Dear Mr. Baly,

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.

The auditors examined the Staff Coordinating Council financial records covering the mandated period from 01 January 2012 to 31 December 2012.

On the basis of the financial documentation that they received on 17 January 2013, the auditors sent a correspondence to the Staff Coordinating Council announcing that a full report would be presented only after the reception of the additional information requested by the audit team.

Please find attached a narrative report and the corresponding financial statements related to the accounts that the team examined.

The Auditors

Prisca Chaoui

Milasoa Chérel-Robson

Jia Li

Florence Ramos

Juamos

Mr. Mohamed Chiraz Baly
Executive Secretary
UNOG Coordinating Council
United Nations Office at Geneva
Office C. 513



#### **Audit Report on UNOG Staff Coordinating Council**

#### 2012 - 2013

#### A. Background and scope of the Audit

- 1. From 31 January to 30 August 2013, the Audit team verified the financial records of the XXXI United Nations Staff Coordinating Council of the United Nations Office in Geneva. The auditors were mandated to audit and report on the accounts produced by the Coordinating Council for the period starting from January 2012 till December 2012.
- 2. The Scope of the Audit and the role of the Audit are defined in paragraphs 2 and 3 of Article 4 of Chapter IV of the Regulations on Representation of the Staff of the United Nations at Geneva which stipulate the following:
  - 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.

In accordance with the above mentioned articles, the Auditors' responsibility was to audit and express an opinion on the financial statements. In doing so, the Audit consisted in obtaining evidence about the amount and disclosures in the financial statements sufficient to give reasonable reassurance that they were free from material misstatement, either caused by fraud or error.

3. The accounts were handed over to the Audit team with no narrative accompanying the financial statements.

After an introductory meeting with the Executive Secretary and members of the finance commission, the audit team examined the records for the period starting from January 2012 till December 2012. Additional evidence and clarifications were requested and provided as questions were submitted. The auditors also made referred to the 2011 financial statements, the prior audit report and verified the status of implementation of prior recommendations.

4. As a departure from past practices, the team also requested a formal response from the Staff Coordinating Council with regards to the status of recommendation 2011/7 which was restated in the 2012 report as follow:

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"The audit team recommends that commencing with fiscal year 2012, the Coordinating Council should seek professional accounting and auditing services outside of the United Nations system. First, an external accountant should review and reconcile the Council's financial records on a monthly basis and second, the annual audits of the financial records of the SCC should be organized, reviewed and prepared by an external audit consulting firm or a professional individual consultant/auditor. The selection of auditors should be done in accordance with Un standards".

A copy of the correspondence on this issue is attached in Annex 1.

#### B. Audited accounts

- 5. The Coordinating Council's financial resources are maintained through:
  - i. UBS bank account (279-CA105907.0) (Annex 2):

This account is used for all transactions approved by the Coordinating Council and its Executive Bureau and for investment related activities namely equity and bonds (For the distribution of assets, please refer to **Annex 3**).

ii. One account with Post Finance (Swiss Post) (17-297976-4) used exclusively to receive income from classified ads and donations. No disbursement was made from this account, except for banking charges (for more details, please refer to Annex 4).

#### C. Findings

In our opinion, the accounts and records related to the period starting from January 2012 till December 2012 were complete and in good order.

For all operating accounts, there was a total opening cash balance of CHF 838'172.7, with revenues of CHF 481'184.22 and expenditures of CHF 213'669.81. By 31 December 2012, there was a closing cash balance of CHF 1'105'562.60. Investment activities had net value of CHF 220'957.00'in equity and CHF 466'469.00 in bonds and the value of total assets was of CHF 1'793'113.11.

#### On the main UBS bank account

The bookkeeping was done according to good standards. However, a number of oversights were noted and subsequently clarified with the Finance commission.

The staff association's investments are managed by the Finance commission. There is no record of seeking any professional investment advisory services.

It is important to note that since 2006, the equity-value has dropped by 55.73%. No action was taken despite Recommendation 2012/1 which, as in other years, recommends the following:

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"The auditors remain of the opinion that the Council should seek expert advice on options and assess the consequences of their choices prior to determine the path to be followed to preserve the capital and make it fructify".

#### On the Post finance account

The auditors noted that there was no sufficient information on the funds deposited in this account (e.g.: names, purpose of payments, etc)

#### On the inventory list (Annex 5)

The audit team has no comment.

