

Project Completion Check List

Enabling activities for the preparation of Antigua & Barbuda Second National Communication to the UNFCC

Country Office: BARBADOS

PIMS ID: 3359

Project Output No: 00043446

I confirm that all of the following matters have been considered and resolved:

√	No outstanding NEX advances – in either local currency or USD
√	No outstanding PDRs
√	No open Purchase Orders
√	No Receipt Accruals
√	No outstanding commitments
√	No pending prepayments and other non PO advances
√	All pre-financing activities have been recovered and/or reimbursed
HQ/GEF	No pending GMS or Direct Project Charging (formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done.) (For GEF funded projects, GMS (IA Fee) allocated by UNDP/GEF HQ to CO will be fully paid to CO's XB account after project is financially closed (except cancelled/dropped projects before completion).
√	No pending GLJEs
√	No unapplied deposits or other unrecorded revenue
√	No outstanding Accounts Receivable to be received from donors per signed agreements
√	No AR direct journals in budget error or incomplete status
√	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
√	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
√	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
√	All project petty cash is cleared
√	Project bank account is fully reconciled and closed

√	All accrued employee benefits are fully accounted
√	No other pending liabilities
√	The CDR for the previous quarter shows zero future expenses (commitments).
n/a	Final LPAC/ steering committee minutes are available
√	All audit observations are closed with supporting documentation.
GEF HQ	The final CDR is signed by UNDP (i.e. programme/project manager) and the Implementing Partner. Final report submitted by responsible parties. (For GEF funded projects, final cumulative expenditure with Atlas yearly breakdowns have to be reconciled with UNDP GEF Trust Fund statement figures (provided by UNDP/GEF HQ) and confirmed by CO).
√	If a cost sharing project, the unexpended balance has been agreed to the general ledger. Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.
GEF HQ	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero. (For GEF funded projects, after confirmation by UNDP/GEF HQ, CO may proceed with project financial closure in Atlas. However, refund to GEF is done via reporting on financially closed projects after CO financially closed the project in Atlas. UNDP/GEF HQ run Atlas reports including all financially closed projects and report to GEF Trustee).
n/a	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
n/a	Notified the GSSC to close any associated contract in the contracts module.
√	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.
√	Set project output status to "F" in Atlas.
√	Set project status to "F" in Atlas.

***Note:** Projects should be financially completed not more than 12 months after operational completion or date of cancellation.

Name **Stephen O'Malley** _____

Title **Resident Representative** _____

Signature _____  Date **9 February, 2015** _____

The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.



Combined Delivery Report by Activity

UNDP UN Development Programme
Report ID ungdcrh

Page 1 of 3
Run Time: 19-03-2014 19:03:11

Selection Criteria:

Business Unit : BRB10
Period : Jan-Dec (2013)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00043446

Project Id : 00039858 PIMS 3089 CC FSP: National Co	Period : Jan-Dec (2013)
Output # : 00043446 SECOND NATIONAL COMMUNICATION	Impl. Partner : 00199 National Execution Location : Barbados
	Govt Exp UNDP Exp UN Agencies Exp Total Exp

Activity : ACTIVITY10 (SERVICE CONTRACTS)

Fund : 11888 (Country Co-Financing GS)

74525 - Sundry 0.00 7,156.84 0.00 7,156.84

Total for Fund 11888 0.00 7,156.84 0.00 7,156.84

Fund : 62000 (GEF Voluntary Contribution)

72105 - Svc Co-Construction & Engineer 1,780.32 -1,780.32 0.00 0.00

74105 - Management and Reporting Svcs 0.00 -4,900.95 0.00 -4,900.95

74525 - Sundry 475.57 -475.57 0.00 0.00

Total for Fund 62000 2,255.89 -7,156.84 0.00 -4,900.95

Total for Activity ACTIVITY10 2,255.89 0.00 0.00 2,255.89

Activity : ACTIVITY8 (PROF. SERVICES)

Fund : 62000 (GEF Voluntary Contribution)

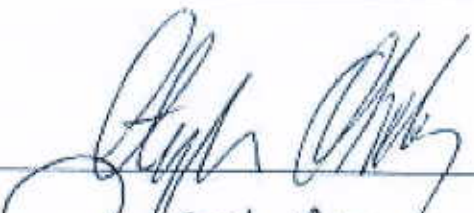
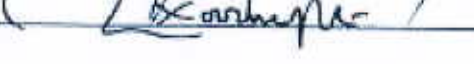
74105 - Management and Reporting Svcs 4,900.95 0.00 0.00 4,900.95

Total for Fund 62000 4,900.95 0.00 0.00 4,900.95

Total for Activity ACTIVITY8 4,900.95 0.00 0.00 4,900.95

Total for Output : 00043446 7,156.84 0.00 0.00 7,156.84

Project Total :	7,156.84	0.00	0.00	7,156.84
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Signed By 
 Signed By 

Date _____
 Date 14/05/20



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : BRB10
Period : Jan-Dec (2013)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00043446

Project Id : ALL	Period :	Jan-Dec (2013)			
Output # : ALL	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
48101 - Antigua - City Pgrm		7,158.84	-7,158.84	0.00	0.00
48201 - Barbados - Central		0.00	7,158.84	0.00	7,158.84



