



**UNITED NATIONS INSTITUTE FOR TRAINING  
AND RESEARCH**

---

**FINANCIAL REPORT AND ACCOUNTS**  
for the year ended 31 December 1969  
and  
**REPORT OF THE BOARD OF AUDITORS**

**GENERAL ASSEMBLY**

OFFICIAL RECORDS : TWENTY-FIFTH SESSION

SUPPLEMENT No. 7D (A/8007/Add.4)

**UNITED NATIONS**

UNITED NATIONS INSTITUTE FOR TRAINING  
AND RESEARCH

---

**FINANCIAL REPORT AND ACCOUNTS**  
for the year ended 31 December 1969  
and  
**REPORT OF THE BOARD OF AUDITORS**

**GENERAL ASSEMBLY**

OFFICIAL RECORDS : TWENTY-FIFTH SESSION

SUPPLEMENT No. 7D (A/8007/Add.4)



**UNITED NATIONS**

New York, 1970

#### NOTE

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

CONTENTS

	<u>Page</u>
Letter of transmittal . . . . .	iv
I. Financial report for the year ended 31 December 1969 . . . .	1
II. Report of the Board of Auditors to the General Assembly . . .	3
III. Accounts for the year ended 31 December 1969 . . . . .	4
<u>Statement</u> . Status of funds as at 31 December 1969 . . . . .	4
<u>Schedule 1</u> . Status of contributions pledged as at 31 December 1969 . . . . .	6
<u>Schedule 2</u> . Obligations incurred for the year ended 31 December 1969 . . . . .	8
<u>Schedule 3</u> . Special purpose grants - Status of the grants as at 31 December 1969 . . . . .	9

LETTER OF TRANSMITTAL

2 July 1970

Sir,

..... I have the honour to transmit to you the financial statements of the United Nations Institute for Training and Research for the year ended 31 December 1969.

..... In addition to the above, I have the honour to present the Report of the Board with respect to the accounts of the above-mentioned Institute for the year ended 31 December 1969.

Accept, Sir, the assurances of my highest consideration.

(Signed) A.M. HENDERSON  
Chairman of the  
United Nations Board of Auditors

The President of the General Assembly  
of the United Nations  
New York

I. FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 1969

1. I have the honour, Mr. Secretary-General, to submit herewith the financial report of the Institute for Training and Research for the year ended 31 December 1969 together with the audited account for the same year and the report of the Board of Auditors. The accounts comprise one statement certified by the Board of Auditors and supported by three schedules. The report is presented in accordance with sub-paragraph 3 (i) of article IV of the Statute of the Institute, as promulgated by you in November 1965 and amended in March 1967.

2. The total income available during 1969 amounted to \$2,181,310, of which \$769,734 was carried forward from 1968 and \$1,411,576 relates to 1969. The \$1,411,576 for 1969 is made up of Government contributions totalling \$1,303,448 and \$108,128 for miscellaneous income, mostly from rental of part of the Institute's premises (\$30,098) and income earned on investments (\$46,277).

3. In accordance with the practice followed in 1968, pledges relating to 1970 and other later years, which at the year-end 1969 totalled \$583,091, were recorded as deferred income. These will later be transferred to the income account of UNITAR in the year to which the pledges relate.

4. As shown in schedule 2, the obligations of \$1,202,615 were incurred as charges against 1969 approved budget, which compares with a total of \$1,095,560 in the preceding year. A summary of the major objects of expenditures making up the foregoing totals follows:

	<u>1969</u>		<u>1968</u>	
	<u>Amount</u>	<u>Per cent</u>	<u>Amount</u>	<u>Per cent</u>
	<u>\$</u>		<u>\$</u>	
<u>Management</u>				
Board of Trustees	12,686	1	9,997	1
Executive and administrative staff	160,703	13	238,232	22
Public relations staff	-	-	21,430	2
Geneva Office	38,085	3	-	-
<u>Programme activities</u>				
Training	389,560	32	266,718	24
Research programmes	354,992	30	358,845	33
<u>General expenses</u>				
Maintenance, operation and improvements of premises	93,757	8	90,115	8
Other general expenses	152,832	13	110,223	10
	<u>1,202,615</u>	<u>100</u>	<u>1,095,560</u>	<u>100</u>

Consequently, the balance of income remaining at 31 December 1969 for carry-over to 1970 was \$978,695, represented by available cash assets of \$559,573 and other assets totalling \$419,122, of which \$377,210 relates to Government contributions receivable for 1969 and prior years, and \$41,912 required as a collateral investment to guarantee the leasehold on the building occupied by the Institute.

