

*revised
ATAS
16 July 2017*

UNDP Philippines

Project Completion Check List

Project ID: 00056043 CEDAW UN Joint Programme

Donor: _____

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

Initials	Unit Concerned		Documents required	Remarks
<i>are</i>	Finance	No outstanding NEX advances – in either local currency or USD	NEX aging report or AAA report	
<i>are</i>	Programme	No outstanding PDRs	Latest FACE form	
<i>are</i>	Procurement/ Programme	No open Pos	PO tracking summary – Procurement Budget Activity Report	
<i>are</i>	Programme/ Finance	No pending vouchers	Report on unpaid vouchers	
<i>are</i>	Programme/ Finance/ Procurement	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)	UN Fund Status Report Finance summary report Procurement certification of zero ISS collection	
<i>are</i>	Finance	No pending GLJEs	UN_WF_JE_APPROVAL_03 report	
<i>are</i>	Finance	No unapplied deposits or other unrecorded income	UN_AR_UNAPPLIED_DEPOSITS report	
<i>are</i>	Programme/ Finance	No deposits to be received from donors per signed agreements	Cost Sharing Apportionment Pending items	<i>not applicable</i>
<i>are</i>	Finance	No AR direct journals in budget error or incomplete status	UN_ARDJ_ERROR_OR_INCOMPLETE report	
<i>are</i>	Programme/ Procurement	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments		
<i>are</i>	Programme/ Procurement	All assets are transferred or otherwise disposed of	Contract, Assets and Procurement decision	

<i>Ø</i>	Programme	All project petty cash is cleared	Final FACE form	
<i>Ø</i>	Programme	No other pending liabilities		
<i>Ø</i>	Programme	The CDR for the previous quarter shows zero encumbrances	CDR	
<i>MM</i>	MSU	All audit gaps are closed with supporting documentation.	Last Audit Report	<i>NO Audit Report</i>
<i>Ø</i>	Programme/ MSU	The final CDR is signed by UNDP and the Implementing Partner.	Signed Final CDR	<i>no signed CDR</i>
<i>Ø</i>	Programme	If a cost sharing project, the unexpended balance has been agreed to the general ledger.		<i>Waf</i>
<i>Ø</i>	Programme	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.	Communications on approval by Donor	<i>Applicable - 11 P88 Fund</i>
<i>are</i>	Programme/ Finance	All refunds to donors have taken place and the project balance is zero.	Accounts Payable EFT Advice	

Name RENAUD MEYER *RM*

Title Country Director

Signature _____ *[Signature]*

Date 4/11/12

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.