

NMWG CAP Aircraft Financial Report Instructions (Form 6i)

NM Wing Form 6 Aircraft Financial Report must be submitted to NM Wing Headquarters monthly by squadrons having custody of one or more aircraft, by the 10th of the month following the end of the reporting month, along with the aircraft flight log sheets. Three formats are provided. Two excel formats (for single or multiple aircraft) calculate the amount due to Wing HQ for member (or squadron) paid flights, using Microsoft Excel or equivalent software. The spreadsheets are locked, permitting data entry only in specific areas, as noted to the side. An Adobe .pdf version is provided with blank spaces for manual data entry.

NM Wing Form 6 Aircraft Financial Report (single Aircraft) Excel Format Oct 2013

This worksheet is for reporting activity for a single aircraft using Microsoft Excel or equivalent software

- 1) Across the top, enter the aircraft tail number, model, squadron, month and year.
- 2) Enter the monthly Hobbs ending and beginning plus tach ending and beginning. The total Hobbs and tach aircraft hours are automatically calculated.
- 3) Below the boxed report, enter the flight hours per sortie by mission symbol, in columns C through Z. In some cases a mission symbol will have two entries, based on who is responsible for payment. Member-paid (squadron-paid) categories are represented by a # symbol.
- 4) Each mission symbol category will be added in column B and the totals are transferred into the upper part of the report. Each non-zero total will be bolded in the report.
- 5) Verify the total hours entered equals the total Hobbs hours for the month. The lower total hours box will be highlighted red if not equal.
- 6) Adjustments to flight times are made in flight hours, not dollars. Enter a brief explanation and the adjustment hours: plus for added hours and minus for reduced hours.
- 7) Verify and/or correct the aircraft dry rate and wing surcharge rate. The amount owed to Wing is automatically calculated.
- 8) If necessary, enter an amount owed from previous months.
- 9) If necessary, enter an adjustment in dollars. Include a detailed explanation.
- 10) Enter the name, grade and date of the person approving the report.
- 11) Send the report file and aircraft log electronically to capnmwg.finance@gmail.com or print and deliver them to NM Wing Headquarters at PO Box 5069, Kirtland AFB, NM 87185-5069.

NM Wing Form 6B Aircraft Financial Report (single Aircraft) Adobe .pdf Format Oct 2013

This worksheet is for those who don't have, or prefer not to use a spreadsheet program. This worksheet may be printed out and the data manually entered. Calculation is not provided. Send the report and flight log to NM Wing Headquarters as above.

NM Wing Form 6M Aircraft Financial Report (multiple Aircraft) Excel Format Oct 2013

This workbook is for use by squadrons having several aircraft and use a wet rate for calculating the amount due to Wing HQ for member (or squadron) paid flights, using Microsoft Excel or equivalent software. This workbook consists of a summary page and several worksheets for individual aircraft.

- 1) On the summary page, enter the squadron charter number, reporting month and year. Enter the aircraft tail numbers and model in the left columns. This information is replicated to the individual aircraft worksheets (tabs at the bottom).
- 2) On each of the aircraft worksheets, enter the monthly Hobbs ending and beginning; and tach ending and beginning. The total Hobbs and tach aircraft hours are automatically calculated.
- 3) On each of the aircraft worksheets, below the boxed report, enter the flight hours per sortie by mission symbol, in columns C through Z. In some cases a mission symbol will have two entries, based on who is responsible for payment. Member-paid (squadron-paid) categories are represented by a # symbol.
- 4) Each mission symbol category will be added in column B and the totals are transferred into the upper part of the report. Each non-zero total will be bolded in the report.
- 5) Verify the total hours entered equals the total Hobbs hours for the month. The lower total hours box will be highlighted red if not equal.
- 6) Adjustments to flight times are made in flight hours, not dollars. Enter a brief explanation and the adjustment hours: plus for added hours and minus for reduced hours.
- 7) Verify and/or correct the aircraft dry rate, fuel and wing surcharge rates. The amount owed to Wing is automatically calculated.
- 8) The member-paid flight hours and charges are replicated from the individual aircraft worksheets to the summary page.
- 12) On the summary page, enter the name, grade and date of the person approving the report.
- 13) Send the report file and aircraft logs electronically to capnmwg.finance@gmail.com or print and deliver them to NM Wing Headquarters at PO Box 5069, Kirtland AFB, NM 87185-5069.

Do not use form 6M for single aircraft reports.

Problems, questions and suggestions – contact:

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