

FICSA/C/74/A&B/1

Provisional agenda item xx



Independent reviewer's report
FICSA financial statements for 2019

One strong Federation – One strong voice

Geneva, 14 July 2020

FINANCIAL STATEMENTS FOR 2019

The 73rd FICSA Council took note of the draft financial statements for the period 1 January to 31 December 2019 as contained within document FICSA/C/73/A&B/2 entitled “Treasurer’s report for 2019”.

The financial statements for the year 2019 have now been reviewed and are included in this document together with the Report of the Independent Reviewer.

The Independent Reviewer’s Management Letter will be submitted to the Executive Committee in due course and would be available upon request to the FICSA Secretariat.

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Federation of International Civil Servants' Associations (FICSA)

REPORT OF THE INDEPENDENT REVIEWER

Independent Reviewer's Report


I have reviewed the Financial Statements of the Federation of International Civil Servants' Associations (the Federation) for 2019. These consist of a Statement of Income and a Statement of Expenses for the year ended 31 December 2019, a Balance Sheet as at that date, Statement of Members, Statement of Associate Members, Statement of Consultative Status and Notes to the Financial Statements.

The Executive Committee of the Federation is responsible for the preparation of these Financial Statements.

My review included an examination of the accounting records maintained and a comparison of the Financial Statements presented with those records. It also included inquiry and discussion related to information supplied to me.

Based on my review, I am satisfied that the Financial Statements are in accord with the books and records of the Federation. I am also satisfied that the financial transactions reflected in the Financial Statements are in accordance with the Financial Rules and Regulations, the budgetary provisions and other applicable directives.

During the course of my review, I obtained all the information and explanations required.



John McGhie C.A.

Geneva, 14 July 2020

Institute of Chartered Accountants of Scotland

Annex 1
FINANCIAL STATEMENTS OF FICSA FOR 2019
For the year ended 31.12.2019

STATEMENT OF EXPENSES

| | | Swiss Francs | |
|----------|---|--------------|---------|
| | | 2018 | 2019 |
| 1 | <u>Chapter One, FICSA Representation</u> | | |
| 1.01 | UN General Assembly | 7,112 | 7,992 |
| 1.02 | UNJSPB | 4,617 | |
| 1.03 | HLCM | 6,981 | 2,115 |
| 1.04 | HR Network | 679 | 1,626 |
| 1.05 | ICSC (Sessions, Working Groups & Committees) | 44,928 | 50,821 |
| 1.06 | IASMN | 593 | 572 |
| 1.07 | External Relations & Contingency Travel | 25,404 | 9,996 |
| | | 73,655 | 73,122 |
| 2 | <u>Chapter Two, FICSA EXCOM</u> | | |
| 2.01 | FICSA Council | 41,589 | 18,503 |
| 2.02 | ExCom & Regional Activities | (0) | (0) |
| 2.03 | FICSA Council Overheads | 8,322 | 5,739 |
| | | 49,910 | 24,242 |
| 3 | <u>Chapter Three, FICSA Services</u> | | |
| 3.01 | Conditions of Services in the Field | - | - |
| 3.02 | General Service Questions | 22,046 | 16,948 |
| 3.03 | Human Resources Management | 7,533 | 1,404 |
| 3.04 | Legal Questions | 498 | 1,857 |
| 3.05 | Professional Salaries & Allowances | - | 818 |
| 3.06 | Staff/Management Relations | 4,697 | 4,661 |
| 3.07 | Social Security/OHS | 10,963 | 9,349 |
| | | 45,737 | 35,037 |
| 4 | <u>Chapter 4, FICSA Administration</u> | | |
| 4.01 | Geneva Staff Costs | 271,430 | 179,713 |
| 4.02 | Consultants/Experts | 68,005 | 59,599 |
| 4.03 | External Audit | 812 | 962 |
| 4.04 | IT Services | 19,202 | 12,503 |
| 4.05 | Supplies and materials | 731 | 879 |
| 4.06 | Geneva office rent | 8,280 | 8,280 |
| 4.07 | Bank charges | 2,078 | 1,746 |
| 4.08 | Contingencies | 1,342 | 1,161 |
| 4.09 | Staff training | - | - |
| 4.10 | Termination Indemnity Fund | - | - |
| 4.11 | Legal Defence Fund | 15,000 | - |
| 4.12 | ASHI Premium | | - |
| | | 386,880 | 264,843 |
| | | 556,183 | 397,244 |

