

Project Completion Check List :

Country Office : BENIN

Project/output N° 00077328 – Appui aux Elections de 2011

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

Confirmed	No outstanding NEX advances – in either local currency or USD
Confirmed	No outstanding PDRs
Confirmed	No open Purchase Orders
Confirmed	No Receipt Accruals
Confirmed	No outstanding Commitments
Confirmed	No pending prepayments and other non PO advances
Confirmed	No pending GMS or Direct Project Charging (formerly ISS).
Confirmed	No pending GLJEs
Confirmed	No unapplied deposits or other unrecorded income
Confirmed	No outstanding Accounts Receivable to be received from donors per signed agreements
Confirmed	No AR direct journals in budget error or incomplete status
Confirmed	All assets are transferred or otherwise disposed of.
Confirmed	All project petty cash is cleared
Confirmed	No other pending liabilities
Confirmed	The CDR for the previous quarter shows zero encumbrances
Confirmed	All audit gaps are closed with supporting documentation
Confirmed	The final CDR is signed by UNDP and the Implementing Partner
Confirmed	If a cost sharing project, the unexpended balance has been agreed to the general ledger
Confirmed	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
Pending	All refunds to donors have been transferred to Account 21030

Name: Gilbert POUMANGUE

Title: Deputy Resident Representative

Date: 14/11/2013

Signature: _____

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.