

**Instructions for completing MIWG Form 173B**  
Budget Form

**Use**

This form is to be completed per CAPR 173-1. If you have any questions on how to complete this form, please contact the Wing Finance Officer.

**Purpose**

The purpose of this form is to have budgeted forecast for each unit for the fiscal year.

**How**

Place the unit number at top of page.

Complete ***ONLY*** left column of budget template.

At the bottom of the page, Income Less Expense must equal \$0.00

If bottom line does not equal \$0.00, you must either use some of the funds currently in your account by entering an amount on line 6299-999, or plan to save some income for future use and place an amount on line 9399-999.

**When**

This form is to be completed for each fiscal year, due by 01 October. A new budget template will be sent to all units in the beginning of September. You must use new template as account numbers change each year. Periodically through the year, you should review your budget for adjustments needed (you receive more/less funds than planned; you spend more/less than planned). It's a good practice to review when you have your quarterly finance meetings. If your budget needs amending throughout the year, please complete as above and forward to Wing in the same manner as below.

**Submit**

This form must be completed and submitted by 01 October each year. When completed, the form must be emailed to [cmagyar@capnhq.gov](mailto:cmagyar@capnhq.gov) , faxed to (586) 239-6795 or mailed to:

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43401 N. Jefferson  
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