

[4 CONFIDENTIAL]

EL/wc JULY 2009

UN ARCHIVES

SERIES S-1062

BOX 170

FILE 1

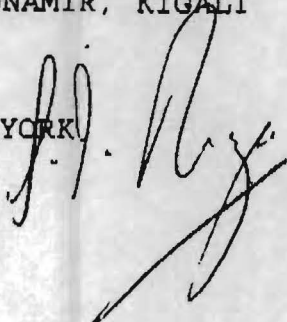
ACC. 1998/0283

FLIN 618

CNR - 155 / CNU - 05 P1/1

OUTGOING CODE CABLE

TO: BOOH-BOOH/DALLAIRE, UNAMIR, KIGALI
COPY TO: UNAMIR, KABALE
FROM: ANNAN, UNATIONS, NEW YORK
DATE: 26 APRIL 1994
NUMBER: 1303



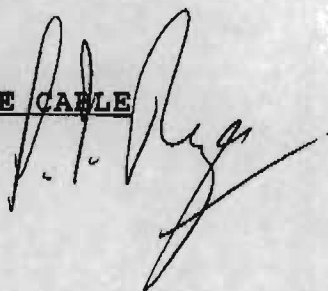
1994 APR 26 P 10 22

UNATIONS

CNU 003 P1/1

FLIN 617

OUTGOING CODE CABLE



TO: ACMO, UNOMUR, KABALE
FROM: ANNAN, UNATIONS, NEW YORK
DATE: 26 APRIL 1994
NUMBER: 1298

1994 APR 26 P 10:20

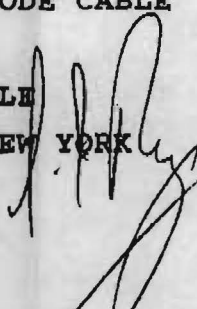
UNITED NATIONS

FLIN 616

CNU 004 P1/1

OUTGOING CODE CABLE

TO: ACMO, UNOMUR, KABALE
 FROM: ANNAN, UNATIONS, NEW YORK
 DATE: 26 April 1994
 NUMBER: UNOMUR: 1299



1994 APR 26 P 10:20

Attache

UNITED NATIONS



NATIONS UNIES

1/2

FIELD FINANCE AND BUDGET SECTION
FIELD OPERATIONS DIVISION, DPKO
UN Headquarters

94 07 25 13 48 Z

FIN 614

18000
MOST IMMEDIATE
94 APR 21 05:08**(CONFIDENTIAL)**

OUTGOING FAX NUMBER:	DATE: 25 April 1994
TO: All Chief Administrative Officers (See distribution list)	FROM: Denis G. Beissel Acting Director Field Operations Division UNHQ NEW YORK
FAX NUMBER:	FAX NUMBER: (212) 963-0642
NUMBER OF TRANSMITTED PAGES: 1/2	FILE REFERENCE: FIN/MISC/94-
SUBJECT: SAFEGUARDING OF CASH	

In view of the nature of peace-keeping operations, it is important that field missions take all possible precautions and necessary measures to safeguard and protect the Organization's assets, especially cash (including travellers cheques), blank cheques, and signed cheques awaiting collection by vendors. Although we expect that internal and financial controls are already in place for safeguarding of assets, we must reiterate the minimum basic procedures that should be implemented.

Cash funds (including unutilized cheques) should at all times be kept in a strong safe and stored in a secure room equipped with strong locks and two keys, one held by the cashier and the other by the Chief Administrative Officer or a senior designated official. In the same manner, when combination locks are used, the code should be known only to the cashier and the Chief Administrative Officer. If an existing store room is inadequate, arrangements should be made to have it fortified with a steel liner and stronger locks. The safe must be fire proof with a minimum of one hour

Drafted by: AAD/mem

Authorized by:

Amir A. Dossai

SAO FIN

2/5

-2-

sustainability. An alarm system, if not already installed, should be provided for added security. Adequate arrangements must be made for absences of the cashier.

In large missions, where the volume of cash payments may compromise the safety of cash on hand, for safety and security reasons, additional staff may be assigned to assist the cashier at his/her discretion on pay days or other busy days as required. Such assistants will not, however, be permitted unsupervised access to the cash funds, a key or combination to a safe lock.

From an internal control perspective, it is also advisable that the cashier should not be involved in other financial or accounting responsibilities. At closing time each day, all undisbursed cash funds should be placed in the safe, which must be securely locked before the cash room is closed under lock and key, and the CAO or a Senior Officer of the mission must ensure that this is done.

In missions where the cash room is not located in the mission headquarters building, arrangements should be made for the cash room to be patrolled by a security guard on a twenty-four hour basis.

We assume the above arrangements are in place and will withstand audit scrutiny. Please confirm, by cryptofax, that adequate arrangements are in place (we do not require specifics of the security arrangements).

Thank you for your cooperation and kind regards.