

eChecklist Instructions: (This Is Pilot Checklist)

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

YES NO NOTE

Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)

Atlas Transaction Check
 Atlas Balance
 Transaction Currency Base Currency USD

No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances	0.00	\$ 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	-2.88	\$ 0.00
No outstanding Project Delivery Reports (PDRs):	<input 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	\$ 0.00
No Receipt Accruals:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receipt Accruals	0.00	\$ 0.00
No Outstanding Commitments:	<input type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepaid Vouchers	0.00	\$ 0.00
No pending vouchers:	<input type="checkbox"/>	<input type="checkbox"/>	No Pending Vouchers - Please run the query link to verify and check any pending vouchers.		
All pre-financing activities have been recovered and/or reimbursed,	<input 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	% 0.00
No pending GLUEs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLUEs Not Posted	0.00	\$ 0.00
No unapplied deposits or other unrecorded revenue:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unapplied Deposits by Office	0.00	\$ 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	\$ 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	\$ 0.00
No AR direct journals in budget error or incomplete status:	<input type="checkbox"/>	<input type="checkbox"/>	No Pending AR direct journals - Please run the query link to verify and 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	\$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input 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 changed:	<input 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 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	\$ 0.00
Project Bank Account is fully reconciled and closed.	<input 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, 14080) are cleared:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Receivables	0.00	\$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee Benefits	0.00	\$ 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	\$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).			Copy of CDR should be uploaded to Atlas (Attachments Tab)		

Final LPAC / Steering committee minutes are available.	<input type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)						
All audit observations are closed with supporting documentation.	<input 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 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 Balance excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input type="checkbox"/>	<input type="checkbox"/>	<table border="0"> <tr> <td style="text-align: right;">Fund</td> <td style="text-align: right;">General Ledger Cash Balance</td> <td style="text-align: right;">Amount USD</td> </tr> <tr> <td></td> <td style="text-align: right;">Donor</td> <td></td> </tr> </table>	Fund	General Ledger Cash Balance	Amount USD		Donor	
Fund	General Ledger Cash Balance	Amount USD							
	Donor								
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input type="checkbox"/>	<input type="checkbox"/>	UNDP issue refunds to donor as the very last step before designating a project as financially complete in ATLAS. If the donor requests a refund at any earlier point than you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.						
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	<input type="checkbox"/>	<input type="checkbox"/>	<table border="0"> <tr> <td style="text-align: right;">Pending Refund to Donor</td> <td style="text-align: right;">\$ 0.00</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>	Pending Refund to Donor	\$ 0.00	\$ 0.00			
Pending Refund to Donor	\$ 0.00	\$ 0.00							
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)						
Notified the GSSSC to close any associated contract in the contracts module.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)						
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)						
Ensure project accounts are closed.	<input type="checkbox"/>	<input type="checkbox"/>	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.						

For more information on project closure procedures and policies, please refer to [Closing a Project and Financial Closure of Development Projects](#) and [Financial Closure of Trust Funds](#) in the POPP.

Management Comments (if any)

Author _____ Date/Time Stamp _____

[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)

