

Business Unit	Output Detail	Start Date	Output Status
Project Number	UNDP1	01/01/2009	On Going
Output Number	00056554	31/12/2015	
Output Name	00059263	Output Manager	1 Review Date
	Org. Effectiveness Reg. Activi		1/1/2009

Output Financials (in USD)

	Output Financials (in USD)	Output Financials (in USD)
Total Contribution Recognized	\$ 0.00	Approved Budget \$ 1,079,441.50
Transfers to/from - Funds/Donor	\$ 0.00	Advances Balance \$ 0.00
Interest Earned	\$ 0.00	Total Expense \$ 1,000,635.43
Advances Balance	\$ 0.00	Undepreciated Assets \$ 0.00
Total Expense	\$ 0.00	Open Purchase Orders \$ 0.00
Undepreciated Assets	\$ 0.00	Balance \$ 78,806.07
Open Purchase Orders	\$ 0.00	
Fund Balance	\$ 0.00	

In order to be able to close the project operationally all items in the below list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

**Operational Completion:**

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.

<https://go.unhcr.org/sites/pages/rop/subject/caps/5810248&Menu=BusinessUnit>

Operational Closure Checklist

No. TASK YES NO NOTES

1 Prepare Final Project Review Report and as Annex, a lessons-learned report.

A standard format should be used. Review the following links: Final Project Review Report (ROPP) and lessons learned as per the following guidelines:  
Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include:

- Achievements of last year/targets;
- Overall project performance and sustainability of results;
- Achievement on capacity development;
- Outstanding activities;
- All Open POs have been fully received;
- Lessons learned;
- Use of remaining budget, if any;
- Effective date of project closure;
- Transitioning of responsibilities to national counterparts;
- Hand-over of assets.

2 Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.

If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format

3 Commission project evaluation

NEK projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc). For more information on project audit, please refer to Office of Audit and Investigations website.

4 Initiate project Audit (if applicable)

The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.

5 Notify the Project Board / Programme Manager on the operational completion of the project.

Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

6 Operationally close the Output.

Management Comments (if any):

1 of 1 First Last

Author

Date/Time Stamp



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[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

TASK	YES	NO	NOTES
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the implementing Partner)			<p>ATLAS General Ledger</p> <p>Account</p> <p>Subparticularization</p> <p>Base Currency Code</p>
No outstanding NEX advances in either local currency or USD (Account 16005)	✓		<p><b>Outstanding Advances</b></p> <p>0.00</p> <p>\$ 0.00</p>
No other outstanding advances in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	✓		<p><b>Outstanding Advances Other</b></p> <p>0.00</p> <p>\$ 0.00</p>
No outstanding Project Delivery Reports (PDRs)	✓		<p><b>PDR:</b> <a href="http://unex.undp.org">http://unex.undp.org</a></p>
No open Purchase Orders (POs)	✓		<p><b>Open Purchase Orders</b></p> <p>0.00</p> <p>\$ 0.00</p>
No Receipt Accruals	✓		<p><b>Receipt Accruals</b></p> <p>0.00</p> <p>\$ 0.00</p>
No Outstanding Commitments	✓		<p>Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p> <p><b>Prepaid Vouchers</b></p> <p>0.00</p> <p>\$ 0.00</p>
No pending vouchers	✓		<p><b>No Pending Vouchers</b> - Please run the query link to verify and check any pending vouchers.</p> <p>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
All pre-financing activities have been recovered and/or reimbursed.	✓		<p><b>Charged GMS Rate %</b></p> <p>% 0.00</p> <p>\$ 0.00</p>
No pending GMS or Direct Project Changing (Community ISS). (If CTR-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done).	✓		<p><b>GLES Not Posted</b></p> <p>0.00</p> <p>\$ 0.00</p>
No pending GLUES	✓		<p><b>Unapplied Deposits by Office</b></p> <p>0.00</p> <p>\$ 0.00</p>
No unapplied deposits or other unrecorded revenue	✓		<p><b>Contract Pending Events</b></p> <p>0.00</p> <p>\$ 0.00</p>
No outstanding Accounts Receivable to be received from donors per signed agreements	✓		<p><b>Contribution Amount Not Collected</b></p> <p>0.00</p> <p>\$ 0.00</p>
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	✓		<p><b>No Pending AR direct journals</b> - Please run the query link to verify and check any pending AR direct journals.</p>
No AR direct journals in budget error or incomplete status	✓		<p><b>Assets</b></p> <p>\$ 0.00</p> <p>\$ 0.00</p>
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18000 Accounts) (Click Link for ISR Report)	✓		<p>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
All un-used inventory items held at the end of the project has been disposed of or transferred to other projects	✓		<p>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	✓		<p>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
All items held as inventory should be debited or transferred to recipient or returned to donor as specified in the donor agreement.	✓		<p><b>Petty Cash &amp; Cash Advance</b></p> <p>0.00</p> <p>\$ 0.00</p>
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared.	✓		<p>Project staff should coordinate with implementing partner to close Project Bank account.</p>
Project Bank Account is fully reconciled and closed.	✓		<p><b>Staff Receivables</b></p> <p>0.00</p> <p>\$ 0.00</p>
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14059) are cleared.	✓		<p><b>Employee Benefits</b></p> <p>0.00</p> <p>\$ 0.00</p>
All accrued employee benefits are fully accounted.	✓		<p><b>Pending Liabilities</b></p> <p>0.00</p> <p>\$ 0.00</p>
No other pending liabilities in USD Only; (GL 20000 Accounts - Excluding 21005)	✓		<p>Copy of CDR should be uploaded to Atlas (Attachments Tab)</p>
The CDR for the previous quarter shows Zero future expenses (commitments).	✓		

UNDP Project Closure Workbook

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 cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.

Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.

All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the Project Balance is Zero. (Only in Base Currency)

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.

Ensure project accounts are closed.

Minutes should be uploaded to Atlas (Attachments Tab)

Supporting documents if any should be uploaded to Atlas (Attachments Tab)

Supporting documents should be uploaded to Atlas (Attachments Tab)

General Ledger Cash Balances  
Fund Donor Approved UNDP

UNDP issue refunds to donor as the very last step before designating a project as financially complete in ATLAS if the donor requests a refund at any earlier point than you need to the approval of the Chief Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.

Pending Refund to Donor \$ 0.00 \$ 0.00

Supporting documents if any should be uploaded to Atlas (Attachments Tab)

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Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.

For more information on project closure procedures and policies, please refer to Closing a Project and Financial Closure of Development Projects and Financial Closure of Trust Funds in the POPP.

Page: First 1 of 1 Last

Author

Date/Time Stamp

<p>Management Comments (if any):</p>	
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Project Closure Checklist | Financial Closure Checklist | Status History and Attachments

Reviewed by

Konnie Sunkin

Closure Approved by

J Porter  
Denni Hontel