquarters or as required by applicable directives or good accounting practices.

3. Functions and Responsibilities. Attainment of the Technician Level requires familiarization and proficiency in finance officer duties (reference CAPR 173-1, *Financial Procedures and Account Report for Units Below Wing Level*, and CAPR 173-2, *Financial Procedures for CAP Regions and Wings*).

a. Knowledge Requirements. Individual in this position should have a thorough knowledge and understanding of the following:

(1) Receipts:

(a) Examine and verify all monies received and post in ink to receipts ledger using the accounts described in the applicable CAP regulations. Annotate the substantiating documents as to date, amount received, and applicable account. Provide a receipt for any cash payments received.

(b) Endorse all checks, drafts, or other instruments payable to the unit and deposit all monies in the unit bank account. Annotate bank records with date and amount of each deposit. Prepare duplicate deposit slips.

(2) Disbursements:

(a) Examine each request for payment. Prepare applicable voucher and/or check for payment after determining that it is a proper payment; that it has been approved as required in the CAP regulation, or by local procedures, and that funds are available. Ensure that all disbursements are backed up by invoices or receipts and that all authorized discounts are taken.

(b) Post the check to the disbursement ledger or appropriate forms. Mark the supporting vouchers and invoices "paid" with the date and number of the check.

(3) End of Month Balancing. The bank account must be balanced each month. Verify accuracy of entries for all checks shown on the bank statement. Reduce the unit's cash account by any bank charges. Also review each deposit to ensure the records of the unit are in agreement with the bank statement. The receipts and disbursements records/ledgers should be summarized at the end of each month and a report forwarded to the commander for information.

(4) Performance of Other Duties. Technicians should have a working knowledge of budgeting as well as both accrual accounting and cash accounting. This knowledge will be necessary at wing and region levels. The technician should also have a basic understanding of accounts payable and receivable as they apply to units below wing level.

b. Performance Requirements:

(1) Complete Level I, Senior Member Training Program.

(2) Attain 6 months experience.

(3) Display ability to perform assigned duties with minimum supervision.

c. Additional Training Areas. Study CAPR 173-1 and CAPR 173-2 to learn the basic objectives of a finance officer and understand the responsibilities at each echelon. Completion of a high school bookkeeping course is recommended.

FINANCE OFFICER – TECHNICIAN CHECKLIST**RECEIPTS:**

- 1. Inspect all checks received to ensure proper amount of payment, proper payee, current date, signature, and that the written amount is in agreement with printed amount.
- 2. Deposit all receipts promptly to the unit account (some checks are invalid 90 days after issue) and maintain a duplicate deposit slip.
- 3. Issue receipts for all cash payments received (receipts should be numbered).
- 4. Post receipts to appropriate accounts in the receipts ledger.

DISBURSEMENTS:

- 1. Ensure each disbursement is supported by an invoice or receipt (mark each invoice “paid” at time of disbursement).

- 2. Ensure each check has two signatures, that the written amount agrees with the printed amount, and that the check is not made payable to cash.
- 3. Ensure sufficient funds are available in the checking account prior to issuing the check. (Most banks charge a fee for returned checks.)
- 4. Ensure each check is posted to the check (disbursement) register/expenditure record in the proper account.

GENERAL:

- 1. Prepare a statement of cash receipts and disbursements by account number each month and present it to the commander.
- 2. Balance the checking account monthly (notify bank promptly of any discrepancy).

