

FIN.SOP.X.001

Creation of eImprest Accounts

FNM/ACT

FNM Standard Operating Procedure
Target Audience: All Staff

DISCLAIMER

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

1. INTRODUCTION

1.1. Overview/Description

This SOP provides guidance on the establishment of an Imprest account.

1.2. General Guidance / Business Rules

A request for a new Imprest account should be based on a strong business justification. New accounts should not be opened to segregate projects, programmes or awards.

1.2.1. Request for Opening an Imprest Account

The Comptroller, ADG/GMG and Regional Directors have the delegated authority from the Director-General to open Imprest accounts. Any requests for the creation of a new Imprest account must therefore be sent for approval to the Comptroller or ADG/GMG for HQ or the appropriate Regional Director for regional/country offices.

The Treasury unit at HQ manages the opening and closing of Imprest accounts in GSM and provides guidance and banking consultancy services. For example, Treasury can be consulted to ensure that the most credit worthy banks locally available are used. Therefore, prior to requesting the creation of a new Imprest account, Treasury should be consulted. For contact information, please refer to the Treasury intranet site (<http://intranet.who.int/homes/tsy/>).

At the regional/country level, requests for the creation of a new Imprest account in GSM are sent from the regional Budget and Finance Officer (BFO) to Treasury (once approval has been obtained from the Regional Directors for the opening of the account). This request should be accompanied by a completed and duly filled out "New GSM Bank Account" form (refer to 1.3.4) and by a copy of the letter to the bank requesting the opening of the new account (signed by the Regional Director). At Headquarters, a request for the

creation of a new Imprest account is initiated by either Treasury or a Management Officer. The request includes a copy of the letter to the bank requesting the opening of the account (signed by the Comptroller/ADG-GMG).

Typically, two accounts are opened when a request for the creation of a new Imprest account is made. One is for the Imprest bank account, and the second is for the cash account associated with the Imprest bank account. If the requestor only requires the Imprest bank account, this should be specified when requesting the account. Otherwise both accounts are opened by Treasury.

1.2.2. PI Keys and General Ledger Accounts

Upon receipt of a completed “New GSM Bank Account” form, Treasury will open the account in GSM and assign a Payment Instruction (PI) Key. This PI Key uniquely identifies the Imprest account in GSM and serves as a means for which receipts and payments are applied against the account.

Once the PI Key is established, Treasury requests Global Accounting in the Awards and Accounts unit (FNM/ACT) to open a General Ledger (GL) account for the Imprest account.

GLs for Imprest bank and cash accounts are normally in the 11XXXX series for WHO and similar ranges for other entities. The accounts 11X5XX are for Imprest cash accounts associated with the bank account. The naming convention for the GL account description is the first two letters of the country where the Imprest account is located (e.g. IQ for Iraq), the second four letters are always “IMPR” to identify that it is an Imprest account, and the last 2 digits depend on the number of Imprest bank accounts that already exist in that particular country (e.g. 01 for the first account). For the Imprest cash account associated with the Imprest bank account, the word “CASH” is added to the 8 digit account name.

To complete the GL naming convention for Imprest accounts, the above is followed by a hyphen “-”, with the currency of the account identified and the word “Imprest” or “Imprest Cash Account” inserted (e.g. IQD and Imprest), followed by another hyphen “-”, the name of the office (e.g. WHO Representative or WHO Office in United Nations) and the location of the Imprest account. The following is an example of the GL naming convention:

115012 IQIMPR01 – IQD Imprest – WHO Representative, Iraq

115512 IQIMPR01CASH– IQD Cash Account Imprest – WHO Representative, Iraq

1.2.3. Imprest Holder and Signatories

Each Imprest account must have a designated Imprest Holder who is responsible for the account and all funds under his or her responsibility. The Imprest Holder is typically the WHO Representative or the Head of Office in the country offices, the Budget and Finance Officer for the regional office accounts, or the Management Officer in an HQ cluster.

The Imprest Holder is one of the bank signatories on the account. Refer to FIN.SOP.X.070 Bank Account Opening/Closing/Signatories for more information on signatory panels.

1.2.4. Supplier and Supplier Site in GSM

Once the steps in 1.2.2 are complete, Treasury emails GSC requesting the establishment of a supplier site for the new Imprest account. The creation of a supplier site for the Imprest account allows for the use of Imprest Purchase Orders (IPOs)(each IPO is linked to a particular Imprest account and anything charged to that IPO must be paid through that particular Imprest account).

