

**UNITED NATIONS
INSTITUTE FOR TRAINING AND RESEARCH**

**FINANCIAL REPORT
and
AUDITED FINANCIAL STATEMENTS
for the year ended 31 December 1987
and
REPORT OF THE BOARD OF AUDITORS**

GENERAL ASSEMBLY

OFFICIAL RECORDS: FORTY-THIRD SESSION

SUPPLEMENT No. 5D (A/43/5/Add.4)



UNITED NATIONS

New York, 1988

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NOTE

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LETTERS OF TRANSMITTAL

7 April 1988

Sir,

Pursuant to financial regulation 11.4, I have the honour to submit the annual accounts of the United Nations Institute for Training and Research as at 31 December 1987, which I hereby approve.

Copies of these financial statements are also being transmitted to the Advisory Committee on Administrative and Budgetary Questions.

Accept, Sir, the assurances of my highest consideration.

(Signed) Michel DOO KINGUE
Under-Secretary-General and
Executive Director of UNITAR

The Chairman of the Board of Auditors
United Nations
New York

23 June 1988

Sir,

I have the honour to transmit to you the financial statements of the United Nations Institute for Training and Research for the financial period ended 31 December 1987, which were submitted by the Executive Director. These statements have been examined and include the audit opinion of the Board of Auditors.

In addition, I have the honour to present the report of the Board of Auditors with respect to the above accounts.

Accept, Sir, the assurances of my highest consideration.

(Signed) André CHANDERNAGOR
Senior President of the
Court of Accounts of France
and Chairman of the
United Nations Board of Auditors

The President of the General Assembly
of the United Nations
New York, N.Y.

I. FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 1987

Introduction

1. The Executive Director has the honour to submit herewith the financial report, together with the accounts for the year ended 31 December 1987, of the United Nations Institute for Training and Research (UNITAR). This report is presented in accordance with subparagraph 3 (i) of article IV of the statute of the Institute.

Statement I

UNITAR General Fund: status of appropriations

2. Statement I gives the status of appropriations for the year ended 31 December 1987. The original appropriation was \$1,039,350, while the revised appropriations raised the amount to \$2,006,700. The increase in the amount of the original appropriations by \$967,350 was authorized during the meeting of the UNITAR Board of Trustees in April 1987. Total expenditures amounted to \$1,895,863. The UNITAR appropriations represent the amounts authorized by its Board of Trustees for specified purposes for a financial period, against which obligations may be incurred for those purposes up to the amounts so authorized. The UNITAR concept of appropriations is that of an approved budget, in the sense that the unobligated balance at the end of the financial period merely shows the difference between the actual expenditures and the approved budget.

Statement II

UNITAR General Fund: statement of income and expenditure

3. The amount of \$889,648 shown in statement II was pledged by Governments as contributions to the General Fund for 1987 (schedule 3.1). In addition, \$422,116 was received as other income, bringing the total income for the year to \$1,311,764. The expenditures for the year amounted to \$1,895,863 which, with prior period adjustments of \$617,568, resulted in an excess of expenditure of \$1,201,667 over income.

Statement III

UNITAR General Fund: statement of assets and liabilities

4. Statement III reflects the assets and liabilities of the General Fund as at 31 December 1987. The assets, totalling \$864,099, consisted of cash of \$89,545, pledged contributions unpaid in the amount of \$603,684, accounts receivable of \$153,623, and deferred charges of \$17,247. The liabilities of the General Fund amounted to \$2,443,188. Of this, \$28,195 was for accounts payable, \$21,871 for unliquidated obligations (statement I), \$1,370,509 was due to the United Nations General Fund, and \$336,613 was recorded as deferred income for future years' pledges. In addition, a reimbursable advance of \$686,000 from the United Nations General Fund is reflected as approved by the General Assembly in its resolution 38/177 of 19 December 1983; repayments began in 1986.

5. The fund balance as at 31 December 1987 for the UNITAR General Fund shows a deficit of \$1,579,089. This balance comprises the deficit as at 1 January 1987 of \$377,422, plus the net excess of expenditure over income (statement II) of \$1,201,667.

Statement IV

UNITAR Capital Assets Fund: statement of assets and fund balance

6. The leasehold and building shown in statement IV at \$465,000 represent the amount paid for the leasehold located at 805 First Avenue, United Nations Plaza, New York, at the time of its assignment to the United Nations. Of this, \$450,000 was donated to the United Nations by a foundation for use by the Institute. The leasehold will expire in the year 2035.

Statement V

UNITAR Special Purpose Grants Fund: statement of income and expenditure

7. Statement V shows the income and expenditure of the Special Purpose Grants Fund. A total amount of \$1,591,026 was received during 1987 as grants. After adding interest income of \$58,573, savings in liquidation of prior years' obligations of \$415,147, miscellaneous income of \$73,684 and exchange gain of \$55,299, the total income for this Fund was \$2,193,729. The total expenditure of \$2,453,524 (schedule 5.1) represents disbursements of \$2,061,459 plus unliquidated obligations of \$392,065. The net excess of expenditure over income amounted to \$259,795.

UNITAR Special Purpose Grants Fund: statement of assets and liabilities

8. The assets and liabilities of the Special Purpose Grants Fund as at 31 December 1987 are shown in statement V. The total assets of \$1,843,009 consist of cash of \$935,364, cash in non-convertible currencies of \$394,799, accounts receivable of \$426,922 and deferred charges of \$85,924. The liabilities amounted to \$647,555, including \$7,083 as accounts payable, \$392,065 as unliquidated obligations (schedule 5.1), and \$248,407 due to the United Nations General Fund.

9. The balance of the Special Purpose Grants Fund was \$1,195,454 as at 31 December 1987. This represents a decrease of \$259,795 in the Fund balance for the year ended 31 December 1987, corresponding with the excess of expenditure over income.

Write-off of losses of cash and receivables

10. In accordance with financial rule 110.14, the Controller or, where required, the Secretary-General, after full investigation, approved the write-off, on a case-by-case basis, of balances in amounts ranging from \$1.00 to \$139,026. The write-offs for 1987 amounted to \$151,146. There were no write-offs during 1986.

