

**NEBRASKA WING CIVIL AIR PATROL  
FUNDRAISING ACTIVITY FINAL REPORT**

This report is due to the Nebraska Wing Finance Officer within 15 days of the event of which the unit accepted money from individuals and or members for an activity sponsored by the unit or wing. This is to include any fundraiser events, food donations from exercises (UTM's or SAREX's) and/or training classes presented by the units or the wing headquarters.

**Date of Event:**

**Name of Event/Activity:**

**Participating Unit(s):**

**Location Event Held:**

**Amount of Income Earned:**

All income must be sent into the wing headquarters accompanied by a WBF 481 to deposit all income into the unit checking account. Cash must be converted into a money order or check. If an individual pays by check, it should be made it out to NE CAP SQ. No endorsement on the back of the check is then necessary.

**Total Amount of Expenses:**

All expenses must have a legible and itemized receipt from the vendor showing what was purchased, date purchased and amount paid. Reimbursement request on WBF 380 for individuals must have receipts, or request will not be honored.

<b>List those who are to receive reimbursements:</b>	<b>Amount</b>	<b>Form 380</b>	<b>Receipt</b>

A spreadsheet explaining individual transactions can be utilized and will be acceptable. Payment to the vendor from the proceeds are not allowed per CAPR 173-1, para 17. Deposit: "Funds collected on site may not be used to pay any expenses. All expenses for the activity must be paid via check from the unit funds held by the wing or paid by the members and the member will be reimbursed from the unit funds held by the wing."

**Other Remarks or comments:**

**Submitted by:**

**Name, Rank, CAPID** **Date**

