**ANNEX 4**

**Annual Certification for Cash Arrangements, Assessment, and Safe Contents**

PCF\_\_\_\_\_\_PPCF\_\_\_\_\_\_PCH\_\_\_\_\_\_COCS\_\_\_\_\_\_(check all applicable arrangements)

For fiscal period ending: dd/mm/yyyy

**UNDP (enter office name)**

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1. **CASH ARRANGEMENTS CERTIFICATION**

**This section is to certify that during calendar year 20XX**:

\_\_\_\_\_UNDP (office name) has completed the year-end process concerning the above checked cash arrangement(s). The attached Cash Register and Cash Count Form were reviewed and approved in compliance with POPP Guidelines for Cash Arrangements (“Guidelines”)

I further certify (please indicate “Y” for Yes or “N” for No for each statement):

\_\_\_\_ All cash arrangement(s) are established with proper authorization.

\_\_\_\_Where Cash Custodian(s) holds a Service Contract, this office has received the authorization from the Treasurer.

\_\_\_\_All transaction types and amount limits are for the purposes permitted according to the Guidelines.

\_\_\_\_All transactions are recorded in GL according to the Guidelines.

\_\_\_\_The (OM/DRR, circle one) conducts a physical cash count on a monthly basis and the surprise count on a random basis throughout the calendar year. Furthermore, the results of these counts did not reveal any irregularities.

\_\_\_\_On or before the last business date of the calendar year, the cash balance for the above checked cash arrangement(s) was deposited [enter amount deposited] from the safe into bank account no. xxxxxxxxx [enter bank name and attach the deposit slip].

\_\_\_\_As of 31 December, 20XX, the cash amount in the safe is: \_\_\_\_\_\_\_\_\_\_\_ (indicate the amount in the currency in which the cash arrangement(s) is established. If the funds are deposited into the bank account, this should be zero).

\_\_\_\_As of 31 December, 20XX, the balance(s) in GL Accounts are as follows:

GL 16105 Petty Cash Fund (PCF), Currency Code \_\_\_\_\_\_\_\_\_\_\_\_Amount \_\_\_\_\_\_\_\_\_\_\_\_\_

GL 16106 Project Petty Cash Fund (PPCF), Currency Code\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_

GL 16107 Project Cash on Hand (PCH), Currency Code\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_This office did NOT approve any GLJEs relating to Cash Arrangements

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1. **CERTIFICATION OF OFFICE CASH ARRANGEMENTS**

**This section is to certify that:**

\_\_\_\_ I have made the year-end assessment of the current cash arrangement(s) and reviewed the operational needs for year of \_\_\_\_\_(should be the year after the certification period-end). Based on my assessment this CO will (check whichever applies below and upload the assessment report with this Certification):

\_\_\_\_ Make no changes to the current cash arrangement(s)

\_\_\_\_ Close the current cash arrangement(s) (please provide details of the closing)

\_\_\_\_ Add additional cash arrangement(s) (please follow Guidelines to request the Treasurer’s approval.

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1. **CERTIFICATION OF OFFICE SAFE CONTENTS**

**This section is to certify the Safe Contents**

(Please list ALL safekeeping items other than cash below ):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you have any further questions, please contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name [Head of the Office]