

CFRM

2011 UNSAS PROTOCOL for Financial Statements and Other Reports –Rev. 19 March 2012

1. Draft of Notes, Statements, Schedules due 23 March -by next Friday we should have a first draft of all notes, statements and schedules in order for John C and I to review the following week. So please ensure all requests for backup for notes have been sent out ASAP and if we haven't heard back from Units, to follow-up in person. We shouldn't have outstanding information from Units by next Friday and let me know in advance if you need my involvement;
 2. Reporting Entries due today –today is when we planned to complete reporting entries in order to begin statement preparation next week. I'll come by this afternoon to get a status from everyone and let me know if there are problems in any areas or where we think an entry may take a little longer;
 3. Other entries impacting the GL –income statement entries should be completed today, particularly as interest allocation will be completed today by Treasury and CDRs will be cut today. We may accept some balance sheet cleanup items into early next week but please request approval to open the GL through the normal channel (i.e. request to me with copy to John C and Dwight)
 4. Notes -Please see below a new point g.1. relating to the notes to the financial statements
 5. Master version -Please see below a new point j. relating to control over the master version
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1. Allocation of key responsibilities for Financial Statements/Other Report(s) Preparation under CFRM (see attached which is an evolving document and will be updated for the 2nd Draft/Review etc. and will be used as a tool during our weekly meetings using 'traffic light' colours to monitor which areas are green, yellow (to watch) or red) –if you have any questions or concerns, please let me know;
 2. Protocol for the Financial Statement/Statutory Report(s) Preparation process (see below):
 - a. SharePoint --The SharePoint folder for the financial statements supporting documentation is (thanks to Rowena):
<https://intranet.undp.org/unit/bom/ofa/accounts/2011%20Financial%20Statements/Forms/AllItems.aspx>;
 - b. Please don't use the shared drive-- Please use this folder rather than the Shared drive to store your work for the preparation of the statements and notes;
 - c. Access to this site is only for CFRM --Only CFRM have access to this folder – if you are preparing a note that requires documentation from another unit, please ensure you save it here;
 - d. Scan supporting docs --Any supporting documents received in hard copy MUST be scanned and uploaded to the correct folder in SharePoint;
 - e. Backups –please keep backups from time to time on your C;;
 - f. Please don't change the below 4 folders/structure --The structure of the folders in SharePoint should *not* be changed. If you feel that additional folders are required at this level, please ask Rowena;

Type	Name
	0 -2010 and Prior year FS and useful docs
	1 -FS Preparation Responsibilities Timelines and Closure Instructions
	2 -Generated FS Versions
	3 -UN Tree Detail Reports
	4 -Statements, Schedules and Notes

g. Within the above structure/without changing it, you may add folders --Within "4 –Statements, Schedules and Notes" there is a dedicated folder for each schedule, statement and note. Within these folders, you can add folders to structure your supporting documentation as you wish;

g.1.

Notes –for the notes to the financial statements, I'll ask Elena/Iryna to put each note (exactly from the final audited 2009 financial statements) in a separate Word document under the correct folder in SharePoint, with track changes on so that any wording changes you make to the 2009 wording will show in track changes. The theory is to not have changes to the audited 2009 note unless a very good reason exists to change e.g. Note 1 folder will have a Word document of the final audited 2009 note with track changes switched on.

- h. Naming convention with date required for softcopy files --When saving documents, please ensure the title of the document is informative – include the last date modified and a clear description of the file;
- i. Hardcopy Final version of each Statement/Schedule/Note to be initialed and dated --The final version of each statement/schedule/note must be initialed and dated by preparer, reviewer and finally Advit (Hardcopy of file kept with Advit in Office in a location to be known by all under lock and key overnight).
- j. Overall "Gatekeeper" of the master version of the Statements/Schedules/Notes –In order to ensure we have 1 master version of the files, I have assigned Rowena to be the 'Gatekeeper', so once all your individual items are completed e.g. a statement, schedule or note, please send to Rowena to incorporate into the 'master file' which only she will have access to change. We will put controls after a certain date where any further changes would have to have my written approval. We can decide on a date later.