07/0024

Office des Nations Unies à Genève United Nations Office at Geneva

MEMORANDUM INTERIEUR INTEROFFICE MEMORANDUM

FINANCIAL RESOURCES MANAGEMENT SERVICE

TO: Mr.Hugh O'Donnell
A: Chief,Administrative Office, OCHA Geneva

DATE: 2 January 2007

REFERENCE: D:\OCHA\OCHA Petty cash.doc

OCHA/NY

JAN 05 2007

Focal Point: MLM by: 12 JAN 07
Info copy to: MW, RK, MFA, MFE, EW, CG, BG

FROM: Kumiko Matsuura-Mueller
DE: Chief
Financial Resources Management Service

SUBJECT: **OCHA Field Offices' Petty Cash Funds**
OBJET:

I refer to your memorandum of 17 November 2006 submitting a list of proposed Petty Cash Custodians with amounts and locations, and explaining the petty cash process followed by OCHA. In this regard please find hereunder my comments for appropriate actions:

a) Paragraph 2 concerning OCHA Sudan, as stated "UNDP acts in the capacity of certifying and approving agents for out field offices". Kindly note that UNDP actually process payments and related transactions in the field based on OCHA's financial cable authorizations under your delegation of authority. UNDP acts as a payment agent of your request in this regard.

b) Paragraph 3 concerning petty cash advance issued through UNDP country offices, as stated "UNDP approves advances after they have received the financial authorization to disburse funds and advances are managed using the imprest system of accounting." There seems to be some misunderstanding on this issue. The advance payments were actually made by UNDP to OCHA staff members based on OCHA's financial authorization, and for which UNDP charged the amount by IOV to OCHA. UNDP did not maintain such petty cash advance in its accounting system, and therefore there is no administration of such petty cash advance by UNDP country offices. In this connection some advances are recorded against UNDP country offices as payees, however it is not legitimate to hold UNDP accountable for advances paid to OCHA staff members which were authorized by OCHA itself.

c) Paragraph 4 refers to the procedure being followed by OCHA. Sub-para(i)described how petty cash was initially accounted for and that it is presently recorded in GL1310 (**RCTP-Third Party Advance**)with UNDP field offices quoted as payees in

those documents. As mentioned above since UNDP cannot be held accountable for advance payments issued to OCHA field offices' staff members, the advances should be recorded against the petty cash custodians. In this case RCTP document should be replaced by the **RCIP-Imprest/Petty Cash** with proper custodians. While sub-paras (ii) and (iii) reflect the operational procedure, there was no detail of the reconciliation of these petty cash advances including the confirmation of the balance at year-end from OCHA field offices.

As regards your request for the establishment of pettycash funds and the designation of recommended custodians for various OCHA field offices, please take note of the following comments and the attached analysis tables highlighting various missing or inconsistent information:

1) Four staff members recommended as the petty cash custodians for OCHA offices in **Sri lanka, Colombia, Sudan and Democratic Republic of Congo** cannot be identified in IMIS records. Please clarify.

2) For **Democratic Republic of Congo**, four staff members are recommended as custodians of petty cash funds in more than one sub-offices. Clarifications of specific circumstances are required.

3) For **Sri Lanka**, the staff member, Gersoney Azevedo Brandao (Index 416467) is the same person as Gerson Brandao recommended for Democratic Republic of Congo. Please clarify.

4) For **Russia**, no petty cash custodian was recommended.

5) For **Senegal**, at present $2,500 advance is recorded under GL1310(RCTP)in IMIS, but there was no request for petty cash. Please clarify if the advance is being cancelled, and no petty cash is further required.

6) For **Guinea**, presently $1,000 advance is recorded under GL1310(RCTP)in IMIS, but a petty cash custodian is recommended for $500. Please clarify.

7) In some locations a large amount of petty cash, more than $1,000, are proposed. Please provide us with justification of the proposed amounts.

8) For most of the staff members recommended as petty cash custodians, their fixed-term contracts expire 31 December 2006, and therefore should be updated if their contracts are extended.