In each case, it was determined, in the light of the facts known at the time, that: (a) the responsibility for the loss could not be fixed and attached to any official of the United Nations; (b) every effort had been made to collect the amount; and (c) further collection efforts would be fruitless. These write-offs relate to General Fund and related activities.

Summary of significant accounting policies

11. The significant accounting policies of UNITAR are outlined in the notes to the financial statements (see annex).

II. REPORT OF THE BOARD OF AUDITORS

Introduction

1. As required by article VIII, paragraph 6, of the statute of the United Nations Institute for Training and Research (UNITAR), the Board of Auditors has audited the accounts of UNITAR for the year ended 31 December 1987.
2. The examination was carried out in accordance with article XII of the Financial Regulations and Rules of the United Nations and the annex thereto and with the common auditing standards adopted by the Panel of External Auditors of the United Nations, the specialized agencies and the International Atomic Energy Agency. The examination was conducted at the Institute's headquarters in New York.
3. The following are the most significant matters from our 1987 audit and are intended to assist the Administration in considering and introducing further improvements in the financial management and control system of UNITAR. We have discussed these matters with the Administration, whose reactions have been incorporated where appropriate.

Summary of recommendations

4. We recommend that the following corrective actions, presented in order of priority, be taken:
 - (a) As regards financial administration of special purpose grants projects, the Administration should continue to take steps as follows:
 - (i) Further pursue its efforts to obtain reimbursements of expenditures incurred in excess of receipts on projects;
 - (ii) Periodically review outstanding obligations in line with United Nations financial rule 110.9;
 - (iii) Apply the relevant provision of the UNITAR Policies and Procedures Manual (UNITAR/EX/R.93/Rev.1), which requires that expenditures be incurred on the basis of the receipt of grants from the donors;
 - (iv) Follow, as far as possible, the terms of the standard special purpose grants agreement regarding unforeseen expenditures;
 - (b) The Administration should pursue its effort to ensure that a substantive report for a project that was financed from a grant of \$63,000 made by a donor in 1979, and that was expected to be completed by 1981, is produced and submitted without further delay to avoid impairing the credibility of UNITAR with regard to meeting its obligations under the agreement for the project in particular, and as an agency in general;
 - (c) Furthermore, the Administration should take steps to agree on and obtain more favourable funding arrangements with donors to ensure the provision of requisite inputs and incentives for more effective implementation and delivery of projects;

(d) Internal control over cash management should be further strengthened by ensuring more effective performance of the following functions:

- (i) The preparation of reconciliation of all bank accounts, in line with financial rule 111.9;
- (ii) Prompt follow-up in reconciling items;
- (iii) Issuance of receipts for monies received, in line with financial rule 108.2.

(e) The provisions of administrative instruction ST/AI/296, relating to the hiring of consultants, should be followed at all times. Similarly, the requirement in that administrative instruction that a consultant submit a certificate of good health before undertaking travel at United Nations expense should be applied by including a conditional clearance clause in the relevant covering letters before the related special service agreement forms are signed by a consultant.

Summary of findings

5. The charging of expenditures to project accounts prior to the receipt of grants and the incurring of expenditures in excess of grants received resulted in significant deficits, totalling \$306,559, on the accounts of various projects. Moreover, outstanding obligations, which as at 31 December 1987 totalled \$392,065, were not periodically reviewed to ensure that those obligations which are considered no longer valid are cancelled from the accounts and the resulting credit surrendered.

6. The substantive report of a project that was financed from a grant of \$63,000 made by a donor in 1979, and that was to be completed by 1981, has not been submitted as of April 1988.

7. The preparation of bank reconciliations continue to be delayed. Furthermore, contrary to financial rule 108.2, the issuing of receipts for monies received was delayed in a number of cases.

8. Our review of special service agreements signed during the year in respect of the hiring of consultants disclosed that procedures provided in administrative instruction ST/AI/296 were not followed in all cases.

9. Similarly, the provision contained in paragraph 26 of the above administrative instruction, which requires a consultant to submit a certificate of good health before undertaking travel at United Nations expense, was not applied in all cases.

Technical co-operation activities

Financial administration of special-purpose grants projects

10. In our report for 1986, ^{1/} we expressed our concern about certain deficiencies in the financial administration of the special purpose grant projects, namely, the charging of expenditures to project accounts prior to the receipt of grants, and the incurring of expenditures in excess of grants received. These procedures, inter alia, resulted in significant deficits on the account of various projects, and again on a comparative upward trend.

11. Our examination disclosed that, for the year ended 31 December 1987, deficits amounting to \$306,559 occurred on the account of 11 projects, compared with deficits of \$258,074 and \$88,297, respectively, in the accounts of nine projects in 1986 and five projects in 1985.

12. In this connection, our current review also indicated that outstanding obligations, which as at 31 December 1987 totalled \$392,065, were not periodically reviewed by the certifying officer to ensure that those obligations which are considered no longer valid are cancelled from the accounts, and the resulting credit surrendered.

13. We recommended that the Administration should continue to take the following steps:

(a) Further pursue its efforts to obtain reimbursements of expenditures incurred in excess of receipts on projects;

(b) Apply the relevant provision of the UNITAR Policies and Procedures Manual (UNITAR/EX/R.93/Rev.1), which requires expenditures to be incurred on the basis of the receipt of grants from the donors;

(c) Follow, as far as possible, the terms of the standard special purpose grants agreement regarding unforeseen expenditures;

(d) Periodically review outstanding obligations in line with United Nations financial rule 110.9.

14. In its response, the Administration informed us that it would take steps to review the 1987 unliquidated obligations, and that the necessary action would be taken to liquidate those that are not required. The Administration commented specifically on the following significant deficits:

(a) The amount of \$306,559 mentioned in the report does not reflect the project deficit but to a large extent a temporary account imbalance, which is due to the nature of the funding arrangements. That amount has subsequently been reduced at the beginning of 1988 to \$165,248. An additional amount of \$42,761 is due to UNITAR by one donor, who has been requested to provide that sum;

^{1/} Official Records of the General Assembly, Forty-second Session, Supplement No. 5D (A/42/5/Add.4), sect. II.

