

## Wing Banker Deadlines

	<u>Deadline</u>
<b>1. Develop a plan</b>	
• Research banks – Which one? How many?	<b>30 June</b>
• Establish bank account(s) and order deposit slips	<b>30 June</b>
• Determine methods of making deposits and writing checks	<b>30 June</b>
• Discuss need for savings account	<b>30 June</b>
• Discuss procedures for CDs - Should CDs remain at unit level or should they be transferred to wing?	<b>30 June</b>
• Review Wing Banker Manual and review Wing Banker Website for sample forms	<b>30 June</b>
<b>2. Meet/Discuss program implementation with Units</b>	
• Provide units with forms, deposit slips, & manual	<b>15 July</b>
• Discuss procedures	<b>15 July</b>
• Discuss deadlines	<b>15 July</b>
• Address questions/concerns	<b>15 July</b>
<b>3. Implement program</b>	
• Create classes in QuickBooks	<b>31 July</b>
• Create checking sub-accounts	<b>31 July</b>
<b>4. Obtain and record unit funds – Units must:</b>	
• Write last check to any vendors	<b>15 August</b>
• Deposit or send remaining funds to Wing	<b>31 August</b>
• Submit authorized approval list and policies to wing	<b>31 August</b>
• Submit zero balance bank statement to wing along with final CAPF 173-2c	<b>31 October</b>