

## Project Completion Check List

Country Office: Guinea-Bissau Project/Output No. 62065

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

YES	No outstanding NEX advances – in either local currency or USD
YES	No outstanding PDRs
YES	No open Purchase Orders
YES	No Receipt Accruals
YES	No outstanding commitments
YES	No pending prepayments and other non PO advances
YES	All pre-financing activities have been recovered and/or reimbursed
YES	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.)
YES	No pending GLJEs
YES	No unapplied deposits or other unrecorded revenue
YES	No outstanding Accounts Receivable to be received from donors per signed agreements
YES	No AR direct journals in budget error or incomplete status
YES	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
YES	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
YES	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
YES	All project petty cash is cleared
YES	Project bank account is fully reconciled and closed
YES	All accrued employee benefits are fully accounted
YES	No other pending liabilities
YES	The CDR for the previous quarter shows zero future expenses (commitments).
YES	Final LPAC/ steering committee minutes are available
YES	All audit observations are closed with supporting documentation.
YES	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
YES	If a cost sharing project, the unexpended balance has been agreed to the general ledger.

YES	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.
YES	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
YES	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
YES	Notified the GSSC to close any associated contract in the contracts module.
YES	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name David Lee

Title Programme Specialist

Signature [Signature]

Date 30/6/16

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.