There is one supplier used per region for Imprest accounts and one supplier site for each Imprest account. The supplier is “EIMPREST – Office” (e.g. EIMPREST – EMRO). For HQ, the supplier is named “WHO” rather than HQ. This supplier name is only used by WHO offices while creating an IPO for making local payments. All other suppliers under the regular procure-to-pay process and paid through Imprest will have their name on the purchase order and in the supplier name field.

For the supplier site, the naming convention is the GL name followed by the suffix “_BNK” (e.g. IQIMPR01_BNK). There is only one supplier site per Imprest account, regardless if it is a bank or cash account. The address of the supplier site is the name and location of the Imprest account similar to the details used in GL account.

1.2.5. Staffing and Training related to elmprest

Prior to opening a new Imprest account, regional and country office management must ensure that the individuals in charge of the administration of the Imprest account are thoroughly trained and that the function is properly staffed. Refer to “FIN.SOP.X.003 elmprest New User Access” for additional guidance.

1.3. Reference Material

1.3.1. Financial Regulations

- Financial Regulation I – Applicability and Delegation of Authority – 1.3
- Financial Regulation X - Custody of Cash and Cash Equivalents – 10.1 and 10.2
- Financial Rules – Rule I – Applicability and Delegation of Authority – 101.6
- Financial Rules - Rule VII – Internal Control – 107.7 and 107.8

1.3.2. WHO eManual

- X.3.2 Establishment of an Imprest bank account

1.3.3. Related SOPs

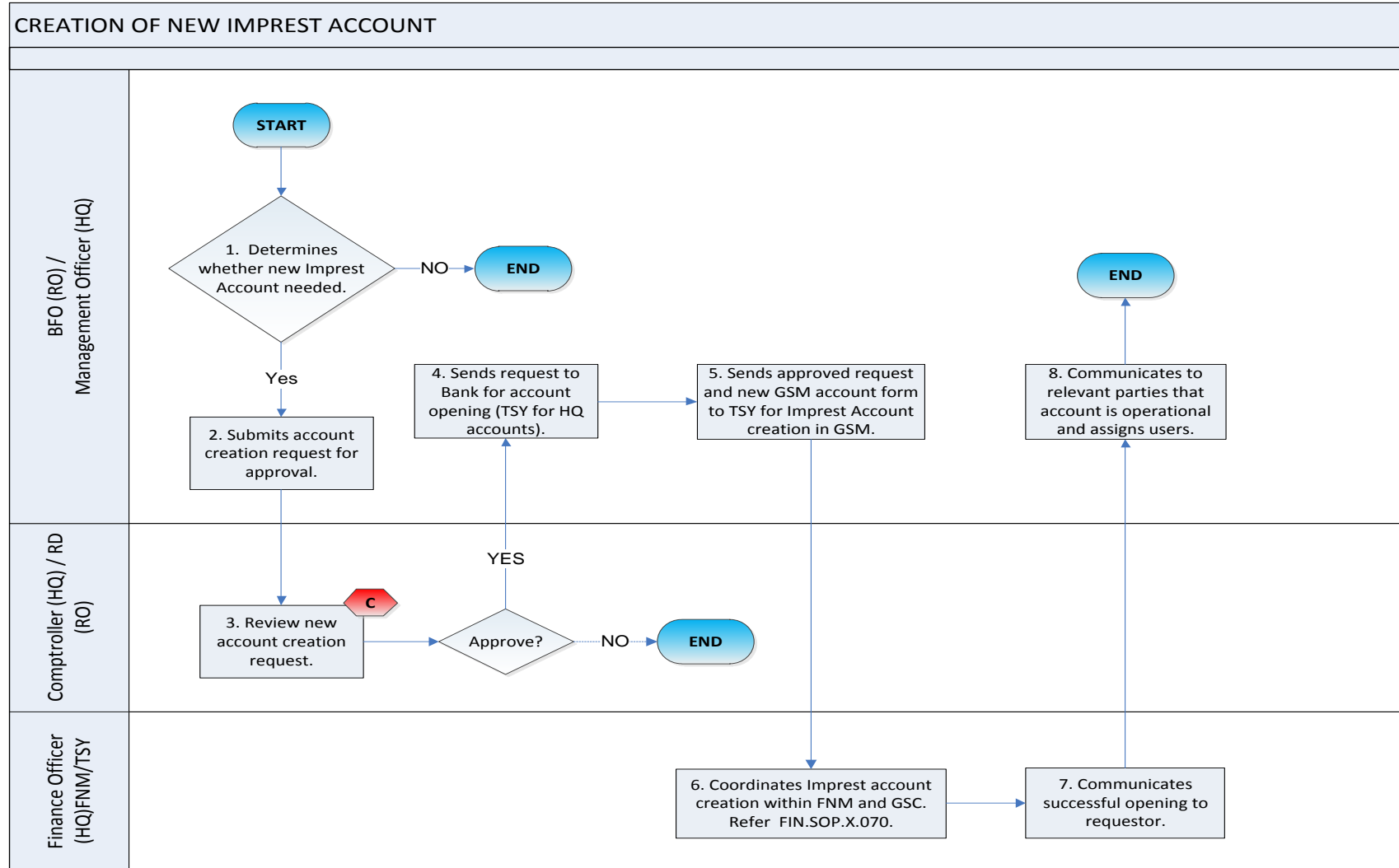
- FIN.SOP.XII.001 Chart of Accounts Maintenance
- FIN.SOP.X.002 Imprest Final Closing of Accounts
- FIN.SOP.X.003 Imprest New User Access
- FIN.SOP.X.004 Imprest Bank and Cash Reconciliations
- FIN.SOP.X.070 Bank Account Opening/Closing/Signatories