(b) The Administration had sought authority from the Board of Trustees to close the accounts on the following projects commented upon in our previous report: 1/

(i) \$61,799 - "Strategies for the future of Africa";

(ii) \$60,690 - "International Conference for Heavy Crude and Tar Sand";

(c) As far as outstanding obligations are concerned, they are reviewed on a regular basis by UNITAR. However, inter-office voucher charges from UNDP field offices are sometimes received rather late, with the result that these obligations cannot be liquidated as early as desirable.

Monitoring and delivery of a project

15. Our review of extrabudgetary activities for research disclosed an exceptional delay in the execution and delivery of a project entitled "The study of evolution of liabilities of States for damage caused through scientific and technological innovation". In this connection, we noted that the project was financed by a grant of \$63,000 made in 1979 from a foundation and the project was to be completed by 1981. A professor from a university was made a senior special fellow of UNITAR as the project director without any remuneration. However, his travel expenses were paid from the grant and research fellows, part-time research assistants and part-time student assistants that were engaged for the project received remuneration.

16. Our examination indicated that the project could not be completed within the time schedule and that the completion date was extended from 1981 to June 1985 with the consent of the foundation. However, as of April 1988, a final report on the execution and evaluation of the project required by the agreement had not been produced. It was apparent that the project director did not feel bound to complete the project within the time limit because he was not receiving any remuneration, salary or stipend for the work he was doing.

17. We observed, however, that after the last financial statements had been submitted to the foundation for the half-year ending 30 June 1987, the project was financially closed and an unspent balance of \$7,752 outstanding in the project account was refunded at the request of the foundation.

18. We considered that the effectiveness of the implementation of the project and the output delivery might have been in the main adversely affected by the lack of incentive - financial or otherwise - regarding the directing arrangements for the project. In this connection, in view of the expenditures incurred to date on travel costs, salaries and allowances of research fellows, part-time research assistants and student assistants, on the one hand, and the eagerness of the foundation to receive the result of the study, on the other, we recommended that the Administration should pursue its effort to ensure that a report is produced and submitted without delay to avoid impairing the credibility of UNITAR in meeting its obligations under the agreement of the project, in particular, and as an executing agency in general.

19. Furthermore, we recommended that, for the future, the Administration should take steps to agree on and obtain more favourable funding arrangements with donors to ensure the provision of incentives for requisite project inputs for a more effective implementation and delivery of projects.

20. The Administration agreed with our observations and indicated that efforts had been made in the past to have the project completed, but that the deadlines could not be met; however, it intends to endeavour to secure a commitment from the special fellow to complete the work in the near future.

Cash management

Cash management function on reconciliation of bank accounts and the issuing of receipts for monies received

21. Our verification of bank reconciliations showed that the preparation of the bank reconciliations continue to be delayed and, in this regard, we noted delays for as long as five months in a number of cases. Similarly, as on a previous occasion, we observed instances of delays of nine months before reconciling deposit items were cleared. A significant example relates to a contribution of \$20,000 paid by a Member State in March 1987 that was receipted the same month, but not accounted for until October 1987, resulting in a delay of seven months before it was cleared from the bank reconciliation statement. Furthermore, contrary to financial rule 108.2, receipts for monies received were not issued promptly in a number of cases, and involved delays of up to 20 days.

22. We recommended that, further to strengthen internal control over cash management, the Administration should improve the cash management functions as follows:

(a) The preparation of reconciliation of all bank accounts should be done in line with financial rule 111.9;

(b) The reconciling of items should be followed up promptly;

(c) Receipts should be issued on monies received in line with financial rule 108.2.

23. The Administration (Accounts Division of the United Nations) explained that the delays in the preparation of the bank reconciliations resulted from:

(a) Late receipt of bank statements, in particular, those from overseas banks;

(b) The assigning of priority in reconciling bank accounts with large volumes of activity when bank statements are received at the same time.

24. Similarly, the Administration (Treasury Division) attributed the delay in the issuing of receipts for monies in certain cases to the procedure involved in obtaining information relating to the purpose of the credits concerned before issuing receipts. However, the Administration assured us that it had requested UNITAR to forward the required information as soon as possible, and that, with the use of the electronic information system, sent daily from the bank, in reconciling unidentified credits, prompt action could be taken in the issuance of receipts.

Experts and consultants

Hiring of consultants

25. Our review of special service agreements issued during the year in respect of hiring of consultants disclosed about 15 instances where procedures provided in administrative instruction ST/AI/296 were not followed, and, in this connection, we noted the following:

(a) Request forms from requesting offices or divisional heads were signed only after completion of the contracts;

(b) Agreements were either signed after commencement or completion of work by consultants. In this regard, we noted delays of up to about 180 days for the signing of certain agreements, while delays for the submission of the request forms averaged 60 days.

26. We recommended that the Administration should ensure that the relevant provisions of the administrative instruction quoted above are followed at all times and that this could entail delegation of authority to United Nations organizations at locations where there are no UNITAR offices so that special service agreements could be processed and authorized before commencement of contracts.

27. The Administration accepted our recommendation, including that on the delegation of authority, so that special agreements could be issued by other United Nations agencies where UNITAR does not maintain its own offices in order to ensure proper application of rules and procedures.

Medical clearance before undertaking travel

28. The provision contained in paragraph 26 of administrative instruction ST/AI/296, which requires a consultant to submit a certificate of good health before undertaking travel at United Nations expense, was not followed in all cases. In this connection, we observed that, for about 11 out of 22 consultants who travelled in 1987, the required medical certificates were not submitted before travel was undertaken at the expense of the Organization.

29. We considered that the non-compliance with the above instructions does not safeguard the interest of the Institute and we therefore recommended that a conditional clearance clause be included in the covering letters before the related special service agreement forms are signed by consultants, to ensure that the legal and financial interests of the Organization are clearly provided for in the agreement.

30. The Administration indicated that it would advise all project officers to prepare special service agreement requests in enough time to make medical clearance technically possible. Furthermore, it agreed that in future, all special service agreements to be sent out for acceptance by experts and consultants would be accompanied by a form making medical clearance conditional to the acceptance.