#### D. Recommendations

#### Status of past recommendations (for more details, please refer to Annex 6)

Over the past few years, various audit teams have made recommendations based on their examinations of the SCC accounts. The Audit team understands that the SCC is under no obligation to implement such recommends and notes that less than half of the recommendations made in the last Audit report were implemented (for more details, please refer to **Annex 6**). Though the Audit team reports on the SCC's move to implement the recommendation on the necessary disbursement of accumulated funds collected to assist victims of humanitarian emergencies, there still seems to be a number of remaining balances transferred to the main UBS account. This signals the SCC's lack of capacity to react with the urgency required for humanitarian activities.

It is also particularly noteworthy that no action was taken this past year on the recommendation related to greater compliance of the SCC's accounting activities with existing best standards. As in past years, the audit team strongly underlines the importance of this recommendation. Indeed, practice has shown that members of the Audit team come from a variety of disciplinary backgrounds and often have conflicting diaries. These constraints have repeatedly resulted in the late submission of the Audit report. The dialogue that this year's team has initiated with the Finance commission on this issue (see correspondence in **Annex 1**) is set to result in key reforms being implemented by the SCC.

And finally, the Audit team notes that SCC has not submitted an official account of the status of past recommendations. In addition to being a key piece for the file to be used by new members of the Audit team, a short monitoring report on the status of audit recommendations would constitute a validation of the seriousness and of the independence of the Audit exercise.

#### Recommendations based on the Audit of the 2012-2013 accounts

a) Recommendation 2013/1. A consolidated bank account statement should be prepared for each financial year.

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- b) Recommendation 2013/4. To minimize the likelihood of any more oversights, the functions of Treasurer and bookkeeper must be held by two different members of the Finance Commission.
- c) Recommendation 2013/5. For monitoring purposes and for again greater transparency, the specifics of the transactions made on the Post Finance account should be made available.
- d) The elected audit team should be assisted by an external accountant. The resulting Audit report has to be certified to be compliant with clearly identified accounting standards.
- e) Recommendation 2013/7: The SCC should design clear guidelines for its investment policy with core criteria for investment choices and specific mechanisms for monitoring of the value of its investments. This would require specialized expertise that might not be available within the SCC.
- f) Recommendation 2013/2. To further improve governance issues, any proposals for changes in the management of the solidarity funds should be undertaken in line with the spirit of Recommendation 2012/2.
- g) Recommendation 2013/3. As part of the move for greater transparency initiated by SCC, the audit reports should systematically be communicated through broadcast to staff.
- h) Recommendation 2013/6. In order to establish formal lines of communication between the SCC and the Audit team, as of next year, a note on the status of implementation should accompany the documentation given to Auditors at the beginning of their exercise.

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#### Annex 1

#### Copy of the correspondence between the Audit team and the SCC

Geneva, 19 January 2013

Dear Mr. Baly,

The 2012 Staff General Assembly elected and entrusted the undersigned with the task of auditing the accounts of the Staff Coordinating Council (SCC) and report to the Assembly on its findings.

The auditing team received the accounts on 17 January 2013, seven working days before the General Assembly planned to be held on 28 January 2013. Before proceeding any further, the team held discussions with the Financial Commission regarding the status of the recommendations that were made in the 2011/2012 audit report.

In particular, the team requested a formal response regarding recommendation 2011/7 on the need for greater professionalisation of the SCC's finance-related activities. To recall, the net total of all of the SCC's accounts were of CIIF 1,493,777 on 31 December 2011.

The 2011/2012 Audit report further states that: "The audit team recommends that commencing with the fiscal year 2012, the Coordination Council should seek professional accounting and auditing services outside of the United Nations system. First, an external accountant should review and reconsile the Council's financial records on a monthly basis and second, the annual audits of the financial records of the SCC should be organized, reviewed and prepared by an external audit consulting firm or a professional individual consultant auditor. The selection of auditors should be done in accordance with UN standards." (In 11 General Observations).

Considering the above, and given that some members of the auditing team are due to be away on duty travel during the week preceding the Staff General Assembly, the audit-team will resume its work on 01 February 2013.

The Auditors

Milasoa Chérel-Rabson

Jia Li

Plorence Ramos

Prisca Chaoui

Mr. Mohamed Chiraz Baly
Executive Secretary, UNOG Coordinating Council

United Nations Office at Geneva, Office C. 513

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## Annex 1 Copy of the correspondence between the Audit team and the SCC

Geneva, 21-2-2013

Dear members of the Staff Coordinating Council,

The 2012 Audit team would like to underline the importance of recommendation 2011/7 on the need for greater professionalization of the SCC's accounts.

