

Project Completion Check List

Country Office: CAF

Project/Output No. 00089459

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
✓	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.)
✓	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).
✓	Final LPAC/ steering committee minutes are available
✓	All audit observations are closed with supporting documentation.
✓	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
✓	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.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
✓	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.

Name M. Gauda

Title Directeur Pays

Signature 

Date 8/3/2018

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.




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PO à clôturer

eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

TASK	YES	No	NOTES
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Outstanding Advances</u>
No outstanding Project Delivery Reports (PDRs);	<input type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances Other</u>
No open Purchase Orders (POs);	<input type="checkbox"/>	<input type="checkbox"/>	PDR: http://unex.undp.org
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Open Purchase Orders</u>
No Outstanding Commitments;	<input type="checkbox"/>	<input type="checkbox"/>	<u>Receipt Accruals</u>
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)
No pending vouchers;	<input type="checkbox"/>	<input type="checkbox"/>	<u>Prepaid Vouchers</u>
All pre-financing activities have been recovered and/or reimbursed.	<input type="checkbox"/>	<input type="checkbox"/>	<u>No Pending Vouchers</u> - Please run the query link to verify and check any pending vouchers. Supporting documents if any should be uploaded to Atlas (Attachments Tab)
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 expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Charged GMS Rate %</u>
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>GLJEs Not Posted</u>
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Unapplied Deposits by Office</u>
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contract Pending Events</u>
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contribution Amount Not Collected</u>
No AR direct journals in budget error or incomplete status;	<input type="checkbox"/>	<input type="checkbox"/>	<u>No Pending AR direct journals</u> - Please run the query link to verify and check any pending AR direct journals.
All assets are transferred or otherwise disposed of: Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Assets</u>
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Petty Cash & Cash Advance</u>
Project Bank Account is fully reconciled and closed.	<input type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with Implementing partner to close Project Bank account.

All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;

All accrued employee benefits are fully accounted.

No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)

The CDR for the previous quarter shows Zero future expenses (commitments).

Final LPAC / Steering committee minutes are available.

All audit observations are closed with supporting documentation.

The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.

Project Closure main component

[Staff Receivables](#) 0.00 \$ 0.00

[Employee Benefits](#) 0.00 \$ 0.00

[Pending Liabilities](#) 0.00 \$ 0.00

Copy of CDR should be uploaded to Atlas (Attachments Tab)

Minutes should be uploaded to Atlas (Attachments Tab)

Supporting documents if any should be uploaded to Atlas (Attachments Tab)

Supporting documents should be uploaded to Atlas (Attachments Tab)

General Ledger Cash Balance		Fund	Donor	Amount USD
<input type="checkbox"/>	If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	30000	00015	\$ 0.00
<input type="checkbox"/>	Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	30000	00551	\$ 0.00
<input type="checkbox"/>	All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	30000	10714	\$ 0.00
<input type="checkbox"/>	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	30000	11363	\$ 0.00
<input type="checkbox"/>	Notified the GSSC to close any associated contract in the contracts module.			
<input type="checkbox"/>	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.			
<input type="checkbox"/>	Ensure project accounts are closed.			
<input type="checkbox"/>	Pending Refund to Donor			\$ 0.00
<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)			
<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)			
<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)			
<input type="checkbox"/>	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.			

For more information on project closure procedures and policies, please refer to [Closing a Project](#) and [Financial Closure of Development Projects and Financial Closure of Trust Funds](#) in the POPP.

Management Comments (if any):

Author: _____ Date Time Stamp: _____

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