



ADMINISTRATIVE MEMORANDUM No. 124 Rev. 1

SUBJECT: PROCEDURES FOR UNCLAIMED FUNDS

CONSIDERING,

That the General Secretariat receives Regular Fund Quotas, OAS Development Cooperation Fund Pledges, Specific Fund Contributions and other miscellaneous income and that Member states, 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 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 parties responsible for the handling of unclaimed funds for the benefit of Donors and of the General Secretariat;

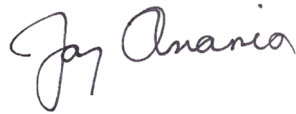
That the Department of Financial Services (DFS) is responsible for receiving, handling, and recording all incoming funds, in the form of checks, wire transfers, ACHs (Automated Clearing House), and credit cards, and that all incoming funds received by the General Secretariat are published on each working day on the OASConnect/Finance Portal under the Unclaimed Funds tab, 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 routinely updated 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 or until funds are returned to the Donor or consolidated into the GS/OAS Control Account; 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.

A handwritten signature in black ink that reads "Jay Anania". The signature is written in a cursive, flowing style.

Jay N. Anania
Secretary for Administration and Finance

Original: English
January 18, 2022

ATTACHMENT A

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:**
 - The Department of Financial Services (DFS) will provide all available/known information on incoming fund transactions including: Date, Amount, Type, Bank's Additional Description, Secretariat, and Comments, as available.
 - When information provided in the bank statement is insufficient to identify area/project/purpose/contact person, DFS will request from the bank an MT199 report, deposit image, trace information, and/or any additional information 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 the information required for funds accreditation.
- **At End of Month (EOM) in which funds are received,** the Treasury Section 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 required to 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
- **60 days after EOM in which funds were received**, the Treasury Section will:
 - Coordinate publication of a DFS Bulletin to all networks users, area's AMS and Offices of the General Secretariat in the Member States (OGSMS) with a reminder and link to the Unclaimed Funds Schedule.
 - Follow up via email from the Treasury Chief with AMS and with the Department of External and Institutional Relations (DEIR) on deposits with clear description/secretariat/purpose and over \$40,000 that remain unclaimed and require action.

These communications will inform AMS and DEIR that after 90 days following receipt of funds, formal letters will be issued by the Director of DFS addressed to the Donor requesting additional information for proper accreditation if no internal action is taken to identify unclaimed funds.

- **90 days after EOM in which funds were received**, the DFS Director will send an official communication to the Donor requesting instructions for funds' accreditation.
- **120 days after EOM in which funds were received**, the DFS Director will send a second and final official communication to the Donor requesting instructions for accreditation and notifying that at 150 days following receipt of funds, funds will be returned or consolidated into a GS/OAS Control Account.
- **150 days after EOM in which funds were received:**
 - If unclaimed transaction amount is equal to or greater than \$10,000, where feasible, DFS will proceed to return the funds to the Donor or originating source, net of any processing fees. DFS will request a wire return for unclaimed wires and will issue checks to corresponding OAS Missions, as applicable. If the unclaimed transaction amount cannot be returned following the procedures described above, DFS may transfer the funds to the GS/OAS Control Account upon consultation with the Secretary for Administration and Finance.
 - If unclaimed transaction amount is less than \$10,000, DFS will consolidate funds into the GS/OAS Control Account.

- The DFS Director will issue an official communication to inform the Donor of returned funds or that funds were consolidated into the GS/OAS Control Account.

- **Instructions from Donors**

- Instructions received from Donors in response to requests from DFS regarding instructions for the accreditation of funds must be in the format 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 of the duly authorized representative of the Donor, or, if electronic, from the duly authorized representative of the Donor and sent from the Donor's official electronic address. In most instances, communications cannot come from a personal email account.