



ICCROM PROVISIONAL FINANCIAL REGULATIONS

(as adopted by the XXXI General Assembly, 30-31 October 2019)

PROVISIONAL FINANCIAL REGULATIONS

Adopted by the General Assembly at its XXXI session in October 2019, based on versions adopted by the Provisional Council at its 2nd session in April 1959 and the General Assembly in April 2000.

Article I – Applicability

- 1.1 These Regulations shall govern the financial administration of the International Centre for the Study of the Preservation and Restoration of Cultural Property, hereinafter called ICCROM, and shall be interpreted in accordance with the Statutes of ICCROM.

Article II – Budget Period and Financial Period

- 2.1 The budget period shall be two consecutive calendar years, from 1 January of the first year until 31 December of the following year.
- 2.2 The financial period shall be one calendar year, from 1 January until 31 December.
- 2.3 The budget period shall include two financial periods.

Article III – Budget

- 3.1 The Director-General of ICCROM shall establish the draft budget for the budget period. The draft budget shall include the prospective financial information related to each of the two financial periods covered by the budget.
- 3.2 The budgetary estimates shall include income and expenditure for the relative financial period and shall be presented in the currency approved by the General Assembly.
- 3.3 The Council shall examine and approve the draft budget to be submitted to the General Assembly.
- 3.4 The draft budget shall be communicated to all Member States of ICCROM at least sixty days prior to the opening of the session of the General Assembly in which it is to be considered.
- 3.5 The General Assembly shall examine and approve the budget.

Article IV – Appropriations

- 4.1 The appropriations voted by the General Assembly shall constitute an authorization to the Director-General to incur obligations and make payments for the purposes for which the appropriations were voted, and up to the amounts so voted.
- 4.2 Appropriations shall remain available for a period of twelve months following the end of the budget period to which they relate, to the extent that they are required to discharge obligations in respect of goods supplied and services rendered in the financial period, and to liquidate any other regularly outstanding obligations not yet discharged during the financial period.
- 4.3 The usage of unobligated funds from previous financial periods shall be determined in the budget resolution.

- 4.4 Transfers within the total amount appropriated may be made to the extent permitted by the terms of the budget resolution adopted by the General Assembly.

Article V - Provision of Funds: Regular Budget

- 5.1 The appropriation shall be financed by the contributions from Member States according to the scale of assessments determined by the General Assembly.
- 5.2 After the General Assembly has adopted the Budget, the Director-General shall:
- a) transmit all relevant documents to the Member States of ICCROM;
 - b) inform Member States of the amount of their commitments in respect of contributions to the Budget;
 - c) invite them to remit the amount of the first instalment of their contribution relative to the first calendar year of the budget period.
- 5.3 At the end of the first calendar year of the budget period, the Director-General shall invite the Member States to remit the amount of the second instalment of their contribution relative to the second calendar year of the budget period.
- 5.4 The contributions shall be due and payable within thirty days of the receipt of the communications of the Director-General referred to in paragraphs 5.2 and 5.3 above or as of the first day of the year to which they relate, if this year begins after the expiration of the thirty days. As of 1 January of the following year, the unpaid balance of such contributions shall be considered to be one year in arrears.
- 5.5 Contributions to the budget shall be assessed and paid in a currency or currencies to be determined by the General Assembly.
- 5.6 Payments made by a Member State shall be credited to the contributions due according to the assessment rates, in the order in which the Member was assessed or according to a payment plan approved by the General Assembly.
- 5.7 The Director-General shall submit to the ordinary session of the General Assembly a report on the collection of contributions.
- 5.8 For the biennium in which they are admitted, new Member States shall be required to pay a contribution calculated on a pro-rata basis.

Article VI – Use of Reserves

- 6.1 The Director-General may establish when and how to use ICCROM's reserves in case of extraordinary events that cannot be covered using funds from Regular Budgets.
- 6.2 The Director-General shall inform the Council about the use of ICCROM's reserves.

Article VII - Other Income

- 7.1 Other income includes:
- a) Voluntary Contributions, restricted or unrestricted;
 - b) direct reimbursements of expenditures made during the financial period;
 - c) advances or deposits to funds;
 - d) miscellaneous income.
- 7.2 The Director-General may accept voluntary contributions, whether or not in cash, provided that the purposes for which the contribution is made are consistent with the principles, aims and activities of ICCROM (“restricted Voluntary Contributions”). Should the acceptance of

such contributions directly or indirectly impose an additional financial liability for ICCROM, the Director-General will so inform the Chairperson of Council and seek his/her advice.

- 7.3 The Director-General shall establish the proper appropriation of Voluntary Contributions that are not restricted for their use (“unrestricted Voluntary Contributions”).

Article VIII – Custody of Financial Resources

- 8.1 The Director-General shall designate the bank or banks in which the funds of ICCROM will be kept.

Article IX – Investment of Financial Resources

- 9.1 The Director-General is authorized to make non-risk, short-term investments of moneys not needed for immediate requirements; he shall inform the Council periodically of such investments which he has made.
- 9.2 Income derived from investments shall be credited to the miscellaneous income.

Article X - Internal Control

- 10.1 The Director-General shall:
- a) establish detailed financial rules and procedures, including the design of controls, in order to ensure effective financial administration and the exercise of economy and the compliance with the accounting framework adopted by the Organization as indicated in paragraph 11.2;
 - b) establish the proper delegation of authority regarding payments to be made, obligations to incur and amounts to be received on behalf of ICCROM.
- 10.2 The Director-General may, after full investigation, authorize the writing off of losses of cash, reserves and other assets.

Article XI - The Accounts and the Accounting Framework

- 11.1 The Director-General shall maintain such accounting records as are necessary and shall submit accounts showing for the financial period to which they relate.
- 11.2 The Director-General shall prepare the annual draft financial statements in accordance with International Public Sector Accounting Standard (IPSAS).
- 11.3 The accounts of ICCROM shall be kept (presented) in the currency approved by the General Assembly. Accounting records may, however, be kept in such currency or currencies as the Director-General may deem necessary.
- 11.4 The Director-General shall submit the accounts to the External Auditor together with the draft annual financial statements.
- 11.5 The accounting records shall be kept at ICCROM’s premises for a period of 10 years after the end of the related financial period.

Article XII - External Audit

- 12.1 One auditor shall be appointed by the Council. The auditor cannot be removed except by the Council or in extraordinary circumstances by the General Assembly.
- 12.2 The audit shall be conducted in accordance with the International Standard of Audit (ISAs).

- 12.3 For the purpose of making a local or special examination, the auditor(s) may engage the services of public auditors of known repute, subject to the budgetary dispositions concerning such audit.
- 12.4 The audit opinion released by the external auditor together with the accompanying draft annual financial statements prepared by the Director-General shall be at the disposal of the Council before 1 May following the end of the financial period to which the accounts relate.
- 12.5 The annual audited financial statements shall be approved by the Council by the end of November following the end of the financial period to which the accounts relate.
- 12.6 The Council shall present to the General Assembly the approved financial statements. The auditor may be present when the General Assembly examines the approved financial statements.

Article XIII - General provisions

- 13.1 These Regulations shall be effective as of the date of their approval by the General Assembly; they may be amended only by the General Assembly.
- 13.2 In case of doubt as to the interpretation and application of any of the foregoing Regulations, the Director-General is authorized to decide.

Article XIV - Special provision

- 14.1 The conditions of application of these Regulations, established by the Director-General, shall be communicated to the Council for approval.