Write-off of losses of cash and accounts receivable

31. In line with financial rule 111.10 (b), the Board was provided with details of accounts receivable written off during the financial year ended 31 December 1987. These totalled \$151,146.01 and included an amount of \$139,026 owed by a former tenant, as mentioned in paragraph 43 of our report for 1986. 1/

Comments on matters dealt with in the 1986 report

32. We followed up on action taken by the Administration on the observations and recommendations made in our last report. 1/

33. Our examination showed that, although the Administration took action on a number of these matters, certain issues regarding the financial management of special-purpose grants projects and other matters needed to be settled. The present report includes appropriate comments in this regard.

Funding arrangements for UNITAR/UNDP project

34. We commented in the previous audit report 1/ that, under the existing funding arrangements between UNITAR and UNDP, UNITAR pre-finances a large part of the project costs before it receives reimbursements. The report indicated that the financial burden was aggravated by the fact that the Administration was unable to obtain and submit to UNDP the relevant financial statements on a timely basis, which caused delays in reimbursements by UNDP.

35. In view of the financial strain on the resources of the Institute, we recommended that the Administration should negotiate with UNDP to obtain executing agency status for UNITAR, which would entitle it to full payment of project costs in advance.

36. Our follow-up during the recent audit disclosed that the Administration had attempted unsuccessfully to obtain executing agency status for UNITAR. However, it informed us that the matter had been brought to the attention of the UNITAR Board of Trustees during its recent twenty-sixth regular session and the Board of Trustees welcomed and supported the recommendation. The Administration further stated that, with the support of the Board of Trustees, it would again negotiate with the Administration of UNDP, in order to obtain executing agency status for UNITAR.

Acknowledgement

37. The Board of Auditors wishes to express its appreciation for the co-operation and assistance extended by the Executive Director, his officers and members of their staff.

(Signed) André CHANDERNAGOR
Senior President of the Court of
Accounts of France

(Signed) R. T. NELSON
Auditor General of Ghana

(Signed) Eufemio C. DOMINGO
Chairman, Commission on Audit,
the Philippines

III. AUDIT OPINION

We have examined the following appended financial statements, numbered I to V, properly identified, and relevant schedules of the United Nations Institute for Training and Research for the financial period ended 31 December 1987. Our examination included a general review of the accounting procedures and such tests of the accounting records and other supporting evidence as we considered necessary in the circumstances.

As a result of our examination, we are of the opinion that the financial statements present fairly the financial position of the organization as at the end of the period and the results of its operations for the period then ended.

The financial statements were prepared in accordance with the stated accounting principles which were applied on a basis consistent with that of the preceding financial period. The transactions were in accordance with the Financial Regulations and legislative authority.

(Signed) André CHANDERNAGOR
Senior President of the Court of
Court of Accounts of France

(Signed) R. T. NELSON
Auditor General of Ghana

(Signed) Eufemio C. DOMINGO
Chairman, Commission on Audit,
the Philippines

23 June 1988

IV. CERTIFICATION OF THE FINANCIAL STATEMENTS

6 April 1988

I certify that the appended financial statements of the United Nations Institute for Training and Research, numbered I to V, are correct.

(Signed) Luis Maria GOMEZ
Controller

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V. ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 1987

STATEMENT I

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH - GENERAL FUND

Status of appropriations for the year ended 31 December 1987

(United States dollars)

Budget chapter	Appropriations			Expenditure		Unobligated balance
	Original	Supplementary	Revised	Disbursements	Unliquidated obligations	
1. <u>General Fund</u>						
I. Board of Trustees	-	-	-	-	-	-
II. Office of the Executive Director (OED)	134 500	46 500	181 000	194 029	-	194 029 (13 029)
III. OED - Publications and Information Unit	-	-	-	-	-	-
IV. OED - External Co-ordination and Board of Trustees Secretariat	-	-	-	-	-	-
V. OED - Finance and Administration	54 500	54 500	109 000	120 115	-	120 115 (11 115)
VI. Division of Training	141 600	106 600	248 200	243 178	1 963	245 141 3 059
VII. Division of Research	106 000	106 000	212 000	205 076	3 500	208 576 3 424
VIII. UNITAR European Office, Geneva	92 750	92 750	185 500	205 938	400	206 338 (20 838)
IX. Operational costs	360 000	351 000	711 000	610 818	15 008	625 826 85 174
Total	889 350	757 350	1 646 700	1 579 154	20 871	1 600 025 46 675
2. <u>Programme support costs</u>						
II. Office of the Executive Director (OED)	17 500	94 500	112 000	98 910	-	98 910 13 090
III. OED - Publications and Information Unit	36 000	36 000	72 000	31 901	1 000	32 901 39 099
V. Finance and Administration	96 500	79 500	176 000	164 027	-	164 027 11 973
Total	150 000	210 000	360 000	294 838	1 000	295 838 64 162
Grand total for General Fund and programme support costs (statement II)	1 039 350	967 350	2 006 700	1 873 992	21 871	1 895 863 110 837

The accompanying notes are an integral part of the financial statements.

STATEMENT II

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH - GENERAL FUND

Statement of income and expenditure for the year ended 31 December 1987

(United States dollars)

	1987	1986
<u>Income</u>		
Government contributions	889 648	1 269 407
Public donations	11 307	-
Subvention from the United Nations	-	900 000 ^{a/}
Income from programme support costs (statement V)	138 813	128 166
Interest income	7 020	13 694
Rental income	171 654	82 450
Sale of publications	6 916	23 398
Royalty	1 583	3 123
Refund of prior year's expenditure	12 218	-
Savings in liquidation of prior year's obligations	27 821	7 271
Exchange gain	43 967 ^{b/}	21 729
Miscellaneous income	817	21 376
Total income	<u>1 311 764</u>	<u>2 470 614</u>
<u>Expenditure</u>		
Salaries and common staff costs	1 164 147	1 409 911
Outside expertise	34 782	47 862
Security services	68 450	63 687
Staff travel	39 905	42 622
Travel of participants	-	40 226
External audit	14 748	14 748
Fund-raising	13 202	29 457
Regular and special sessions of the Board of Trustees	-	76 030
Supplies and materials	8 332	10 522
Furniture and equipment	26 148	27 725
Library books, documents, periodicals	906	2 449
Documentation and publications	1 775	18 860
Communications	118 969	86 506
Premises	337 983	349 050
Subsidies for special projects	2 587	42 259
Public relations and hospitality	4 279	8 940
Fellowships	16 500	-
Miscellaneous expenses	43 150	2 875
Total expenditure (statement I)	<u>1 895 863</u>	<u>2 273 729</u>
Excess of income over expenditure	(584 099)	196 885
<u>Add: Adjustments for prior period</u>	<u>(617 568) ^{c/}</u>	<u>-</u>
<u>Net income of income over expenditure (statement III)</u>	<u>(1 201 667)</u>	<u>196 885</u>

^{a/} Represents the balance of the grant of \$1.5 million approved by the General Assembly in its resolution 39/177 of 17 December 1984 and decision 40/451 of 17 December 1985 to supplement the funds raised through voluntary contributions for the UNITAR General Fund.