1.3.4. Forms



New GSM bank
account form.xls

PROCESS FLOW



2. PROCESS STEP

Step	Control (C)	Type	Process	Role / Responsibility
1		Offline	Determines need for a new Imprest account. Consults with Treasury as needed.	BFO (RO) / Management Officer (HQ)
2		Offline	Submits request to Comptroller or ADG/GMG for HQ or the Regional Director for the regional/country offices for the opening of an Imprest account.	BFO (RO) / Management Officer (HQ)
3	C	Offline	Comptroller or ADG/GMG for HQ or the Regional Director for the regional/country offices reviews the request and approves the request if justified.	Comptroller or ADG/GMG (HQ) / RD(RO)
4		Offline	Sends a request to the bank, signed by or ADG/GMG for HQ or the Regional Director for the regional/country offices, for an account to be opened.	BFO (RO)/Treasury (HQ)
5	C	Offline	Submits a request to Treasury to open the account/s in GSM along with a duly filled out "New GSM Bank Account" form. Designates an Imprest Holder to be assigned to the account(s).	BFO (RO) / Management Officer (HQ)
6		GSM	<p>Coordinates creation of Imprest account in GSM with FNM and GSC. FNM - Opens the Imprest account, PI keys and GL in GSM. GSC - Creates the Imprest supplier site.</p> <p><i>For additional details, please refer to "FIN.SOP.X.007 Bank Account Opening/Closing/Signatories".</i></p>	Finance Officer Treasury (HQ)

7		Offline	Communicates the successful opening of the account to the requestor.	Finance Officer FNM/TSY (HQ)
8		GSM/Offline	Communicates to relevant parties that the account is operational. Assigns access to users accordingly. <i>For additional details, please refer to "FIN.SOP.X.003 Imprest New User Access".</i>	Imprest Holder / BFO (RO) / Management Officer (HQ)

3. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
Insufficient oversight of Imprest accounts due to too many accounts being administered /accounts opened unnecessarily without proper support.	Comptroller or ADG/GMG (HQ) / RD (RO) reviews the requests for new Imprest accounts and rejects the request if it is not justified.	3, 5
Inappropriate / Unsuitable: a) Bank/Financial institution b) Signatories c) e-banking access	Clearance process with Treasury and RD (RO)/Comptroller or ADG/GMG (HQ).	General Guidance 1.2.1
Improper or late recording and accounting of Imprest transactions due to insufficient training or insufficient oversight.	Each Imprest account must have a designated Imprest Holder who is responsible for the account and all funds under his or her responsibility. Imprest access is only granted once a new user confirms they have received training on how to use the Imprest system and BFO or HQ focal point certifies this through 'Imprest Access Right Request' form.	General Guidance 1.2.1 5, 8