PROCEDURES FOR CASH ADVANCE (Rev 6/02/05)

 قادر Coordinator submits a monthly budget request to UH by 15th of each month. The monthly budget request should reflect any anticipated needs and plans for the upcoming month. List expenditures with following line items:

Others
- Wages for local hires
  - Individual 1 $xxx
  - Individual 2 $xxx
- Internet $xxx

Materials & Supplies
- Field $xxx
- Office $xxx
- Toyota Hilux (Fuel) $xxx

Rentals
- Office Rental $xxx
- Rental car $xxx

Utilities & Communication
- Cell phone or phone cards $xxx
- Office Electricity $xxx

Other costs (specify as best as you can)

TOTAL $xxx

 قادر Coordinator obtains an original bank statement from ANZ every 16th & 31st of every month showing all advance deposits to the account and mails to UH every 7th & 22nd of the month. This bank statement determines the wire transfer fee for the NY corresponding bank, JPMorgan Chase Bank and confirmation of the advances/deposits.

When advance monies are transferred to bank:

 قادر Coordinator obtains an original bank statement from ANZ every 16th & 31st of every month showing all advance deposits to the account and mails to UH every 7th & 22nd of the month. This bank statement determines the wire transfer fee for the NY corresponding bank, JPMorgan Chase Bank and confirmation of the advances/deposits.

Procedures on cash withdrawals and cash advances:
- قادر Coordinator withdraws funds from bank account whenever money is needed
Country Coordinator makes cash advances to Fernando, Nina, and Jose. Fernando and Jose will be responsible for disbursing funds to farm groups (except Nina).

- Nina, Jose and Fernando will need to sign the “Personal Agreement” form (once) and “Payment Advance” form for every advance received.
- Country Coordinator records the withdrawals on the “ANZ Bank Account Cash Flow” (Ledger A) spreadsheet, and records on “Advance Cash Flow” (Ledger B) spreadsheet as needed for every transaction.
- When Fernando and Jose disburse cash advances to farm groups, each individual or leader of the farm group signs the “Personal Agreement” form (once) with a witness. That individual also signs the “Payment advance” form for every advance received.
- Country Coordinator, Fernando, Jose and Nina must record each advance received and/or expenses on their own cash flow spreadsheets. Fernando & Jose is also responsible for cash flow spreadsheets for their assigned farm groups (one cash flow per farm group/individual). The cash flow spreadsheet must show the amount of advance received, expenses and a running balance. Entries should be recorded when receipts are obtained and/or submitted by farm groups.
- The farm should have a zero balance or near zero balance before requesting an advance from Fernando & Jose. Generally, no disbursement of new cash should be made until each farm group uses up most or all cash received.
- All farm groups must submit receipts to their respective responsible party, either to Fernando or Jose.
- Fernando, Jose & Nina should also have a zero balance or near zero balance before requesting additional advances from Country Coordinator. No advance of new cash should be made until each individual uses up most or all cash received. **If unable to receive additional advances from Country Coordinator and funds are low, project expenses will need to be paid with own personal funds but receipts still need to be collected.** Submit receipts (paid with personal funds) to Country Coordinator for reimbursement to own personal funds. Country Coordinator records this reimbursement as expenses on his cash flow. No recording for Jose or Nina on their cash flow for their reimbursement is needed since the expense was paid by personal funds.
- Country Coordinator collects all cash flow spreadsheets and receipts from Fernando, Jose, Francisco and Nina to check if receipts and expenses are acceptable and prepares for submittal to UH. Do not send a consolidated cash flow spreadsheet. Send separate cash flows spreadsheets that were done by Country Coordinator, Fernando, Francisco, Jose and Nina.

**Timeline for reports & receipts to UH:**

- All receipts require the following:
  1) Vendor name, detailed description or explanation of purchase in English next to the receipt (e.g. printing fee to print handout for Soil testing workshop).
  2) Number each receipt so we can reference them if we have questions.
3) **Receipts are not to be made to self.** For example, a receipt says “Fernando Sousa have received payment in the amount of $XXX from Fernando Sousa for agronomic research support services and management services to coordinate in-country activities in Dili and in the watershed for May 1 – 15, 2005”. We have done this in the past but it is unacceptable. Country Coordinator, Fernando, Jose or Nina (other individual than self) should make the receipts.

Farm Groups must submit original receipts dated 1-15 for the month by the 16th of the month and original receipts dated 16-31 for the month by the 1st of the month to their designated responsible party (Francisco, Jose or Fernando)

Fernando, Francisco, Jose & Nina send own and/or farm group’s cash flow spreadsheets & original receipts to Country Coordinator on every 3rd and 18th of the month (e.g. receipts from 04/01/05 – 04/15/05 due to Country Coordinator on 04/18/05 and receipts from 04/16/05 – 04/30/05 due to Country Coordinator on 05/03/05)

Country Coordinator submits all cash flow spreadsheets (including salary & cash box cash flows if applicable), receipts (from Fernando, Francisco, Jose & Nina & himself), ANZ bank statements (comes directly from ANZ Bank), ANZ Bank Account Cash Flow (Ledger A) & Advance Cash Flow (Ledger B) spreadsheets to UH on every 7th and 22nd of the month (e.g. ANZ Bank statements, cash flows & receipts from 04/01/05 – 04/15/05 due to UH on 04/22/05 and ANZ Bank statements, cash flows & receipts from 04/16/05 – 04/30/05 due to UH on 05/07/05) for bookkeeping & reconciling of all deposits, withdrawals, advances & expenses

Country Coordinator notifies UH by email of shipment date with the DHL package tracking number of each shipment

UH receives package, sends email to Country Coordinator, reviews receipts and submits final expenditure report to UH Business Office