

Registros Administrativos
Project Completion Check List

Country Office: CRI10

Project/Output No. 95182/88602

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

x	No outstanding NEX advances – in either local currency 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 Accounts 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 as 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.
	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 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 Kryssia Brade

Title Representante Residente Auxiliar (OIC)

Signature _____  _____ **Date** _____

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.

AGBC ek