

## **ROLES AND RESPONSIBILITIES FOR CASH ADVANCE (Rev 6/27/05)**

### UH

1. Wire transfer funds to ANZ Bank
2. Reconciles & reviews cash flow spreadsheets, receipts, ANZ bank statements, ANZ Bank Account cash flow
3. Submits final expenditure report to Allen Shinsato at UH/CTAHR Business office

### Country Coordinator

1. Prepares monthly budget request
2. Withdraws monies from bank account
3. Disburses monies to self, Francisco, Nina and Jose
4. Records withdrawals on spreadsheets for ANZ Bank Account Cash Flow
5. Records Advances on Advance Cash Flow
6. Collects all cash flow spreadsheets and receipts from Fernando, Francisco, Jose and Nina at due dates
7. Submits all cash flow spreadsheets and receipts to UH at due dates
8. Submits ANZ bank statements (bank copies), ANZ bank account cash flow & Advance cash flow to UH at due dates

### Fernando Sousa, Jose Ximenes & Nina Amaral

1. Receives cash advances from Country Coordinator
2. Disburses monies to assigned farm groups (except Nina)
3. Maintains cash flows for self and assigned farm groups
4. Make sure the appropriate forms are completed when disbursing monies to farm groups
5. Collect receipts from assigned farm groups (except Nina)
6. Submits all cash flows & receipts to Country Coordinator at due dates