To recall, the 2011 Audit Report states that: "The audit team recommends that commencing with the fiscal year 2012, the Coordination Council should seek professional accounting and auditing services outside of the United Nations system. First, an external accountant should review and reconcile the Council's financial records on a monthly basis and second, the annual audits of the financial records of the SCC should be organized, reviewed and prepared by an external audit consulting firm or a professional individual consultant/auditor. The selection of auditors should be done in accordance with Un standards" (in 11. General Observations).

As a follow-up to earlier discussions with the Finance Commission, the Audit Team hereby requests the Coordination Council to approve the allocation of the necessary resources to hire an external accountant. This is a pilot activity for the auditing of the 2012 accounts and is therefore expected to be time bound. Terms of reference will be drawn so as to accurately convey the main purpose of the exercise, namely the identification of ways to ensure or improve the compliance of the SCC's financial practices with current best practices. The external accountant will also assist with the auditing of the 2012 accounts and other tasks as identified.

The Audit team stands ready to provide further explanations as necessary.

Prisca Chaoui

Jia Li

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Milasoa Chérel-Robson

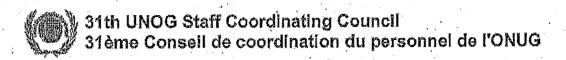
Florence Ramos

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Annex 1: letter dated 19 of January 2013

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### Annex 1 Copy of the correspondence between the Audit team and the SCC



28 March 2013

Dear 2012 Audit Team

I refer to your notes dated 19 January and 21 February 2013, which unfortunately I delayed in answering due to the election of the new members of the staff council at the end of February.

I acknowledge your recommendation that the Staff Coordinating Council should seek professional accounting and auditing services outside of the United Nations System. However, Annex II of the Regulations on Representation of the Staff of United Nations at Geneva regarding the Finance Commission and Financial Recommendations, does not allow that the Staff Council books be opened to outside Audit.

Article 13 of Annex II: Audits states:

- 1. The Finance Commission and the Council shall be required to furnish any additional information requested by the auditors. (See Email R. Ramasamy dated 3 March 2013 in response to request from J. Li of 20 February 2013).
- 2. The auditors shall draw up their report and shall send it to the Council not less than 10 days before the date set for the Ordinary Assembly of the staff, with a copy to the Finance Commission.
- 3. The auditors' report may include any suggestion for improving the management of the Council's finances.

In reference to Article 13-point 3 above, and in a gesture of transparency and goodwill like Executive Bureau decided unanimously to explore the possibility of contracting an outside accounting firm to recommend best practices and best adoption of the conversion to International Public Sector Accounting Standards (IPSAS) in line with the current changes underway in the UN as a whole.

We look forward to receiving the 2012/2013 auditor's report and reassure you that all the suggestions and recommendations contained within, will be carefully studied and discussed.

Best regards

Mohamed Chiraz Baly

Executive Secretary

Staff Coordinating Council

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# Financial Statements as of 31 December 2012

60.49 % 26.81 % 12.70 % Page 3 / 8 1.052.603 466.469 220.957 Conseil de Coordination du Personnel Unog Fortune nette par structure de placement Relevé de fortune au 31 décembre 2012 No. de portefeuille 279-CA105907-01 UBS SA, établi le 1<sup>er</sup> janvier 2013 Relevé de fortune Evaluations LiquiditésObligationsActions 60.49 60.49 26.81 26.81 12.70 10.00 Evaluation en CHF UBS bank account 279-CA105907.0 Total **1 052 603** 1 052 603 **466 469** 466 469 220 957 220 957 740 029 Annex 2 interèts courus Val. de marché 052 603 466 469 466 469 052 603 220 957 220 957 Vue d'ensemble du patrimoine Par catégorie de placement Actions
Placements en actions
Total fortune nette Placements obligataires Catagoria de placement Source: SCC Obligations Liquidités Comptes

UBS bank account 279-CA105907.0 Annex 2

Conseil de Coordination du Personnel Unog No. de portefeuille 279-CA105907-01 Relevé de fortune au 31 décembre 2012 UBS SA, établi le 1<sup>er</sup> janvier 2013

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Relevé de fortune Positions détaillées

