

## Project Completion Check List

Country Office: 267 Project/Output No. 69382

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

Yes/NO	Closure activities	Responsible
Yes	No outstanding NEX advances – in either local currency or USD. <b>Navigation of report in Atlas: UN Reports-Financial Management Reports-Expenditure Management Reports-NEX Advances Aging Reports</b>	POSU
Yes	No outstanding PDRs	POSU
Yes	No open Purchase Orders	PMU procurement
Yes	No Receipt Accruals. <b>Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_IPSAS_RECEIPTACCRUAL</b>	CO finance unit
Yes	No outstanding commitments	POSU
Yes	No pending prepayments and other non PO advances. <b>Navigation of report in Atlas: UN Reports-Financial Management Reports-Accounts Management Reports – Account Activity Analysis (select account 16065</b>	POSU
Yes	All pre-financing activities have been recovered and/or reimbursed	CO finance unit
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.)	CO programme finance
Yes	No pending GLJEs: <b>Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_PENDING_GLJE</b>	PMU finance
Yes	No unapplied deposits or other unrecorded revenue <b>Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_AR_UNAPPLIED_DEPOSITS</b>	PMU finance
Yes	No outstanding Accounts Receivable to be received from donors per signed agreements	PMU finance
Yes	No AR direct journals in budget error or incomplete status: <b>Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_ARDJ_ERROR_OR_INCOMPLETE</b>	PMU finance
N/A	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	PMU admin
N/A	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	PMU admin
N/A	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement	PMU admin
Yes	All project cash advance is cleared <b>Navigation of report in Atlas: UN Reports-Financial Management Reports-Accounts Management Reports – Account Activity Analysis (select account 16108 for Project Cash Advance)</b>	PMU finance

N/A	Project bank account is fully reconciled and closed	N/A
Yes	All accrued employee benefits are fully accounted	CO HR unit
Yes	No other pending liabilities	POSU
Yes	The CDR for the previous quarter shows zero future expenses (commitments). Navigation of report in Atlas: UN Reports - IPSAS Reports - IPSAS CDR by Project	POSU
N/A	Final LPAC/ steering committee minutes are available	POSU
N/A	All audit observations are closed with supporting documentation.	POSU
Yes	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	UNDP programme finance PMU Manager
*	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	CO finance
*	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.	POSU
*	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.	CO finance
N/A	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	CO finance
N/A	Notified the GSSC to close any associated contract in the contracts module.	CO procurement
N/A	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	POSU

\* Notes: there is an unspent balance, to be refunded to donor. Refund will be processed by GSSC. Relevant correspondence is enclosed (with OFATM and BPPC staff, HA). HA is requesting to send them completed checklist for further refunding. SS.

ALEXANDER AVANESSOV

Name UN RESIDENT COORDINATOR  
UNDP RESIDENT REPRESENTATIVE  
Title IN THE KYRGYZ REPUBLIC

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.





Eilen Soltoeva  
 Programme Finance Associate  
 UNDP in Kyrgyzstan  
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 eilen.soltoeva@undp.org  
 www.undp.kg

**Eilen Soltoeva**  
 From: Emmanuel Mbwera  
 Monday, November 16, 2015 8:45 PM  
 To: Eilen Soltoeva; Thabani Mabodoko  
 Cc: Saltanat Dospaeva; Aynura Mukhamedgalieva; Medina Kalygulova; Emmanuel Hatangimana; Tracey Burton; Milena Prvulovic; Ferima Traore; Tatiana Gorborukova  
 RE: Request to check balance of GFATM funds for further refund

Dear Eilen,  
 Thank you for your email.  
 We understand that the project closure workbench is being piloted and would recommend that your office uses the workbench in addition to completing the paper-based project completion checklist. Please share with us the completed paper-based checklist so that we can request the GSSC to execute the refund to the Global Fund.

Kind regards,  
 Emmanuel

**From:** Eilen Soltoeva  
**Sent:** Wednesday, November 11, 2015 10:46 PM  
**To:** Emmanuel Mbwera; Thabani Mabodoko  
**Cc:** Saltanat Dospaeva; Aynura Mukhamedgalieva; Medina Kalygulova; Emmanuel Hatangimana; Tracey Burton; Milena Prvulovic; Ferima Traore; Tatiana Gorborukova  
**Subject:** RE: Request to check balance of GFATM funds for further refund

Emmanuel,  
 With reference to the correspondence below, please see our reply in red.  
 1. Email from the CO requesting processing of the refund, stating amount refundable. Please confirm if the unspent balance is to be refunded to Government or the Global Fund. By this message we are requesting you to process refund to donor (GFATM) - unspent balance from project 69382 under KGZ10 BU. Amount is \$14,805.69.  
 2. Letter or email from the Global Fund /Government requesting the refund. Message from GFATM is enclosed (from Ms. Renata Oliylyk).  
 3. Complete the attached project completion checklist which should be signed by the RC /CD /DCD. In line with recently introduced Atlas project e-closure workbench, do we still need to prepare paper-based checklist? Relevant message from Helen Hall is enclosed hereto. Will be waiting for your confirmation.

