

**Financial Standard Operating Procedures (SOP)**  
**Service Clearing Account (SCA)**

*Version: July 2019*

**Purpose and Context:**

The purpose of this SOP is to guide relevant UNV and UN Entity Staff through the standard Service Clearing Account (SCA) process. The goal is to eliminate confusion on the SCA process and provide clear guidance to those working with or affected by the SCA.

The SCA is managed by UNDP. As UNV is part of UNDP, the SCA is also used for UN Volunteer-related charges.

**Overall Guidance:**

The UN Entity expresses interest in **hiring or extending** a UN Volunteer - either through the Regional Office (RO) the Field Unit (FU) or through UNV HQ.

UNV provides the UN Entity with the **proforma cost estimate** for the respective contract duration, duty station, and UN Volunteer category.

An official request from the UN Entity is submitted to UNV via the **Description of Assignment (DoA)**. The DoA is uploaded into VMAM (a UNV-specific volunteer management system) by the RO, FU or UNV HQ and approved by either the RO or UNV HQ.

The UN Entity provides UNV with a **Financial Authorization (FA)**. This authorization should cover the costs for the full contract period – including contracts that spread over multiple years – based on the proforma cost estimate. **If a UN Entity cannot provide an FA over multiple years but requests volunteer services for this time period, the contract can only be generated to the end of the period reflecting in the FA and the extension of the contract can be generated once the FA for the next period is provided. No volunteer should be hired, nor charges incurred, without a Financial Authorization!**

**Note:** The FA must include at least the following information:

- a) Total estimated amount which UNV can charge the UN Entity for the UN Volunteer costs based on the proforma cost estimate;
- b) The Agency Reference information (UN Entity internal budget lines, projects, PO, ULO or open item information which will assist the UN Entity in identifying the costs in the month SCA report);
- c) The country of assignment, including specific duty station;
- d) The type and number of UN Volunteer(s) requested;
- e) The duration of the initial contract or extension of contract; and
- f) Signature and date

- UN Entities using **UMOJA** should provide UNV with the **UMOJA Financial Authorization** (*see Annex 3 for a list of UN Entities using UMOJA*)
- Any UN Entity not using UMOJA can either provide a Financial Authorization of their own system or use the **UNV AGENCY SERVICE REQUEST FORM** (*Annex 1 - SRF*)
- **UN MISSIONS ONLY** – An FA should be issued at the beginning of the budget cycle in order to allow uploading and recording of UNV transactions in UMOJA as provided in the SCA report. Signed confirmation is applicable for ongoing contracts and extensions. The UN Missions do not prepare individual FA's for UN Volunteers but rather include all UN Volunteer costs expected, including the budget for the Programme Manager's proforma where applicable, in their FA's - based on the **costing sheet** of the UN Missions.

After DoA approval and receipt of the Financial Authorization, UNV begins with the **identification** of potential candidates.

**Note:** In emergency cases, interviews and selection of the candidate can take place prior to receiving the Financial Authorization but the final recruitment of the UN Volunteer must only commence once the Financial Authorization has been provided by the UN Entity.

After the selection process is complete and the Financial Authorization is in place an offer is generated to the candidate.

**Position information:**

The positions in Atlas HCM relating to these UN Volunteers are set up within UNV's system to charge the SCA of the specific UN Entity. The monthly payroll then charges the following CoA automatically:

<b>Account:</b>	Various
<b>Fund:</b>	12000
<b>Department:</b>	17210
<b>Operating Unit:</b>	UNV
<b>PC Business Unit:</b>	UNV10
<b>Project ID:</b>	Country Specific Project (00023XXX)
<b>Activity ID:</b>	<b>UN Mission Name</b> for volunteers serving with the UN Missions. <b>Roster number</b> for all other UN Entities.
<b>Implementing Agency:</b>	001981
<b>Donor:</b>	UN Mission donor code or AGENCY donor code

These payroll charges, as well as any manually entered payments and adjustments, will reflect in the **monthly SCA report** of the respective UN Entity.

