

Project Completion Check List

Project No: 00037196/00040682 Strengthening Leadership in HIVAIDS

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

✓	No outstanding NEX advances – in either local currency or USD for donor
✓	No outstanding PDRs
✓	No open POs
✓	No pending vouchers
✓	No pending GMS or ISS charges (if Off-the-top GMS was used, 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 deposits to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
✓	All assets are transferred or otherwise disposed of
✓	All project petty cash is cleared
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero encumbrances
✓	All audit gaps are closed with supporting documentation
✓	The final CDR is signed by UNDP and the Implementing Partner
✓	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
✓	All refunds to donors have taken place and the project balance is zero

Name Sheila Ngatia

Title ACD

Signature _____

Date _____

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.

Sheila Ngatia LUDFINE.A., DGV