

Dear Mr Shah,

05-03-18

Subject: Certification Letter – 2017 Year-End Property, Plant and Equipment (PP&E) and Intangible Assets

In accordance with the established procedures and guidelines regarding the certification of Property, Plant & Equipment (PP&E), used & controlled by **Romania**

This certification letter serves to confirm that our office has performed the physical verification and review for impairment exercise and reconciliation as of 31 December, 2017.

SECTION I – SUMMARY OF PP&E PHYSICALLY VERIFIED AND INTANGIBLES CONFIRMED TO BE IN USE

Table A. Summary of physically verified PP&E (NOT ISR LIST BUT PHYSICALLY VERIFIED) as of 31 December, 2017

		Amount (\$US)	Quantity
1	Owned Buildings (where UNDP holds title to property& building structures)	\$0	0.00
2	Owned Land (only where UNDP holds title to land)	\$0	0.00
3	Furniture and Equipment (ITC, Furniture, Vehicles, Heavy Machinery)	\$10,304	4.00
4	Assets Under Construction [1]	\$0	0.00
5	Completed Leasehold Improvements - LHI [2]	\$0	0.00
A	Sub-Total - PP&E physically verified	\$10,304	4.00

Table B. Summary of Intangibles verified and in use as of 31 December, 2017

		Amount (\$US)	Quantity
1	Intangibles In Use	\$0	0.00
2	Intangibles Under Development	\$0	0.00
B	Sub-Total - Intangibles	\$0	0.00

C = A+B	Total - PP&E physically verified & Intangibles verified (Sub-Total A + Sub-Total B)	\$10,304	4.00
----------------	--	-----------------	-------------

Table C. Summary of other categories of PP&E physically verified as of 31 December, 2017

		Amount (\$US)	Quantity
1	Total UNDSS Assets	\$0.00	0.00

[1] Assets Under Construction refers to the construction of UNDP owned assets (LHI or Buildings) - (Profile CONTAN)

[2] LHI refers to complete renovations projects on leased premises that meet capitalization threshold of \$50K

Assets with the Status - 'Received - Not in Service'. (Purchased but not appearing in the ISR)

Assets 'Received-Not in Service'		
	Cost	Qty
MTRV	-	-
HYPE	-	-
ITC	-	-
Other	-	-
TOTAL	-	-

Ageing of Assets 'Received - Not in Service' Since Purchase Date		
	Cost	Qty
1-3 Months	-	-
4-6 Months	-	-
7-12 Months	-	-
+12 Months	-	-
	-	-

SECTION II – RECONCILIATION.

Table 1. Reconciliation of Property, Plant and Equipment recorded in line with established policies and procedures in Atlas Asset Management In-Service Report and physically verified as of 31 December, 2017: Totals are to be rounded off to the nearest dollar.

Details of each Add-On and Discrepancy MUST be submitted individually in Attachment 1 and 2 along with certification letter.

		Physically Certified	Total Assets per ISR	Total Difference	Total ADD-ONS - Items On Floor Not In ISR	Total EXCLUSIONS - Items In ISR Not Found On Floor	Total Difference	Impairment Loss (N/A if none. See Note 1)
Land & Building	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
Furniture	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
ITC	US \$	\$10,304	\$10,304	\$0	\$0	\$0	\$0	N/A
	#	4.00	4	0.00	0	0	0.00	
Heavy Machinery	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
Vehicles	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
Leasehold Improve's	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
Tangible AUC	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
Intangible	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
Intangible AUC	US \$	\$0	\$0	\$0	\$0	\$0	\$0	N/A
	#	0.00	0	0.00	0	0	0.00	
TOTAL	US \$	\$10,304	\$10,304	\$0	\$0	\$0	\$0	
	#	4	4	0	0	0	0	

Notes to Reconciliation Table - SECTION II:

1. Impairment Loss: This amount represents impairment loss based on respective loss evaluation documents.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortization).

2. Assets with the Status 'Received – Not in Service' should be reviewed to confirm their status

Table 2 – Impairment Review

Confirm that you have reviewed all PP&E to assess "whether there is any indication that an asset may be impaired" (Refer to Guidelines for examples of what constitutes impairment) and, if yes, fill in Attachment 11 (Intangibles) and/or Attachment 12 (Tangibles). If an office has intangibles, Attachment 3 MUST be filled out for each Intangible and submitted together with the certification, even if no impairment has been noted.