Combined Delivery Report by Activity

UN Development Programme
Report ID: unglodrb

Page 3 of 3
Run Time: 19-03-2014 10:03:13

Funds Utilization

Selection Criteria :

Business Unit : BRB10
Period : Jan-Dec (2013)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept IDs : ALL
Selected Outputs : 00043446

Project/Award: 00039856 PMS 3089 CC FSP: National Co

Period : As Of Dec31,2013

Output #	00043446	Impl. Partner :00199 National Execution	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00

Combined Delivery Report By Project



UN Development Programme
Report ID: ungl143p

Page 1 of 2
Run Time: 27-05-2014 00:05:35

Selection Criteria :

Business Unit : BRB10
Period : Jan-Dec (2011)
Selected Award Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Projects : 00043446

Award Id : 00039858 PIMS 3089 CC FSP: National Co	Period :	Jan-Dec (2011)
Project # : 00043446 SECOND NATIONAL COMMUNICATION	Impl. Partner :	00199 National Execution Barbados
	Location :	

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Dept: 48101 (Antigua - Cty Pgmm)					
Fund : 62000 (GEF Voluntary Contribution)					
72105 - Svc Co-Construction & Engineer	6,770.36	0.00	0.00	0.00	6,770.36
Total for Fund 62000	6,770.36	0.00	0.00	0.00	6,770.36
Total for Dept : 48101	6,770.36	0.00	0.00	0.00	6,770.36
Total for Project : 00043446	6,770.36	0.00	0.00	0.00	6,770.36
Award Total :	6,770.36	0.00	0.00	0.00	6,770.36

Signed By :

Date :

09.02.2015

Combined Delivery Report By Project



UN Development Programme
Report ID: ungl143p

Page 2 of 2
Run Time: 27-05-2014 00:05:37

Selection Criteria :

Business Unit : BRB10
 Period : Jan-Dec (2011)
 Selected Award Id : ALL
 Selected Fund Code : ALL
 Selected Dept. IDs : ALL
 Selected Projects : 00043446

Award Id : 00039858	PIMS 3089 CC FSP: National Co	Period :	Jan-Dec (2011)		
Project # :	SECOND NATIONAL COMMUNICATION	Impl. Partner :	None		
		Location :	Barbados		
		Govt Disb	UNDP Disb	UN Agencies	Encumbrance
					Total Exp

48101 - Antigua - Cty Pgmm	6,770.36	0.00	0.00	0.00	6,770.36
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Combined Delivery Report By Project

UN Development Programme
Report ID: ungl143p

Page 1 of 2
Run Time: 05-05-2010 17:05:28

Selection Criteria:

Business Unit : BRB10
Period : Jan-Dec (2009)
Selected Award Id : 00038945
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Projects : ALL

Award Id : 00038945 PMS 3069 CC FSP National Co	Period	Jan-Dec (2009)
Project # : 00043446 PMS 3359 CC Antigua SNC	Impl. Partner	00199 National Execution
	Location	Barbados
	Govt Disb	UNDP Disb
	UN Agencies	Encumbrance
		Total Exp

Dept: 48101 (Antigua - Cty Pgmm)

Fund : 62000 (GEF Voluntary Contribution)

71205 - Intl Consultants-Sht Term-Tech	46,667.55	0.00	0.00	0.00	46,667.55
71305 - Local Consult.-Sht Term-Tech	21,154.93	0.00	0.00	0.00	21,154.93
72105 - Svc Co-Construction & Engineer	47,049.99	0.00	0.00	0.00	47,049.99
74105 - Management and Reporting Svcs	17,703.70	0.00	0.00	0.00	17,703.70
74525 - Sundry	290.58	68.21	0.00	0.00	358.79
Total for Fund 62000	132,866.75	68.21	0.00	0.00	132,934.96
Total for Dept: 48101	132,866.75	68.21	0.00	0.00	132,934.96
Total for Project: 00043446	132,866.75	68.21	0.00	0.00	132,934.96

Award Total	132,866.75	68.21	0.00	0.00	132,934.96
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[Handwritten Signature]
2/7/10

ERNST & YOUNG
P.O. BOX 261
BRIDGETOWN, BARBADOS

[Handwritten Signature]
20/7/2010

MICHELLE GYLES-MCDONNOUGH
RESIDENT REPRESENTATIVE

Signed By: *[Handwritten Signature]*

Date: 1st July 2010



Combined Delivery Report By Project

UN Development Programme
Report ID: ungl143p

Page 2 of 2
Run Time: 05-05-2010 17:05:29

Selection Criteria :

Business Unit : BRB10
Period : Jan-Dec (2009)
Selected Award Id : 00038945
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Projects : ALL

Award Id : 00038945 PIMS 3089 CC ESP - National Co	Period : Jan-Dec (2009)	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Project # : PIMS 3359 CC Antigua-BNC	Proj. Partner : None Location : Barbados					
48101 - Antigua - Cty Pgmm		132,866.75	68.21	0.00	0.00	132,934.96