^{b/} Comprises a \$44,248 gain on pledged contributions (schedule 3.1) and \$281 loss on other transactions.

^{c/} Represents the adjustment of prior year pledges (\$455,000 (see schedule 3.1)), the write-off of uncollectible accounts receivable (\$139,026) and the transfer to special-purpose grants of balance relating to a re-opened project (\$23,542 (see schedule 5.1)).

The accompanying notes are an integral part of the financial statements.

STATEMENT III

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH - GENERAL FUND

Statement of assets and liabilities as at 31 December 1987

(United States dollars)

	1987	1986
<u>Assets</u>		
Cash	89 545	34 542
Pledged contributions unpaid (schedule 3.1)	603 684	1 317 195
Accounts receivable	153 623	318 339
Deferred charges	17 247	20 470
Total assets	<u>864 099</u>	<u>1 690 546</u>
<u>Liabilities</u>		
Accounts payable	28 195 <u>a/</u>	41 481
Unliquidated obligations (statement I)	21 871	52 395
Due to United Nations General Fund	1 370 509	614 879
Advance from United Nations General Fund	686 000 <u>b/</u>	786 000
Deferred income	336 613	573 213
Total liabilities	<u>2 443 188</u>	<u>2 067 968</u>
<u>Fund balance</u>		
Balance available as at 1 January 1987	(377 422)	(574 307)
<u>Add: Net excess of income over expenditure</u> (statement II)	<u>(1 201 667)</u>	<u>196 885</u>
Balance available as at 31 December 1987	<u>(1 579 089)</u>	<u>(377 422)</u>
Total liabilities and fund balance	<u>864 099</u>	<u>1 690 546</u>

a/ Excludes liability for the payment of pension fund contributions of \$93,060 for former UNITAR holders of letters of award for whom retroactive participation in the United Nations Joint Staff Pension Fund has been approved.

b/ An advance of \$886,000 was approved by the General Assembly in its resolution 38/177 of 19 December 1983 to cover the deficit in the Institute's budget for 1983.

The accompanying notes are an integral part of the financial statements.

SCHEDULE 3.1

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH - GENERAL FUND

Schedule of pledged contributions as at 31 December 1987

(United States dollars)

Countries	Unpaid pledges as at 1 January 1987	Add: pledges for 1987	Add: pledges for future years	Less: adjustments of prior pledges	Less: collections during 1987	Add: gain (loss) on exchange	Unpaid pledges as at 31 December 1987
Algeria	515	10 000	-	-	515	-	10 000
Argentina	1 786	-	-	-	1 786	-	-
Austria	-	35 211	-	-	39 000	3 789	-
Bahamas	-	1 500	-	-	1 500	-	-
Bangladesh	10	-	-	-	-	(10)	-
Burkina Faso	-	-	500	-	-	-	500
Burundi	806	-	-	-	-	41	847
Cameroon	5 064	-	-	-	-	865	42 403
Canada	-	36 474	-	-	44 776	-	-
Chile	-	44 776	-	-	-	-	10 000
China	-	5 000	5 000	-	-	-	-
Congo	15 000	10 000	-	-	10 000	-	15 000
Côte d'Ivoire	-	32 787	-	-	32 787	-	-
Cuba	3 000	-	-	-	-	-	3 000
Democratic Yemen	2 690	-	-	-	-	-	2 690
Egypt	6 000	6 000	-	-	12 000	-	-
Finland	-	122 449	-	-	134 524	12 075	-
France	-	45 662	53 097	-	49 180	3 518	53 097
Gabon	60 790	-	-	-	-	9 881	70 671
Greece	-	5 000	5 000	-	5 000	-	5 000
India	25 000	25 000	-	-	50 000	-	-
Indonesia	4 000	4 000	4 000	-	8 000	-	4 000
Iraq	15 000	-	-	-	-	-	15 000
Ireland	-	13 410	-	-	13 410	-	-
Israel	(4 000)	4 000	-	-	-	-	-
Italy	-	122 302	163 265	-	131 057	8 755	163 265
Jamaica	-	2 000	2 000	-	2 000	-	2 000
Japan	-	100 000	-	-	100 000	-	-
Kenya	982	991	-	-	991	(41)	941
Kuwait	-	20 000	20 000	-	20 000	-	20 000
Libyan Arab	-	-	-	-	-	-	-
Jamahiriya	-	50 000	-	-	50 000	-	-
Luxembourg	-	3 333	4 035	-	3 594	261	4 035

SCHEDULE 3.1 (concluded)

