



Date: September 30, 2005

To: Executive Secretaries, Directors of Departments and Offices

From: Ricardo Dominguez, Chief of Staff of the Secretary General

SUBJECT: Delegation of financial authority

The Secretary General delegates his authority to contract obligations to the Executive Secretaries, Directors of Departments and Offices, and to Heads of Programs or Projects, based, in the case of the Regular Fund and Femcidi, on a budget approved by the General Assembly and, in the case of Specific Funds and Trust Funds, on the budget forming part of the agreement or convention signed by the General Secretariat and the donor.

A copy of this budget, once it has been approved by the Secretary General or his Chief of Staff, must be sent to the Office of Budgetary and Financial Services in order for the budgetary appropriation to be recorded in the corresponding accounts of the project concerned. Once the budgetary appropriation has been recorded, it shall be the responsibility of the Head of Program or Project or Administrative Officer/Assistant to record against that appropriation such obligations as are contracted on behalf of the General Secretariat.

In the same way that disbursement officers are currently required to certify in writing that they are familiar with the personal liability attached to delegation of authority, the Director of the Department of Administration and Finance is authorized to obtain from the Executive Secretaries, Directors of Departments and Offices, and Heads of Programs and Projects, and from administrative support staff, a signed paper certifying that they are familiar with the financial provisions governing the General Secretariat and understand the personal liability they incur pursuant to Chapter IV of the Budgetary and Financial Rules. The Office of Budgetary and Financial Services is responsible for keeping a record of the delegations of financial authority granted to staff in charge of contracting and registering obligations and disbursements.

The Office of Budgetary and Financial Services is, additionally, responsible for verifying that the registered obligations are consistent with the expenditure items authorized in the budget approved by the Secretary General. Likewise, the Office of Budgetary and Financial Services is responsible for ensuring that the disbursement of General Secretariat monies is made in accordance with the terms of registered obligation.



The Office of Budgetary and Financial Services will each month analyze discrepancies recorded between the approved budget and the obligations contracted and will inform the Director of the Department of Administration and Finance, who will in turn review the findings of that analysis with the Director of the area responsible, with a view to reporting to the Secretary General or his Chief of Staff any discrepancies exceeding 5 percent of the approved item.

I thank you in advance for your cooperation.

cc: The Inspector General