Combined Delivery Report By Project

UN Development Programme
Report ID: ungl143p

Page 1 of 2
Run Time: 17-08-2010 22:06:56

Selection Criteria:

Business Unit: BRB10
Period: Jan-Dec (2008)
Selected Award Id: 00038945
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Projects: ALL

Award Id: 00038945 PMS 3009 CC FSP: National Co	Period: Jan-Dec (2008)			
Project #: 00043448 PMS 3359 CC: Antigua BNC	Impl: Partner Location: Barbados			
	00199 National Education			
Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp

Dept: 48101 (Antigua - Cty Pgmm)

Fund: 82000 (GEF Voluntary Contribution)

71205 -Intl Consultants-Sht Term-Tech	37,080.74	0.00	0.00	0.00	37,080.74
71305 -Local Consult.-Sht Term-Tech	20,708.78	0.00	0.00	0.00	20,708.78
71605 -Travel Tickets-International	0.00	753.18	0.00	0.00	753.16
71615 -Daily Subsistence Allow-Intl	0.00	2,992.42	0.00	0.00	2,992.42
72105 -Svc Co-Construction & Engineer	23,582.22	0.00	0.00	0.00	23,582.22
74105 -Management and Reporting Svcs	5,801.85	0.00	0.00	0.00	5,801.85
74525 -Sundry	411.62	191.28	0.00	0.00	602.80
76120 - Unrealized Loss	0.00	121.19	0.00	0.00	121.19
Total for Fund 82000	87,585.11	4,058.05	0.00	0.00	91,643.16
Total for Dept: 48101	87,585.11	4,058.05	0.00	0.00	91,643.16
Total for Project: 00043448	87,585.11	4,058.05	0.00	0.00	91,643.16

Award Total :	87,585.11	4,058.05	0.00	0.00	91,643.16
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MICHELLE GYLES-MCDONNOUGH
RESIDENT REPRESENTATIVE

ERNST & YOUNG
PO. BOX 261
BRIDGETOWN, BARBADOS

Signed By:

Date:

1st July 2010



Combined Delivery Report By Project

UN Development Programme
Report ID: ungl143p

Page 2 of 2
Run Time: 17-06-2010 22:06:58

Selection Criteria:

Business Unit : BRB10
Period : Jan-Dec (2008)
Selected Award Id : 00038945
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Projects : ALL

Award Id	Project #	Period	Imp. Partner	Location	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
00038945	PMS 3089 CC: P&P, National Co	Jan-Dec (2008)	None	Barbados					
	PMS 3350 CC: Antigua 5MC								
	48101 - Antigua - Cty Pgmm				87,585.11	4,058.05	0.00	0.00	91,643.16



Combined Delivery Report By Project

UN Development Programme
Report ID: ungl143p

Page 1 of 2
Run Time: 17-06-2010 22:06:28

Selection Criteria:

Business Unit: BRB10
Period: Jan-Dec (2007)
Selected Award Id: 00038945
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Projects: ALL

Award Id: 00039658 PIMS 3059 CC FSP: National Co	Period: Jan-Dec (2007)
Project #: 00043448 PIMS 3358 CC: Antigua SNC	Impl. Partner: 00199 National Execution
	Location: Barbados

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Dept: 48101 (Antigua - Cty Pgmm)					
Fund : 62000 (GEF Voluntary Contribution)					
71205 - Intl Consultants-Sht Term-Tech	44,696.61	0.00	0.00	0.00	44,696.61
71305 - Local Consult.-Sht Term-Tech	75,144.74	0.00	0.00	0.00	75,144.74
71615 - Daily Subsistence Allow-Int	0.00	1,525.88	0.00	0.00	1,525.88
72105 - Svc Co-Construction & Engineer	27,718.54	0.00	0.00	0.00	27,718.54
74120 - Capacity Assessment	15,981.97	0.00	0.00	0.00	15,981.97
74525 - Sundry	751.28	6,570.71	0.00	0.00	7,321.97
76130 - Unrealized Gain	0.00	-0.01	0.00	0.00	-0.01
Total for Fund 62000	164,293.12	8,096.58	0.00	0.00	172,389.70
Total for Dept: 48101	164,293.12	8,096.58	0.00	0.00	172,389.70
Total for Project : 00043446	164,293.12	8,096.58	0.00	0.00	172,389.70

Award Total:	164,293.12	8,096.58	0.00	0.00	172,389.70
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MICHELLE GYLES-MCDONNOUGH
RESIDENT REPRESENTATIVE

ERNST & YOUNG
P.O. BOX 361
BRIDGETOWN, BARBADOS

Signed By: Ernst & Young

Date: 1st July 2010



Combined Delivery Report By Project

UN Development Programme
Report ID: ungl143p

Page 2 of 2
Run Time: 17-06-2010 22:06:28

Selection Criteria:

Business Unit : BRB10
Period : Jan-Dec (2007)
Selected Award Id : 00038945
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Projects : ALL

Award Id	Period	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
00038945 PIMS 3389 CC Angua SNC	Jan-Dec (2007)					
48101 - Anõgua - Cty Pgmm		164,293.12	8,096.58	0.00	0.00	172,389.70