

Project Completion Check List

Country Office: SLB

Project/Output No. 00060824

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.
✓	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: Jane Waetara
 Title: Team Leader (Effective Governance)
 Signature: [Signature]
 Date: 30/01/2020

Name: BERIDI BERDIYEV
 Title: UNDP CM
 Signature: [Signature]
 Date: _____

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.

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			
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner).				Atlas Transaction Check		
			Account	Transaction Currency	Atlas Balance	Base Currency (USD)
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances</u>		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"/>	<u>Outstanding Advances Other</u>		0.00	\$ 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"/>	<u>Open Purchase Orders</u>		0.00	\$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Receipt Accruals</u>		0.00	\$ 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be up (Attachments Tab)			
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Prepaid Vouchers</u>		0.00	\$ 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Pending Vouchers</u> - Please run the query link to verify and check any 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"/>	<u>Charged GMS Rate %</u>		% 5.29	% 5.29
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>GLJEs Not Posted</u>		0.00	\$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Unapplied Deposits by Office</u>		0.00	\$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contract Pending Events</u>		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"/>	<u>Contribution Amount Not Collected</u>		0.00	\$ 0.00
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Pending AR direct journals</u> - Please run the query link to verify and check any pending AR direct j			
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"/>	<u>Assets</u>		\$ 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 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"/>	<u>Petty Cash & Cash Advance</u>		0.00	\$ 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"/>	<u>Staff Receivables</u>		0.00	\$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Employee Benefits</u>		0.00	\$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Liabilities</u>		0.00	\$ 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)			
				General Ledger Cash Balance		
			Fund	Donor	Amount USD	
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"/>	30000	10714		\$ 0.00
			30000	00012		\$ 0.00
			30000	11234		\$ 0.00
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 checked="" 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 dont refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Pl 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Refund to Donor</u>		\$ 0.00	\$ 0.00
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)			

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.

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.

Supporting documents if any should be uploaded to Atlas (Attachments Tab)

Ensure project accounts are closed.

Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed" and no financial transactions can be made.

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

Management Comments (if any):

Find First 1 of 1 Last

Author khondker-pervez.ahmed

DateTime Stamp 04/11/2018 7:57PM

There is no pending financial activities thus ready to close financially

Save

Approve

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

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

Output Details		Output Dates		Output Status
Business Unit	FJI10	Start Date	16/03/2008	On Going
Project Number	00049698	End Date	31/12/2015	
Output Number	00060824	Output Manager	David HAMILTON	Effective Date
Output Name	SOI PGSP			27/6/2019

Output Financials (Cash Funds)		Output Financials (Allocation Funds)	
Total Contribution Recognized	\$ 1,493,229.77	Approved Budget	\$ 2,006,307.00
Transfers to/from - Funds/Donor	\$ -934.07	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 1,350,841.01
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 1,492,295.70	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 655,465.99
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://popp.undp.org/SitePages/POPPSubject.aspx?SBID=248&Menu=BusinessUnit>

Operational Closure Checklist				
No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links; Final Project Review Report (POPP) and lessons learned , as per the following guidelines .
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
3	Commission project evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 khondker-pervez.ahmed DateTime Stamp 18/10/18 7:58PM

No operational activities pending thus ready for operational closure

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