

Completing the NVCAPF 173-5

30 Jun 2020

As established by the Nevada Wing Financial Management Policy, all member-paid flights for each aircraft will be documented using this form. The Wing Administrator will create and distribute to all Squadron Commanders a monthly bill for member flying. This bill will be submitted to unit commanders via the email distribution list. Since this is a “pass through” bill which will be collected from individual members, squadron Finance Committee approval for this bill is not required.

The Wing Administrator will allow a reasonable time for squadrons to question any potential errors on the bill, and will then transfer the funds from the squadron account to the Wing account. The squadrons will not need to generate check requests.

Squadrons will collect checks from the individual members, but will not deposit them until receipt of the monthly flying bill. Squadrons will compare the checks to the monthly flying bill and seek corrected checks as necessary from members. Squadrons will make one single deposit to the unit account in the exact amount shown on the monthly flying bill, and forward the required deposit advice and supporting documents to Wing HQ via email. If an error is discovered that cannot be reconciled, the Squadron will inform the Wing Administrator and seek instructions before making any deposit.