



HURON CADET SQUADRON SUPPLEMENT 1

CAPR 173-1

18 July 2007

Finance

FINANCIAL PROCEDURES AND ACCOUNTING REPORT FOR UNITS BELOW WING LEVEL

CAPR 173-1, 11 February 2007, is supplemented as follows:

1. Add to article 2, **Finance Officer:** The Finance Officer will coordinate funding needs with the Principal of Huron Middle School.
2. Add to article 3, **Finance Committee:** Members will be assigned to the Finance Committee each January. They will consist of the Finance Officer, Deputy Commander, and the Administrative Officer. The Squadron Commander will be the chairperson.
 - 3-b: The Coalinga-Huron Unified School District (CHUSD) will maintain an adequate system of internal accounting controls over all funds.
 - 3-d: Coordinate with the Principal of Huron Middle School and the CHUSD Board of Trustees for approval of all funding requests.
 - 3-f: The CHUSD will designate banks/credit unions and savings and loan associations in which funds are deposited.
3. Add to articles 5-a through I, **Accounting Procedures and Policies:** The CHUSD will administer all aspects of the banking accounts for this unit.
4. Add to articles 6-a through I, **Banking Policies:** The CHUSD will administer all aspects of the banking accounts for this unit.
5. Change to article 8, **Deposits:** All monetary items donated to the unit will be placed in the Associated Student Body sub-account. This money is to be used by the unit. It is the property of the CHUSD.
6. Add to article 10, **Credit Cards:** This unit will not use credit cards.
7. Change to article 14, **Financial Records:** Financial records for this unit are the property of the CHUSD. They can be reviewed in accordance with applicable state and federal laws.