FINANCE OFFICER

Senior Rating

1. **Position Description.** Controls all monies of unit assigned, monitors all detailed transactions to ensure the proper accountability, ascertains that all monies are accounted for and internal controls are maintained as required by CAPRs 173-1 and 173-2, that all receipts are deposited in a timely manner, and that charges are paid within the prescribed period. Reviews monthly activity reports prepared from cash receipts and disbursements ledgers and bank statements to ensure the proper financial data is forwarded to the commander. Prepares budget and periodically reviews actual expenses with budgeted funds and notifies each staff element as to the status of its funds. At wing and region levels, will be responsible for posting the general ledger.
 - (6) Monitor and review the detailed receipts and disbursements to ensure the proper accountability of each transaction.
 - (7) Verify monthly summaries of receipts and disbursements with bank statement to ensure all records are in balance.
 - (8) At wing and region levels, be responsible for monthly postings to General Ledger and prepare adjusting vouchers and other transactions and records as required by the commander or the CPA who is responsible for the annual financial statement audit.
 - (9) Request, review, and consolidate the annual budget requirements from each staff element. Furnish commander with estimated income for the period to be budgeted. Assist and advise commander as to priority and prior utilization of past budgets. Periodically provide commander and staff with reports to show utilization of budgeted funds. Emphasis should be placed on areas where funds are not being used as requested or are being abused by the staff.
 - (10) Ensure that the finance committee approves all expenditures as required by CAP directives and/or local procedures and that records or minutes of these approvals are maintained.
 - (11) Verify that all property acquired/purchased by the unit is accounted for and inventoried at least annually.
 - (12) At unit level, prepare year-end report of income and expenditures.
2. **Objective.** To enable the finance officer to attain a thorough knowledge of duties in order to assist other staff members in the budgeting and financial planning of future operations and mission requirements.
3. **Functions and Responsibilities.** Senior Level finance officer trainee must have completed the Technician Level.
 - a. **Knowledge Requirements:**
 - (1) Complete technician-level training for finance officer.
 - (2) Be thoroughly familiar with directives covering the function.
 - b. **Performance Requirements:**
 - (1) Complete Level II, Senior Member Training Program.
 - (2) Be conversant with governing directives.
 - (3) Display ability to perform assigned duties without supervision.
 - (4) Attain 1 year of experience.
 - (5) Have a thorough knowledge of the financial matters of the CAP unit to which assigned.
 - c. **Additional Training Areas.** Recommend taking college level basic accounting course.

FINANCE OFFICER – SENIOR LEVEL CHECKLIST**RECEIPTS:**

- 1. Verify that numbered receipts are issued for all cash received.
- 2. Ensure that all receipts are deposited promptly to the unit account and that duplicate deposit slips are maintained.
- 3. Verify postings to the cash receipts journal.

DISBURSEMENTS:

- 1. Ensure that all disbursements are supported by approved invoices and receipts.
- 2. Ensure that expenditures in excess of \$200.00 have Unit Finance Committee approval.

GENERAL:

- 1. Ensure bank account is balanced monthly.
- 2. Prepare monthly summary report of income and expense by account number.
- 3. Advise commander of anticipated income and expenses.
- 4. Assist in preparation of annual budget and advise commander on the status of the budget during the year.
- 5. Ensure required financial reports are forwarded to higher headquarters IAW current regulations.
- 6. Ensure recognition is given to accounts payable and accounts receivable in financial status reports.

FINANCE OFFICER

Master Rating

1. **Position Description.** Serve as finance officer of squadron, wing, or region. Keeps commander advised in all financial matters. Maintains accounting records of unit and trains subordinate personnel.
2. **Objective.** To provide the senior member with the knowledge and experience necessary to assume the staff position of finance officer.
3. **Functions and Responsibilities.** Requires an extensive understanding of budget preparation and all financial transactions and reports. An individual at the master level should have a working knowledge of the overall unit operation to advise the commander and staff members and provide the guidance in financial matters necessary to the success of their operation.
 - a. **Knowledge Requirements:**
 - (1) Must have completed Technician and Senior Levels. Must be prepared to assume finance officer responsibilities, having a complete understanding of those duties described in CAPRs 173-1 and 173-2.
 - (2) Maintain custody of all funds of the unit.
 - (3) Establish and maintain bank accounts for the unit.
 - (4) Control all deposits and expenditures for the unit.
 - (5) Co-sign all checks for withdrawal of funds by the unit.
 - (6) Ensure proper supporting documents and finance records are maintained on each transaction.
 - (7) Present periodic reports of income and expenses and status of annual budget to commander and staff.
 - (8) Ensure that annual reports are submitted as required by CAPR 173-1 and CAPR 173-2.
 - b. **Performance Requirements:**
 - (1) Complete Level III, Senior Member Training Program.
 - (2) Display knowledge of governing directives.
 - (3) Display ability to perform assigned duties under all conditions.
 - (4) Attain 2 years of experience.
4. **Master Rating Completion Certificate.** Individuals who complete all requirements for award of the Master Rating will receive a special completion certificate. All that is necessary is a short letter of certification forwarded by the applicant's commander to HQ CAP/FM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

SUMMARY OF CHANGES

Changed the CAPM 173 series to CAP regulations. Updated job requirements for the technician, senior, and master ratings.

NOTE: Bars in the margins identify updated information.