



**MAJ KEVIN A ADAMS MEMORIAL COMPOSITE SQUADRON  
OPERATING INSTRUCTION 13-1**

**25 OCTOBER 2013**

**Finance**

**UNIT FINANCIAL MANAGEMENT PLAN**

This instruction prescribes financial management policies and procedures for GLR-MI-655. These policies operate in compliance and conjunction with CAPR 173-1. This instruction applies only to MI-655. MIWG and CAP/NHQ publications and directives have precedence. The unit FM has the overall responsibility for compliance with this policy.

1. Unit authorized approvers may approve payment amounts up to 10% of the current unit account balance or \$500, whichever is less. All other regulations as per CAPR 173-1, regarding authorization protocols and procedures, remain in place.
2. At the conclusion of any fundraising activity involving cash, all funds are to be counted and documented by at least two senior members before leaving the fundraising site.
3. After any fundraising event, The Project Officer / Activity Leader will send a summary of the fundraising activity to the members of the finance committee via text or email. This summary should be sent within 6 hours of the end of the activity and include all relevant financial details.
4. In regards to joint fundraising ventures, there shall be a written memorandum of understanding as to how the funds are to be divided amongst the relevant parties. Both the total amount and the amount to be received by the unit are to be reported to the members of the finance committee. The report will include all of the following items:
  - Date of the fundraising event
  - Event name
  - Names of participants
  - Names of senior members conducting the count
  - Individual totals of all checks and cash
  - Grand total
  - Total received by unit (if joint venture)
  - Date and time of the count (if multiple collections are done throughout the event)

PAUL KLOEHN  
Major, CAP  
Commander

Certified – 24 October 2015 – 2<sup>nd</sup> Lt Matthew Brehmer, FM

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