9) While at present only $7,500 advances are recorded in OCHA accounts under GL1310, the list of proposed petty cash custodians in various

OCHA field offices amounts to a total of US$42,600. Please clarify whether they are new petty cash advances to be established or existing cash advances effected by UNDP field offices. In the latter case please explain how they have been accounted in IMIS?

Taking into account the above comments, and in order to allow proper review of the operational requirement of petty cash advances for different OCHA field offices, I would appreciate that you submit the requests with specific details of each OCHA field offices' operations together with the complete and updated personnel data of the staff members recommended as the petty cash custodians as soon as possible. The recommended custodian must be a regular staff of OCHA with appropriate functional responsibility.

As regards the final reconciliation of the bank accounts in Sudan which were closed in mid-2006, I would appreciate your providing the updated information.

Thank you for your cooperation.

Cc: Mr. Udorn Chantranuwatana
Mr. Kris Venkateswar
Mr. Masaaki Tamaru
Mr. Warren Sach
Mr. Jayantilal Karia
Mrs. Marilu Murphy

I. Summary of Petty Cash proposed by OCHA by Field Office Location

Field Office Location	Currently recorded under GL1310 in IMIS			Proposal of new petty cash (ref. OCHA memo of 17 Nov 2006)			Comments
	US $	RCTP	Custodian	US $	Custodian	Index	
Colombia	2,000	211	N. A.	500	Tapia	N.A.	
				500	Mazarro	176436	
				500	Visines	444212	
				500	Da Silva	581811	
Total	2,000			2,000			
Cote d' Ivoire	500	129	N. A.	500	Lingua	708149	
Guinea	1,000	130	Aminata Keita	500	Dougan	573259	Please advise of the unaccounted balance of $ 500
Uganda	1,200	131	N. A.	300	Too	845178	
	300	132	N. A.	300	Sacco	545803	
				300	Martin	946576	
				300	Siryon	677569	
				300	Amara	826233	
Total	1,500			1,500			
Senegal	500	128	Ute Kollies	-			Please advise whether the existing advance has been cleared.
	2,000	137	N. A.	-			Please advise whether the existing advance has been cleared.
Total	2,500			-			
Chad				500			
Eritoria				500			
Ethiopia				500			
Somalia				8,000			
Sudan				9,600			Please refer to the memo (comments item 1 and 3)
Burundi				300			
Central Africa				500			
Democratic Republic of Congo				6,600			Please refer to the memo (comments item 1, 2 and 3)
Rebpublic of Congo				500			
Nairobi				300			
South Africa				600			
Haiti				500			
Panama				500			
Occupied Palestine Territory				500			
Dubai				500			
Kobe				1,000			
Russia				500			No custodian is proposed
Fiji				500			
Papua New Guinea				500			
Sri Lanka				4,500			Please refer to the memo (comments item 1, 3 and 7)
Indonesia				300			
Nepal				900			
Total	7,500			42,600			

