

ADMINISTRATIVE MEMORANDUM No. 114

SUBJECT: REPLACEMENT OF SECTION IV.2.d OF THE BUDGETARY AND
FINANCIAL RULES

CONSIDERING,

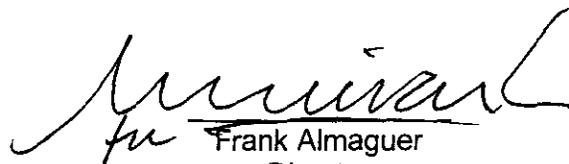
That by Administrative Memorandum No. 103, the then Assistant Secretary for Administration issued new Budgetary and Financial Rules which incorporate sound business and accounting practices, controls, and procedures, which more faithfully reflect practices and procedures implemented in the course of the General Secretariat's conversion to the Oracle management information system since 1999; and

That it is essential that all Executive Secretaries, Directors and staff members with financial delegated authority be responsible for, and are held accountable for, the proper obligation and recording of the General Secretariat's financial transactions, and that the failure to comply with these requirements constitutes serious misconduct and grounds for summary dismissal or such other disciplinary action that the Secretary General considers appropriate in accordance with the Staff Rules,

THE DECISION:

1. To replace Section IV.2.d of the Budgetary and Financial Rules with new Section IV.2.d as set forth in Attachment A, hereto.

2. To revoke as of the date of this Administrative Memorandum any and all provisions contained in prior administrative issuances of the General Secretariat that are inconsistent with the Budgetary and Financial Rules attached hereto.



Frank Almaguer
Director

Department of Administration and Finance

Original: English
September 30, 2005

Attachment A: Section IV.2.d of the Budgetary and Financial Rules

ATTACHMENT A

IV.2. ACCOUNTABILITY FOR DELEGATED AUTHORITY

d. The participation in any of the following actions, if found to have been committed by any staff member in bad faith, willfully, maliciously, or negligently, shall be considered serious misconduct and grounds for summary dismissal or such other disciplinary action that the Secretary General considers appropriate in accordance with Staff Rule 110.5 or Chapter XI of the Staff Rules:

i. Receiving or authorizing the receipt of a check, bank transfer, or cash on behalf of GS/OAS and:

(a) failing to deliver it to the Treasurer;

or as applicable,

(b) failing to inform the Treasurer of the authorization,

within no more than two working days of the date of the authorization or receipt, whichever occurred first;

ii. Entering into any financial agreement, commitment or transaction on behalf of GS/OAS without recording it in GS/OAS' official accounting records within no more than two working days of the date of the financial agreement, commitment or transaction, whichever occurred first;

iii. Making or authorizing a GS/OAS disbursement without recording the transaction in the official accounting records of GS/OAS within no more than two working days;

iv. Making or authorizing the recording of an obligation that does not represent a legal commitment with a third party (e.g., with a natural person or a corporation);

v. Causing a fraudulent obligation to be entered;

vi. The false receipt of goods or services;

vii. Making or authorizing an unjustified disbursement;

viii. Issuing a fraudulent receipt for goods or services;

ix. The unreasonable retention of monies of the Organization;

x. The use of any foreign currency and/or exchange rate that are not in the best interest of the Organization; and

xi. Any other action in excess of delegated authority or any other violation of these Rules that the Secretary General considers to be prejudicial to the best interests of the Organization.
