



**HEADQUARTERS  
CIVIL AIR PATROL ARKANSAS WING  
UNITED STATES AIR FORCE AUXILIARY  
2201 CRISP DRIVE – ADAMS FIELD  
LITTLE ROCK AR 72202-4406**

**Wing Finance Committee Meeting  
3 December 2005  
(Review of 4th Quarter FY 2005)  
Wing Headquarters**

The meeting was called to order by the Finance Committee Chairman, Col Joseph Jensen (Attendance Sign In Sheet Attached). In lieu of each member receiving a written copy of the minutes and in the interest of time the reading of the 23 July 2005 Committee Meeting Minutes (copy attached) were dispensed (Lile / Gilbert).

Each member was provided with a copy of the latest CAPR 173-2, Commander's Memo on Financial Processes, and the latest Finance Committee Orders (Copies Attached) for their review and records.

Major Cole advised the group that the FY2005 Audit had been conducted and no problems or discrepancies were noted. The report is forthcoming.

Major Cole and Captain Buckner gave the quarterly Wing Financial Report. Copies of the Balance Sheet, P & L, and State Spreadsheet were given to each member. (Copies Attached).

Major Lile began a discussion with the group about finding additional revenue sources and several members had ideas. Bob Betzold (CAP-USAF/SD) advised that he felt the Wing should approach corporate entities in order to fund additional training events for our members. No action taken at this time.

Captain Buckner proposed that the Wing increase member flying rates on the Cessna 182's to adjust for increased maintenance costs and to be more in line with the National FM rates as stated in FM Regulations. He also felt that to promote more flying hours in the Cessna 172's, that the current rate on those aircraft remain unchanged. Captain Buckner moved to change the Wing Member Flying Rates to \$20 / 172 and \$35 / 182. Lt Col Williams seconded. There was some discussion on how this would affect flight time. The motion passed unopposed.

Col Jensen asked that a subcommittee of Lt Col Gilbert, Captain Buckner, and Major Cole review expenses over the past 5 years and see if there are areas that can be downsized to decrease the negative cash flow.

Lt Col Williams briefed the group on his conduction of the 4th Quarter (FY2005) Internal Audit. All members were provided with a copy of the audit form. There were no problems noted by the audit. However, the report was amended to show the correct date for the Wing Finance Committee Meeting that was conducted in the 4<sup>th</sup> Quarter of FY2005. The report form was amended to show 23 July 2005, which was the correct date.

Captain Buckner advised the group that some squadrons had not furnished their CAPF 173-2's for FY2005. He reminded the group that he had to consolidate their reports into the CAPF 173-2c and forward that to NHQ/FM before 31 December 2005.

Captain Buckner moved that the Committee approve the FY2005 Audit Expense to Wilson Price, CPA that conducted the audit. Lt Col Britton seconded the motion. It passed with no opposition.

Major Allison asked the group to consider utilizing Wal-Mart Grant funds and other private donated funds to support the funding of National Flight Academy and other National Cadet Activity Scholarships. Lt Col Williams moved to approve as requested. Seconded by Captain Goodman and passed without opposition.

Lt Col Bishop submitted a proposal to the Committee to purchase equipment that would enable FM Transmissions to be heard throughout the building (Copy of Proposal Attached). Captain Buckner moved to approve the purchase of equipment up to \$617.89, and revisit the other items at a later time. Lt Col Pauly seconded the motion and it passed without opposition.

Col Jensen asked the Committee to adopt a policy to provide copies of all actions taken by the Finance Committee to include copies of all Minutes. This could possibly be done through the Wing Website. Captain Buckner moved to adopt said policy in the interest of "Full Disclosure" and to comply with the Arkansas Freedom of Information Act. Seconded by Lt Col Gilbert and passed without opposition.

Major Cole presented a policy letter (#2005-6 Attached) to review all State-Paid Invoices. Each member was given a draft copy of the said letter for review. A motion to accept policy letter by Lt Col Pauly was made. Seconded by Captain Buckner. No opposition.

An amended credit card policy letter (#2005-1a) was presented for approval. A copy was provided to each member for their review. Lt Col Britton moved to accept the policy letter. Lt Col Pauly seconded and the motion passed without opposition.

Lt Col Gilbert asked to place an upper limit the previously approved routine vendors / expenses. A draft copy was given to each member. Gilbert moved to place an upper limit of \$3500 on non-fuel expenses and \$10,000 on fuel expenses. Any amounts above these would have to be approved individually by the Finance Committee. Seconded by Major Goodman. No opposition.

Major Cole presented an amendment to Policy Letter #2005-3, Check Signature Policy. This amendment would bring the Wing within compliance of CAPR 173-2

concerning the Finance Officers responsibilities. Major Lile moved to accept the letter and Lt Col Britton seconded the motion. The letter was approved without opposition.

Major Goodman moved that the Finance Committee acknowledge that Col Jensen briefed the Committee on the new CAPR 173-2. In addition, the Committee also has reviewed and therefore reaffirms all existing FM procedures that are currently in place through FY2006. Major Lile seconded the motion and it passed without opposition.

Captain Buckner moved to adjourn. Lt Col Williams seconded. Meeting was adjourned at 0920 hours.

Major Blake M. Cole, Recorder