

# Project Completion Check List

Country Office: BENIN

Project/Output N°: 00081226

X	No outstanding NEX advances – in either local or USD
X	No outstanding PDRs
X	No open Purchase Orders
X	No Receipt Accruals
X	No outstanding commitments
X	No pending prepayments and other non PO advances
X	All pre-financing activities have been recovered and/or reimbursed
X	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.)
X	No pending GLJEs
X	No unapplied deposits or other unrecorded revenue
X	No outstanding Account Receivable to be received from donors per signed agreements
X	No AR direct journals in budget error or incomplete status
X	All assets are transferred or otherwise disposed of. Asset transfer letters / documents are in place
X	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
X	All items held as inventory should be distributed or transferred to recipient or returned to donor are specified in the donor agreement
X	All project petty cash is cleared
X	Project bank account is fully reconciled and closed
X	All accrued employee benefits are fully accounted
X	No other pending liabilities
X	The CDR for the previous quarter shows zero future expenses (commitments)
X	Final LPAC/steering committee minutes are available
X	All audit observations are closed with supporting documentation
X	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties
X	If a cost sharing project, the unexpended balance has been agreed to the general ledger
X	Consultations with donors on the disposition of unexpended cost sharing balances where required by the contribution agreement, have been taken place and are documented in writing
X	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero

X	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement
X	Notified the GSSC to close any associated contract in the contracts module
X	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative

**Name:** Adama Bocar SOKO  
**Title:** Représentant Résident a.i.  
**Date** 22 01 2019

**Signature:**




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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.

