

FINANCE COMMITTEE MEETING MINUTES FORM

The Squadron Finance Committee will be composed of the Unit Commander as the Chairperson, the finance officer, and at least one other staff member. There should be a record of members who voted to approve and the members who voted to disapprove any motions with their names. All names of visitors should be recorded. All minutes need to be retained as permanent records. See CAPR 173-1 for additional information for the duties and responsibilities of the finance committee. All expenditures of \$500.00 and over must include a copy of the minutes of approval sent to wing with the expense item. Any other out of the ordinary expenses considered to be paid from unit funds must be approved by the finance committee.

Unit Name _____ Charter Number NCR-NE _____

Minutes/Notes of Finance Committee Meeting held on _____

Location: _____

Persons attending:

Name (print)	Title: Chair/Member	Signature

Routine/Recurring Business: (items that must be discussed or approved at least quarterly). Review monthly/quarterly reports from Wing Headquarters, noting cash account balances, outstanding accounts payable and accounts receivable, if any. Approve previous finance committee meeting minutes.

1.
2.
3.
4.
5.
6.

Old Business:

New Business/Other matters considered: Approve all expenditures over \$500.00 not covered by the recurring expense policy.

Next meeting will be held on _____

Recorder:

Print Name and Grade

Recorder's Signature