Sum of USD Amount	Account	Fund	Donor (Ag)	Fiscal Year						Grand Total
				2009	2010	2011	2012	2016	2017	
	14056	1	12	46.68						0.00
	21015	2300	12	-5,293.44	3,394.44	1,899.00				0.00
		20004	12	-12,164.95	12,164.95					0.00
	51005	2300	12	-2,084.44				118,339.95		116,255.51
	51035	2300	12	294.00						294.00
	54015	2300	12		-597.96					-597.96
	55085	2300	12			0.00	-118,339.95			-118,339.95
	61105	2300	12	22,501.54	29,504.97					52,006.51
	61205	2300	12	25,956.66	27,755.94	14,545.88				68,258.48
	61305	2300	12	89,833.39	101,711.04	17,184.66				208,729.09
	61310	2300	12	46,029.20	50,567.31	8,764.18				105,360.69
	62105	2300	12	325.98	1,034.41					1,360.39
	62110	2300	12	3,525.84	4,707.96					8,233.80
	62115	2300	12	1,100.02	2,344.42					3,444.44
	62210	2300	12	5,068.30	5,427.99	2,824.83				13,321.12
	62215	2300	12	804.64	860.44	453.50				2,118.58
	62305	2300	12	2,462.13	2,685.96	467.91				5,616.00
	62310	2300	12	29,084.73	31,980.84	5,330.14				66,395.71
	62315	2300	12	721.05	840.60	140.10				1,701.75
	62320	2300	12	9,744.57	10,630.07	1,771.68				22,146.32
	63120	2300	12	6,443.56						6,443.56
	63330	2300	12		24,794.25					24,794.25
	63335	2300	12		2,335.88					2,335.88
	63360	2300	12		250.79					250.79
	71205	2300	12	9,000.00	10,000.00	25,863.12				44,863.12
	71210	2300	12			1,363.05				1,363.05
	71310	2300	12	1,470.59						1,470.59
	71405	2300	12	0.00		0.00				0.00
	71605	2300	12	9,480.83	1,437.01	3,237.20				14,155.04
		20004	12	588.00						588.00
	71610	2300	12	87.73						87.73
	71615	2300	12	9,339.05	8,616.16	4,305.00				22,260.21
		20004	12	588.00	-588.00					0.00
	71630	2300	12	490.75						490.75
	71635	2300	12	2,283.13	1,722.00	456.00				4,461.13
		20004	12	250.00	-98.00					152.00
	72125	2300	12		2,007.16	2,086.80				2,007.16
	72130	2300	12		2,007.16	3,008.84				2,086.80
	72135	2300	12			3,008.84				3,008.84
		20004	12	12,164.95	-670.29	14,239.39				11,494.66
	72140	2300	12		1,304.02	2,027.82				3,331.84
	72205	2300	12	3,344.38						3,344.38
	72415	2300	12	25.56	822.63					848.19
	72420	2300	12	57.78	345.38					403.16
	72425	2300	12	716.10	1,598.87					2,314.97
	72430	2300	12		139.05					139.05
	72440	2300	12		2,445.35					16,684.74
	72445	2300	12	3,974.31						3,974.31
	72505	2300	12		386.67					386.67
	72510	2300	12	1,937.30	2,017.20					3,954.50
	72515	2300	12	394.60						394.60
	72705	2300	12	566.24						566.24
	72805	2300	12	3,086.35	1,899.00	0.00				4,985.35
	73105	2300	12	31,781.16	30,735.90	23,189.76				85,706.82
	73107	2300	12	382.17						382.17
	73110	2300	12	2,675.47	2,978.46					5,653.93
		20004	12	136.90	9,041.80					136.90
	73125	2300	12	6,237.80	9,041.80					15,279.60
	73205	2300	12	650.75	2,237.85	1,819.68				650.75
	73310	2300	12	39.75	48.39					88.14
	73405	2300	12			1,904.20				1,904.20
	73505	2300	12			2,945.78				2,945.78
	74210	2300	12		1,774.05	553.35				553.35
	74505	2300	12	124.74						1,774.05
	74525	2300	12	5,813.45	2,693.97					124.74
		20004	12	1,620.22						8,507.42
	74599	2300	12			8,000.00				1,620.22
	75705	2300	12		100.00					8,000.00
	75706	2300	12		174.00					100.00
	75707	2300	12		4,122.55					174.00
	76125	2300	12	0.00	21.99					4,122.55
		20004	12		3.12					21.99
	76135	2300	12	-13.30	-17.66					3.12
	77270	2300	12	132.35						-30.96
										132.35
Grand Total				335,498.21	399,692.93	148,381.87	0.00	-43.80	-2.88	883,526.33