Countries	Unpaid pledges as at 1 January 1987	Add: pledges for 1987	Add: pledges for future years	Less: adjustments of prior pledges	Less: collections during 1987	Add: gain (loss) on exchange	Unpaid pledges as at 31 December 1987
Malawi	-	872	806	-	714	(111)	853
Mali	500	-	-	-	-	-	500
Malta	-	785	-	-	785	-	-
Nepal	-	1 000	-	-	1 000	-	-
Nigeria	12 890	20 000	20 000	-	50 000	(2 890)	-
Oman	10 000	-	-	-	-	-	10 000
Pakistan	25 000	15 000	15 000	-	30 000	-	25 000
Philippines	-	5 000	5 000	-	5 000	-	5 000
Republic of Korea	-	9 333	9 333	-	9 333	-	9 333
Rwanda	-	2 000	1 000	-	2 000	-	1 000
Saint Lucia	-	1 000	-	-	1 000	-	-
Senegal	-	3 000	3 000	-	-	-	6 000
Sierra Leone	-	1 500	-	-	-	-	1 500
Somalia	-	-	505	-	-	-	505
Spain	80 000	-	-	80 000	-	-	-
Suriname	-	500	-	-	-	-	500
Switzerland	-	107 143	-	-	114 467	7 324	-
Trinidad and Tobago	2 778	-	-	-	-	-	2 778
Tunisia	2 171	2 171	2 266	-	4 702	360	2 266
Turkey	-	2 000	-	-	2 000	-	-
Uganda	5 000	-	5 000	-	-	-	10 000
United Republic of Tanzania	-	2 449	1 806	-	4 686	431	-
United States of America	422 000	-	-	375 000	-	-	47 000
Venezuela	-	10 000	10 000	-	10 000	-	10 000
Yugoslavia	5 000	5 000	5 000	-	10 000	-	5 000
Zaire	42 000	1 000	1 000	-	-	-	44 000
Total	<u>743 982 a/</u>	<u>889 648</u>	<u>336 613</u>	<u>455 000</u>	<u>955 807</u>	<u>44 248</u>	<u>603 684 b/</u>

a/ Represents total unpaid pledges of \$1,317,195 at 31 December 1986 less \$573,213 future years' pledges unpaid at that date.

b/ Unpaid pledges relate to the following years:

1986 and prior	219 655
1987	69 222
Future years	<u>314 807</u>
	<u>603 684</u>

STATEMENT IV

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH -
CAPITAL ASSETS FUNDStatement of assets and Fund balance as at 31 December 1987

(United States dollars)

	1987	1986
<u>Assets</u>		
Capital assets		
Leasehold and building	<u>465 000</u>	<u>465 000</u>
Total capital assets	<u>465 000</u>	<u>465 000</u>
<u>Fund balance</u>		
Donated funds as at 1 January 1987	<u>465 000</u>	<u>465 000</u>
Total fund balance	<u>465 000</u>	<u>465 000</u>

Note: The leasehold and building shown at \$465,000 represents the amount paid for the leasehold, located at 805 First Avenue, United Nations Plaza, New York, at the time of its assignment to the United Nations. Of this, \$450,000 was donated by a foundation to the United Nations for use by the United Nations Institute for Training and Research. The leasehold will expire in the year 2035.

The accompanying notes are an integral part of the financial statements.

STATEMENT V

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH
SPECIAL PURPOSE GRANTS FUNDI. Statement of income and expenditure for the year ended
31 December 1987

(United States dollars)

	1987	1986
<u>Income</u>		
Grants (schedule 5.1)	1 591 026	1 853 300
Interest income	58 573	73 692
Savings in liquidation of prior year's obligations	415 147	220 703
Exchange gain	55 299 a/	71 009
Miscellaneous income	<u>73 684</u>	<u>45 530</u>
Total income	<u>2 193 729</u>	<u>2 264 234</u>
<u>Expenditure</u>		
Staff and other personnel costs	679 168	705 490
Staff travel	182 067	215 307
Outside expertise	722 025	640 117
Panels and conferences	3 750	1 786
Fellowships, grants etc.	197 193	-
Participants travel	179 580	335 918
Documentation and publications	24 519	108 456
Communications	49 730	46 051
Premises	100 014	52 068
Miscellaneous expenses	<u>176 665</u>	<u>181 831</u>
Subtotal	2 314 711	2 287 024
Programme support costs	<u>138 813</u>	<u>128 166</u>
Total expenditure (schedule 5.1)	<u>2 453 524</u>	<u>2 415 190</u>
<u>Excess of income over expenditure</u>	<u>(259 795)</u>	<u>(150 956)</u>

STATEMENT V (concluded)

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH
SPECIAL PURPOSE GRANTS FUNDII. Statement of assets and liabilities as at 31 December 1987

	1987	1986
<u>Assets</u>		
Cash	935 364	1 254 032
Cash (non-convertible currencies)	394 799	624 000
Accounts receivable	426 922	281 877
Deferred charges	<u>85 924</u>	<u>81 645</u>
Total assets	<u>1 843 009</u>	<u>2 241 554</u>
<u>Liabilities</u>		
Accounts payable	7 083	7 918
Unliquidated obligations	392 065	690 236
Due to United Nations General Fund	<u>248 407</u>	<u>88 151</u>
Total liabilities	<u>647 555</u>	<u>786 305</u>
<u>Fund balance</u>		
Balance available as at 1 January 1987	1 455 249	1 606 205
<u>Less:</u> Excess of expenditure over income	<u>(259 795)</u>	<u>(150 956)</u>
Balance available as at 31 December 1987	<u>1 195 454</u> b/	<u>1 455 249</u>
Total liabilities and fund balance	<u>1 843 009</u>	<u>2 241 554</u>

a/ Gain of \$58,257 less loss of \$2,958.

b/ For details by project, see schedule 5.1.

The accompanying notes are an integral part of the financial statements.

SCHEDULE 5.1

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH
SPECIAL PURPOSE GRANTS FUND

Statement of income and expenditure and fund balance for the year ended 31 December 1987

(United States dollars)

Projects	Fund balance 1 January 1987	Income from grants	Other income and adjust- ments a/ b/	Funds available	Expenditure		Fund balance 31 December 1987
					Disbursements	Unliquidated obligations	
					Total		
A. Convertible currencies							
Regional and Interregional Co-operation in the 1980s	17 638	(18 326) b/	853	165	-	-	165
Strategies for the Future of Asia - Netherlands	13 134	(13 134) b/	124	124	-	-	124
Strategy for the Future of Africa - SARAC, Sweden	(60 441)	1 269	10	(59 162)	2 635	-	(61 797)
Establishment of Centre for Simultaneous Interpretation - Libyan Arab Jamahiriya	3 618	-	317	3 935	-	-	3 935
Establishment of a Diplomatic Institute in Saudi Arabia - Saudi Arabia	80 563	-	7 766	88 329	9 777	2 400	76 152
The Evolution of the Liability of States for Damages Caused through Scientific and Technological Innovations - Volkswagen Foundation	8 410	(7 753)	152	809	657	-	152
Assistance to the Diplomatic Institute in Tripoli - Libyan Arab Jamahiriya	41 582	-	2 899	44 481	24 527	-	19 954
Fast Growing Tree Species for Fuelwood Products in Asia - United Nations Trust Fund for Research in Regional Co-operation in Asia and in New and Renewable Energy Resources	25 099	-	995	26 094	25 853	-	241
United Nations Covenant on Economic, Social and Cultural Rights - Ford Foundation	9 814	-	278	10 092	-	-	10 092
UNITAR/UNDP Information Centre for Heavy Crude and Tar Sands	(6 141)	179 582	626	174 067	165 067	9 000	-
Second Conference on Heavy Crudes and Tar Sands - Venezuela	(60 690)	-	-	(60 690)	-	-	(60 690)

