ADMINISTRATIVE MEMORANDUM No. 124

SUBJECT: PROCEDURES FOR UNCLAIMED FUNDS

CONSIDERING,

That the General Secretariat receives Regular Fund Quotas, FEMCIDI Pledges, Specific Fund Contributions and other miscellaneous income and that Member states, Permanent Observers, and donors (together “Donors”) entrust the General Secretariat with such funds to be administered and executed to carry out projects and other activities;

That the prompt identification and allocation of incoming funds are key to ensuring timely project execution, approved by the Project Evaluation Committee (PEC), and are also a critical component of the General Secretariat’s accountability to Donors for the resources they provide;

That, for these reasons, it is necessary to set out clear procedures for the handling of unclaimed funds for the benefit of Donors and of the General Secretariat;

That the Department of Financial and Administrative Management Services (DFAMS) is responsible for receiving, handling, and recording all incoming funds, in the form of checks, wire transfers, ACHs (Automated Clearing House), and credit cards, and that all incoming funds received by the General Secretariat are published daily on the OASConnect/Finance Portal under the Unclaimed Funds Schedule, where areas can review information on funds received and request accreditation to the projects and/or accounts that they manage;

That the Unclaimed Funds Schedule is updated daily with information uploaded from the main General Secretariat bank account statement, information on checks and Donor letters, and information received from the Offices of the GS/OAS in Member States and that when funds are not claimed in a timely manner, they are recorded in suspense accounts as Unclaimed Funds until the responsible area provides instructions for funding allocation; and

That Administrative Management Services Sections (AMS) and program/project managers have first-hand knowledge of their area’s projects and of the timing and amount of incoming funds for such projects and so should be responsible for the timely and regular review of the Unclaimed Funds Schedule and the prompt request for the allocation of funds to the corresponding accounts,
THE DECISION:

1. To institute the following Procedures for Unclaimed Funds as set forth in Attachment A.

Gerald Anderson
Secretary for Administration and Finance

Original: English
December 13, 2013
Procedures for Unclaimed Funds

The following procedures are established to ensure the maintenance of accurate, complete, and up-to-date information and the timely follow-up and accreditation of incoming funds received by the GS/OAS:

- **Unclaimed Funds Schedule:**
  - DFAMS will provide all available/known information on incoming fund transactions including: Date, Amount, Type, Bank’s Additional Description (if available), Secretariat (if known), and Comments (if any).
  - When information provided in the bank statement is insufficient to identify area/project/purpose/contact person, DFAMS will request from the bank an MT199 report, deposit image, trace information, and/or any additional information in order to obtain all pertinent information and complete the Description and Comments sections in the Unclaimed Funds Schedule.
  - Incoming funds will be segregated into two categories/sections
    - Current Month: showing all incoming and unclaimed funds received during the current month; and
    - Prior Months: showing all incoming and unclaimed funds received in prior months/years.
  - Incoming funds will be removed from the Unclaimed Funds Schedule when a ticket in OASES Customer Service is submitted by the responsible area with required information for funds accreditation.

- **At End of Month (EOM) in which funds are received, DFAMS will:**
  - Record unclaimed funds in one of the two dedicated general ledger liability accounts: Unidentified (20108); or Unapplied (20116), as applicable. The Unidentified account contains all incoming funds for which available information is insufficient to identify area/project/purpose/contact person. The Unapplied account contains all incoming funds for which some information is available to identify the description/secretariat/purpose allowing the funds to be recorded under the corresponding organizational code.
  - Request from the bank: MT199 report, deposit image, trace information, and/or any additional information in order to obtain all available and pertinent
information and complete the Description and Comments sections in the Unclaimed Funds Schedule.

- Perform the Unclaimed Funds reconciliations to identify and adjust discrepancies, including the following:
  - Accounts Receivable Registry vs. General Ledger
  - Accounts Receivable Registry vs. Finance Portal

- Issue the following communications:
  - General DFAMS Bulletin to all networks users, area’s AMS and Offices of the General Secretariat in the Member States (OGSMS) with link to the Unclaimed Funds Schedule.
  - Email from DFAMS/Operations Chief to AMS on items with clear description/secretariat/purpose and over $100,000 that remain unclaimed and require action.

These communications will inform AMS that after 60 days following receipt of funds, formal letters will be issued by the Secretariat for Administration and Finance (SAF) addressed to the Donor if no action is taken on unclaimed funds.

- **60 days after EOM in which funds were received**, official communication issued by the SAF Secretary to the Donor requesting instructions for funds’ accreditation.

- **90 days after EOM in which funds were received**, official communication issued by the SAF Secretary to the Donor requesting instructions for accreditation and notifying that at 120 days following receipt of funds, funds will be returned or consolidated into a GS/OAS Control Account.

- **120 days after EOM in which funds were received**:
  - If unclaimed transaction amount is equal to or greater than $5,000, where feasible, DFAMS will proceed to return the funds to the Donor or originating source, net of any processing fees. DFAMS will request a wire return for unclaimed wires and will issue checks to corresponding OAS Missions, as applicable.
  - If unclaimed transaction is less than $5,000, DFAMS will consolidate funds into a GS/OAS Control Account.
  - SAF Secretary will issue official communication to inform Donor of returned funds or that funds were consolidated into a GS/OAS Control Account.
Instructions from Donors

- Where instructions are received from a Donor in response to request from SAF for instructions for the accreditation of funds, such instructions must be in the form of an Official Communication. For the purposes of these Procedures, an Official Communication shall be defined as a physical or electronic communication received from a Donor bearing the name and signature, or, where electronic, signature line and from the electronic address, of an official with the authority to issue the instructions contained therein.