II. List of OCHA's proposed Petty Cash Accounts to be established

Field Office Location	Custodian	Title	Contractual Status	Duration	(US$)	Requirement	Index
		OCHA DATA					
Sri Lanka							
Colombo	Sabina Hadzilbrahimbegovic	Associate Admin/Finance	International Staff -	14.08.2007	500	Field Office Petty Cash	541463
Ampara	Thandi Mwape	Humanitarian Affairs Officer	International Staff -	31.12.2006	1,000	Remote Field Office	917527
Batticalao	Gersoney Azevedo Brandao	Humanitarian Affairs Officer	International Staff -	07.02.2007	1,000	Remote Field Office	416467
Killinochee	Asegid Debebe	Humanitarian Affairs Officer	International Staff -	31.12.2006	1,000	Remote Field Office	N.A
Trincomalee	Matthew Ryder	Humanitarian Affairs Officer	International Staff -	15.11.2007	1,000	Remote Field Office	665914
Indonesia							
Jakarta	Abdul Haq Amiri	Deputy Head RC/HC Office	International Staff -	31.12.2006	300	Field Office Petty Cash	690608
Nepal							
Kathmandu	Paul Handley	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	42193
Nepalgunj	Gregory Grimisch	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	81528
Biratnagar	Vincent Omuga	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	803655
Colombia	Katherine Tapia	Associate Administrative	International Staff -	31.12.2006	500	Field Office Petty Cash	N.A.
	Helena Mazarro	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	176436
	Christian Visnes	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	444212
	Antonio Da Silva	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	581811
Haiti	Manuela Gonzales	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	559396
Panama	Gerard Gomez	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	685619
Occupied Palestine Territory	David Shearer	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	587053
Dubai	Ivo Freijsen	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	520343
Kobe	Puji Pujiono	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	912590
Kobe Relief Web	Shuichi Odaka	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	272981
Russia			International Staff -	31.12.2006	500	Field Office Petty Cash	
Fiji	Charles Bernimolin	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	625861
Papua New Guinea	Antonio Massella	Head of Office	International Staff -	31.12.2006	500	Field Office Petty Cash	716257
Chad	Patrice Fillon	Information Management	International Staff -	31.12.2006	500	Field Office Petty Cash	325818
Côte d'Ivoire	Osvaldo Lingua	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	708149
Eritrea	Damien Gugliermina	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	878757
Ethiopia	James Nightingale	Information Management	International Staff -	31.12.2006	500	Field Office Petty Cash	341017
Guinea	Isabella Dougan	Humanitarian Affairs Officer	International Staff -	31.12.2006	500	Field Office Petty Cash	573259
Somalia	Aminata Mansaray	Humanitarian Affairs Officer	International Staff -	31.12.2006	2,000	Remote Field Office Petty Cash	651805
	Wafaa Saeed El Fadil	Humanitarian Affairs Officer	International Staff -	31.12.2006	2,000	Remote Field Office Petty Cash	294459
	William Desbordes	Humanitarian Affairs Officer	International Staff -	31.12.2006	2,000	Remote Field Office Petty Cash	602154
	William Yongo	Humanitarian Affairs Officer	International Staff -	31.12.2006	2,000	Remote Field Office Petty Cash	72830
Sudan	Turid Laegrid	Humanitarian Affairs Officer	International Staff -	31.12.2006	2,200	Remote Field Office Petty Cash	726044
	Fernamdo Arroyo	Humanitarian Affairs Officer	International Staff -	31.12.2006	1,400	Remote Field Office Petty Cash	N.A.
	Michael McDonagh	Humanitarian Affairs Officer	International Staff -	31.12.2006	4,000	Remote Field Office Petty Cash	755499
	Dragan Ilic	Logistics and Procurement	International Staff -	31.12.2006	2,000	Remote Field Office Petty Cash	517378
Uganda	Samuel Nor	Admin and Finance Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	845178
	Esteban Gomez	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	545803
	Andrew Martin	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	946576
	Mohammed Siyon	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	677569
	Malem Amadou Jallow	Humanitarian Affairs Officer	International Staff -	31.12.2006	300	Field Office Petty Cash	826233

II. List of OCHA's proposed Petty Cash Accounts to be established

Field Office Location	Custodian	OCHA DATA Title	Contractual Status	Duration	(US$)	Requirement	Index
Burundi	Laurent Dufour	Humanitarian Affairs Officer	International Staff -	31.12.06	300	Minor expenses not be processed via UNDP.	523821
Central African	Souleymane Beye	Humanitarian Affairs Officer	International Staff -	31.12.06	500	Minor expenses not be processed via UNDP.	645068
Democratic Republic of Congo							
Baraka	Claudia Rodriguez	Humanitarian Affairs Officer	International Staff -	31.12.06	500	Due to the logistical problems in DRC it's often difficult to transfer cash within the country. The current amounts enable the offices to continue making payments pending the replenishment of their Petty Cash balances.	N.A.
Bukavu	Claudia Rodriguez	Humanitarian Affairs Officer	International Staff -	31.12.06	700		N.A.
Uvira	Claudia Rodriguez	Humanitarian Affairs Officer	International Staff -	31.12.06	500		N.A.
Lubumbasahi	Gerson Brandao	Humanitarian Affairs Officer	International Staff -	31.12.06	700		416467
Kinshasa	Gloria Fernandez	Head of Office	International Staff -	31.12.06	700		756345
Kisangani	Gloria Fernandez	Head of Office	International Staff -	31.12.06	500		756345
Beni	Ibrahima Diarra	Humanitarian Affairs Officer	International Staff -	31.12.06	500		173956
Bunia	Modibo Traoré	Humanitarian Affairs Officer	International Staff -	31.12.06	500		912158
Mahagi	Modibo Traoré	Humanitarian Affairs Officer	International Staff -	31.12.06	500		912158
Goma	Patrick Lavand'homme	Humanitarian Affairs Officer	International Staff -	31.12.06	800		778938
Kalemie	Patrick Lavand'homme	Humanitarian Affairs Officer	International Staff -	31.12.06	700		778938
Republic of Congo	Dieudonne Bamouni	Head of Office	International Staff -	31.12.06	500	Minor expenses not be processed via UNDP.	713356
Nairobi	Abdi Farah	Administrative and Finance	International Staff -	31.12.06	300	Minor expenses not be processed via UNDP.	985766
Southern Africa	Jean Luc Tonglet	Humanitarian Affairs Officer	International Staff -	31.12.06	600	Minor expenses not be processed via UNDP.	161134
Total					42,600		

