



*Au service
des peuples
et des nations*

Country Office : São Tomé
Project 00056982 – “Appui au Processus Electoral” Completion Check List ;
August 2015

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

X	No outstanding NEX advances – in either local currency or USD
X	No outstanding PDRs
X	No open Pos
X	No pending vouchers
X	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)
X	No pending GLJEs
X	No unapplied deposits or other unrecorded income
X	No deposits to be received from donors per signed agreements
X	No AR direct journals in budget error or incomplete status
X	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
X	All assets are transferred or otherwise disposed of
X	All project petty cash is cleared
X	No other pending liabilities
X	The CDR for the previous quarter shows zero encumbrances
X	All audit gaps are closed with supporting documentation.
X	The final CDR is signed by UNDP and the Implementing Partner.
X	If a cost sharing project, the unexpended balance has been agreed to the general ledger.
X	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
X	All refunds to donors have taken place and the project balance is zero.

Name **António de Lima Viegas**

Title **Officer in Charge**

Signature _____

Date 13th August 2015

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.