SCHEDULE 5.1 (continued)

Projects	Fund balance 1 January 1987	Income from grants	Other income and adjust- ments a/	Funds available	Expenditure		Fund balance 31 December 1987	
					Disbursements	Unliquidated obligations		
					Total	Total		
Training Programme for Government officials of Cape Verde - UNDP	-	-	-	-	118	-	118	(118)
Conference on Shallow (Small) Oil and Gas	-	-	-	-	496	-	496	(496)
Centre on Small Energy Resources - Italy	45 879	59 000	352 691 c/	457 570	228 608	119 688	348 296	109 274
Training Programme for Gabonese Foreign Service	24	-	-	24	-	-	-	24
Regional Symposium in English and French on the Modernization of Public Administration in Africa - Canada	7 794	-	17 753	25 547	-	-	-	25 547
Diplomatic Training Programme for Government Officials of the Ministry of Foreign Affairs - Guinea-Bissau	3 785	-	332	4 117	-	-	-	4 117
Seminar on President Truman and the United Nations	340	-	10	350	-	-	-	350
Training Publication Project - World Bank	2 925	-	133	3 058	2 825	-	2 825	233
World Social Prospects Association	18 549	69 587	270	88 406	101 682	-	101 682	(13 276)
Training Programme on Reporting under Human Rights Conventions - Ford Foundation	(49 547)	338 301	2 717	291 471	129 658	6 959	136 617	154 854
Strategies for the Future of Latin America - Spain	(53 532)	34 740	31 926 d/	13 134	38 751	3 868	42 619	(29 485)
Training Seminar for Latin American Diplomats on Marine Pollution through Radioactive Waste - Spain	3 280	(3 280)	61	61	-	-	-	61
Joint UNITAR/Institut international d'administration publique (IIAP) Training Course for Junior Diplomats of French-speaking African Countries - UNDP	(749)	30 000	1 095	30 346	33 986	6 047	40 033	(9 687)
Junior Professional Officer - Federal Republic of Germany	32 962	-	6 728	39 690	39 162	492	39 654	36
Latin American Population Information Network - Italy	21 477	-	1 881	23 358	3	-	3	23 355

SCHEDULE 5.1 (continued)

Projects	Fund balance 1 January 1987	Income from grants	Other income and adjust- ments a/	Funds available	Expenditure		Fund balance 31 December 1987	
					Disbursements	Unliquidated obligations		
					Total			
Junior Professional Officer at Geneva - Federal Republic of Germany	43 078	(4 800) b/	2 983	41 261	39 386	1 500	40 886	375
Diplomacy Training Course for Senior Officials from Namibia	8 755	(3 147) b/	737	6 345	-	-	-	6 345
Pilot Seminars on Foreign Policy Analysis and Planning for Senior Advisers of African Governments - Switzerland	13 606	-	963	14 569	27 685	4 089	31 774	(17 205)
New Realities for Economic Policies in Africa: Public versus Private Sector	770	-	212	982	-	-	-	982
Training of Trainers Workshop on Communication and Presentation Technique - UNITAR/UNDP	(58)	-	-	(58)	-	-	-	(58)
Training Programme on Geographical Information System Technology in the Field of Environment - Switzerland	122 434	400 190	82 702	605 326	210 592	121 235	331 827	273 499
Training Programme for the Managers of the Foreign Debt in the Least Developed Countries - Switzerland	47 896	-	7 681	55 577	30 704	484	31 188	24 389
Conference on the United Nations and the Maintenance of Internal Peace and Security - Canada	3 907	1 880	885	6 672	928	3 750	4 678	1 994
Training in Development Aid Planning, Co-ordination, Administration: Preparatory Assistance to SWAPO - UNDP	(17 689)	25 297	2 000	9 608	9 608	-	9 608	-
Economic and Social History of the United Nations - Japan	65 424	85 000	4 595	155 019	71 428	-	71 428	83 591
Seminar on Planning and Management Development - Switzerland	231 773	-	8 643	240 416	172 669	48 826	221 495	18 921
Role of Economic Integration in the Development of Latin American Countries - Union of Soviet Socialist Republics	12 237	-	950	13 187	8 708	20 025	28 733	(15 546)
Diplomacy Training - UNDP/Suriname	(9 227)	-	4 682	(4 545)	33 227	973	34 200	(38 745)
Study tour of five Nigerian officials: Training in multi-disciplinary sectors - UNDP	-	17 340	58	17 398	11 220	-	11 220	6 178

SCHEDULE 5.1 (concluded)

Projects	Fund balance 1 January 1987	Income from grants	Other income and adjust- ments ^{a/}	Funds available	Expenditure		Fund balance 31 December 1987
					Disbursements	Unliquidated obligations	
					Total		
Training in development aid planning, co-ordination and administration - UNDP/SWAPO	-	22 825	-	22 825	42 409	-	(19 584)
Diplomatic training course for officials from Guinea	-	29 000	-	29 000	61 470	1 135	(33 605)
Assistance to UNITAR Programme Department - Union of Soviet Socialist Republics	-	40 000	554	40 554	21 158	-	19 396
Fourth International Conference on Heavy Crude and Tar Sands	-	100 000	454	100 454	49 613	2 000	48 841
Training for senior government officials of Nigeria - UNDP	-	43 500	-	43 500	36 707	13 060	(6 267)
Total convertible currencies	628 679	1 427 071	547 716	2 603 466	1 631 317	365 531	606 618
B. Non-convertible currencies							
Fund for Training and Research							
China	11 416	-	(59)	11 357	-	-	11 357
Hungary	23 451	-	(1 681)	21 770	-	-	21 770
Union of Soviet Socialist Republics	785 682	159 236	56 544	1 001 462	430 142	26 534	544 786
Fund for Scholarships							
Romania	6 021	4 719	183	10 923	-	-	10 923
Total non-convertible currencies	826 570	163 955	54 987	1 045 512	430 142	26 534	588 836
Total convertible and non-convertible currencies	1 455 249	1 591 026	602 703	3 648 978	2 061 459	392 065	1 195 454

^{a/} Comprises interest income, savings in liquidation of prior year's obligations, exchange gain or loss (net) and miscellaneous income.