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OCHA-Geneva

UNITED NATIONS

OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS

MEMORANDUM

Noted & connected
cc: AMC
MOD

A - TO : Ms Kumiko Matsuura-Mueller,
Chief, Financial Resources
Management Service, UNOG.

REF:

DE - FROM: Hugh O'Donnell
Chief, Administrative Office, OCHA

DATE: 17 November 2006

OBJET - SUBJECT: **Field Offices Petty Cash**

In response to your memorandum dated 17 August 2006 regarding cash payments via UNDP Sudan and following several e-mail exchanges with your staff on your requirements, we are providing herewith:

(a) A list of proposed Petty Cash Custodians, amounts and locations (Annex)
(b) A description of the petty cash process we have been using (next paragraphs)
(c) A description of the further actions we are taking (below)

With reference to your concerns on the operation of cash advances in OCHA Sudan, you may note that for several years UNDP country offices have provided such administrative services for OCHA's field offices. UNDP acts in the capacity of certifying and approving agents for our field offices.

Through UNDP, Petty cash advances have been in use at OCHA offices, especially in countries where sub-offices are established in remote areas away from the main UNDP offices. Amounts advanced in this manner are used to make low-value payments for operational costs such as purchase of stationery, office supplies, transportation costs and other miscellaneous items. UNDP approves advances after they have received the financial authorization to disburse funds and advances are managed using the imprest system of accounting. Cash is replenished upon presentation of vouchers, bills and other supporting documents.

The procedure being followed to date is explained below and examples of IMIS documents referred to and approved by UNOG are attached:

(i) The imprest amount is established and disbursed by UNDP to the OCHA office. This is reported through the IOVs and an advance is recorded and approved by UNOG.

- Prior to 2005, journal vouchers were used to record advances to GL 1390. Examples are 37384, 39029.
- Beginning 2005, third party advance documents (RCTP) are being used to record the initial advances, e.g. 130, 131, 137.

Financial Resources Management Service
Office of the Chief, Finance Section
Date received:
/ 8 DEC. 2006
Passed to:
(for action/for information)

(ii) UNDP replenishes cash to the value of disbursements upon receipt of supporting documents. These amounts are reported through IOVs and recorded as charges to the expenditure GL. These amounts are cleared using the UNDP/TC Billing document that is normally used for clearing IOVs.

(iii) Upon closure of petty cash, disbursements made and the credit for cash received are reported through IOVs. The disbursements are recorded as expenditure and the credit is recorded against the UNDP clearing account, thereby clearing the advance. Journal voucher 55320 shows the closure of petty cash at December 2005, redeposit of cash and recording of expenditure.

The Memo of Understanding between the UN and UNDP, which was signed by the UN Controller on 12 August 2003, includes the provision of administrative services by UNDP country offices. The use of UNDP in administering advances and the sanctioning of these transactions by UNOG Finance led to the assumption that the procedure was in accordance with UN rules.

