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| Field Coordination Support Section (FCSS)United Nations Disaster Assessment and Coordination (UNDAC) team**Use of mission expenditures:**  **Financial Authorization (FA) and Cash Advance to cover mission incidental operating expenses**  |
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General guidance

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| Purpose | * The funds may be used for expenditures that are critical to achieve the mission objectives. In case of doubts, always consult with FCSS.
* As a general rule, always consider how to solve the problem with locally available means first.
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| Amount | * The amount for a typical mission is USD 5,000; depending on the mission and on the operational and logistical environment the initial financial cable or Cash Advance may be higher. If the need is identified during the mission, OCHA FCSS can send additional funds.
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| NB! | * Under no circumstances, the team should incur expenditures or financial engagements (such as a car rental) that go beyond the amount of the financial authorization or the cash advance received. If more funds are needed, this needs to be raised with FCSS and FCSS will send additional funds through another financial authorization.
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Management of the funds

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| Financial authorizationCash Advance | * OCHA FCSS will send a financial authorization (sometimes also called a financial cable) to the UNDP country office instructing UNDP to issue a payment of the amount of the cable to the identified person of the team, the “custodian”.
* OCHA will provide the staff member departing from Geneva with a cash advance that amounts typically to US$ 5,000 maximum. In some special cases the amount can be increased upon decision from the Chief of Finance or his/her Deputy.
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| Custodian  | * Normally, the custodian is an OCHA staff member on the team; in many cases, the Team Leader.
* The custodian has overall accountability towards UNDP and OCHA for the management of the funds.
* In case the mission requires the custodian to provide another team member (ie. a team member going to the field, out of the capital) with part of the cash, it is important to know that the custodian remains overall responsible and accountable for the whole amount received, regardless whether s/he has delegated part of it to another UNDAC member.
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| Keeping track | * Original invoices for all types of purchases should be kept and returned to UNDP when handing over the financial report at the end of the mission. In case UNDP does not accept the invoices, you should first send a scanned version and then the originals to FCSS.
* In case the amount received is a cash advance, the staff member will submit original bills and expenditure report to OCHA-ASB Geneva
* You should use the provided [excel sheet](file:///%5C%5COcha-data2%5Cocha2%5CESB%5CFCSS%5CUNDAC%5CUNDAC%20Mission%20Workspace%20%26%20Reference%20library%5CUNDAC%20Mission%20Workspace%20%28Dec%202014%29%5C00%20Team%20Administration%5COn%20Mission%20Admin%5Cfunds%20management%5CUNDAC%20mission%20cashbook.xlsx) to keep track of the expenditures.
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Type of expenditures

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| General | * The funds may be used for expenditures that are critical to achieve the mission objectives. In case of doubts, always consult with FCSS.
* The 3 types of expenditures typically authorized are:
	1. local transportation,
	2. communications, and
	3. Miscellaneous – this stands for mission-critical items or services not covered by a. or b.
* For larger expenditures (rental of cars, office space), go through UNDP and use UNDP approved providers.
* For smaller expenditures (printer, cartridges, paper, SIM cards, etc.), the team may directly use the funds without passing through UNDP.
* In general, when time constraints or emergency situations imply that even larger expenditures cannot be handled through the regular process of procurement and settlement of respective invoices through the UNDP office, the team may incur expenses directly. However, it is best always to check with FCSS.
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| Example for expenditures | * Office material: printer cartridges, paper, SIM cards, even a printer if the printers provided with the mission kits are not sufficient.
* Mission equipment: if at the time of deployment it had not been foreseen to deploy with a tent for accommodation of team members, but during the course of the mission this becomes necessary, a tent can be purchased locally.
* Local (in-country) transportation: the UNDAC team will first check with the government or with other UN agencies or humanitarian partners (NGOs), if they can provide with such support. If no solution could be found, then the UNDAC team will inform FCSS and will request UNDP to rent the vehicles for the team or purchase air or train tickets, as relevant.
* Office space**:** normally the UNDAC team will sit in Government or UN offices. If no “no cost” option is available, the UNDAC team can rent a space for that purpose, normally in the hotel where the team stays.
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| Typical expenditures that are NOT permitted | * Situation. “Not all team members have UNDAC t-shirts (vests)”: the TL decides to have them made locally. NO, this is not permitted.
* Local wages or salaries cannot be covered by the financial authorization.
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Reporting

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| Financial report :  | * Upon completion of the mission, the UNDAC team will submit a report on the use of the financial authorization or cash advance, attaching the original receipts/bills.
* The report is basically the finalized excel sheet used for keeping track of the expenditures.
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| Unspent balance:  | * For Financial Authorizations, the unspent balance (if any) should be deposited at the end of the mission and before leaving the country into UNDP bank account or at the counters of UNDP if allowed by UNDP local rules and regulations. – Check with UNDP office for local procedures.
* For Cash Advances, the unspent balance (if any) should be deposited at the end of the mission at the counters of UBS SA in Geneva. – Check with FCSS office for local procedures and UBS account number.
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**For further information, please contact:**

Your first point of call for any mission related issues is the FCSS mission focal point (generally the UNDAC regional focal point) and the administrative assistant dedicated to the deployment.

**Specific issues can also be directly consulted with**

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