



ADMINISTRATIVE MEMORANDUM No. 136

SUBJECT: Policy for Internal Services Fund 620 to record sale of services and inter-organizational charges

CONSIDERING,

That it is necessary to implement a policy for the sale of services and inter-organizational charges currently used for many years in the General Secretariat,

THE DECISION:

To adopt the Policy for Internal Services Fund 620 to record sale of services and inter-organizational charges as set forth in Attachment A.

A handwritten signature in blue ink, appearing to read 'Juan José Goldschtein', is written over a horizontal line. The signature is stylized and cursive.

Juan José Goldschtein
Interim Secretary for Administration and Finance

Original: English
September 27, 2017



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Secretariat for Administration and Finance (SAF)

Revised: English
September 2017

SERVICE FUND 620
POLICY FOR INTERNAL SERVICES

Department of Financial Services (DFS)

SERVICE FUND 620 – POLICY FOR INTERNAL SERVICES

Introduction

The purpose of this policy for internal services is to regularize a practice needed to address inter-organizational billings for administrative purposes that has existed within the General Secretariat for several years.

Fund 620 (the Fund) is an account that was established to address an accounting mechanism to record income and expenses originated from services rendered within the Organization among various Secretariats, Departments, and affiliated entities like the Trust for the Americas.

The Fund' activities are recorded in the OASES Grants module at the project and award level.

Definitions

The following services and revenues provide additional guidance applied to this policy, but is not limited to the following:

Secretariat for Administration and Finance

Department of Financial Services

Coordination of external audits, coordination of external expenditures verifications, financial and administrative support to programs and affiliated entities like the Trust for the Americas, processing of credit card transactions, re-issuing lost or stale checks.

Department of Human Resources

Issuance and renewal of OAS Passports.

Department of Information and Technology Services

Services related to long distance calls, mobile communications, LAN and Internet.

Department of General Services

Services related to photocopying, courier, postage, use of facilities.

Department of Legal Services

Legal services / representation provided to entities related or affiliated to the Organization.

Department of Human Development, Education and Employment

Services provided through the Educational Portal of the Americas for on-line courses.

Summits Secretariat

Services provided on the Summits of the Americas' Summits Virtual Community platform for online forums and discussion groups.

Department of Press and Communication

Webcast Services provided to complete the OAS School of Government Web Portal for the Trust of the Americas.

Art Museum of the Americas

Services related to space rental. In addition, the museum receives cash donations from private citizens.

Department of Conferences and Meetings Management

Services related to translation, audio, room attendance, coffee and those services incurred to facilitate conducting a conference or a meeting.

Scope of the Fund

- I) The Fund shall be used for the following activities:

Internal services provided within the Organization among various Secretariats, Departments, and affiliated entities like the Trust for the Americas. These services include, among others: financial and administrative services, legal assistance, services rendered by the Department of Economic Development, Summits virtual forum, Webcast services, and others considered by DFS and reviewed by the Department of Planning and Evaluation to be internal transfer of funds for services provided within Secretariats.

- II) All agreements in which the GS/OAS receives funding for the sale of services shall undergo the requirements of Specific Funds under the General Standards to Govern the Operations of the General Secretariat and Executive Order No. 05-06 Rev. 1.

This centralized accounting will allow reporting improvements, create efficiencies through standardization and easier to manage fund architecture instead of isolated accounts throughout the accounting system. This will also provide one stop access to users to retrieve data and accounting information regarding these activities.

Accounting of Activities of the Fund

The DFS shall maintain detailed accounting records regarding the establishment and use of accounts established under the Fund and periodically shall review these accounts and evaluate whether the activities continue as originally established.

Following these reviews, DFS shall transfer to Specific Funds, projects and their remaining fund balances within the Fund that do not fall into the categories as described above. DFS shall inform this action to the corresponding area managing the account.

In the same manner, DFS shall incorporate any other activity currently outside of Fund 620, which activity fall into the categories as described above. DFS shall inform this action to the corresponding area managing the account.