

Project Completion Check List



Guatemala

Project ID 83962 Output No. 94411

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

CHECK	DESCRIPTION	RESPONSIBLE
<input checked="" type="checkbox"/>	No outstanding NEX advances – in either local currency or USD	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No outstanding PDRs	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No open Purchase Orders	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No Receipt Accruals	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No outstanding commitments	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No pending prepayments and other non PO advances	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All pre-financing activities have been recovered and/or reimbursed	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No pending GMS or Direct Projects 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).	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No pending GLJEs	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No unapplied deposits or other unrecorded revenue	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No outstanding Accounts Receivable to be received from donors per signed agreements	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No deposits to be received from donors per signed agreements	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No AR direct journals in budget error or incomplete status	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All project petty cash is cleared	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Project bank account is fully reconciled and closed	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No other pending liabilities	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	The CDR for the previous quarter shows zero future expenses (commitments)	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Final LPAC/ steering committee minutes are available	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All audit gaps are closed with supporting documentation.	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties.	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	If a cost sharing project, the unexpended balance has been agreed to the general ledger	FPA: <i>[Signature]</i>

Project Completion Check List



Guatemala

Project ID **83962** _____ Output No. **94411** _____

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

CHECK	DESCRIPTION	RESPONSIBLE
<input checked="" type="checkbox"/>	No balance sheets pending	FPA:
<input checked="" type="checkbox"/>	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.	PO:
<input checked="" type="checkbox"/>	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.	FPA:
<input checked="" type="checkbox"/>	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement	PO:
<input checked="" type="checkbox"/>	Notified the GSSC to close any associated contract in the contracts module.	FPA:
<input checked="" type="checkbox"/>	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative	PO:

Name Rebeca Arias

Title Representante Residente

Signature

Date 27 FEB. 2018



The check list must be signed by the Resident Representative/Head of Office. See POPP Financial Closure of Development Projects 4.0 Procedures.

Project Completion Check List

Project ID 83962 Output No. 92183



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

CHECK	DESCRIPTION	RESPONSIBLE
<input checked="" type="checkbox"/>	No outstanding NEX advances – in either local currency or USD	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No outstanding PDRs	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No open Purchase Orders	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No Receipt Accruals	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No outstanding commitments	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No pending prepayments and other non PO advances	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All pre-financing activities have been recovered and/or reimbursed	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No pending GMS or Direct Projects 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).	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No pending GLJEs	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No unapplied deposits or other unrecorded revenue	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No outstanding Accounts Receivable to be received from donors per signed agreements	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No deposits to be received from donors per signed agreements	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No AR direct journals in budget error or incomplete status	FIN: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments	PA: <i>[Signature]</i>
<input type="checkbox"/>	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All project petty cash is cleared	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Project bank account is fully reconciled and closed	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	No other pending liabilities	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	The CDR for the previous quarter shows zero future expenses (commitments)	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Final LPAC/ steering committee minutes are available	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All audit gaps are closed with supporting documentation.	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties.	PA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	If a cost sharing project, the unexpended balance has been agreed to the general ledger	FPA: <i>[Signature]</i>

Project Completion Check List

Project ID **83962** Output No. **92183**



Guatemala

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

CHECK	DESCRIPTION	RESPONSIBLE
<input checked="" type="checkbox"/>	No balance sheets pending	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	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.	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement	PO: <i>[Signature]</i>
<input checked="" type="checkbox"/>	Notified the GSSC to close any associated contract in the contracts module.	FPA: <i>[Signature]</i>
<input checked="" type="checkbox"/>	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative	PO: <i>[Signature]</i>

Name Rebeca Arias
 Title Representante Residente
 Signature *[Signature]*
 Date 27 FEB. 2018



The check list must be signed by the Resident Representative/Head of Office. See POPP Financial Closure of Development Projects 4.0 Procedures.