UNDP uploads the **SCA reports** to the [UNDP site for UN Agency partners](#) at the beginning of every month. The UN Entity downloads and reviews the charges in the **SCA report** and records them accordingly in their internal finance systems. UNV is not responsible for reconciling the SCA for our partner UN Entities. To gain access to the UNDP site, please contact GSSU Agencies at: [gssu.agencies@undp.org](mailto:gssu.agencies@undp.org).



**Note:** The SCA is used by both UNDP and UNV. The UNV-related UN Volunteer charges are easily differentiable from UNDP-related charges as there is a UNV country-specific project, the UNV operating unit and the UN Volunteer’s roster number **or** UN Mission name included in the chart of accounts.

**SCA Replenishments:**

The SCA works like a bank account. When the UN Entity transfers funds to the SCA bank account, UNDP allocates the funds against the UN Entity’s donor code within the SCA. UNV can only tap into these funds with a valid Financial Authorization from the UN Entity. This means UNV will only use funds that have been authorized in advance and the SCA balance belongs to the UN Entity until volunteer charges are processed.

The SCA that a UN Entity has with UNDP is replenishable at their own discretion. Some UN Entities transfer a specific sum regularly into their SCA (regardless of the current balance), some UN Entities transfer a fixed amount once the balance on their SCA falls below a specific threshold and other UN Entities transfer on a volunteer by volunteer basis. It is the responsibility of the UN Entity to ensure that there are enough funds on their SCA in order for UNV to charge the UN Volunteer costs.

**UN MISSIONS ONLY** – The SCA replenishments for the UN Missions should be based on the respective number of UN Volunteers serving, Programme Manager costs (where applicable), and projected hire’s (loosely based on the **costing sheet**). The replenishments should be done in regular intervals to ensure the funding on the SCA is sufficient but should not exceed the costing sheet budget total. UNV is not required to prepare replenishment projections for the UN Missions. The UN Missions are aware of their budget and receive monthly reports of the expenditures charged by UNV.

All replenishments reflect also in the monthly SCA report provided to the UN Entities.

The UNDP SCA bank account information is below.

**Note:** There should be no SCA replenishments sent to local bank accounts.

**UN MISSIONS** – use the UNDP New York BP to process replenishment

<b>Account Name:</b>	UNDP Contributions Account
<b>Account Number:</b>	36349562
<b>ABA/ACH Routing Number:</b>	021000089
<b>SWIFT:</b>	CITIUS33

<b>Bank Name:</b>	Citibank
<b>Bank Address:</b>	111 Wall Street
	New York, NY 10043
	USA

**SCA Rejects:**

Should a UN Entity have uncertainties pertaining to the UNV charges reflected in the SCA, they can contact UNV Finance ([heidi.nabel-meyer@unv.org](mailto:heidi.nabel-meyer@unv.org)) for further assistance **prior** to officially rejecting the charges.

If the UN Entity is certain the transactions reflecting in the SCA are incorrect, then the official SCA reject process should be followed. (*Annex 2 – GSSU Agency SCA Handbook*)

**UN MISSIONS ONLY** – With the new MOU between the UN Secretariat and UNV (2018), and with the new cost recovery policy (2019) there should no longer be reasons for rejection apart for legitimate rejects (such as costs relating to a UN Volunteer not serving with the UN Mission or incorrect durations of assignments charged to the UN Mission). The payroll charges for the Programme Managers (staff) should not be rejected (full proforma cost for PMs includes payroll costs as provided to the UN Missions) nor should bank charges be rejected (included in MOU). The payroll and global charges for UN Volunteers are offset against the recurring charges.

To reduce SCA rejects, a list of UN Entities using the SCA and their respective donor codes is provided as an annex. (*Annex 3 – UN Entity Donor Codes*)