

Project Completion Check List

Country Office: _____

Project/Output No. _____

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

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| ✓ | 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. |

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| ✓ | 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 Eloi Kouadio IV

Title Deputy Resident Representative P&O

Signature  **Date** 04/11/2019

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.