		Yes/No	Notes
1	During the physical verification exercise, did you review the assets for impairment (both intangibles and tangibles)	Yes	
2	Were any assets identified as impaired?	No	
3	Is an adjustment to be made? If impaired indicate amount and provide remarks in the notes column.	No	
4	Did your office/unit submit a request for impairment loss to GSSC? (N/A if none was identified physical verification)	No	

N

2. New Assets Classes Under IPSAS - Monitoring and follow up

2.1. LHI in-progress (Recorded as Expense in Project or Activity not yet submitted to GSSC)

	Project(s) or Activity(ies)	Project Description	Accumulated Amount as of 31 December, 2017 (US\$)
1	N/A	N/A	N/A
2	N/A	N/A	N/A

2.2. Assets Under Construction (Recorded as Expense in Project or Activity not yet submitted to GSSC)

	Project(s) or Activity(ies)	Project Description	Accumulated Amount as of 31 December, 2017 (US\$)	Scheduled Deadline for Completion
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A

2.3. Intangibles (Recorded as Expense in Project or Activity not yet submitted to GSSC)

	Project(s) or Activity(ies)	Project Description	Accumulated Amount as of 31 December, 2017 (US\$)	Scheduled Deadline for Completion (if applicable)
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A

2.4. Leases

	Questions	Yes/No	Notes
1	Please confirm whether your office has reviewed the accuracy of the premises information uploaded on the ASD SharePoint site (link).	<u>Yes</u>	
2	During the period 1 January, 2017 to 31 December, 2017 did any of your offices sign a new (or renewed any) of the following:		
2.1	Commercial Lease Agreement(s)?	<u>No</u>	
2.2	Equipment Lease Agreement(s)?	<u>No</u>	
2.3	MOU for donated right to use (in-kind contribution) premises?	<u>No</u>	
	<i>If you answered Yes to any of the questions above three:</i>		
3	Did your office submit copy(ies) of Agreement(s) to GSSC for their review and classification? If no, please do so through DMS	<u>N/a</u>	
4	Has your office uploaded copy(ies) of Agreement(s) to the ASD Share Point site?	<u>N/a</u>	

SECTION IV – UNDSS ASSETS

1. UNDSS Assets Physical Verification Report as of 31.12.2017

Details of each Add-on and Exclusion to be submitted in Attachment 13 and 14

	US\$	#	UNDSS In Use but with 'Received Not In Service' Status	
			US\$	#
A - UNDSS Assets certified (physically verified)	\$0.00	0.00		
B - Total UNDSS assets as per UN_AM_NONCAP_QUERY report as of 31.12.2017	\$0.00	0.00		
C = (A-B) = Difference = (Breakdown below D-E)	\$0.00	0.00	\$0.00	0.00
D - ADD-ON - ASSETS ON FLOOR BUT NOT IN REGISTER	\$0.00	0.00		
E - EXCLUDE - ASSETS IN NON CAP REPORT NOT FOUND ON FLOOR	\$0.00	0.00		

M

Table 3 - Fully Depreciated Assets Still in Use (assets with zero NBV, as per ISR)

Detail information on the functionality and management plan for fully depreciated assets should be provided in Attachment 4 and should be submitted with a certification letter.

	Fully Depreciated Assets (assets with zero NBV) still in use						TOTAL
	Building	Furn & Fittings	ITC	HYME	Vehicles	Others	
Quantity per ISR	0.00	0.00	0.00	0.00	0.00	0.00	0
Cost per ISR	\$0	0.00	0.00	0.00	0.00	0.00	\$0

SECTION III – OTHER PP&E

1. Common Premises Assets (Physically Verified)

We have uploaded onto SharePoint the common premises assets Excel Spreadsheet in line with guidelines provided.

		1. Total Cost, Common Assets Physically Verified	2. UNDP portion of the total cost	3. Common Assets recorded in ISR as of 31.12.2017	Adjustment required in ISR to correctly record UNDP portion of the cost via request to GSSC (US\$) (Total of 2 – Total of 3)
Land & Building	US \$	\$0.00	\$0.00	\$0.00	\$0.00
	#	0	0	0	0.00
Furniture	US \$	\$0.00	\$0.00	\$0.00	\$0.00
	#	0	0	0	0.00
ITC	US \$	\$0.00	\$0.00	\$0.00	\$0.00
	#	0	0	0	0.00
Heavy Machinery	US \$	\$0.00	\$0.00	\$0.00	\$0.00
	#	0	0	0	0.00
Vehicles	US \$	\$0.00	\$0.00	\$0.00	\$0.00
	#	0	0	0	0.00
Leasehold Improve's	US \$	\$0.00	\$0.00	\$0.00	\$0.00
	#	0	0	0	0.00
Total	US \$	\$0.00	\$0.00	\$0.00	\$0.00
Total	#	0	0	0	0