5. As shown in the statement, the total assets at 31 December 1969 amount to \$2,369,168 consisting of (i) the year-end 1969 carry-over balance of \$978,695 explained in paragraph 4 above; (ii) available cash assets to liquidate current accounts payable and unliquidated obligations of \$211,523; (iii) available cash assets in respect of sundry credits totalling \$65,135; (iv) inconvertible bank account with a balance equivalent to \$65,724; (v) pledged contributions receivable for 1970 and subsequent years, of \$583,091; (vi) capital assets representing the cost of acquiring the building in New York City occupied by the Institute and the leasehold to secure the land on which the building is erected, \$465,000.

6. Against the above assets, liabilities amounting to \$1,390,473 have been recorded; these include a contra amount of \$465,000 offsetting the capital assets referred to above, and deferred income of \$583,091 representing Government pledges payable in 1970 and subsequent years. Accounts payable, unliquidated obligations and sundry credits of \$342,382 include the unexpended balance of \$65,135 for various programmes under special purpose grants received as shown in schedule 3. The total funds available for these programmes during 1969 amounted to \$192,241, of which \$73,127 was brought forward from 1968, and \$119,114 was received in 1969; and the expenditures of \$127,106 were charged against them.

8 June 1970

(Signed) S.O. AJEBO  
Executive Director

## II. REPORT OF THE BOARD OF AUDITORS TO THE GENERAL ASSEMBLY

1. The Executive Director of the United Nations Institute for Training and Research submitted to the Board of Auditors for audit and certification the statement of status of funds and related schedules for the year ended 31 December 1969.
2. Some of the Governments have not fulfilled their pledges and the respective amounts are presented as deferred income in the status of funds. No write-offs are effected for old pledges outstanding as of 31 December 1969.
3. The Board made a study on a test-check basis of the Institute's administrative practices to determine those areas of the operations which may be in need of improvement. As a result the following recommendations were made:
  - (a) The selection of candidates should follow a clearer procedure for admissions as well as provide enforceable principles to be applied during the development of a course;
  - (b) A manual of operational procedures should be prepared which, while not constraining the independent thinking of the individuals responsible for the administration, should be descriptive of the whole process of decision-making and the steps to be followed for the planning, implementation and evaluation of training programmes;
  - (c) A further detailed study of the organization should be undertaken in order to determine, among other things, whether the administrative structure conforms with the objectives of the Institute.
4. Indirect costs are not charged against specific projects, but are classified under the category of general administrative expenses.
5. The Board of Auditors appreciates the co-operation received from the Executive Director of the Institute and his staff in the discharge of its duties.

(Signed) A.M. HENDERSON  
Auditor-General of Canada

Victor G. RICARDO  
Controller-General of Colombia

A.I. OSMANY  
Comptroller and Auditor-General of  
Pakistan

1 July 1970



III. ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 1969

STATEMENT

Status of funds as at 31 December 1969

(In US dollars)

	\$	\$
Balance as at 1 January 1969		769,734
<b>Add:</b>		
Governmental contributions pledged for 1969 (schedule 1):		
In current year	773,211	
In prior years (transferred from deferred income at 1 January 1969)	<u>530,237</u>	1,303,448
Other income:		
Private contributions	3,798	
Rental income	30,098	
Income earned on investments	46,277	
Savings in liquidation of prior year's obligations	22,028	
Refund of prior years' expenditures	5,889	
Exchange	(46)	
Miscellaneous income	<u>84</u>	<u>108,128</u>
Net amount available for 1969		2,181,310
<b>Deduct:</b>		
Obligations incurred during 1969 (schedule 2)		<u>1,202,615</u>
Balance as at 31 December 1969		<u>978,695</u>
<b>Represented by:</b>		
<b>Assets:</b>		
Cash at bank - convertible currency		140,074
Cash at bank - inconvertible currency		65,724
Investments - interest-bearing bank account		627,508
Pledged contributions receivable from Governments:		
For 1968 and prior years	84,918	
For 1969	<u>292,292</u>	
	377,210	
For 1970 and subsequent years (schedule 1)	<u>583,091</u>	960,301
Accrued interest on investments		15,855
Accounts receivable and other sundry debits		45,195
Leasehold guarantee deposits:		
Collateral investment - United States Treasury Bond	41,912	
Special trust deposit - savings account	<u>7,599</u>	49,511
Capital assets - leasehold and building		<u>465,000</u>
Total assets		2,369,168
<b>Less:</b>		
<b>Liabilities</b>		
Due to the United Nations General Fund	36,548	
Reserve for 1968 unliquidated obligations	9,635	
Reserve for 1969 unliquidated obligations	<u>157,741</u>	203,924
Held in trust for special guarantee deposit (offset included in assets)		7,599
Investment in capital assets (offset included in assets)		465,000
Deferred income (schedule 1)	583,091	
Other deferred income - inconvertible currency	<u>65,724</u>	
		<u>1,325,338</u>

