

**DONOR SPECIFIC – SIDA FUND CODE - 54050**  
**Project Completion Check List**

**Country Office: KENYA**

**Project No. NCEP-URAIA 43223**

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 for donor _____
✓	No open POs for donor _____
✓	No pending vouchers for donor _____
✓	No pending GMS or ISS charges for donor _____ (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 for donor _____
✓	No unapplied deposits or other unrecorded income for donor _____
✓	No deposits to be received from donors per signed agreements for donor _____
✓	No AR direct journals in budget error or incomplete status for donor _____
✓	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments for donor _____
✓	All assets are transferred or otherwise disposed of for donor _____
✓	All project petty cash is cleared for donor _____
✓	No other pending liabilities for donor _____
✓	The CDR for the previous quarter shows zero encumbrances for donor _____
✓	All audit gaps are closed with supporting documentation for donor _____.
✓	The final CDR is signed by UNDP and the Implementing Partner for donor _____.
✓	If a cost sharing project, the unexpended balance has been agreed to the general ledger for donor _____.
✓	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place for donor _____.
✓	All refunds to donors have taken place and the project balance is zero for donor _____.

Name Alfredo Teixeira  
 Title Deputy Country Director (P)  
 Signature \_\_\_\_\_

Date 4.12.12

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.