

ANNUAL AND MONTHLY SUSPENSE LIST & DUE DATES

ANNUAL REPORTS DUE:

<u>DATE</u>	<u>REPORT NAME</u>	<u>FORM</u>	<u>SEND TO</u>	<u>RESPONSIBLE PARTY</u>
31 Jan	Safety Survey	On-line	eServices	Safety Officer
14 July	Operations/ ES Budget	Use spreadsheet	Wing Dir. of Finance	Ops Officer / CC
15 Sept	Budget / Fiscal Year	Use spreadsheet	Wing Dir. of Finance	Unit CC / FO
01 Oct	Annual Inventory	eServices / Logistics	eServices /ORMS	Logistics / CC / Comm
01 Oct to 31 Dec	Unit Commander's Financial Disclosure	CAPF-171 (Commander's Corner)	Group → Wing	Unit CC
01 Oct (good for 3 yrs)	Certificate of Insurance	See: capmembers.com nhq/general counsel/insurance/contacts For assist, call: NHQ, Becky Lee, paralegal @ (877) 227-9142 x: 234		Unit CC
15 Oct	AE Activity Report	CAPP 15	Group	Unit AEO
15 Oct	AE Plan of Action	CAPP 15	Group	Unit AEO
15 Nov	End of Year Awards	CAPF 120	Group Awards Review Board	Unit CC
01 DEC	Request AFA Cadet of the Year Package	From AFA or CAP NHQ website	Nat'l Aerospace Awards, AFA	Unit AEO / Cadet Programs Officer / CC

Monthly Reports Due:

Vehicle Use Report

EVERY OTHER YEAR:

SUI (SEE SCHEDULE)

EVENTS:

Nov 15 Place orders for Wreaths Across America

Dec 16 Lay wreaths