

## Project Completion Check List

**Country Office: Namibia Project/Output No. 00121666/ 00117598**

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

√	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.

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√	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** \_Alka Bhatia

**Title** \_Resident Representative

**Signature** Alka Bhatia

**Date** 29-Jul-2021

**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.**