

# Frequently Asked Questions

## **When I submit an ILWG Form 321 Check Request with \$500.00 in transactions - is Finance Committee approval required?**

Individual expenditures totaling \$500 or more must be approved by the Unit Finance Committee before making the expenditure. Indicate finance committee approval by checking the box on the ILWG Form 321. An ILWG Form 321 Check Request listing a number of checks totaling \$500.00 or more in total, without any individual check amounting to \$500.00 or more, does not require Unit Finance Committee pre-approval.

## **What are the common sources of processing delay and frustration for the Unit?**

Requests cannot be processed without proper authorization and supporting documents. Paperwork is however often submitted to Wing without being properly completed. Not attaching itemized receipts, invoices or appropriate supporting paperwork for Wing to process a check request or post deposit slips is another common source of reimbursement processing delay. These types of errors are easily avoided.

Other reasons for delay or Wing being unable to process transactions and requiring follow-up may include:

- Scanned forms, receipts etc that are illegible when scanned, copied or faxed
- Chart of Accounts numbers are missing or categorized incorrectly.
- Insufficient detail provided on the submission (e.g. requires event name and date )
- The itemized description is missing or vague. (E.g. is purchase for resale? If so, the Cost of Sales Chart of Accounts number #7701000 is used; otherwise, if not for resale, use account #7702000) Materials & Supplies or other applicable expense account per the current Chart of Accounts.
- Recurring Unit vendor invoices are not included as a recurring expense on a CAPF 172 or mailing address not being changed to Wing.
- Contract approval delays due to insufficient lead-time provided for wing legal review and commander approval.
- Submitting as supporting paperwork an order confirmation or statement versus an invoice. Wing requires an invoice to issue any payment.
- Wing unfortunately must reject reimbursement requests exceeding 60 days from the date incurred.

## **What considerations are there when auction prizes in a raffle or fundraiser are provided by Donors?**

- Submit a detailed plan to ILWG/CC (ILWG Form 301 in the IWU) with the following information to obtain NHQ/FM approvals **BEFORE obligating CAP and selling the first ticket to avoid IRS complications.**
  - Donor name and address information to send thank you letter/IRS receipt.
  - Describe donated prizes with their fair market value for accounting. Include raffle ticket price and profit projection.
  - Sales method
- Contracts must be approved in the IWU by the Wing Commander
- Any required event purchases should be made using the Illinois sales tax exemption certificate available from the ILWG/WA
- Submit an ILWG Form 321 with supporting information and deposit slip to wing within prescribed timeframes

### **Can I fundraise across state lines if my unit is located near a state border?**

CAPR 173-4 Section 3a states “Fund raising activities will be limited to solicitations within the respective wing.”

### **Are Finance Committee minutes required if no transactions have occurred in the last 3 months?**

The Finance Department encourages squadrons to keep minutes in this situation to avoid any confusion around SUI. DocuSign records are still required as proof for budget approval.

### **How is the Unit Checking Account reconciled?**

The Unit FM reviews with the Unit’s finance committee any discrepancies noted on the Unit Cash Report. The discrepancies are e-mailed to the Wing Administrator with all details such as any unidentified deposits, so corrections can be posted.

### **How is Income processed?**

- The Unit must deposit funds as expeditiously as possible. Checks and cash should never be held for extended periods of time.
- The FM must send a copy of each deposit receipt with Unit # noted on the slip and attached to a ILWG Form 321, to the ILWG/WA so that the proper entries can be made and unidentified deposits can be avoided. The electronic version of ILWG Form 321 can be found on the IL Wing website.
- The Unit will specify account numbers and descriptions from the standard chart of accounts.
- If the Unit sends the checks to Wing for deposit, the Unit again completes an ILWG Form 321 with the checks. Wing must post deposits for each Unit so that each Unit’s cash sub-account receives credit for the deposit.
- The Unit’s 3 digit IL charter number must be noted on every document. This will help ensure that all transactions are posted correctly. The Unit’s 3 digit IL charter number should also be included in the subject line of any emails.
- Copies of all deposit receipts and checks sent to Wing should be kept for reconciliation of the Unit’s account.

### **How are Bills processed or reimbursements made?**

- Invoices must be submitted with proper approvals an ILWG Form 321, or as a Recurring Expense submitted on a CAP Form 172 before any bill can be paid. A copy of the receipt/invoice/bill must accompany all forms.
- All ILWG Form 321 check requests, require **two** authorizing signatures (as described in the Check Request section of this publication). If the expense request is \$500.00 or more, the box must also be checked on an ILWG Form 321 confirming the finance committee has pre-approved the expense and noted the expense approval on the meeting minutes.
- Copies of all documentation and/or detailed itemized receipts must be submitted with the Units’ ILWG Form 321 in order to be processed.
- The Unit’s charter number must be noted on every document to help ensure that all transactions are posted correctly.
- It is recommended that copies of all check requests, including invoices and receipts be kept for monthly reconciliation of your Unit’s account and/or if lost in transit.

### **How do I prepare and submit a unit fiscal budget?**

- Preparing a preliminary budget in early August is recommended using the Quarterly Budget to Actual performance report provided by Wing Finance as a reference.
- Obtain unit finance committee approval for the new fiscal year budget at a scheduled August finance committee meeting (record in finance committee meeting minutes)

- Use Wing budget templates provided for chart of account numbers and descriptions in the drop down menu
- Income and expense planned should balance (income minus expenses should equal 0 as CAP is a nonprofit organization). Expected unit spending should be aligned with generated unit income during the fiscal year.
- Cash in bank is not considered in fiscal budgeting. Cash in bank is considered a reserve. Maintaining a cash reserve is important since Units may not overspend their cash balance according to regulations.
- Budget performance results should be reviewed quarterly and adjustments made as necessary.

### **What documents are required if our Unit wishes to schedule an event (E.g. a Unit Banquet)?**

- In order to avoid conflicts allow sufficient time to mail, review and process paperwork.
- Obtain spending approval by the Finance Committee, noting the decision to approve the event expenditure in the Finance Committee meeting minutes, before incurring the expense.
- Complete an ILWG Form 301 to upload in the IWU with supporting documents for Command approval.
- If a deposit is required for the event, the Unit would submit an ILWG Form 321 requesting an advance check (Note finance committee approval by checking the box provided). Include any proposed contract supporting the deposit amount required.
- For advances requested, a final reconciliation is submitted on an ILWG Form 321 with itemized receipts, invoice and any repayment of funds in excess of the receipts submitted, is due within 10 days after the completion of the activity and/or no later than 60 days after the initial advance payment. Refer to the Advance section for further details.
- If a contract is involved, upload the document to IWU for legal review and Wing Commander approval well in advance of contract deadlines. Contracts are never approved by the Unit. If indemnification clauses are included in the contract, allow 60-90 days lead-time for NHQ review.
- When a copy of the fully executed contract is returned by the vendor to the unit, please forward a copy of the fully executed contract to Wing.
- Send ILWG Form 321 with deposit slip within 7 days after depositing all properly endorsed

### **Are scholarships taxable?**

- Scholarships or multiple scholarships received in the calendar year over \$600 are taxable to the recipient. Advise your recipients so they will not be surprised when they receive a 1099 in January. Have them fill out a W-9 form when the scholarship is awarded.

### **What is DocuSign software for approvals?**

- DocuSign can streamline approvals via electronic notifications, collecting physical signatures is not necessary.
- All forms can be sent to the Wing Administrator for electronic approval with DocuSign, please contact the Wing Administrator for assistance.