On the recent issues we have had with cash and banking in Sudan, you may note that we have been having difficulty in obtaining final reconciliation and information on the local situation in Sudan and last week we sent one of our senior Admin Officers there to be joined this weekend by one of our Finance Officers. The latter will focus on the cash situation in Sudan and we will update you on his return.

We are also now preparing for the situation you request whereby UNOG will designate directly the Petty Cash Custodian (per the proposed list in the Annex) and will issue corresponding guidance on the management and control of Petty Cash advances. We do have some reservations about how this would work but we are happy to discuss them at your convenience.

We will also write into the mission terms of reference of regional and HQ Admin Staff, the requirement to check the Petty Cash situation in a country so that we can improve our level of oversight.

Whilst we await your endorsement, we once again thank you for your ongoing cooperation and advice.

cc Mr Udorn Chantranuwatana
Mr Gerhard Putman-Cramer
Ms Marilu Murphy
Ms Margaret Ross

Petty Cash Custodians - Africa 1

Project ID.	Country	Custodian	Title	Contractual Status	Duration	Amt (US$)	Requirement
0074	Burundi	Laurent Dufour	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	300	Minor expenses that cannot be processed via UNDP.
0208	Central African Republic	Souleymane Beye	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	500	Minor expenses that cannot be processed via UNDP.
0076	Democratic Republic of Congo (DRC)						
	Kinshasa	Gloria Fernandez	Head of Office	International Staff - fixed term	31.12.06	700	Due to the logistical problems in DRC it's often difficult to transfer cash within the country. The current amounts enable the offices to continue making payments pending the replenishment of their Petty Cash balances.
	Lubumbashi	Gerson Brandao	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	700	
	Kalemie	Patrick LavandHomme	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	700	
	Goma	Patrick LavandHomme	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	600	
	Bukavu	Claudia Rodriguez	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	700	
	Beni	Ibrahima Diarra	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	600	
	Uvira	Claudia Rodriguez	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	500	
	Bunia	Modibo Traoré	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	500	
	Kisangani	Gloria Fernandez	Head of Office	International Staff - fixed term	31.12.06	500	
	Mahagi	Modibo Traoré	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	500	
	Baraka	Claudia Rodriguez	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	500	
0259	Republic of Congo (RoC)	Dieudonne Bamouni	Head of Office	International Staff - fixed term	31.12.06	500	Minor expenses that cannot be processed via UNDP.
0097	RO CEA Nairobi	Abdi Farah	Administrative and Finance Officer	International Staff - fixed term	31.12.06	300	Minor expenses that cannot be processed via UNDP.
0177	RO Southern Africa	Jean Luc Tonglet	Humanitarian Affairs Officer	International Staff - fixed term	31.12.06	600	Minor expenses that cannot be processed via UNDP.

Petty Cash Custodian - Africa II

Project Id.	Country	Custodian	Title	Contractual Status	Duration	Amt (US$)	Requirement
O270	Chad	Patrice Filion	Information Management Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O163	Côte d'Ivoire	Osvaldo Lingua	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O078	Eritrea	Damien Guglermina	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O079	Ethiopia	James Nightingale	Information Management Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O160	Guinea	Isabella Dougan	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O088	Somalia	Aminata Mansaray	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	2,000	Remote Field Office Petty Cash
		Wafaa Saeed El Fadil	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	2,000	Remote Field Office Petty Cash
		William Desbordes	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	2,000	Remote Field Office Petty Cash
		William Yongo	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	2,000	Remote Field Office Petty Cash
O089	Sudan	Turid Laegrid	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	2,200	Remote Field Office Petty Cash
		Fernando Arroyo	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	1,400	Remote Field Office Petty Cash
		Michael McDonagh	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	4,000	Remote Field Office Petty Cash
		Dragan Ilic	Logistics and Procurement Officer	International Staff - fixed term	31.12.2006	2,000	Remote Field Office Petty Cash
O092	Uganda	Samuel Too	Admin and Finance Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
		Esteban Sacco	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
		Andrew Martin	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
		Mohammed Siryon	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
		Malan Amara-Pader	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash

Petty Cash Custodians - Americas, Europe, Pacific & Middle East

Project ID.	Country	Custodian	Title	Contractual Status	Duration	Amt. (US$)	Requirement
O075	Colombia	Katherine Tapia	Associate Administrative Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
		Helena Mazarro	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
		Christian Vianes	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
		Antonio Da Silva	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O254	Haiti	Manuela Gonzales	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
N403	Panama	Gerard Gomez	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O135	OPT	David Shearer	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
N445	Dubai	Ivo Freijsen	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
N213	Kobe	Puji Pujiono	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O171	Kobe RW	Shuichi Odaka	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O085	Russia			International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
N214	Fiji	Charles Bernimolin	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash
O289	Papua NG	Antonio Massella	Head of Office	International Staff - fixed term	31.12.2006	500	Field Office Petty Cash

Petty Cash Custodians - Asia

Project ID.	Country	Custodian	Title	Contractual Status	Duration	Amt (US$)	Requirement
O322	Sri Lanka						
	-Colombo	Sabina Hadzibrahimbegovic	Associate Admin/Finance Officer	International Staff - fixed term	14.08.2007	600	Field Office Petty Cash
	-Ampara	Thandi Mwape	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	1000	Remote Field Office
	-Batticalao	Gersoney Azevedo Brandao	Humanitarian Affairs Officer	International Staff - fixed term	07.02.2007	1000	Remote Field Office
	-Killinochee	Asegid Debebe	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	1000	Remote Field Office
	-Trincomalee	Matthew Ryder	Humanitarian Affairs Officer	International Staff - fixed term	15.11.2007	1000	Remote Field Office
O133	Indonesia						
	-Jakarta	Abdul Haq Amiri	Deputy Head RC/HC Office	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
O260	Nepal						
	-Kathmandu	Paul Handley	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
	-Nepalgunj	Gregory Grimisch	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash
	-Birathagar	Vincent Omuga	Humanitarian Affairs Officer	International Staff - fixed term	31.12.2006	300	Field Office Petty Cash

Actions Edit View Options Windows Help

Doc ID 37384 Date 11/05/2004 Status Approved

GL Acctg Prd 2004 5.0 JDE Ext Ref Num

Fund Acctg Prd 2004 5.0 UNDP/Inc Ref Num OCHA03SIL175

☐ Accrual ☐ Reversed ☐ Range Transfer

Remarks credits and to record Petty cash esteblishment in Kailahun :SL

Total Lines 2

DEBIT ENTRIES: USD Debit Total Amount 3,177.17

G/L	FY	Fund	Org	Proj/Mission		Prog	Obj	Acty	USD Amount
1390	2004	DMA							200.00
2412	2004	DMA							2,977.17

Total Lines 2

CREDIT ENTRIES: USD Credit Total Amount <3,177.17>

G/L	FY	Fund	Org	Proj/Mission		Prog	Obj	Acty	USD Amount
2412	2004	DMA							<200.00>
5110	2004	DMA	2736	D087	SIL.0.0139	3024	9290		<2,977.17>

Journal Voucher Description Extends to 255 characters.

Actions Edit View Options Windows Help

Doc ID 39029 Date 28/07/2004 Status Approved

GPT Posting Prd 2004 7.0 IDV Exp Rec Num

Posted Acctg Prd 2004 7.0 UNOP/Doc Ref Num UCHA03SEN361

☐ Accrual ☐ Reversed ☐ Range Transfer

Remarks To record establishment of petty cash : IDV 236 Sep 2003

Total Lines 1

DEBIT ENTRIES USD Debit Total Amount 500.00

GL	FY	Fund	Org	Proj/Mission	Prog	Obj	Grp	USD Amount
1390	2004	DMA						500.00

Total Lines 1

CREDIT ENTRIES USD Credit Total Amount <500.00>

GL	FY	Fund	Org	Proj/Mission	Prog	Obj	Grp	USD Amount
2412	2004	DMA						<500.00>

Journal Voucher Description Extends to 255 characters.

