

30 May 2017

Dear Mr. Richards,

We, the undersigned, were elected and entrusted by the Staff General Assembly with the task of auditing the accounts of the Staff Coordinating Council and reporting to the Assembly on its findings.

We examined the Staff Coordinating Council financial records covering the mandated period from 01 December 2015 through 30 November 2016.

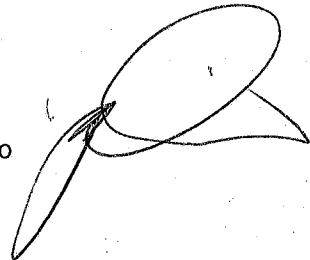
On the basis of the financial documentation received on 22 November 2016, please find attached a narrative report related to the accounts that our team examined.

The Auditors

Ivana Milicevic



Ronald Quero



Philip Thomas



Yaroslav Bulych



**Mr. Ian Richards**  
**Executive Secretary**  
**UNOG Coordinating Council, Office C-527**  
**United Nations Office at Geneva**

# Audit Report of UNOG Staff Coordinating Council for the year 2016 (Dec.2015 – Nov.2016)

## A. Background and scope of the Audit

1. The Audit team received by e-mail on 22 November 2016 the financial records of the Staff Coordination Council (SCC) of the United Nations Office at Geneva (UNOG) for the period of December 2015 through November 2016. The accounts have been verified during the period of 31 January through 31 March 2017. The Staff Coordinating Council mandated the auditors to audit the accounts produced by the SCC office bearers for the period starting from 01 December 2015 through 30 November 2016.
2. The scope of the audit and the role of the auditors are defined in paragraph 2 and 3 of article 4 in chapter IV of the SCC Regulations of UNOG, which states as below :

*2. The Auditors shall organize their work independently and shall adopt their rules of procedure in accordance with the relevant provisions of these regulations;*

*3. The Auditors shall audit the accounts in accordance with the Provisions of the Financial regulations annexed to the Regulations and shall prepare an auditors' report. The auditors' report shall be signed by all the auditors in office.*

Moreover, paragraph 3 of Article 13 of Annex II of the same Regulations stipulates the following:

*3. The auditors' report may include any suggestion for improving the management of the Council's finances.*

As per paragraph 2 of the above article 13, Audit team did not complete the audit process since the team was busy in their official duties due to deadlines to be met and an extension of the submission was demanded.

3. The Auditors were provided with the 2016 financial statements and prior audit reports by the office bearers of SCC. The Audit team examined and verified the status of implementation of the prior audit reports and the financial records for the period from 01 December 2015 through 30 November 2016. Additional evidence and clarifications were provided by the office bearers of SCC upon request from the audit team.

IM IM PT PT RQ YB YB

## B. Audited accounts

1. Staff Coordinating Council's financial resources are maintained through the following two main operating accounts:
  - i) UBS SA bank account, 279-CA105907.0: This account is used for all transactions approved by the Coordinating Council and its Executive Bureau. Disbursements of CHF 245,029.29 were made for various needs and activities of the Council;
  - ii) Disbursement of CHF 18,495.04 for relief activities; No disbursements are made from the Crèche account; A total of CHF 73,878.99 was spent for staff Gala activities and CHF 32,045.95 was spent for children activities;
  - iii) Swiss Post Finance account, 17-297976-4, used exclusively to receive income from classified ads and the staff contributions to SCC that shows an increase of CHF 4,220.80 between opening and closing balance. No disbursements were made except for bank charges (for payments made through PTT counter).

## C. Findings

The accounts and records related to the period from December 2015 through November 2016 were complete and kept in order. The accounting software is used to record the transactions and for the transparency of the accounting reports.

For income and expenditure accounts, there were total opening cash balances and closing cash balances as per the table below.

Current Assets	Opening Balance (CHF)	Closing Balance (CHF)
<u>Cash</u>		
Post Finance	71,838.96	76,059.76
UBS Current account	361,324.06	185,758.87
UBS Relief account	339.49	994.00
UBS Crèche account	1,636,935.10	1,636,912.25
UBS Staff Gala account	36,246.00	00.00
UBS Children's activities account	13,576.90	6,544.80
UBS Legal assistance account	113,264.50	113,207.35
Sub Total	2,233,525.01	2,019,477.03
Transitional Assets		
Accounts receivable (Misc)	36,783.32	23,005.76
Accounts receivable (SAFI)	400,000.00	400,000.00
<b>Total</b>	<b>2,670,308.33</b>	<b>2,442,482.79</b>

The closing cash balance as of 30 November 2016 was CHF 2,019,477.03 and the value of total assets were CHF 2,442,482.79.

## On UBS bank accounts

Five bank accounts, opened in the past for particular activities, have been funded from the main account as agreed by the SCC.

Book keeping was done according to general accounting standards. Questions and queries were asked and subsequently clarified with SCC office bearers.

The SCC's Crèche funds are still not utilized and the status of the project is unknown to the audit team.

## On the Post Finance Account

The transactions verified by the auditors were clear and sufficient details were provided. Post Finance has levied CHF 455.00 as bank charges for payment made through the PTT counter, which 9.73% of the total income of CHF 4,675.80.