N

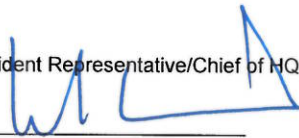
This serves to confirm that I take full responsibility and accountability for the accuracy of the data contained in this report and that I confirm the following:

1. No changes have been made to the opening balance (compared to the 2015 Year-End certification letter).
2. All PP&E recorded in the ATLAS Asset Module are FUNCTIONAL and in use by this Business Unit.
3. All leases (if any) signed or renewed after January 1, 2017 have been submitted to GSSC for review of the possibility of Finance Leases which should be capitalized. For all Leasehold Improvements, project(s) or activity (ies) have been created and related expenses accumulated and submitted to GSSC to "Initiate Asset under construction". For all completed LHI, respective assets have been created.
4. For all Internally Developed Software (Intangibles), project(s) or activity (ies) have been created and related expenses accumulated and submitted to GSSC to "Initiate Asset under construction". For all completed Intangibles, respective assets have been created.
5. All common premises assets have been identified and uploaded to Share Point indicating UNDP portion of the cost.
6. The In Service Report has been verified to ensure that there are no duplicate records, no duplicate serial numbers nor duplicate tag numbers.
7. All descriptions, serial numbers and locations of PP&E have been verified for accuracy and updated in ATLAS asset Module.
8. Assets have been reviewed for Impairment during the Physical Verification exercise and the extent of loss measured is reported in this certification and impairment certification is submitted for all Intangibles and Impaired Tangibles.
9. All Obsolete and Non-Functional Assets (Broken, not in use) have been identified to be disposed within the next 3 months.
10. All identified reconciling issues will be resolved no later than next three months in order to update the Asset Module to reflect the existing PP&E.
11. The ATLAS Asset In-Service Report used for the reconciliation of the physical verification results has been verified, and the last page of the ISR report signed and dated by the Resident Representative/Chief of the Unit or Officer-in-Charge.

(Where the certification letter is signed by authorizing Officer-In-Charge to act on behalf of the Resident Representative or Chief of the unit, a letter or email of delegation of authority as OIC is to be submitted with certification).

Authorizing Resident Representative/Chief of HQ Unit or Officer-in-Charge :

