

ANNUAL FINANCIAL REPORTING FOR MULTI-PARTNER TRUST FUNDS AND JOINT PROGRAMMES

OVERVIEW

Please note all financial reporting to the MPTF Office is submitted through each agency's HQ donor reporting unit or equivalent; therefore this overview and the attached user guide are intended for headquarters personnel only. Only those submitting the financial report from HQ need to use or access the UNEX system. UN Agencies country offices do not need to upload financial reports, UN Agencies HQs upload reports for country offices.

1. REQUIREMENTS

In accordance with the standard Memorandum of Understanding (MOU), all Participating UN Organizations are required to submit annual financial reports no later than **30 April**. **MPTF Office opens UNEX on quarterly for UN Agencies to report expenditure on voluntary basis separate. UN Agencies focal points are informed via email about the dates when UNEX will be open for quarterly reporting.**

While agencies report annually on expenses incurred based on their own Financial Regulations and Rules, please note that each agency needs to be comfortable that the cumulative reported project expenses are accurate and do not result in an over-expenditure. The MPTF Office Gateway can assist agencies with this review: <http://mptf.undp.org/portfolio/agency>

To facilitate the reporting the MPTF Office provides agencies with the 'UNEX' system to submit their project expenditure information. Participating Organizations are required to upload a single spreadsheet that is cleared of all errors.

Effective 1 January 2014 and for the purposes of limiting transaction costs, the MPTF Office no longer requires a refund of a PUNO project balance where the total refund due on a single MPTFO project is \$250.00 or less.

2. TIMELINE

To allow sufficient time to complete the annual financial reporting exercise:

- The MPTF Office will open UNEX in **Mid-March** in the following year for current year annual reporting;
- Participating Organizations are requested to complete their **first upload by 10 April to allow sufficient time to identify and resolve errors or omissions in the data, including over-expenditure or mapping issues**. UNEX provides exception reports to help agencies identify any issues; and

- Participating Organizations are strongly **encouraged** to complete their **final upload** by **last week of April** to allow time for agencies to correct any mapping issues that possibly may be identified during the final upload.

3. INFORMATION TO BE SUBMITTED

For each MPTFO project that an Agency has received funding from, Agencies are required to submit their expenditure incurred in the current year. The total expenditure by project must be broken down into the **current UNDG harmonized budgeting and reporting categories**, which are presented below. These categories have been in effect since 1 January 2012 based on the UNDG Finance and Budget Network proposal and subsequent endorsement by the High Level Committee on Management and the Chief Executive Board in 2010.

- i. Staff and other personnel costs
- ii. Supplies, Commodities, Materials
- iii. Equipment, Vehicles and Furniture including Depreciation
- iv. Contractual Services
- v. Travel
- vi. Transfers and Grants Counterparts
- vii. General Operating and Other Direct Costs
- viii. Indirect support costs

4. FURTHER ASSISTANCE

We have attached the UNEX user guide to assist users in accessing and uploading information, as well as generating exception reports. If you would like to exchange with somebody about access to or using UNEX, please address technical UNEX queries to ramon.gatchalian@undp.org and finance-related queries to aamir.maqsood@undp.org

The UNEX user guide covers the following topics to help agencies with the reporting process:

- UNEX controls – one file, one naming convention
- File contents – structure
- UNEX checks and error reports