^{b/} Transferred to other special-purpose grants.

^{c/} Includes \$322,217 savings in liquidation of prior year's obligations.

^{d/} Includes \$23,542 transferred from General Fund, reversing an earlier transfer of project balance to the Fund in 1985.

ANNEX

Notes to the financial statements

Summary of significant accounting policies

The following are the significant accounting policies of UNITAR:

(a) As provided in article VIII of its statute, the accounts of the United Nations Institute for Training and Research are maintained in accordance with the Financial Regulations of the United Nations as adopted by the General Assembly, the rules formulated by the Secretary-General as required under the regulations, administrative instructions issued by the Under-Secretary-General for Administration and Management or the Controller and in conformity with generally accepted government accounting principles. The United Nations follows the International Accounting Standard 1 on the disclosure of accounting policies as modified and adopted by the Consultative Committee on Administrative Questions at its fifty-fourth session as shown below:

- (i) Going concern, consistency, and accrual are fundamental accounting assumptions. Where fundamental accounting assumptions are followed in financial statements, disclosure of such assumptions is not required. If a fundamental accounting assumption is not followed, that fact should be disclosed together with the reasons;
- (ii) Prudence, substance over form, and materiality should govern the selection and application of accounting policies;
- (iii) Financial statements should include clear and concise disclosure of all significant accounting policies which have been used;
- (iv) The disclosure of the significant accounting policies used should be an integral part of the financial statements. The policies should normally be disclosed in one place;
- (v) Financial statements should show corresponding figures for the preceding period;
- (vi) A change in an accounting policy that has a material effect in the current period or may have a material effect in subsequent periods should be disclosed together with the reasons. The effect of the change should, if material, be disclosed and quantified.

(b) The Institute's financial statements are prepared on the historical cost basis of accounting and have not been adjusted to reflect the effects of changing prices for goods and services.

(c) Fund accounting. The Institute's accounts are maintained on a "fund accounting" basis. Separate funds for general or special purposes may be established by the General Assembly or the Executive Director. Each fund is maintained as a distinct financial and accounting entity, with a separate self-balancing double-entry group of accounts. Separate financial statements are prepared for each fund or for a group of funds of the same nature.

(d) The financial period of the Institute consists of one calendar year.

(e) The income and expenditure and assets and liabilities are recognized on the accrual basis of accounting.

(f) Translation of currencies. The accounts of the Institute are presented in United States dollars. Accounts maintained in other currencies are translated into United States dollars at the time of the transaction at rates of exchange established by the Controller. In respect of such currencies, the financial statements prepared at such intervals as may be prescribed by the Controller under delegation of authority from the Under-Secretary-General for Administration and Management, shall reflect the cash, investments, unpaid pledges and current accounts receivable and payable in currencies other than United States dollars, translated at the applicable United Nations rates of exchange in effect as at the date of the statements.

(g) Pledged contributions. Pledges are recorded as income on the basis of a written commitment by a prospective donor to pay a monetary contribution at a specified time or times. Pledges received for future years are recorded as deferred income.

(h) Investments. Funds on deposit in interest-bearing bank accounts and call accounts are shown in the statements of assets and liabilities as cash.

(i) Deferred charges:

(i) Deferred charges comprise expenditure items that are not properly chargeable in the current financial period and will be charged as expenditure in the subsequent financial period;

(ii) For balance sheet statement purposes, only that portion of the education grant advance which is assumed to pertain to the scholastic year completed as of the date of the financial statement is shown as deferred charges. The full amount of the advance is maintained in the accounts receivable from staff members until such time as the staff member produces the required proof of entitlement to the education grant, at which time the budgetary account is charged and the advance recovered.

(j) Fixed assets. Furniture, equipment, other non-expendables and leasehold improvements are not included in the assets of the Institute. Acquisitions are charged against budgetary accounts in the year of purchase.

(k) Capital assets. The assets shown in the statement of assets and liabilities of the Institute's Capital Assets Fund include the cost of a leasehold agreement. No amortization of the leasehold is provided for. Maintenance and repairs of the UNITAR building are charged against the appropriate budgetary accounts.

(l) The expenditures do not include possible costs to cover contingencies under appendix D to the United Nations staff rules, for personnel financed under resources obtained from voluntary contributions to the UNITAR General Fund and the Special Purpose Grants Fund. The term "expenditure" designates total obligations incurred, whether liquidated or unliquidated.

(m) Miscellaneous income:

- (i) The net income realized from the revenue-producing activities is reported as miscellaneous income;
- (ii) Refunds of expenditures charged to the prior financial periods are credited to miscellaneous income;
- (iii) Monies accepted in respect of which no purpose is specified have been treated as miscellaneous income;
- (iv) On the closing of the accounts at the end of each financial period, if the balance of the exchange accounts reflects a net loss on exchange, it is debited to the budgetary account. If there is a net gain, it is credited to miscellaneous income;
- (v) The proceeds from the sale of surplus property are credited to miscellaneous income of the respective funds.

(n) The trust fund statements reflect the "clean surplus theory" by processing adjustments through the current income and expenditure accounts. Material adjustments for prior periods are, however, shown in the financial statements below the results of the current period so as not to distort them.

(o) Income tax refund policy. UNITAR salaries are charged to the budget on a net basis during the year in which the services have been rendered. Income tax refunds are charged to the year in which they are made to the staff member.

(p) The obligations incurred for the Special Purpose Grants Fund are accounted for on a project basis; therefore, commitments are recorded for the life of each project.

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