

Project Completion Check List

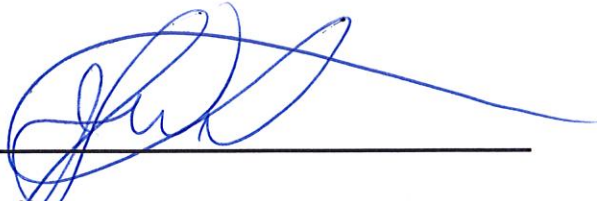
Project ID: 00046155

Title: Sustainable Land Management –St. Kitts

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

Yes	No outstanding NEX advances – in either local currency or USD
Yes	No outstanding PDRs
Yes	No open POs
Yes	No pending vouchers
GEF/HQ	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) (for GEF funded projects, GMS (IA Fee) allocated by UNDP/GEF HQ to CO will be fully paid to CO for projects financially closed (except cancelled/dropped projects before completion).
Yes	No pending GLJEs
Yes	No unapplied deposits or other unrecorded income
Yes	No deposits to be received from donors per signed agreements
Yes	No AR direct journals in budget error or incomplete status
Yes	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
Yes	All assets are transferred or otherwise disposed of
N/A	All project petty cash is cleared
Yes	No other pending liabilities
Yes	The CDR for the previous quarter shows zero encumbrances
Yes	All audit gaps are closed with supporting documentation.
Yes	The final CDR is signed by UNDP and the Implementing Partner. (for GEF funded projects, final cumulative expenditure with Atlas yearly breakdowns have to be reconciled with UNDP GEF Trust Fund statement figures (provided by UNDP/GEF HQ) and confirmed by CO).
GEF/HQ	If a cost sharing project, the unexpended balance has been agreed to the general ledger (effective 1 January 2011, for all GEF funded projects, final transfer of income (equivalent of Atlas GL Exp) from fund level to project level is done before project financial closure in Atlas by UNDP/GEF Unit in HQ).
GEF/HQ	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place (for GEF funded projects, unspent project budget balance will be refunded to GEF by UNDP/GEF HQ to GEF Trustee via quarterly reports).
GEF/HQ	All refunds to donors have taken place and the project balance is zero (for GEF funded projects, after confirmation by UNDP/GEF HQ, CO may proceed with project financial closure in Atlas. However, refund to GEF is done via reporting on financially closed projects after CO financially closed the project in Atlas. UNDP/GEF HQ run Atlas reports including all financially closed projects and report to GEF Trustee).

Programme Officer

A handwritten signature in blue ink, appearing to be 'John', written over a horizontal line.

Name Stephen O'Malley

Title Resident Representative

Signature

A handwritten signature in blue ink, appearing to be 'Stephen O'Malley', written over a horizontal line.

Date JUNE 2, 2014