

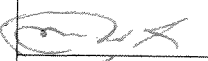
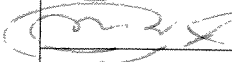


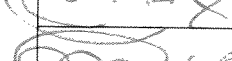

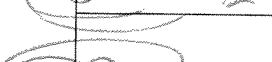
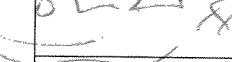


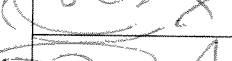
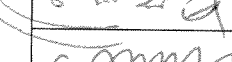





## Project Completion Check List


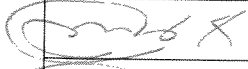



Country Office: Georgia

Project No. 00081916

Project Title: PROFESSIONAL MEDIA FOR ELECTIONS

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

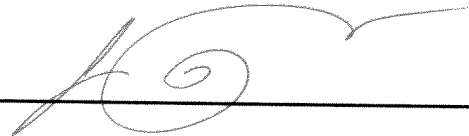
|  |  |
|--|--|
|   | No outstanding NEX advances – in either local currency or USD  |
|    | No outstanding PDRs  |
| 6.6pmj   | No open Purchase Orders  |
|    | No Receipt Accruals  |
|    | No pending vouchers  |
|    | No outstanding commitments   |
|    | No pending prepayments and other non PO advances   |
|    | 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 income   |
|   | No outstanding Accounts Receivable to be received from donors per signed agreements  |
|  | No AR direct journals in budget error or incomplete status   |
| 6.6pmj   | 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   |
| N. Clark   | 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  |
| onjm   | All accrued employee benefits are fully accounted  |
|  | No other pending liabilities   |
| N. Clark   | The CDR for the previous quarter shows zero future expenses (commitments)  |
| N/A  | Final LPAC/steering committee minutes are available  |
|  | All audit observations are closed with supporting documentation.   |
| N. Clark   | 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:** Shombi Sharp

**Title:** Deputy Resident Representative

**Signature** \_\_\_\_\_



**Date** \_\_\_\_\_

21.06.2016

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.