

Project Completion Check List

Country Office: KGZ Project/Output No. **00076614**

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

Yes/NO	Closure activities	Responsible
	No outstanding NEX advances – in either local currency or USD. Navigation of report in Atlas: UN Reports-Financial Management Reports-Expenditure Management Reports-NEX Advances Aging Reports	POSU ASHIRALIEVA PROGRAMME ASSOCIATE UNDP KYRGYZSTAN <i>J. K...</i>
	No outstanding PDRs	POSU <i>J. K...</i>
	No open Purchase Orders	PMU Procurement / CO Procurement
	No Receipt Accruals. Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_IPSAS_RECEIPTACCRUAL	CO finance unit
	No outstanding commitments	PMU Procurement / CO Procurement
No pending prepayments and other non-PO advances	No pending prepayments and other non-PO advances. Navigation of report in Atlas: UN Reports-Financial Management Reports-Accounts Management Reports – Account Activity Analysis (select account 16065	PMU Finance / CO Finance
	All pre-financing activities have been recovered and/or reimbursed	CO finance unit / CO programme finance
	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
No pending GLJEs	No pending GLJEs: Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_PENDING_GLJE	PMU finance
No unapplied deposits or other unrecorded revenue	No unapplied deposits or other unrecorded revenue Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_AR_UNAPPLIED_DEPOSITS	PMU finance / CO programme finance
No outstanding Accounts Receivable to be received from donors per signed agreements	No outstanding Accounts Receivable to be received from donors per signed agreements	PMU finance / CO programme finance
No AR direct journals in	No AR direct journals in budget error or incomplete status:	PMU finance / CO programme finance

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budget error or incomplete status	Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_ARDJ_ERROR_OR_INCOMPLETE	
Yes	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	PMU admin <i>[Signature]</i>
	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	PMU admin / CO General Services / CO Programme Finance
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 / Inventory Focal Point <i>[Signature]</i>
All project cash advance is cleared	All project cash advance is cleared Navigation of report in Atlas: UN Reports-Financial Management Reports-Accounts Management Reports – Account Activity Analysis (select account 16108 for Project Cash Advance)	PMU finance/ CO Programme Finance
	Project bank account is fully reconciled and closed	N/A
	All accrued employee benefits are fully accounted	CO HR unit
	No other pending liabilities	POSU
	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 <i>[Signature]</i>
	Final LPAC/ steering committee minutes are available	POSU
	All audit observations are closed with supporting documentation.	POSU <i>[Signature]</i>
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	CO programme finance / PMU Manager <i>[Signature]</i> APPROVED BY JYLDYZ M. DUTKULOVA PMU MANAGER EILEN SULTEVA PROGRAMME FINANCE
Yes	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	CO programme finance <i>[Signature]</i>
	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 <i>[Signature]</i>
N/A	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.	CO programme finance
	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	CO programme finance
N/A	Notified the GSSC to close any associated contract in the contracts module.	CO programme finance
	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	POSU <i>[Signature]</i>

[Handwritten mark]

Project completion checklist # 76614

Name *[Signature]*
Title DEPUTY RESIDENT REPRESENTATIVE
Signature _____ Date 30.12.2015

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.

[Signature]