

Project Completion Check List

00071460 – COS/PHA/55/PRP/39 – Preparación plan HPMP HCFCs

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

N/A	No outstanding NEX advances – in either local currency or USD
N/A	No outstanding PDRs
OK	No open Pos
OK	No pending vouchers
OK	No pending GMS or ISS charges (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)
OK	No pending GLJEs
OK	No unapplied deposits or other unrecorded income
OK	No deposits to be received from donors per signed agreements
OK	No AR direct journals in budget error or incomplete status
N/A	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
OK	All assets are transferred or otherwise disposed of
NA	All project petty cash is cleared
OK	No other pending liabilities
OK	The CDR for the previous quarter shows zero encumbrances
N/A	All audit gaps are closed with supporting documentation.
Final – 2012	The final CDR is signed by UNDP and the Implementing Partner.
NA	If a cost sharing project, the unexpended balance has been agreed to the general ledger.
OK	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
OK	All refunds to donors have taken place and the project balance is zero.

Name YORIKO YASUKAWA

Title RESIDENT REPRESENTATIVE

Signature 

Date 10/12/2014

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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JTM*