FLOW CHART ON RESPONSIBILITIES OF ADVANCE FUNDS IN TIMOR-LESTE

- Receives cash advances
- Submit cash flow reports & receipts by 3rd & 18th every month
  
  Nina

- Receive cash advances
- Submit cash flow reports & receipts by 3rd & 18th every month
  
  ANZ Bank

- Transfer funds 1st of the month

- Send copies of ANZ bank statements by 7th & 22nd of every month
- Submits cash flow reports & receipts by 7th & 22nd of every month
  
  Country Coordinator

- Budget request by 15th of every month
- Withdrawal funds as needed
- Bank account cash flow report by 7th & 22nd of every month
  
  Fernando Francisco Jose

- Provides cash advance to farm groups (except Francisco)
- Submits cash flow reports & receipts by 3rd & 18th of every month
  
  Farm Groups – 27 Groups

- Submit receipts by 1st & 16th every month

UH /

- 27 Groups