## STATEMENT (concluded)

	\$	\$	\$
Special purpose grants (held in a trust capacity - schedule 3)			
Unencumbered balance	60,429		
Unliquidated obligations	<u>4,706</u>	<u>65,135</u>	<u>1,390,473</u>
Balance as at 31 December 1969			<u><u>978,695</u></u>

CERTIFIED CORRECT

(Signed) B.R. TURNER  
Controller

APPROVED

(Signed) Chief S.O. ADEBO  
Executive Director

## AUDIT CERTIFICATE

The statement of status of funds of the United Nations Institute for Training and Research for the financial year ended 31 December 1969 has been examined in accordance with our directions. We have obtained all the information and explanations that we have required, and we certify, as a result of the audit, that, in our opinion, the financial statement is correct.

(Signed) A.M. HENDERSON  
Auditor-General of Canada

(Signed) Victor G. RICARDO  
Controller-General of Colombia

(Signed) A.I. OSMANY  
Comptroller and Auditor-General  
of Pakistan

1 July 1970





SCHEDULE 2

Obligations incurred for the year ended 31 December 1969

(In US dollars)

	<u>Approved budget</u>	<u>Obligations incurred</u>			
		<u>Disbursements</u>	<u>Unliquidated obligations</u>	<u>Total</u>	
	⌘	⌘	⌘	⌘	
<b>A. <u>Management</u></b>					
Board of Trustees	20,000	12,450	236	12,686	
Executive and administrative	<u>163,000</u>	<u>160,640</u>	<u>63</u>	<u>160,703</u>	
TOTAL, Part A	<u>183,000</u>	<u>173,090</u>	<u>299</u>	<u>173,389</u>	
<b>B. <u>Programme activities</u></b>					
Training	367,000	313,178	76,382	389,560	
Research	<u>502,000</u>	<u>330,707</u>	<u>24,285</u>	<u>354,992</u>	
TOTAL, Part B	<u>869,000</u>	<u>643,885</u>	<u>100,667</u>	<u>744,552</u>	
<b>C. <u>Geneva office</u></b>	TOTAL, Part C	<u>41,200</u>	<u>37,324</u>	<u>761</u>	<u>38,085</u>
<b>D. <u>Common services</u></b>	TOTAL, Part D	<u>54,200</u>	<u>47,193</u>	<u>-</u>	<u>47,193</u>
<b>E. <u>General expenses</u></b>					
Maintenance, operation and improvements to premises	105,100	93,657	100	93,757	
Furniture, fixtures and equipment	6,000	2,799	351	3,150	
Travel of staff	20,000	11,569	701	12,270	
Rental of equipment	2,000	1,084	142	1,226	
Communications	16,000	16,985	102	17,087	
Miscellaneous supplies	10,000	4,104	61	4,165	
Hospitality	700	514	-	514	
Library	2,500	1,445	92	1,537	
Translation	10,000	224	90	314	
Printing	15,000	8,501	4,375	12,876	
External audit	<u>3,000</u>	<u>2,500</u>	<u>-</u>	<u>2,500</u>	
TOTAL, Part E	<u>190,300</u>	<u>143,382</u>	<u>6,014</u>	<u>149,396</u>	
<b>F. <u>Income tax reimbursements</u></b>					
Provision for income tax reimbursements under parts A, B and D					
TOTAL, Part F	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	
<b>GRAND TOTAL, A through F</b>	<u><u>1,337,700</u></u>	<u><u>1,044,874</u></u>	<u><u>157,741</u></u>	<u><u>1,202,615</u></u>	

SCHEDULE 3

Special purpose grants

Status of the grants as at 31 December 1969

(In US dollars)

	<u>Total funds available</u>		<u>Obligations</u>	<u>Unencumbered</u>
	<u>Unencumbered</u>	<u>Grants</u>	<u>incurred</u>	<u>balance</u>
	<u>balance</u>	<u>received</u>	<u>for</u>	<u>balance</u>
	<u>31 December 1968</u>	<u>in 1969</u>	<u>1969</u>	<u>31 December 1969</u>
	\$	\$	\$	\$
Adlai E. Stevenson Memorial Fund	73,127	-	67,229	5,898
Ford Foundation	-	90,000	51,213	38,787
United Nations (from Beulah Edge Estate)	-	25,000	11,711	13,289
Fund for Education in World Order (Fund for Peace)	-	3,114	1,659	1,455
Institute for International Order	-	1,000	-	1,000
	<u>73,127</u>	<u>119,114</u>	<u>131,812</u>	<u>60,429</u>
Unliquidated obligations as at 31 December 1969			4,706	
Expenditures during 1969			<u>127,106</u>	
			<u>131,812</u>	