



**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
2nd Quarter, FY 2006**

13 March 2006
Arkansas Wing Headquarters

The meeting was called to order by the Finance Committee Chairman, Col Joseph Jensen. In attendance Col Joseph Jensen, Lt Col Herb Williams, Maj. Henry Lile, Lt Col Robert Betzold, Lt Col Robert Penton, Chabli Hayden, Susan Brewczynski, Capt. Joel Buckner, Lt Col John Pauly, and Lt Col Peter Nortier.

Minutes from the 1st Quarter FY 2006 meeting were approved.

Col Jensen reviewed the current wing financial status. Capt. Buckner had previously expressed some concern about our cash flow situation. Copies of the Balance Sheet, P & L, and State Spreadsheet were given to each member. The committee learned that a large amount of accounts receivable (about \$11,000) had been received in the few days preceding the finance committee meeting but had not yet been posted to QuickBooks. Inclusion of these funds brought our overall financial situation into a more favorable position. Over \$8,000.00 of these reimbursements were from the SAR mission in October, 2005 – for which fuel expenses had already been paid.

Col. Jensen announced that he had requested Lt. Col. Robert Penton to conduct an independent review of the Wing cash flow. Lt Col. Penton stated that there was roughly about \$18,900 in the CAP account. He stated there was about \$71,800 in expenditures with the majority of expenses coming from the vehicle maintenance and repairs. Several areas were identified where economization may be possible. Lt. Col. Penton has agreed to accept an appointment to the Finance Committee.

Captain Buckner volunteered to do an aircraft spreadsheet for three months to track all aircrafts expenses before handing the spreadsheets over to Chabli.

Lt Col Williams stated that the 2005 wing conference was a success and was financially self-supporting (in fact, about \$100.00 was made in profit).

Col Jensen reported that the state appropriates \$40,000 a year to CAP and \$9,000.00 was received from member dues.

Major Lile had previously conducted the quarterly audit for the 1st quarter of FY 2006, and briefed the committee on the quarterly audit. All items reviewed were in

order. Lt Col Robert Penton agreed to conduct the 2nd quarter FY 2006 quarterly audit (to be completed after April 1, 2006 and to be reported at the 3rd quarter FY 2006 finance committee meeting.

Col. Jensen informed the committee that both the State of Arkansas mandated independent audit and the financial review of our recent compliance inspection were satisfactory with no substantial concerns. Col. Jensen also briefed the committee on the actions taken at the 97th Composite Squadron (Batesville) to close out a loan that had been taken out by the squadron for an air conditioner purchase.

Col. Jensen discussed the current wing credit card status. Currently the Wing Commander and the Wing Administrator (Mrs. Brewczynski) hold wing credit cards. This is in conflict with CAP NHQ guidance, which is that CAP NHQ Corporate Employees (which Mrs. Brewczynski is) should not be in a position to disburse funds. Col. Jensen recommended, and the committee approved, that to address this concern the Wing HQ credit card will be transferred from Mrs. Brewczynski to Mr. Hayden.

Lt Col Nortier requested \$500.00 to be included in the budget for the Chaplin training fund. Col Jensen stated that a private donor, who would like to remain anonymous, would donate \$250.00 for this cause. The committee agreed.

Col Jensen moved to adjourn. Lt Col Williams seconded. Meeting was adjourned at 1815 hours.

/s/

Chabli R. Hayden, Recorder