

## PROJECT COMPLETION CHECK LIST

Country Office: Maldives

Project/Output No. 00060884

✓	No outstanding NEX advances – in either local currency or USD.
✓	No outstanding PDRs.
✓	No open Purchase Orders
✓	No Receipt Accruals.
✓	No outstanding commitments.
✓	No pending prepayments and other non PO advances.
✓	All pre-financing activities have been recovered and/or reimbursed.
✓	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.)
✓	No pending GLJEs.
✓	No unapplied deposits or other unrecorded revenue.
✓	No outstanding Accounts Receivable to be received from donors per signed agreements.
✓	No AR direct journals in budget error or incomplete status.
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place.
✓	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.
✓	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.
✓	All project petty cash is cleared.
✓	Project bank account is fully reconciled and closed.
✓	All accrued employee benefits are fully accounted.
✓	No other pending liabilities.
✓	The CDR for the previous quarter shows zero future expenses (commitments).
✓	Final LPAC/ steering committee minutes are available.
✓	All audit observations are closed with supporting documentation.
✓	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
✓	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 and are documented in writing.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
✓	Notified the GSSC to close any associated contract in the contracts module.
✓	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name: Shoko Noda

Title: UNDP Resident Representative

Signature



Date:

4 March 2018