

FunctionsConsultants Observations

16. URGENT REQUESTS FOR FUNDS:

- facility to provide funds on short.. notice.

In contrast to the frequent call for "emergency" funds at certain posts in the U.S.A., Posts in Europe receive last minute requests for funds infrequently. Most of the Financial Administrators reported they were quite prepared to say "no" to unreasonable demands, and this seems to have now been accepted by many program managers. Accordingly, the existing advances and petty cash funds are sufficient to meet most urgent requirements for funds. Rarely are same day cheques produced, and instead a 24 hour turnaround was considered adequate for "urgent" payments. Finally, to accommodate last minute travel advances in London, a supply of travellers' cheques is now on hand.

17. AUDIT:

- audit of post disbursements (either pre- or post- audit).

The pre-audit function at FMO posts works well, and is accepted. The main complaint on post-audit is the lack of timeliness in receiving audit observations.

18. AUDIT FOLLOW-UP:

- responding to audit observations from Ottawa.

Posts generally respond to audit observations from Ottawa promptly. Complaints were noted about the delay in getting feedback and the resulting re-occurrence of comments until corrections were made. Interpretation issues are the primary source of frustrations.

19. BANK RECONCILIATIONS:

- preparing monthly reconciliation between the bank statement and the post financial records.

Reconciliations are done on a timely basis, and follow-ups are made on cheques outstanding over 60 days. At high volume posts, bank reconciliations sometimes pose problems, including complications created by the foreign banks (e.g. unsupported debits and credits).

20. ADMINISTRATION:

- other general office administration tasks.

General office administration is a large part of the function of financial staff at non-FMO posts.