Annex 2
FINANCIAL STATEMENTS OF FICSA FOR 2019
For the year ended 31.12.2019

| STATEMENT OF INCOME | Swiss Francs | |
|-----------------------------------|--------------|---------|
| | 2018 | 2019 |
| <u>Income, Dues</u> | | |
| Receipts Current Year | 478,007 | 480,482 |
| Receipts Previous Years | 7,274 | 19,566 |
| Receipts Associates | 32,239 | 30,455 |
| Receipts Consultants | 7,200 | 9,175 |
| Income, Dues | 524,719 | 539,678 |
| <u>Income, Other</u> | | |
| Receipts, Bank Interest | 2,099 | 2,429 |
| Workshops - External Participants | 23,114 | 15,865 |
| Receipts, Other | 32,385 | - |
| | 57,598 | 18,294 |
| | | |
| Total Income | 582,318 | 557,973 |
| | | |
| Adjustment on Exchange Rates | 2,403 | (4,350) |
| | | |
| BALANCE | 584,720 | 553,623 |
| | | |
| Surplus/(Deficiency) | 28,537 | 156,379 |

Annex 3
FINANCIAL STATEMENTS OF FICSA FOR 2019

as at 31.12.2019

BALANCE SHEET

ASSETS

| Swiss Francs | |
|--------------|------|
| 2018 | 2019 |

Cash on Hand and In Banks

| | | |
|-----------------------------------|-----------|-----------|
| Petty Cash | 137 | 192 |
| Cler Bank Current CHF | 284,648 | 412,230 |
| Cler Bank Savings CHF | 650,788 | 651,042 |
| Cler Bank Current US\$ | 62,801 | 85,151 |
| Cler Bank Current € | 501 | 484 |
| Cler Bank Depo Legal Def Fund CHF | 59,940 | 60,000 |
| Term Ind. Depo. UNFCU | 85,062 | 85,091 |
| Savings Account UNFCU US\$ | 45,980 | 45,641 |
| AMFIE Current CHF | | - |
| AMFIE Savings CHF | 29,642- | 23,968 |
| AMFIE Current US\$ | | - |
| AMFIE Savings US\$ | 80,834- | 73,751 |
| AMFIE Current € | 1 | |
| AMFIE Savings € | 7,792 | 4,413 |
| AMFIE Current CAD | - | |
| AMFIE Share of Capital € | 11 | 11 |
| Cash on Hand and in Banks | 1,308,136 | 1,441,973 |

Accounts Receivable

| | | |
|------------------------------|--------|--------|
| Bank Income Tax | 137 | 137 |
| Prepaid expenditure (Note 3) | 1,789 | 7,021 |
| Other Receivables (Note 4) | 59,870 | 59,750 |
| | 61,795 | 66,908 |

| | | |
|-----------------------------|-----------|-----------|
| Clearing Account | | -538 |
| ASSETS Group Balance | 1,369,932 | 1,508,344 |

LIABILITIES

Current Year

| | | |
|-------------------------------|--------|--------|
| Prepaid Contributions | 15,967 | 9,255 |
| Suppliers (Year end) (Note 5) | 34,550 | 23,295 |
| Liabilities, Current Year | 50,517 | 32,550 |
| Liability, Cash Held on Trust | 2,001 | 2,001 |

Long Term

| | | |
|-------------------------------------|---------|---------|
| Termination Indemnity Fund (Note 6) | 292,833 | 292,833 |
| Emergency Fund | - | - |
| Legal Defence Fund (Note 7) | 60,000 | 60,000 |
| Personnel Development Fund (Note 8) | 6,026 | 6,026 |
| | 358,859 | 358,859 |

| | | |
|---|---------|---------|
| Previous Year, Outstanding Balance | 930,019 | 958,556 |
|---|---------|---------|

| | | |
|------------------------------------|--------|---------|
| Net Surplus on Current Year | 28,537 | 156,379 |
|------------------------------------|--------|---------|

| | | |
|----------------------------------|-----------|-----------|
| LIABILITIES Group Balance | 1,369,932 | 1,508,344 |
|----------------------------------|-----------|-----------|

Annex 4**Notes to financial statements**

- | | |
|--------------------------------------|--|
| 1. Statement of Income | Income recorded on a cash basis. |
| 2. Statement of Expenses | Staff Costs, Income Tax Refunds and services. Supplies and facilities provided by UNOG are recorded on an invoice basis. Other expenses are normally recorded on a payments basis. |
| 3. Prepaid Expenditure | Monies paid in 2019 for expenses relating to 2020 FICSA Council. |
| 4. Other Receivables | Amounts advanced for legal costs related to Appeals. |
| 5. Suppliers Year End | This accounts for invoices related to the 2019 Budget which were received in 2018 but paid in 2020. |
| 6. Termination Indemnity Fund | The Reserve for Termination Indemnities for the Staff of the Federation's Secretariat was established to cover the liabilities for terminal payments, should this become necessary. The amount reported includes provision for unused annual leave. |
| 7. Legal Defence Fund | The Legal Defence Fund was created for the financial support, by FICSA, of eligible cases, and procedures regulating access, coordination and administration involving matters of general importance. The Fund is maintained at CHF 60 000. |
| 8. Personnel Development Fund | The Staff Development Fund was created to finance training opportunities, skills enhancement and career development of FICSA Secretariat Staff. |