**Management of Cash in Crisis or Emergency Situations**

1. This is a security matter. Offices should ask a UN Security Officer for assistance. In co-ordination with the other UN Agencies present in the country, the UN Security officer can assist in the transportation of cash, review security of physical premises and the selection of an appropriate security system, including security guards,. However, it may not be possible to include the UN Security Officer in control procedures, due to the nature of his assignment, since he will be often absent from the office looking into security issues in the country.

1. These “best practices” or an interpretation of them, to fit the national situation, should be included in the Security Management Plan for the country, together with instructions on what should be done with any cash balance on hand as the country moves through the six security phases.

1. These “best practices” have been categorized into transportation, physical premises and control procedures. Of course, each country will have different security concerns and the best practices can be adapted accordingly. However, whenever there is significant deviation, please ensure that you communicate this to the UNDP Treasurer and the Office of Audit and Investigations (OAI).

