

United Nations



Nations Unies

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONAS NEWYORK

REFERENCE:

16 January 2020

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Financial reports on grants financed by Central Emergency Response Fund (CERF)
for the year ending 31 December 2019

Pursuant to the umbrella Letter of Understanding (LOU) for CERF grants, your organization is requested to provide financial reports for the CERF grants received as of 31 December 2019 by 15 February 2020.

Attached is the list of the grants ("projects") pertaining to your organization for which we expect to receive financial reports. These projects represent: (i) new grants disbursed in 2019; (ii) old grants disbursed on or prior to 31 December 2018, whose final reports and/or refunds are still outstanding. For old grants (ii), the data on interest income, other income, total expenditures, firm commitments and refunds in the list were extracted from their latest financial reports submitted to CERF.

Kindly submit the reports as per the attached reporting template, providing the **cumulative amount from inception of projects** through 31 December 2019, following the guidelines below:

- (1) A separate financial report is required for each grant; please do not comingle multiple grants;
- (2) The amount of CERF grant under 'Income' should be the original amount of CERF grant, rather than the unspent balance brought forward from previous year;
- (3) Whereas the amounts under 'Firm Commitment' represents the position as of 31 December 2019, all other figures (interest income if applicable, other income if applicable, expenditure incurred, and returned amount) are cumulative from the inception of the grant through 31 December 2019;
- (4) Please display the 'Firm Commitment' and 'Expenditure' for each expenditure line, as well as the total of 'Firm Commitment' and 'Expenditure' columns;
- (5) Total expenditure, including indirect costs (PSC/indirect support/cost recovery), cannot exceed the CERF grant amount in any circumstances;
- (6) If a project has no balance under 'Firm Commitment' and its unspent balance as of 31 December 2019 is zero, the status of the project is considered financially completed. In such case, please mark the project as "Completed" in the heading. For example, 'for CERF Project No. XXXXX cumulative through 31 December 2019 (**Completed**)';
- (7) The template contains built-in formula, and only those fields highlighted in grey need to be filled out.

Also attached is a list of refunds received by the CERF secretariat for the period 1 January 2019 through 31 December 2019. Please advise if any refunds are missing.

Finally, in accordance with the umbrella LOU, please initiate refunds as follows:

- (a) For projects with implementation end date on or prior to 31 December 2018: If unspent funds have not yet been fully refunded, please refund them in full by 15 February 2020;

- (b) For projects with implementation end date between 1 January and 30 June 2019: 75% of the unspent funds should have been refunded by 15 August 2019. If not refunded yet, please refund them by 15 February 2020. Their final refund should be due by 30 June 2020;
- (c) For projects with implementation end date between 1 July and 31 December 2019: 75% of the unspent funds should be refunded by 15 February 2020. Their final refund should be due by 30 June 2020;
- (d) The refunds after 31 December 2019 shall be reflected as 'Refunded amounts' in the next financial reports;
- (e) When refunds are made, please provide the CERF secretariat and the Trust Fund Management Section of the Finance Division (cerf@un.org, trustfund@un.org) with a list of CERF project number(s), refund amount for each project, basis of calculation, and the date of refunds in Excel, to facilitate the tracking of refunds; and
- (f) Refunds should be deposited to the bank account below with reference to CERF:

Account Name: United Nations General Trust Fund
Account Number: 485001969
ABA Code: 021-000-021
Swift Code: CHASUS33
Bank Address: JP Morgan Chase Bank
International Agencies Banking
270 Park Avenue, 23rd Floor, New York, NY 10172-0003
Reference: [Agency] refund to CERF

Please submit a cover letter, and scanned copy of the certified financial report for each project to both the CERF secretariat (cerf@un.org) and the Trust Fund Management Section of the Finance Division (trustfund@un.org) *no later than 15 February 2020*. Earlier submission is highly encouraged and welcome. In the rare instances where a financial report would not be ready by the deadline, please notify us immediately so that its impact may be assessed, and an alternative solution may be considered.

We greatly appreciate your cooperation in the timely submission of financial reports.

Yours Sincerely,



Chulmin Kang, Chief
Finance and Administration Unit
CERF secretariat
United Nations Office for the Coordination of
Humanitarian Affairs (OCHA)

Cc: Chulmin Kang (kang@un.org)
Trust Fund Management Section of Finance Division (trustfund@un.org)

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