

## ADMINISTRATIVE INSTRUCTION NO. 74

To: Members of the Staff of United Nations

Subject: ACCOUNTS AND RECORDS FOR NON-EXPENDABLE PROPERTY

This Administrative Instruction establishes the system of accounts and records to be maintained in respect of non-expendable property, and supersedes AI/22.

### 1. Responsibility for the Maintenance of Accounts and Records

The Bureau of Finance will maintain financial control accounts over value control groups as defined in paragraph 2 (A) below.

The Purchase and Supply Division will maintain the detailed records by quantities and values within the value control groups further divide into the location sub-groups as defined in paragraph 2 (B) below. The Purchase and Supply Division will be responsible for stock-takings, for reconciliation of the detailed records with the control accounts, and for the submission of explanations of any differences which may arise as a result of stock-taking.

### 2. Control Groups

#### A. Value control groups

Value control groups for non-expendable property will be established according to the allotment accounts provided for the purchase of permanent equipment.

#### B. Location control sub-groups

Location control sub-groups shall be established as follows:

- (i) property of categories used exclusively by particular Departments (e.g., cafeteria equipment, reproduction equipment, etc.) grouped according to the responsible unit;
- (ii) property of a special nature or value used generally throughout the Organization (e.g., typewriters, accounting machines, etc.) grouped according to the responsible unit using the property, to be recorded by serial number;
- (iii) other property of an Organization-wide usage (e.g., desks, chairs, etc.) according to three main groups: Lake Success, Flushing, Manhattan;

/(iv) property

- (iv) property acquired on Headquarters account but charged to or placed at the disposition of Information Centres, Missions and Commissions, grouped by office or mission;
- (v) property acquired by Information Centres, Missions and Commissions on their own account, grouped by office or mission.

A card will be maintained by the Purchase and Supply Division for each category of property within the groups and sub-groups set out above. The Purchase and Supply Division in consultation with the Bureau of Finance will develop a catalogue of the categories of property.

### 3. Values

Each category card will carry, for property on hand at 1 January 1949 the estimated average unit cost price of the property included, and the total value of the property in the category. Subsequent additions will be recorded in the cards at actual direct cost, excluding freight and other charges. For all removals of property from the records the first-in, first-out principle will be applied in determining the value of the property to be removed; except for items accounted for by serial number, in which cases actual direct cost will be used.

### 4. Accountability

The Purchase and Supply Division will be directly accountable for property under location sub-group (iii) above. For property under the other sub-groups the administrative unit which uses the property will be accountable to the Purchase and Supply Division. The primary responsibility for notification of losses will rest with these accountable parties.

### 5. Gifts

The Purchase and Supply Division will assign values to property received by gift; and advise the Bureau of Finance of the receipt of such property and the values assigned thereto.

### 6. United Nations Office at Geneva and the International Court of Justice

The provisions of this instruction shall not apply to the United Nations Office at Geneva and the International Court of Justice but the competent officers at those establishments are responsible for maintaining adequate records in respect of all property for which they become accountable either through purchase or through loan or transfer.

### 7. Information Centres, Commissions and Missions

The competent officers at the Information Centres, Commissions and Missions will be responsible to the Purchase and Supply Division through the appropriate coordinating channels for the maintenance of adequate property records in respect of all property for which they become accountable either through purchase or through loan or transfer.

### /8. Procedures

8. Procedures and Transitional Operations

The Bureau of Finance and the Purchase and Supply Division will establish the detailed accounting and related procedures required for the establishment, maintenance, and reconciliation of the accounts and records.

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