

# Project Completion Check List

Country Office: BENIN

Project/Output N°: 00069492

Confirmed	No outstanding NEX advances – in either local 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	All pre-financing activities have been recovered and/or reimbursed
Confirmed	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.)
Confirmed	No pending GLJEs
Confirmed	No unapplied deposits or other unrecorded revenue
Confirmed	No outstanding Account 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. Asset transfer letters / documents are in place
Confirmed	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
Confirmed	All items held as inventory should be distributed or transferred to recipient or returned to donor are specified in the donor agreement
Confirmed	All project petty cash is cleared
Confirmed	Project bank account is fully reconciled and closed
Confirmed	All accrued employee benefits are fully accounted
Confirmed	No other pending liabilities
Confirmed	The CDR for the previous quarter shows zero future expenses (commitments)
Confirmed	Final LPAC/steering committee minutes are available
Confirmed	All audit observations are closed with supporting documentation
Confirmed	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties
Confirmed	If a cost sharing project, the unexpended balance has been agreed to the general ledger
Not Applicable	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
Not Applicable	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero

Not Applicable	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement
Not Applicable	Notified the GSSC to close any associated contract in the contracts module
Not Applicable	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative

Name:

**Gilbert POUMANGUE**  
**DRR - PNUD**

Title:

Date

10 9 MARS 2016

Signature:



Au service  
des peuples  
et des nations

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.