## D. Recommendations

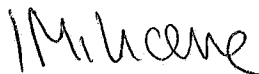
Audit teams had made recommendations based on their examinations of SCC's accounts. Audit team understands that several of the past recommendations were accepted and implemented accordingly. The audit team recommends respecting the UN accounting standards (IPSAS), where ever it is possible to do so.

Recommendations based on the Audit of 2016 accounts:

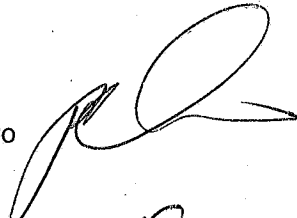
1. Recommendation 2017/1: As it is done for UN Official Travel, SCC should also follow the UN rules and regulations and related procedures for procurement process such as call for bids/tenders for any expenditure above low value in order to improve transparency.
2. Recommendation 2017/2: An external audit was recommended in 2004 audit report, however, this was not materialized. We highly recommend again to have the SCC accounts audited externally to increase the transparency of the accounts and activities. Auditors also recommend to SCC to enquire about the feasibility and possibility to have an audit from U.N internal audit, if the related cost of this operation is acceptable to SCC.
3. Recommendation 2017/3: Auditors have noticed that cash payments of high amounts were executed during the accounting year as it was done in the past years. SCC should adhere to the financial rules and regulations of the United Nations and should avoid any kind of cash payments.

Auditors:

Ivana Milicevic



Ronald Quero



Philip Thomas



Yaroslav Bulych



IM IM PT PT RQ YB YB

## Compte 1200 Accounts Receivable - CCISUA

01.12.15 - 30.11.16

Date	C/P	Pièce	Libellé	Débit	Crédit	Solde
01.12.15	9100		Solde à nouveau Accounts Receivable - CCISUA	34'693.32		34'693.32
01.04.16	1020	2607	1st CCISUA payment on receivables (TRs 301952, 328530, 301949, 309688)		11'385.81	23'307.51
01.04.16	6310	2608	Loss on exchange rate: 1st CCISUA payment of USD 12,058 = CHF 11,385.81 @ 0.944751 (original total CHF 11,977.56)		591.75	22'715.76
			Mouvement	34'693.32	11'977.56	

Amounts due by CCISUA to the UNOG Staff Coordinating Council for official CCISUA travel of Mr. Ian Richards between July 2014 and March 2015

(in Swiss Francs)

TR	Dates of travel	Purpose	DSA+terminal	Ticket	Fees	Total	Payment
292678	10-14 MAR 2014	ICSC WG on Compensation Review, New York	2,437.89	713.00	218.00	3,368.89	Pending
296274	19-23 MAY 2014	ICSC mtg on Compensation Review, New York	2,064.80	1,211.65	118.00	3,394.45	Pending
300133	15-20 JUN 2014	ICSC Review of Compensation package, New York	2,064.80	1,693.15	134.15	3,892.10	Pending
308593	4-24 NOV 2014	ICSC WG, New York 10 days DSA only	3,477.60	not applicable	not applicable	3,477.60	Pending
315122	2-3 FEB 2015	To represent CCISUA at the FICSA Council, Rome	431.65	437.25	64.60	933.50	Pending
315185	9-13 FEB 2015	To represent CCISUA at the ICSC WG on Comp Review, Turin	1,533.95	not applicable	not applicable	1,533.95	Pending
318784	16-31 MAR 2015	To represent CCISUA - 80th Sess of the Int Civil Service Comm, NY	4,962.52	1,023.75	129.00	6,115.27	Pending

BALANCE DUE by CCISUA as of 5 January 2017 in Swiss Francs

22,715.76



## UNOG Staff Coordinating Council

## Compte 1201 Accounts Receivable - Mr. Ibou Ndiaye loan

Date	C/P	Pièce	Libellé	Débit	Crédit	Solde
01.12.15	9100		Solde à nouveau Accounts Receivable - Mr. Ibou Ndiaye loan	2'000.00		2'000.00
07.12.15	1020	2502	Repayment of loan to Council - Ibou Ndiaye		200.00	1'800.00
07.01.16	1020	2568	Repayment of loan to Council - Ibou Ndiaye		200.00	1'600.00
05.02.16	1020	2585	Repayment of loan to Council - Ibou Ndiaye		200.00	1'400.00
07.03.16	1020	2600	Repayment of loan to Council - Ibou Ndiaye		200.00	1'200.00
07.04.16	1020	2610	Repayment of loan to Council - Ibou Ndiaye		200.00	1'000.00
06.05.16	1020	2635	Repayment of loan to Council - Ibou Ndiaye		200.00	800.00
07.06.16	1020	2653	Repayment of loan to Council - Ibou Ndiaye		200.00	600.00
07.07.16	1020	2700	Repayment of loan to Council - Ibou Ndiaye		200.00	400.00
05.08.16	1020	2710	Repayment of loan to Council - Ibou Ndiaye		200.00	200.00
			Mouvement	2'000.00	1'800.00	

01.12.15 - 30.11.16