

26/2/2019



UN Development Programme Regional Centre - Panama

Project: 00092646
Project Title: Regional Climate Change Programme for LAC
Start Year: 2015
End Year: 2019
Implementing Partner: UNITED NATIONS DEVELOPMENT PRO

Budget (US\$) as of Last Revision on 20-November-2018

Donor	Fund	Amount
MOFACSPAI	30000 Programme Cost Sharing	563,704.26
Moore Foun	30000 Programme Cost Sharing	6,410.15
UNDP	30084 Prog Resources from 11888	2,222.26
MOFACSPAI	52600 TR RBLAAC INTEGRATED	0.00
Total Budget (2019 and Beyond)		572,336.67
Total Utilization (2018 and Prior)		1,397,308.32
Project Total		3,014,073.00
Unprogrammed/Unfunded		1,044,428.01

Responsible Parties: UNDP

Revision Type: Budget Revision 6

Project Description:

This budget revision aims to program funds transferred from operationally closed outputs 00097270 and 00097316 to the operative output 00107132 Support to NDCs, project coordination and knowledge management activities:

US\$4,296.13 (30000-10870) Remaining funds from II Phase of Regional Climate Change Programme LAC Funds of the Government of Spain.
US\$2,222.26 (30084-00012) Remaining funds from II Phase of Regional Climate Change Programme LAC Funds of the Government of Spain.
US\$6,410.15 (30000-11769) Betty Moore Foundation remaining funds

Agreed by:

Richard Barathe
Director
Regional Hub
Regional Bureau for Latin America and the Caribbean United
Nations Development Programme

MVC

output 973/6

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		YES	NO	NOTES	Atlas Transaction Check		
TASK					Account	Transaction Currency	Atlas Balance Base Currency (USD)
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)							
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		0.00	\$ 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 type="checkbox"/>	<input checked="" type="checkbox"/>		Charged GMS Rate %		% 1.47	% 1.47
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>		GLJEs 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 type="checkbox"/>	<input checked="" type="checkbox"/>		Assets		\$ 8,387.72	\$ 8,387.72
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 charged.	<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, 14085) 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).	<input type="checkbox"/>	<input type="checkbox"/>		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)			
				General Ledger Cash Balance			
					Fund	Donor	Amount USD
					30000	10870	\$ 4,296.13
					30068	00327	\$ 0.00
					23400	00220	\$ 1.43
					30000	11769	\$ 6,410.15
					30071	01683	\$ -0.23
					30084	00012	\$ 1,708.81
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 then 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"/>		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 GSSC 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

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Annual Work Plan

Regional Centre - Panama

Project: 00092646

Project Title: Regional Climate Change Programme for LAC

Report Date: 26/2/2019

Year: 2019

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00107132 Support to NDC Implementation	5.1 Governance structure	1/12/2015	31/12/2019	UNDP	52600	MOFACSPAIN	75100	Facilities & Administration	0.00
				UNDP	52600	MOFACSPAIN	71300	Local Consultants	0.00
				UNDP	30000	MOFACSPAIN	75700	Training, Workshops and Confer	8,320.00
				UNDP	52600	MOFACSPAIN	72100	Contractual Services-Companies	0.00
				UNDP	30000	MOFACSPAIN	74500	Miscellaneous Expenses	12,000.00
				UNDP	30000	MOFACSPAIN	71300	Local Consultants	51,000.00
				UNDP	52600	MOFACSPAIN	74500	Miscellaneous Expenses	0.00
				UNDP	52600	MOFACSPAIN	75700	Training, Workshops and Confer	0.00
				UNDP	52600	MOFACSPAIN	74200	Audio Visual&Print Prod Costs	0.00
				UNDP	30000	MOFACSPAIN	75100	Facilities & Administration	5,705.60
	5.2 Strategies and action pla	1/12/2015	31/12/2019	UNDP	52600	MOFACSPAIN	75700	Training, Workshops and Confer	0.00
				UNDP	30000	MOFACSPAIN	71400	Contractual Services - Individ	11,000.00
				UNDP	30000	MOFACSPAIN	71300	Local Consultants	47,900.00
				UNDP	52600	MOFACSPAIN	74200	Audio Visual&Print Prod Costs	0.00
				UNDP	52600	MOFACSPAIN	72100	Contractual Services-Companies	0.00
				UNDP	30000	MOFACSPAIN	74500	Miscellaneous Expenses	20,900.00
				UNDP	52600	MOFACSPAIN	74500	Miscellaneous Expenses	0.00
				UNDP	52600	MOFACSPAIN	71300	Local Consultants	0.00
				UNDP	30000	MOFACSPAIN	71500	UN Volunteers	8,200.00
				UNDP	52600	MOFACSPAIN	75100	Facilities & Administration	0.00
				UNDP	30000	MOFACSPAIN	75100	Facilities & Administration	12,712.00
				UNDP	30000	MOFACSPAIN	74200	Audio Visual&Print Prod Costs	0.00
				UNDP	30000	MOFACSPAIN	75700	Training, Workshops and Confer	3,400.00
				UNDP	30000	MOFACSPAIN	72600	Grants	67,500.00
	5.3 ICimate investment	1/12/2015	31/12/2019	UNDP	30000	MOFACSPAIN	71300	Local Consultants	118,020.00
				UNDP	30000	MOFACSPAIN	74200	Audio Visual&Print Prod Costs	8,000.00
				UNDP	30000	MOFACSPAIN	75700	Training, Workshops and Confer	7,300.00
				UNDP	52600	MOFACSPAIN	74500	Miscellaneous Expenses	0.00