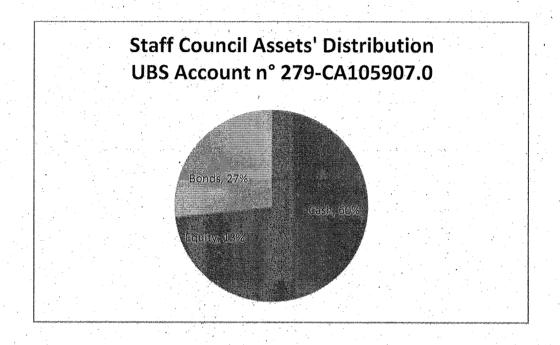
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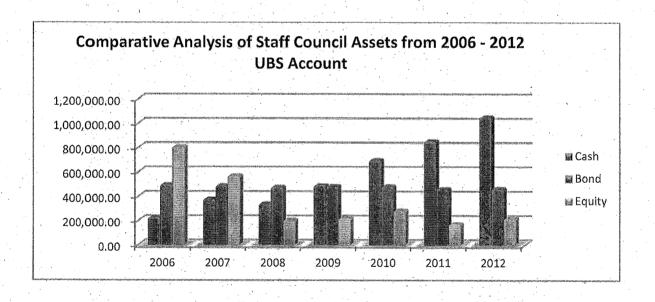
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Positions détaillées		Annex 2		Conseil de Coordination du Personnel Unog	on du Personnel l	Unog	
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Positions détaillées

Annex 3
Distribution of assets





Source: Audit team

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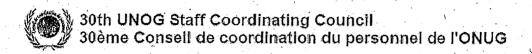
# Annex 4 Post Finance Account

Figures are in Swiss Francs

BALANCE Bonofician/Idotaile.		41,957.16 Ref Previous Audit Report	41,919.66 Postal Bank Charges	42,134.76 Against Display Notice Chgs	42,089.76 Postal Bank Charges	42,319.76 Against Display Notice Chgs	42,679.76 Against Display Notice Chgs	42,624.26 Postal Bank Charges	42,577.76 Postal Bank Charges	42,817.76 Against Display Notice Chgs	42,769.76 Postal Bank Charges	43,054.76 Against Display Notice Chgs	42,966.26 Postal Bank Charges	43,421.26 Against Display Notice Chgs	43,371.76 Postal Bank Charges	43,691.76 Against Display Notice Chgs	43,640.76 Postal Bank Charges	43,905.76 Against Display Notice Chgs	44,200.76 Against Display Notice Chgs	44,155.76 Postal Bank Charges	44,460.76 Against Display Notice Chgs	44,408.26 Postal Bank Charges	48,143.26 Against Display Notice Chgs	47,917.36 Postal Bank Charges	49,177.36 Against Display Notice Chgs	49,086.51 Postal Bank Charges	53,086.51   Ref Previous Audit Report		53397451 Clasing Salance Letter
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Debits	Payments		37.50		45.00			55.50	46.50		48.00		88.50		49.50		51.00			45.00		52.50		225.90		90.85		,	
DESCRIPTION			For Janauary 2012	Receipts received	For Feb 2012	Receipts received	Receipts received	For March 2012	For April 2012	Receipts received	For May 2012	Receipts received	For June 2012	Receipts received	For July 2012	Receipts received	For Aug 2012	Receipts received	Receipts received	For Sep 2012	Receipts received	For Oct 2012	Receipts received	For Nov 2012	Receipts received	For Nov 2012	Refund from Solidarity	Grant given earlier	Interest Paid
DATE	1	1 31.12.11	31.01.12		4 29.02.12	5 29.02.12	6 31.03.12	7 31.03.12	8 30.04.12		10 31.05.12		12 30.06.12	13 30.06.12		15 31.07.12		17 31.08.12		19 30.09.12	20 31.10.12		22 30,11.12		24 31.12.12	12.12	26 31.12.12		78   8年年9年7月8日