Sincerely,

**From:** Emmanuel Mbwera  
**Sent:** Thursday, October 22, 2015 4:56 AM  
**To:** Thabani Mabodoko <thabani.mabodoko@undp.org>; Roland Seri <roland.seri@undp.org>; Eilen Soltoeva <eilen.soltoeva@undp.org>  
**Cc:** CST RBEC <cst.rbec@undp.org>; Saltanat Dospaeva <saltanat.dospaeva@undp.org>; Aynura Mukhamedgalieva <aynura.mukhamedgalieva@undp.org>; Medina Kalygulova <medina.kalygulova@undp.org>; Emmanuel Hatangimana <emmanuel.hatangimana@undp.org>; Tracey Burton <tracey.burton@undp.org>; Milena Prvulovic <milena.prvulovic@undp.org>; Ferima Traore <ferima.traore@undp.org>  
**Subject:** RE: Request to check balance of GFATM funds for further refund

Dear Eilen,  
 Please use the following use the Global Fund Cash Balance report to view the balance available for refund (refer to screenshot below).

**Cash Balance Rpt (Global Fund)**

Report	GL Bus	Region	Fund	Donor	Oper	Project	Output	Output Description	Opening Balance	Collected Revenue/ Trmfr/Refu	Off	Rev
9/2015	UNDP1	RBEC	30000	00146	KGZ	00033564	00069382	GFATM AIDS GRANT FUND	14,805.69			

Please send us the following and we can liaise with the GSSC in processing the refund:  
 1. Email from the CO requesting processing of the refund, stating amount refundable. Please confirm if the unspent balance is to be refunded to Government or the Global Fund.  
 2. Letter or email from the Global Fund /Government requesting the refund.  
 3. Complete the attached project completion checklist which should be signed by the RC /CD /DCD.

Kind regards,  
 Emmanuel

**From:** Thabani Mabodoko  
**Sent:** Wednesday, October 21, 2015 10:03 AM  
**To:** Roland Seri; Eilen Soltoeva; Emmanuel Mbwera  
**Cc:** CST RBEC; Saltanat Dospaeva; Aynura Mukhamedgalieva; Medina Kalygulova; Emmanuel Hatangimana  
**Subject:** RE: Request to check balance of GFATM funds for further refund

Dear Emmanuel

Please assist CO.

Many thanks,  
Thabani

**From:** Roland Seri  
**Sent:** Wednesday, October 21, 2015 7:58 AM  
**To:** Eilen Soltoeva <[eilen.soltoeva@undp.org](mailto:eilen.soltoeva@undp.org)>  
**Cc:** CST RBEC <[cst.rbec@undp.org](mailto:cst.rbec@undp.org)>; Saltanat Dospaeva <[saltanat.dospaeva@undp.org](mailto:saltanat.dospaeva@undp.org)>; Aynura Mukhamedgalieva <[aynura.mukhamedgalieva@undp.org](mailto:aynura.mukhamedgalieva@undp.org)>; Medina Kalyulova <[medina.kalyulova@undp.org](mailto:medina.kalyulova@undp.org)>; Thabani Mabodoko <[thabani.mabodoko@undp.org](mailto:thabani.mabodoko@undp.org)>; Emmanuel Hatangimana <[emmanuel.hatangimana@undp.org](mailto:emmanuel.hatangimana@undp.org)>  
**Subject:** Re: Request to check balance of GFATM funds for further refund

Dear Eilen,

Please liaise with the GFTAM team.

Thanks,

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Sent via wireless device - please excuse brevity and odd autocorrects

On Oct 21, 2015, at 6:25 AM, Eilen Soltoeva <[eilen.soltoeva@undp.org](mailto:eilen.soltoeva@undp.org)> wrote:

Dear CST Colleagues,

We are to make refund to GFATM. Two Atlas reports shows the same balance = \$13,336.06.  
UN\_FUND\_STATUS\_IPSAS report and Project Resources overview report. Screenshots from both reports are copied below.

Please confirm that above balance of GFATM funds under project 00069382 is correct and we make start refunding process.

P.S.

You will notice that fund and donor codes used for this project are not "usual" GFATM COA combination. It was a project when UNDP provided fiduciary services. Funds were initially given by GFATM to Government of Kyrgyz Republic, then KGZ govt transferred funds to UNDP Kyrgyzstan.

PC BU KGZ10  
Dept 55601 (B0556)  
Project 00069382  
Fund 30000  
Donor 00146.