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	5.3 ICimate investment	1/12/2015	31/12/2019	UNDP	30000	MOFACSPAIN	71400	Contractual Services - Individ	5,000.00
				UNDP	52600	MOFACSPAIN	74200	Audio Visual&Print Prod Costs	0.00
				UNDP	52600	MOFACSPAIN	75700	Training, Workshops and Confer	0.00
				UNDP	52600	MOFACSPAIN	72100	Contractual Services-Companies	0.00
				UNDP	30000	MOFACSPAIN	74500	Miscellaneous Expenses	12,800.00
				UNDP	52600	MOFACSPAIN	75100	Facilities & Administration	0.00
				UNDP	52600	MOFACSPAIN	71300	Local Consultants	0.00
				UNDP	30000	MOFACSPAIN	75100	Facilities & Administration	12,089.60
	5.4 Knowledge management	1/12/2015	31/12/2019	UNDP	52600	MOFACSPAIN	75100	Facilities & Administration	0.00
				UNDP	30000	MOFACSPAIN	75100	Facilities & Administration	2,330.13
				UNDP	30000	MOFACSPAIN	71600	Travel	10,000.00
				UNDP	30000	MOFACSPAIN	72100	Contractual Services-Companies	0.00
				UNDP	52600	MOFACSPAIN	72100	Contractual Services-Companies	0.00
				UNDP	30000	MOFACSPAIN	75700	Training, Workshops and Confer	10,126.61
				UNDP	30000	MOFACSPAIN	74200	Audio Visual&Print Prod Costs	9,000.00
				UNDP	52600	MOFACSPAIN	71600	Travel	0.00
	5.5 Project management	1/12/2015	31/12/2019	UNDP	52600	MOFACSPAIN	75700	Training, Workshops and Confer	0.00
				UNDP	30000	MOFACSPAIN	75100	Facilities & Administration	10,822.61
				UNDP	30000	MOFACSPAIN	75700	Training, Workshops and Confer	4,296.13
				UNDP	30000	MOFACSPAIN	61300	Salary & Post Adj Cst-IP Staff	36,428.17
				UNDP	30000	MOFACSPAIN	61200	Salaries Costs - GS Staff	51,375.15
				UNDP	30000	Moore Foun	75100	Facilities & Administration	474.83
				UNDP	30000	MOFACSPAIN	71600	Travel	8,091.50
				UNDP	30000	MOFACSPAIN	73100	Rental & Maintenance-Premises	4,741.00
				UNDP	30084	UNDP	75700	Training, Workshops and Confer	1,708.81
				UNDP	52600	MOFACSPAIN	61300	Salary & Post Adj Cst-IP Staff	0.00
				UNDP	30084	UNDP	73100	Rental & Maintenance-Premises	513.45
				UNDP	52600	MOFACSPAIN	61200	Salaries Costs - GS Staff	0.00



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	5.5 Project management	1/12/2015	31/12/2019	UNDP	52600	MOFACSPAIN	73100	Rental & Maintenance-Premises	0.00
				UNDP	52600	MOFACSPAIN	71600	Travel	0.00
				UNDP	52600	MOFACSPAIN	75100	Facilities & Administration	0.00
				UNDP	30000	MOFACSPAIN	74500	Miscellaneous Expenses	4,645.76
				UNDP	52600	MOFACSPAIN	74500	Miscellaneous Expenses	0.00
				UNDP	30000	Moore Foun	71600	Travel	5,935.32
TOTAL								572,336.67	
GRAND TOTAL								572,336.67	

