

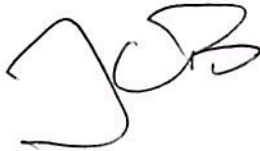
NOTA DE ARCHIVO

ASUNTO:

CIERRE DEFINITIVO EN ATLAS DEL PROYECTO: 00104002 Oficina del Coordinador Residente (OCR)

1. Este proyecto fue creado con el objetivo de ordenar el manejo financiero de la oficina del coordinador residente.
2. La actividad prevista fue dar nuevo soporte financiero para la coordinación de las agencias, programas y Equipo de País.
3. No fue asignada financiación al proyecto, que fue creado en Atlas para fines referenciales.
4. El objetivo fue logrado, de acuerdo con los registros de la OCR.

Tomando en consideración estos puntos y la no aplicabilidad de los contemplados en la lista de verificación de cierre (que se adjunta firmada), se procede a cerrar operativa y financieramente este proyecto en el sistema Atlas.



Preparado por: Joaquín Cáceres Brun
Cargo: oficial de Coordinación
Fecha: 17/06/2019



Output Details		Output Dates		Output Status
Business Unit	PRY10	Start Date	11/01/2017	Operationally Closed
Project Number	00101657	End Date	31/12/2018	
Output Number	00104002	Output Manager		Effective Date
Output Name	New Coordination Support			27/12/2018

Output Financials (Cash Funds)		Output Financials (Allocation Funds)	
Total Contribution Recognized	\$ 0.00	Approved Budget	\$ 0.00
Transfers to/from - Funds/Donor	\$ 0.00	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 0.00
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 0.00	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 0.00
Open Purchase Orders	\$ 0.00		
Fund Balance	\$ 0.00		

eChecklist Instructions:

In order to be able to close the project operationally all items in the below list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

Operational Completion:

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.

<https://poppp.undp.org/SitePages/POPPSubject.aspx?SBJID=248&Menu=BusinessUnit>

Operational Closure Checklist				
No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.			A standard format should be used. Review the following links: Final Project Review Report (POPP) and lessons learned as per the following guidelines . Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: <ul style="list-style-type: none"> • Achievements of last year targets; • Overall project performance and sustainability of results; • Achievement on capacity development; • Outstanding activities; • All Open POs have been fully received; • Lessons learned; • Use of remaining budget, if any; • Effective date of project closure; • Transitioning of responsibilities to national counterparts; • Hand-over of assets.
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.			
3	Commission project evaluation			If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format
4	Initiate project Audit (if applicable)			NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to Office of Audit and Investigations website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.			The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
6	Operationally close the Output.			Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

Management Comments (if any):		Find	First	1 of 1	Last
Author	DateTime Stamp				

eChecklist Instructions:

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore; it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

Financial Closure Checklist			
TASK	YES	No	NOTES
			Atlas Transaction Check
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Account Atlas Balance Transaction Currency Base
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances Other 0.00
No outstanding Project Delivery Reports (PDRs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDR: http://unex.undp.org
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open Purchase Orders 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receipt Accruals 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Sup should be uploaded to Atlas (Attachments Tab)
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepaid Vouchers 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Pending Vouchers - Please run the query link to verify pending vouchers.
All pre-financing activities have been recovered and/or reimbursed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
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 expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charged GMS Rate % % 0.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLJEs Not Posted 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unapplied Deposits by Office 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract Pending Events 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contribution Amount Not Collected 0.00
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Pending AR direct journals - Please run the query link check any pending AR direct journals.
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assets \$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Petty Cash & Cash Advance 0.00
Project Bank Account is fully reconciled and closed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with Implementing partner to close Project Bank account
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Receivables 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee Benefits 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Liabilities 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)
Final LPAC / Steering committee minutes are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)
All audit observations are closed with supporting documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fund Donor A
Consultations with Donors on the disposition of unexpended cost-sharing balances, where	<input type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as final