Signature: _____



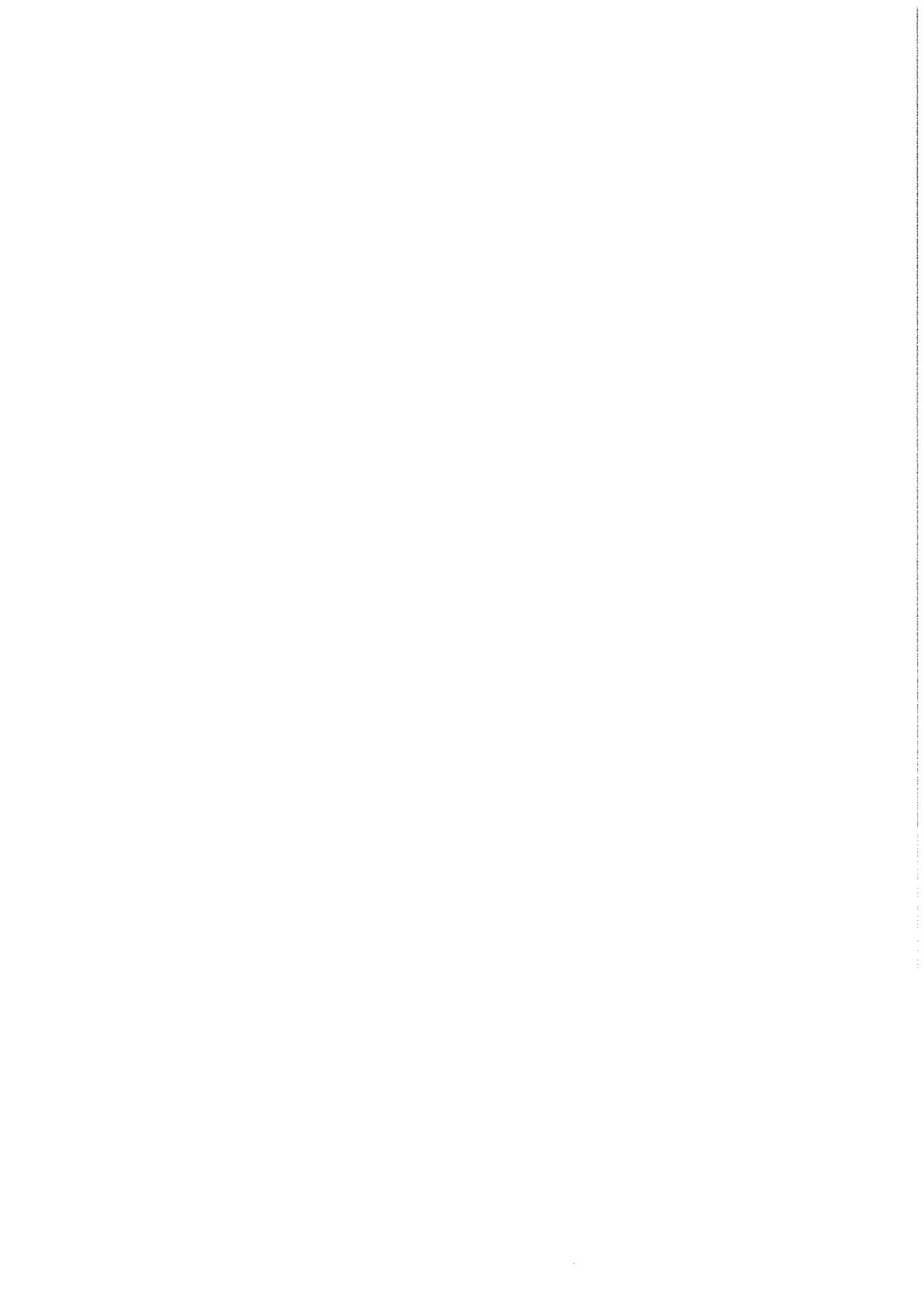
Name: Rastislav Vrbensky

Title: _ Deputy Assistant administrator and Deputy Regional Coordinator

Date: _____

5/13/18







UN Development Programme
 Report ID: UNAM600

Business Unit: ROU10
 Operating Unit:

AM In Service Report

Country: In Service
 Category: In Service
 Project Type: All
 Impl Agency: Donor:

Amount >=1500
 Fund Code: Project: Profile ID:

Business Unit	Operating Unit	Asset ID	Profile ID	Description	Tag Number	Serial Number	Location	Acquisition Date
ROU10	SVK	000000000072	ITC14	SMC SWITCH 24 PORTS E210/100	000000000683	T100800859	ROUNH2SV	2000-06-13
			Cost,USD	Net Book Value	Quantity	Impl Agency	Project	Fund code
			1,554.00	69.42	1.0000	001981	00087016	30000
Business unit	Operating Unit	Asset ID	Profile ID	Description	Tag Number	Serial Number	Location	Acquisition Date
ROU10	SVK	000000000139	ITC9	IBM X-SERIES SERVER	000000000139	K0RFXXY	ROUNH2SV	2007-01-12
			Cost,USD	Net Book Value	Quantity	Impl Agency	Project	Fund code
			3,391.70	28.27	1.0000	001981	00087016	30000
Business unit	Operating Unit	Asset ID	Profile ID	Description	Tag Number	Serial Number	Location	Acquisition Date
ROU10	SVK	000000000234	ITC5	A) Photocopiers	000000000234	3325247990	ROUNH3-H2	2012-04-09
			Cost,USD	Net Book Value	Quantity	Impl Agency	Project	Fund code
			3,763.57	1,404.99	1.0000	001981	00087016	30000
Business unit	Operating Unit	Asset ID	Profile ID	Description	Tag Number	Serial Number	Location	Acquisition Date
ROU10	SVK	000000000252	ITC14	ELFTQ LINK LOAD BALANCER	01234	11090028	ROUNH2SV	2011-12-27
			Cost,USD	Net Book Value	Quantity	Impl Agency	Project	Fund code
			1,595.00	830.72	1.0000	001981	00087016	30000

Total for Business Unit: ROU10 10,304.27 2,333.40 4.000

W L

5/31/18

End of Report

[Handwritten signature]

