



Secretariat
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ADMINISTRATIVE INSTRUCTION

ACCOUNTING AND RELATED RESPONSIBILITIES IN REGARD
TO THE JOINT STAFF PENSION FUND (J.S.P.F.)

1. The purpose of this instruction is to set forth the accounting and related responsibilities in respect of the Joint Staff Pension Fund.
2. Under the direction of the Joint Staff Pension Board, as provided in Article 23 of the Joint Staff Pension Fund Regulations, the Secretary of the Board shall maintain such records and accounts as are required by the Board of Joint Staff Pension Fund and shall make all necessary arrangements for that purpose.
In particular, the Secretary of the Staff Pension Committee shall
 - (a) keep all records necessary for the making of actuarial valuations and investigations of the Joint Fund as required by Articles 29 and 31 of the Joint Staff Pension Fund Regulations and be responsible for subsequent action to be taken thereon.
 - (b) maintain the official participants' and beneficiaries' records and enter therein from reports submitted by the Director of Finance on the basis of cash received or paid, all contributions received and benefits paid; and will within 30 days after the close of each financial year furnish to the Director of the Bureau of Finance a statement showing the totals recorded on such official participants' and beneficiaries' records in accordance with the reports submitted to him.
 - (c) prepare and certify all disbursement vouchers for payments of benefits, specifying in each case the article under which such payment is authorized and the date of the meeting of the Board at which such authorization was granted and, in case of withdrawal benefits, the amount of interest earned.
 - (d) certify and instruct the collection of amounts to be paid to the Fund under Articles 3, 12, 18 and 19.
3. The Director of the Bureau of Finance shall
 - (i) In respect of all participants whose payroll accounts are maintained at

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Headquarters

- (a) effect deductions from pay in respect of participants' regular (7%) contributions;
- (b) maintain records showing the participants' contributions deducted from pay in the course of each year, and submit annually to the Secretary, as of 31 December, a certified listing thereof, excluding the contributions already reported under (c);
- (c) receive in cash the special contributions made by participants under Articles 3, 12, 13 (a) and, in respect of leave without pay, under Article 16; and notify the Secretary thereof;

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- (d) report to the Secretary, upon notification that a participant has become entitled to benefits, the amounts deducted during the current year up to the effective date of entitlement;
- (e) make provision for the organization's contributions to the Fund in accordance with Article 17;

(ii) In respect of the operations of the Fund generally

- (a) make payments of benefits against vouchers certified by the Secretary;
- (b) deposit promptly in the bank account of the Fund all monies collected for account of the Fund, provided that amounts withheld from pay, together with United Nations contributions thereon, and amounts from other United Nations offices may be deposited monthly;
- (c) operate the Fund's bank accounts;
- (d) make investments and collect interest thereon for account of the Fund;
- (e) maintain such general ledger accounts as are required properly to reflect the transactions of the Fund;
- (f) submit each month to the Secretary of the Fund, in triplicate, a financial statement, in such form as may be agreed between the Secretary and the Director of Finance.

4. The competent officers at the United Nations Office at Geneva, the Economic Commission for Latin America, the Economic Commission for Asia and the Far East, and any other United Nations Office which maintains separate payroll accounts shall, in respect of staff carried on their payrolls

- (e) be responsible for the equivalent functions as assigned at Headquarters /to the Director of

to the Director of the Bureau of Finance under paragraph 3 (a) through (e) of this Instruction, provided that an additional copy of all reports to the Secretary shall be furnished to the Director of the Bureau of Finance;

(b) transmit to the Director of the Bureau of Finance monthly reports, together with an inter-office voucher in respect of all amounts received or paid out on account of the Fund, classified according to the following categories:

- (i) total regular (7%) contributions deducted from pay of participants;
- (ii) United Nations matching (14%) contribution;
- (iii) separately, by participants, special contributions under Articles 3, 12, 16 (in respect of leave without pay) and 18 (a), and United Nations matching contributions where applicable;
- (iv) separately, by beneficiary, benefit payments made.

(c) transmit annually to the Director of the Bureau of Finance a statement of reconciliation as at 31 December of the annual listing of participants' contributions furnished to the Secretary with the monthly reports furnished under the preceding sub-paragraph 4 (b).

5. The Registrar of the International Court of Justice has agreed to be responsible in respect of Staff of the Court for the execution of functions and submission of reports in accordance with the provisions of paragraph 4 (a), (b) and (c).
6. The Secretary of the Board shall make arrangements with the competent officials of each member organization in respect of participants carried on their payrolls
- (a) for submission, upon entry into the Fund, of detailed lists of amounts to be credited to each participant in respect of provident fund contributions together with a statement of the organization's matching contribution and a cheque covering the total contributions;
 - (b) for assumption of responsibilities equivalent to those assigned to the competent officials at other United Nations offices under paragraph 4, provided that, with the monthly report under paragraph 4 (b), instead of an inter-office voucher, a cheque in settlement shall be transmitted each month.
7. These instructions shall apply to the financial year 1949 and thereafter.

[Signed]

Byron Price

Assistant Secretary-General
for Administrative and