Source: SCC

#### Annex 5 Inventory List



#### **Inventory of the Staff Coordinating Council Assets**

As per 31.12.2012

- 1. 2 Laptops Dell Latitude E 4310 with refs:
  - UNG 115 847
  - UNG 115 848
- 2. 2 Laptop bags
- 3, 1 Badge printer: Zebra Printer P 430 i Fact. Number P 430 i-0000c-100 no UMG SN 38 58 419 EN: 00: 07; 4D: 3A: DF: F3
- 4. 153 Badge cards (Premier PVC 30 mil.)
- 5. 8 Ribbons for badge printer:
  Ribbons "True Colors" iserv (1 ribbon for approximately 300 badges)
- 6. 22 Virgin CDs
- 7. 59 Gold medals
- 8. 80 Silver medals
- 9. 56 Certificates of distinction: 30+ years
- 10. 96 Certificates of distinction: 25+ years
- 11. 34 Gift certificates from Balexert (CHF 10 each)
- 12. 2 CDs: Sonia Grimm, Un petit lapin
- 13. 21 Bottles of red wine, Divinium
- 14. 6 Bottles of white wine, Chasselas
- 15. 5 Bottles of vodka, Smirnoff
- 16. 1 Bottle of Gin, Bombay Sapphire
- 17. 1 murano glass vase

Prepared by:

Froylan Silveira Office Assistant

Staff Coordinating Counci

fsilveirn@unog.ch

+41 22 917 3614

Source: SCC

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# Annex 6 Status of implementation of past recommendations

Recommendations	Status
General observation in 2011-2012 Audit report	Two expenses related to this activity this financial
Recommendation 2009/6 The status of this	year.
recommendation is not clear considering that the	
Council has not provided the audit team with the	
official documentation regarding its intention to	
establish a Crèche.	
General observation in 2011-2012 Audit report	No action
The audit team recommends that commencing	
with the fiscal year 2012, the Coordinating	
Council should seek professional accounting	
and auditing services outside of the United	
Nations system. First, an external accountant	
should review and reconcile the Council's	
financial records on a monthly basis and	
second, the annual audits of the financial	
records of the SCC should be organized,	
reviewed and prepared by an external audit	
consulting firm or a professional individual	
consultant/auditor. The selection of auditors	e de la companya de
should be done in accordance with UN	
standards.	
Idem in Recommendation 2011/7	
Recommendation 2012/1 The auditors remain of	No action
the opinion that the Council should seek expert	
advice on options and assess the consequences of	
their choices prior to determining the path to be	
followed to preserve the capital and make it fructify.	, "
Idem in Recommendation 2009/6	
Recommendation 2012/2 The audit team	Not clear
recommends that any access to solidarity funds,	
including medical, judicial, etc. assistance should	

Source: Audit team

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be governed by a set of rules and procedures inspired by existing UN standards for charitable activities. The audit team further recommends that a committee consisting of persons other than existing SCC members, and coordinated by the person nominated by the SCC, be established with the main purpose of selecting beneficiaries based on the set of rules and procedures.

Done

Recommendation 2012/3 The audit team recommends the avoidance of any future cash payments (e.g. cash payments made for the UN Staff Personnel party) for events organized for UN personnel. The audit team further recommends the drafting of a code of conduct to be submitted to any potential outside contractor or alternatively, the Council should make use of existing UN rules and regulations regarding procurement.

Recommendation 2012/4 The audit team strongly recommends that funds collected during humanitarian crises be allocated within a period of six months after the last day of collection. If this is not done, the funds should be donated to a UN humanitarian agency working in the area where the crisis occurred. We further recommend that the ad hoc accounts created for the Philippines, Haiti and Pakistan should be closed and minimal unspent balances should be transferred to the generic relief fund.

Done

Four Ad Hoc accounts created for the following humanitarian disasters:

one account used for the Philippines emergency (279-HU165681.0) closed in September 2012, balance has been transferred to UBS main account.

one savings account used for ad-hoc humanitarian relief activities (279-HU165681.1), closed in September 2012, balance has been transferred to UBS main account.

one for the Haiti earthquake (279-HU165681.2), transferred to a NGO to finance their project and closed right after.

one for the Pakistan emergency (279-HU165681.3), closed in September 2012, balance has been transferred to UBS main account.

two accounts created to support the Council's activities, which have not been activated:

Source: Audit team

2 not for

16

		one for legal support, was closed
,		one for children's activities, was closed.
12		
	Recommendation 2012/5 The audit team	Done
	recommends that disbursements made towards a humanitarian crisis should be made from the same account into which the funds were deposited. In	
	this regard, the equivalent amount disbursed for	
	Japan should be transferred back into the main bank account.	
	bank account.	
	Recommendation 2012/6 The audit team recommends that invoices received on a monthly basis from the Financial Resources Management	Beyond the realm of influence of SCC.
	Service at UNOG, are to be paid immediately after the receipt of the statement of account.	

Source: Audit team

2 not for