Actions Edit View Options Windows Help

Document Type: Third Party Advance
Document ID: 130 Status: Approved
Mandate Period: To:
Amendment Num: 0 DOV Ext Ref Num:
Reference Doc: Third Party Ad
Ref Doc ID: 130
GRT Acctg Prd: 2005 12.0 Psbl Acctg Prd: 2005 12.0

Create Date: 20/12/2005
Status Date: 28/12/2005
Due Date: 20/12/2005
Issue Date:

Description: Petty Cash Establishment in order to clear Guinea IOV for Oct. 2004.

Payee Type: Other UN Entities
ID: 0235 UNOP Res Rep Guinea

RECEIVABLE DETAILS

Curr Code: USD US Dollar
Est Rept Date: 20/12/2005

	Currency Amount	U.S. Dollar Amount
Total Line Amt	0.00	0.00
Amount Due	1,000.00	1,000.00
Recv to Date	0.00	0.00
Transfer Amt	0.00	0.00
Amt Outstanding	1,000.00	1,000.00

Total Lines: 1

Line Num	Line Code	Pending Line Amount	Approved Line Amount
1		0.00	1,000.00

Actions Edit View Options Windows Help

Document Type: Third Party Advance
Document ID: 131 Status: Approved
Mandate Period: To:
Amendment Num: 0 IOV Est. Ref Num:
Reference Doc: Third Party Ad Description: record petty cash establishment in order to clear IOV for Nov. 2004
Ref Doc ID: 131
EFF Posting Prd: 2005 12.0 Pstd Posting Prd: 2005 12.0

Create Date: 20/12/2005
Status Date: 28/12/2005
Due Date: 20/12/2005
Issue Date:

Payee Type: Other UN Entities
ID: 0311 UNDP Res Rep Uganda

RECEIVABLE DETAILS

Curr Code: USD US Dollar Est Rept Date: 20/12/2005

	Currency Amount	U.S. Dollar Amount
Total Line Amt	0.00	0.00
Amount Due	1,200.00	1,200.00
Recv to Date	0.00	0.00
Transfer Amt	0.00	0.00
Amt Outstanding	1,200.00	1,200.00

Total Lines: 1

Line Num	Line Code	Pending Line Amount	Approved Line Amount
1		0.00	1,200.00

Actions Edit View Options Windows Help

Document Type: Third Party Advance
Document ID: 137 Status: Approved
Mandate Period: To:
Amendment Num: 0 DOY Ext Ref Num: SEN005/05
Reference Doc: Third Party Ad
Ref Doc ID: 137
Eff Acctg Prd: 2006 1.0 Pstd Acctg Prd: 2005 12.0

Create Date: 03/01/2006
Status Date: 05/01/2006
Due Date: 28/12/2005
Issue Date:

Description: Petty Cash establishment for 2005. OCHA Dakar.

Payor Type: Other UN Entities
ID: G424 UNDP Res Rep Senegal

RECEIVABLE DETAILS

Curr Code: USD US Dollar
Est Rept Date: 28/12/2005

	Currency Amount	U.S. Dollar Amount
Total Line Amt	0.00	0.00
Amount Due	2,000.00	2,000.00
Recv to Date	0.00	0.00
Transfer Amt	0.00	0.00
Amt Outstanding	2,000.00	2,000.00

Total Lines: 1

Line Num	Line Date	Pending Line Amount	Approved Line Amount
1		0.00	2,000.00

Actions Edit Plan Options Windows Help

Doc ID 55320 Date 02/08/2006 Status Approved

FMS Posting Prd 2006 8.0 IDV Doc Ref Num

Posted Posting Prd 2006 8.0 UNDP/Unc Ref Nbr OCHA05SLE012

☐ Accrual ☐ Reversed ☐ Range Transfer

Remark... Credit from UNDP - Sierra Leone, IOV - December 05 Closure of pet

Total Lines 2

DEBIT ENTRIES USD Debit Total Amount 400.00

GAL	FY	Fund	Org	Proj/Mission	Prog	Obj	Acct	USD Amount
2412	2006	DMA						385.19
6310	2007	DMA	2736	0087	SIL.0.0139	3024	4707	14.81

Total Lines 1

CREDIT ENTRIES USD Credit Total Amount <400.00>

GAL	FY	Fund	Org	Proj/Mission	Prog	Obj	Acct	USD Amount
1390	2006	DMA						<400.00>