Business Unit	Budget Period	Fund	Fund Description	Budget Dept	Budget Description	Account	Account Description	Project
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UNDP1 2015 30000 Shairing Programme Cost Kyrgyzstan - Bishkek B0556 0006938

<image002.png>

Sincerely,



Eilen Soltoeva  
Programme Finance Associate  
UNDP in Kyrgyzstan  
160 Chuy Ave., Bishkek, KYRGYZSTAN  
Phone: +996-312-611211 ext. 227 (w.)  
[eilen.soltoeva@undp.org](mailto:eilen.soltoeva@undp.org)  
[www.undp.kg](http://www.undp.kg)

**Eilen Soltoeva**

**From:** Renata Oliylyk <Renata.Oliylyk@theglobalfund.org>  
**Sent:** Wednesday, November 11, 2015 9:22 PM  
**To:** Eilen Soltoeva; Uldis Mitenbergs  
**Cc:** Paula Christ; Aynura Mukhamedgalieva; Kamilla Nurbaeva; Saitanat Dospaeva; Tatiana Bykhankova; Tatiana Gorborukova; Medina Kalygulova  
**Subject:** RE: Grant KGZ-708-G05-H, unspent balance for refunding



Eilen Soltoeva  
Programme Finance Associate  
UNDP in Kyrgyzstan  
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[eilen.soltoeva@undp.org](mailto:eilen.soltoeva@undp.org)  
[www.undp.kg](http://www.undp.kg)

Dear Eilen,

Thank you for the message. The refund should be processed to the following account:

Beneficiary Name: The Global Fund to Fight AIDS, Tuberculosis and Malaria  
Currency: USD  
Bank Name: UBS SA  
Bank Code/Clearing: 00240  
IBAN: CH0400240240168202627  
BIC / SWIFT Code: UBSWCHZH80A

Branch Address:  
UBS SA  
Case Postal,  
1211 Genève 2

Please kindly indicate the grant number when sending the refund.

We remain available if you need any further clarifications.

Best regards,  
Renata.

**From:** Eilen Soltoeva [mailto:[eilen.soltoeva@undp.org](mailto:eilen.soltoeva@undp.org)]  
**Sent:** Friday, 23 October 2015 8:34 AM  
**To:** Renata Oliylyk; Uldis Mitenbergs  
**Cc:** Paula Christ; Aynura Mukhamedgalieva; Kamilla Nurbaeva; Saitanat Dospaeva; Tatiana Bykhankova; Tatiana Gorborukova; Medina Kalygulova  
**Subject:** Grant KGZ-708-G05-H, unspent balance for refunding

Dear Renata,

Reference is made to Grant KGZ-708-G05-H (UNDP project ID 00069382), where UNDP provided fiduciary services. UNDP Kyrgyzstan is going to start refunding process of unspent balance of this grant. Exact amount of balance is \$14,805.69. As you might know initially GFATM made contribution to Government of Kyrgyz Republic, then Government transferred funds to UNDP Kyrgyzstan. Could you please let us know whom we must transfer funds: GFATM or Government of Kyrgyz Republic? If your answer is "GFATM", then please send us full bank details.

Thank you,

Sincerely,



69382

**eChecklist Instructions: (This is Pilot eChecklist)**

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.

Financial Closure Checklist					
TASK	YES	No	NOTES		
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)				Atlas Transaction Check	
			Account	Transaction Currency	Atlas Balance Base Currency (USD)
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances</u>	0.00	\$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDR: <a href="http://unex.undp.org">http://unex.undp.org</a>		
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Open Purchase Orders</u>	0.00	\$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Receipt Accruals</u>	0.00	\$ 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be u (Attachments Tab)		
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Prepaid Vouchers</u>	0.00	\$ 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Pending Vouchers</u> - Please run the query link to verify and check any pending vouchers.		
All pre-financing activities have been recovered and/or reimbursed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
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 expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Charged GMS Rate %</u>	% 3.00	% 3.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>GLJEs Not Posted</u>	0.00	\$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Unapplied Deposits by Office</u>	0.00	\$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contract Pending Events</u>	0.00	\$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contribution Amount Not Collected</u>	0.00	\$ 0.00
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Pending AR direct journals</u> - Please run the query link to verify and check any pending AR direct j		
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Assets</u>	\$ 0.00	\$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Petty Cash &amp; Cash Advance</u>	0.00	\$ 0.00
Project Bank Account is fully reconciled and closed.	<input type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with Implementing partner to close Project Bank account.		
All Staff Receivables (Acc. 14020, 14022, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Staff Receivables</u>	0.00	\$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Employee Benefits</u>	0.00	\$ 0.00
No other pending liabilities; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Liabilities</u>	0.00	\$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input type="checkbox"/>	<input type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)		
Final LPAC / Steering committee minutes are available.	<input type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)		
All audit observations are closed with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)		
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.	<input type="checkbox"/>	<input type="checkbox"/>		General Ledger Cash Balance	
			Fund	Donor	Amount USD
			30000	00146	\$ 14,805.69
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the don refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. P <u>Refunds to Donors</u> in the POPP.		
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Refund to Donor</u>	0.00	\$ 0.00
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Notified the GSSC to close any associated contract in the contracts module.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		

Ensure project accounts are closed.   Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed" and no financial transactions can be made.

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

Management Comments (if any): find First 1 of 1 Last

Author	Date Time Stamp

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